

Safety, Health and Environment (SHE)

CODE OF PRACTICE FOR CONTRACTORS AND SUB-CONTRACTORS



The UK's leading turn-key
independent ship repairer & marine
engineering services provider

SMS
GROUP

www.sms-marine.co.uk

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1. INTRODUCTION

NOTE:

For the purpose of this document the following definitions will apply:

Contractor: is any person or company contracted/sub-contracted to carry out any work or service for The SMS Group on property or premises controlled by The SMS Group.

Responsible Manager: is the Management Representative of The SMS Group that requested the contracted work.

Responsible Person: is any member of The SMS Group management or supervisory personnel with responsibilities for supervising the Contractor.

The Company: Any SMS Group operational / non-operational site that engages a Contractor.

The Company will pursue all measures necessary to ensure that health and safety of its employees and minimise the risk of accidents on and/or to its property and therefore:

REQUIREMENTS

- (a) Before any Contractor is permitted to carry out work on Company premises, they must understand and comply with their statutory duties applicable to the work they have agreed to carry out.
- (b) The Company has its own rules which must at all times be observed by Contractors and their employees.
- (c) Every Contractor shall ensure that a responsible person is appointed to take responsibility for health and safety supervision on site at all times during the works.
- (d) Contractors shall inform the Responsible Manager in advance of any activity by the Contractor outside of normal working hours.
- (e) The Contractor shall maintain an acceptable level of housekeeping to the satisfaction of the Responsible Person
- (f) The Contractor shall not dispose of any effluent, scrap or surplus materials without the consent of the Responsible Person.
- (g) Any Contractor or Contractor's employee who does not comply with the terms set out in this document may be required to leave the site immediately.
- (h) Any Contractor that undertakes works on behalf of the Company must be registered as an approved supplier.

It is required that Contractors read this Code of Practice. The Company can then assure itself that the Contractor has understood its obligations. Any work carried out by Contractors under the banner of this Code of Practice, will not in any way relieve the Contractor of their liabilities in respect of compliance with health and safety law, accidents, injuries and ill health.

2. INSURANCE

- (a) All Contractors entering the Company's premises to carry out work shall indemnify and render the Company safe against and from, any claim arising from damage, loss or expense in respect of personal injury, damage to property or any loss which may arise out of, or is connected with or in consequence of carrying out work, which may arise from a breach by the Contractor or their servants or agents, provided nothing herein shall impose any liability upon the Contractor for negligence on the part of the Company or its servants or agents.
- (b) Contractors shall insure their liabilities in respect of any of their own employees entering the Company premises by provision of the Employer Liability (compulsory insurance) Act but with a minimum indemnity of £10m.
- (c) To cover the period of contract, all Contractors entering the company's premises shall have in force insurance cover provided by Public and Product Liability Insurance. This will have a limit of indemnity suitable to the given works / contract with a minimum indemnity of £5m.
- (d) To cover the period of contract, all Contractors rendering professional advice or service to the company shall have in force insurance cover provided by Professional indemnity insurance with a minimum indemnity suitable to the works/contract.
- (e) In particular circumstances (e.g. major project work) it may be necessary for the Company to ask the Contractor to extend these insurance policies to provide additional indemnity limits and coverage.

3. BEFORE COMMENCEMENT OF WORK

- (a) The Contractor must submit to the Company (for approval) suitable and sufficient risk assessments and method statements (RAMS) for the works to be undertaken. All hazards should be identified within the RAMS and appropriate control measures documented and taken to mitigate risk. The RAMS should also contain step by step task methodology demonstrating how the works will be undertaken. The Contractors personnel must be briefed on these RAMS and adherence to them may be checked by the Company.
- (b) Permission must be obtained from the Company before commencement of any work on site. All Contractors shall consult with the Responsible Person prior to commencing work to discuss the work and the safety requirements.

- (c) The Contractor's senior representative at the site must:
- (i) report to the Responsible Person so that, if necessary, the site of the contract operation may be separated from the normal activity of the premises.
 - (ii) Inform the Responsible Person if any sub-contractor will be employed: and shall be responsible for ensuring that any sub-contractors are fully aware of this Code of Practice and that they comply with its requirements.
 - (iii) inform the Company before delivery of any materials commences, in order that adequate storage facilities / laydown areas can be arranged.
 - (iv) Ensure that he/she supplies a list of equipment and substances likely to be brought onto the site or into the works. The list of equipment and substances should be submitted to the Responsible Person for checking and clearance. Where the list includes items such as internal transport, the vehicle shall be checked by the company to ensure that it meets our safety requirements (the competency of the driver will also be established).
- (d) Contractors involved in large long-term contracts, e.g. construction/demolition work, may be required to make their own arrangements for providing welfare facilities, including (not exhaustive):
- First aid services
 - Washing and sanitary facilities
 - Cloakroom and meal accommodation
 - Other services by local agreement

On smaller contracts, permission can be sought where possible to utilise the Company welfare facilities. The Contractor will be informed of the facilities available to his employees, on the basis that the use of facilities by the Contractor will not render the Company responsible for any losses.

- (e) Where applicable, the Contractor will be informed of the Company's routine in the event of fire.

4. STATUTORY OBLIGATIONS

The Contractor, whilst on any Company site, has a duty to comply with the Health & Safety at Work, etc. Act 1974, The Management of Health & Safety at Work Regulations and any other subsequent statutory regulations.

(a) Control of Substances Hazardous to Health

The Contractor will, at all times, inform the Responsible Person of such substances or processes considered to produce hazardous situations, so that the Company may

assess the risk to its own and other employees.

(b) Noise at Work

The Contractor is expected to comply with the requirements of the Noise at Work Regulations at all times whilst on the company's premises. The duty of the Contractor also extends to ensure that, whilst carrying out work on Company premises or worksites, he, or his sub-contractors, do not subject the Company's employees or any other persons to noise levels in excess of the statutory limits.

(c) Other Statutory Provisions

Listed below are some situations that will be covered by a relevant statutory provision that the Contractor should be aware of if he is to affect a safe working condition. However, it must not be assumed that all relevant legislation is mentioned in this Code of Practice:

- Electricity at Work
- The Provision and Use of Work Equipment
- The Manual Handling of Loads
- Workplace Health, Safety & Welfare
- Personal Protective Equipment at Work
- Asbestos
- Construction, Design and Management
- Work at Height
- Lifting Equipment and Lifting Operations
- Confined Spaces

5. USE OF COMPANY EQUIPMENT

Contractors are expected to provide all their own tools and plant and other equipment necessary for the satisfactory performance of the work in hand. Use of the Company's equipment is not permitted without the written authority of the Responsible Manager.

Contractors must also ensure that their employees are provided with and use the necessary personal protective equipment (PPE) e.g., helmets, safety footwear, safety eye protection, hearing protection, hand protection, respirators, or masks etc.

6. REPORTING OF SHE RELATED INCIDENTS

All incidents, involving Contractors, visitors, or other third parties shall be initially reported to the Responsible Manager or his nominee.

If it is safe to do so, action should be taken to control, minimise or rectify the incident, taking care not to risk pose any additional risks of health and safety to those involved.

7. FIRE PRECAUTIONS

- (a) The Contractor shall ensure that no operation or activity resulting from his, or his sub-contractors, operations or operations of plant or equipment can result in fire or explosion. The contractor will ensure that all persons on site under his control are aware of the local emergency procedures for the particular area.
- (b) The safety rules with respect to "No Smoking, etc." in restricted areas must be observed at all times unless within dedicated smoking areas. Contractors are responsible for the safe storage, handling and use of all compressed gas cylinders, or containers delivered to them, or used by them on the Company's premises.
- (c) Where welding equipment, metal cutting torches, blow lamps, naked flames or spark equipment is required to be used, this work will only be allowed to commence with prior notification to responsible person. Hot work outside of maintenance areas may require a permit to work to be issued.
- (d) During welding operations, appropriate screens must be erected for the protection of the Company and Contractors' employees from ultra-violet radiation.

8. MOVING MACHINERY & GUARDS

Permission must first be obtained from the Responsible Manager before commencing any work above or in the proximity of moving plant or machinery.

All machinery utilised by Contractors must conform to the 'Provision and Use of Work Equipment Regulations' (PUWER) with respect to guarding safety standards. Guards or fencing must not be removed from any machinery or plant without permission from the Company.

Guards shall not be removed whilst the machinery is in motion and they must be replaced and secured when the work is completed, and prior to machinery being restarted.

Working on machinery and equipment may require a permit to work to be issued prior to the work starting and in accordance with Company isolation and lock off procedures.

9. EXCAVATIONS

Before any excavation work commences, the Contractor shall ascertain the existence and route of electrical cables, drains, gas and water mains likely to be affected by the work.

Contractors must comply with the Construction (Health, Safety and Welfare) Regulations and the guidance contained in HSG 185 Health and Safety in Excavations.

All excavations left unattended shall be securely fenced or adequately protected. Danger notices should be prominently displayed and also adequately lit during the hours of darkness. If site lighting is inadequate for this of amber flashing lamps shall be used.

10. ROOFWORK AND WORKING AT HEIGHT

The Contractors, or his employees, are not allowed onto any roof without the permission of the Responsible Manager and a permit to work.

Where there is a danger of personnel falling through a roof, then adequate precautions must be taken to prevent such a danger. The Contractor must apply the guidance contained in HSG 33 Health and Safety in Roof work and the Work at Height Regulations.

Work at Height activities that pose a significant risk will require additional control measures to support the risk assessment and safe system of work and will require a Permit to Work for Working at Height

11. LADDERS & SCAFFOLDING

The Contractor shall ensure that all ladders used are of the appropriate class for the type of work, are in a safe condition and are used in accordance with statutory requirements.

The erection of scaffolding must be carried out by qualified scaffolders.

12. LIFTING OPERATIONS AND LIFTING EQUIPMENT

The Company's cranes, lifting tackle, hoists, overhead travelling cranes and lifting equipment shall not be operated or used by Contractor's employees, without written authority of the Responsible Manager.

Contractors who bring their own cranes, lifting machines, hoists, lifting and other gear and appliances into the works, and before using them therein, shall satisfy the Responsible Manager that the statutory requirements relating to periodical testing and examinations have been complied with, by production of a current certificate of thorough examination.

Crane operators and slinger / banksman must have a certificate of competence. All lifting operations must be planned in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) by a trained and competent appointed person in accordance with BS7121.

13. PRESSURE VESSELS & CONFINED SPACES

Any pressure vessel brought onto the Company's premises must comply with the provisions of the Pressure Systems Safety Regulations. Where Contractors are required to undertake work involving entering storage vessels, they will not do so without the express permission of the Responsible Manager. No person shall enter a confined space without a valid permit to work issued by a Responsible Person person.

14. ELECTRICAL WORK

All electrical installation work carried out by Contractors on the premises must comply with the relevant statutory legislation.

15. ELECTRICITY, GAS, WATER AND AIR SERVICES

Under no circumstances may use be made of the Company's water, electricity, gas or compressed air mains without the permission of the Responsible Manager.

16. EXPLOSIVES AND RADIOACTIVE MATERIALS

Explosives or radioactive materials must not be brought onto any Company premises without the written permission of the Responsible Manager.

17. DRUGS AND ALCOHOL SCREENING

The Company has a Drug and Alcohol Policy and operates a “Random” testing programme for “Drug and Alcohol screening, in addition to a “for cause” protocol. Contractors and their employees may be invited to partake in the random screening programme, in addition, if a Contractor or their employees are involved in an incident they are required to be available for testing if requested, as soon as possible after the incident occurs.

18. GRIEVANCE PROCEDURE

Should Contractors have concerns with the way they are being treated they should first attempt to achieve resolution through informal discussion. Failing this they should follow the Whistle Blowing Policy available on all Company notice boards. This policy enables Contractors to address their concerns and to focus on resolving the issues between the Contractor and the Company.

19. ENVIRONMENT

Contractors may have a documented Environmental Management system (EMS) or equivalent procedures to provide an acceptable level of environmental protection. Alternatively, Contractors could commit to complying with the applicable sections of the Company IMS which should be covered as part of the site induction.

Contractors shall perform all the work in accordance with all site related environmental permits, planning permissions (including any associated control or monitoring schemes) and applicable environmental legislation.

Environmental risk assessments and method statements should be undertaken in parallel with the assessments detailed above for health and safety and be provided prior to commencing work on site. They should consider the activities to be conducted, materials / chemicals to be used, and any emissions expected e.g. noise, dust, vibration, possible water contamination and the interface with any environmental receptors.

Any waste materials generated by the Contractor must be handled and recorded in accordance with the Duty of Care Regulations and disposed of via the appropriate waste disposal process.

20. ASSISTANCE

The Company is willing to assist Contractors in any practical way to facilitate the execution of their work in a safe manner.

