

CONTRACTOR SAFETY GUIDELINES

INTRODUCTION

Mid & West Wales Fire & Rescue Service (MAWWFRS)) is committed to the safety and health of its employees, including all contractors and their employees working on MAWWFRS projects. The purpose of the information contained in this booklet is to define the environmental compliance, health, safety and environment (SHE) responsibilities of the contractor while performing work for MAWWFRS and to provide minimum guidelines. If questions arise at any time as to the interpretation of these responsibilities, the station/site representative should be contacted. The information contained in this booklet is intended to supplement the requirements issued by the MAWWFRS Corporate Risk Health and Safety Managers.

REQUIREMENTS

It is the responsibility of contractors to assure that their employees comply with all applicable provisions of Health, Safety and environment legislation and regulations. The contractor's responsibility remains independent from MAWWFRS, and the contractors must maintain their obligation under the Health and safety Act 1974 and other Health and Safety Regulations.

Pre-Project Meeting where required

Prior to the commencement of work, the contractor shall meet with the station/site representative for a pre-project meeting in order to ensure a correct understanding of the applicable MAWWFRS SHE, security, fire protection, and operating requirements. The contractor shall:

- Supply the MAWWFRS representative with a copy of safety information.
- Provide a project safety plan (CDM, if required by the scope of work).
- Provide a list of any chemicals that may be brought on-site to the MAWWFRS representative.
- Become familiar with the MAWWFRS SHE requirements and transfer this information through training to their employees.

The MAWWFRS representative will provide assistance as needed above.

Asbestos Notification

MAWWFRS buildings may contain a variety of asbestos-containing materials (ACM) in the following areas: thermal insulation, transite walls, floor tiles, ductwork, and insulation. A complete inventory of all ACMs is available from the local MAWWFRS. ACMs are not to be disturbed without appropriate training. If there is any doubt about whether your work will disturb ACMs, please contact the MAWWFRS representative.

Badge System (where required)

Upon arrival at the site, contractors are required to sign in with and obtain a visitor's badge. For safety and security, the badge is to be worn visibly at all times.

Confined Space Entry

Contractors are required to comply with all requirements of the MAWWFRS "Permit Required Confined Space Entry" standard operating procedure, available from the MAWWFRS representative. Prior to entry into a MAWWFRS permit-required confined space, a confined space entry permit must be completed, and documentation of employee training must be provided to the MAWWFRS representative. The contractor is responsible for entry and work performed in all confined space areas and must assure that adequate steps have been taken to eliminate or control any hazards.

Designated Smoking Area

Smoking at MAWWFRS facilities is only permitted in designated areas. Your MAWWFRS representative will inform you of the locations where smoking is permitted. Smoking inside any building or within 5' of an entrance is strictly prohibited.

EMERGENCIES

(Medical/Fire/Spills)

In the event of an emergency (medical, fire, or hazardous material spill), phone the emergency number (Provided) to report the incident. Do not call '999' as this will delay

on-site first responders and could cause delays. Calls to the emergency number are answered immediately 24 hours a day and start a chain of necessary actions by the MAWWFRS. When you dial this number, inform the MAWWFRS JFC of the emergency and the location.

Emergency Evacuation Procedures

Prior to the commencement of work activities, contractors and their employees are required to review the emergency evacuation procedure with the site representative.

Environmental Concerns

Any spill or release of any chemical substance, including oils, grease, antifreeze, etc., as a result of contractor activities must be reported to MAWWFRS representative immediately. Spills requiring any emergency response must be reported by calling the emergency number provided to the contractor where work is being conducted. Chemicals are not to be disposed down any drain or on the property. For chemical disposal assistance, contact the MAWWFRS representative.

Fall Prevention/Protection

The use of full body harnesses, shock absorbing lanyards, and approved lifelines are mandatory when working above ground level, in any type of man lift equipment.

Fire Prevention

The MAWWFRS representative will communicate specific fire prevention and protection requirements to the contractor. The information discussed may include, but not be limited to the construction and use of temporary buildings, temporary and portable space heating devices and equipment, transportation of flammable liquids, and precautions for specific hazard areas. Open fires are prohibited. Contractors are required to maintain fire extinguishers on the job whenever there is a fire potential.

Fork Truck Operation

Where Fork truck are provided by the contractor's if their employee must provide verification of current fork truck training and

demonstrates the ability to operate the truck safely. The contractor shall be responsible for all damage caused by their operation.

Hazard Communication

Copies of Data sheets for all chemicals being brought onto the site must be provided to the MAWWFRS representative prior to the beginning of work. Contractors are to maintain an inventory of chemicals & volumes they are using at the site. It is the responsibility of the contractor to train his or her employees of the hazards associated with the chemicals being used and to inform his or her employees of the on-site location of material safety data sheets and risk assessment. All containers of chemicals brought onto the site must have labels providing the identity of the chemical and the appropriate hazard warning. If hazardous chemicals are being used, it is the responsibility of the contractor to inform his or her employees of the location of the safety shower and eyewash station in the immediate area or provide an alternative way of providing this protection.

Housekeeping

Contractors are required to maintain a safe and orderly work environment free from the accumulation of construction debris and litter. Daily cleanup of the work area to the satisfaction of the MAWWFRS representative is required. Contractors performing work on the roof must remove all combustible material and secure all loose material at the end of each workday.

Injury Reporting

Any injuries sustained while working at a MAWWFRS location must be reported using the MAWWFRS reporting system SHE Assure within 24 hours of occurrence.

Ladders and Scaffolding

Only non-conductive ladders are permitted for use. Ladders and scaffolding must conform to applicable Health and Safety Regulations.

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Lock-Out, Tag-Out Procedure

The contractor's and the MAWWFRS lock-out, tag-out procedures will be reviewed at the pre-project meeting if applicable. For information consult the MAWWFRS Officer (Lock-Out, Tag-Out)" standard operating procedure.

Parking

Contractors are not permitted to park personal vehicles in the MAWWFRS parking area. If project work requires vehicles to be parked in parking area or other non-routine locations, contact the MAWWFRS Officer for approval and coordination.

Personal Protective Equipment

The MAWWFRS representative will make a determination on the requirement for contractors to wear steel-toes safety shoes. At a minimum, the contractor's employees must wear the following personal protective equipment in any production, maintenance, or construction work area, inside or outside of building:

- Full shirts covering the shoulders.
- Ankle length trousers.

Working in certain areas of the building or the tasks being performed by the contractor's employees may require the use of additional equipment such as hearing protection, hard hats, respirators (face fit required), fall protection, etc. The use of and requirements for personal protective equipment will be discussed by the MAWWFRS representative at the pre-project meeting.

Mobile Phone and Camera Policy

MAWWFRS Policy specifically prohibits visitors and contractors from picture-taking or recording capability on site without advance written approval from the MAWWFRS representative responsible for the contractor.

Alcohol / Intoxicants Policy

Possession or use of alcohol, illegal drugs, or controlled substances is not permitted on company property. Reporting to perform work on-site while under the influence of alcohol or a controlled substance will be

cause for possible arrest and removal from company property.

Head Office Contacts

Service Headquarters
MAWWFRS Estate
Project Manager
Etc.

Sub-Contractors

Sub-contractors are the responsibility of the main contractor. Transfer of the safety information contained in the booklet to the sub-contractor is the responsibility of the main contractor as if the sub-contractor were an employee of the contractor.

Work Permits

Special permits are required to perform potentially hazardous activities. Such activities include, but are not limited to the following:

- Welding, burning, grinding.
- Plant Rooms activities
- Alarms systems (fire, security etc.)
- Excavating or digging.
- Entry into a permit-required confined space.

The MAWWFRS representative will provide the contractor with details regarding applicable permits to perform the contractor's assigned scope of work.

Hazardous Waste Disposal

Contractor personnel are responsible to comply with all Health and Safety and regulators and MAWWFRS requirements for the handling, storage, transportation, and disposal of hazardous waste generated as a result of contractor activity. If contractor activities will result in the generation of hazardous waste materials, the contractor shall produce a compliance plan prior to the commencement of work for the MAWWFRS representative to review.

Working Hours

Business hours at MAWWFRS are 8.30AM to 5.30PM. Contractors required to be on site outside these hours must consult with their MAWWFRS representative. The nature

of the work is to be reviewed and site-specific requirements must be approved.

Tool Release Form

I, _____
the undersigned employee of

_____ understand that my use of

_____ (hereinafter referred to as "equipment") is totally voluntary and that the equipment is being provided to me by Contractor Name, _____ at my request. I hereby assume all risks in connection with my use of this equipment; and further, release Contractor Name, _____, its employees, and agents, from liability for any harm, injury, or damage which may befall me, including all risks connected therewith, whether foreseen or unforeseen.

Signature of Contractor Employee

Witness

Date

Acknowledgement

MAWWFRS has provided and reviewed with me contents of the booklet, "Contractor Safety Guidelines", for purposes of briefing employees under my supervision. I understand it is my responsibility to brief all employees under my supervision on all safety requirements included in the manual.

My Name is (please print)

I work for (contracting company)

Signature of Contractor Employee

Date

Signature of PHG Representative

Date

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