

CODE OF PRACTICE FOR CONTRACTORS WORKING ON BEHALF OF TMHUK

Unless otherwise defined the term “Contractor” will include any subcontractors employed by the contractor.

- 1.0 As a condition of all contracts contractors are expected to comply with all the relevant Health, Safety and Environmental Legislation. They must carry out their work in a safe and controlled manner in order that no injury is caused to their own staff, employees of TMHUK or to any other third party. The same duty of care extends to all property regardless of ownership.
- 2.0 Contractors will:
- a) provide insurance cover in respect of their legal liabilities to TMHUK, all third parties and their own employees and may be required to produce evidence of such;
 - b) observe and work in accordance with any site terms and conditions required by the site operator;
 - c) be responsible for ensuring that any sub-contractors employed by them are provided with a copy of this Code of Practice and that they comply fully with the requirements of these terms;
 - d) advise site management of any dangers or hazards the intended works may pose to any other person or property before commencement;
 - e) ensure that their employees are adequately trained and hold any necessary certificates of competence for any of the tasks they are to perform whilst on site;
 - f) adequately supervise their workforce at all times. Unless prior agreement is obtained from the site operator's management no lone working is allowed;
 - g) not use any site operator's tools, cranes, forklift trucks or any other equipment without permission from site operator's management on each occasion;
 - h) ensure that equipment or tools of whatever nature brought onto the site operator's premises are of sound construction and suitable for the work for which they are intended to be used and must meet all applicable statutory regulations;
 - i) ensure that no electrical supply is interrupted without prior permission being obtained;
 - j) ensure that all portable electrical appliances brought onto site meet the current electricity regulations, e.g. have a current test certificate and be labelled to show test date.
 - k) ensure that wherever possible only 110-volt tools should be used. All portable mains operated tools, of whatever voltage, must be protected by an earth leakage circuit breaker (RCD residual current device).
- 3.0 No hazardous substance, as defined in current COSHH Regulations may be used or brought onto any site without prior permission being obtained from the Site Operator and must be accompanied by the relevant data and risk assessment documents.
- 4.0 All near misses and or accidents must be reported immediately to the site management. Site first-aid facilities, where provided, are usually made available for use by contracting personnel. However it is the contractor's responsibility to ensure they are commensurate with any risks involved in the works

- undertaken by him or his staff. If existing First Aid arrangements are deemed to be insufficient the contractor must make suitable and sufficient alternative provision for first aid facilities.
- 5.0 Where appropriate safe areas of work should be determined and suitable barriers and signs erected. Unfinished work to be left unattended must not present a hazard to other personnel and must be left in a clean, tidy and safe condition with the necessary signs and barriers in place. Before leaving the site at any time and for whatever reason (includes at the conclusion of each day's work) the contractor must advise the relevant site operator's management of the current state of work and any special conditions prevailing.
- 6.0 On completion of work, it is the responsibility of the contractor to remove all tools, equipment and waste from site, leaving it in a clean, tidy and safe condition. The removal of waste must be in accordance with the relevant legislation.
- 7.0 Contractors must provide their employees with relevant safety equipment and protective clothing appropriate to the tasks they are to perform.
- 8.0 Employees of TMHUK are not permitted to use any of the contractor's machinery, tools or equipment.
- 9.0 Contractors must consult the site's Asbestos Register prior to commencing any work that may involve contact with Asbestos Containing Materials (ACM's).
- 10.0 Contractors must familiarise themselves and their employees with the sites fire safety arrangements and in particular take note of the location of fire extinguishers, fire alarm call-points, fire escape routes and assembly points in the area in which they are working.
- 11.0 Any scaffolding must be erected by trained persons using sound materials and be suitable for the work. They should be inspected by a competent person before use and thereafter every seven days, or where they are altered or exposed to weather conditions likely to affect them. The inspection should be recorded and be available for inspection by the TMHUK site contact if necessary. This instruction also includes mobile towers.
- 12.0 Ladders are intended to provide access to a place of work and will not be encouraged for any other purpose. They must be tied off or footed at all times when in use to prevent the risk of slippage. They will be appropriate for the work in hand taking account of the hazards involved (e.g. not metal when working with electricity) Persons required to work off ladders for any purpose other than isolating a valve or accessing a work area for example, must wear fall arrest/restraint equipment and safe systems of work must be identified in your safety method statement.
- 13.0 Contractors must wear fall arrest/restraint equipment when working at height. The fall arrest/restraint equipment must be properly worn and attached to a sound structure throughout the period of work. Inspection records must be maintained and available on request.
- 14.0 Smoking is only permitted outside in designated smoking areas/shelters.

Declaration

We acknowledge receipt of a copy of TMHUK's Code of Practice for Contractors and undertake that we will strictly comply with all of the terms therein.

Signed for and on behalf of:

Supplier / Contractor Company Name

Signed: [Click here to enter text.](#)

Name : [Click here to enter text.](#)

Position: [Click here to enter text.](#)

Tel No: [Click here to enter text.](#)

Date: [Click here to enter a date.](#)