



AGENCA HEALTH & SAFETY PROCEDURES CONTENTS

Pg 1 - Contractor Safety Requirement 1 - Compliance with Contractor Safety Requirements

Pg 2 - Contractor Safety Requirement 2 - Appointment and training of key and other safety related post holders

Pg 3 - Contractor Safety Requirement 3 - Confined Spaces of work

Pg 4 - Contractor Safety Requirement 4 - Safety of Sub-Contractors

Pg 5 - Contractor Safety Requirement 5 - Electrical Safety

Pg 6 - Contractor Safety Requirement 6 - Site and Building Emergency Arrangements

Pg 7 - Contractor Safety Requirement 7 - Fire Safety

Pg 8 - Contractor Safety Requirement 8 - Control of Substances Hazardous to Health

Pg 9 - Contractor Safety Requirement 9 – Unusual Occurrences including Safety Incidents and accidents

Pg 10 - Contractor Safety Requirement 10 - Ladders and Scaffolding

Pg 11 - Contractor Safety Requirement 11 - Safe Systems of work

Pg 12 - Contractor Safety Requirement 12 - Provision and use of Personal Protective Equipment

Pg 13 - Contractor Safety Requirement 13 - Safety Monitoring

Pg 14 - Contractor Safety Requirement 14 - Training

Pg 14 – Sign and Return to Agencia Ltd, Drewitt House, 865 Ringwood Road, Bournemouth, Dorset BH11 8LW



AGENCA CONTRACTOR SAFETY REQUIREMENT 1

COMPLIANCE WITH CONTRACTOR SAFETY REQUIREMENTS

REQUIREMENTS

- 1 .Contractors must comply with Agenca's Client's Contractor Safety Requirements documents as stipulated in the contract or as issued to them by the Superintending Officer.
2. Contractors must supply to the Site Manager any safety instructions or other safety documentation that has been supplied in connection with the equipment on the contract.



AGENCA CONTRACTOR SAFETY REQUIREMENT 2

APPOINTMENT AND TRAINING OF KEY AND OTHER SAFETY RELATED POST HOLDERS

REQUIREMENTS

3. Contractors must ensure that before carrying out operations or having duties which may affect safety on site that they are suitably qualified and experienced person (see definitions below) who has received appropriate training. Details of training, qualifications and experience must be provided to the Site Manager if so requested.

DEFINITIONS

4. "Suitably qualified and experienced person" is a term used in conditions applying to all site licenses. The term describes the principle, which applies to operations on all Agenca's Client's sites, that any post in which the post holder may affect safety or the effectiveness of the management or monitoring of safety must be held by a person who is suitably qualified and experienced to carry out the duties of that post.

5. "Which May Affect Safety" means for the purpose of this requirement any actions which, in the event of a single error or failure would either pose a direct hazard to the workforce or the public or would reduce the level of protection against the hazard to below that level assumed in a safety case for normal operation of the plant.



AGENCA CONTRACTOR SAFETY REQUIREMENT 3

CONFINED SPACES WORK

REQUIREMENTS

Work within a confined space is potentially extremely hazardous and must only be carried out in full compliance with Agenca's Client's Permit-to-Work which has been approved by the Site Manager or SO'S nominee.

DEFINITION

2. A confined space is.
 1. Any chamber, tank (closed or open topped), vat, pit, pipe, flue or similar space or; any closed or unventilated room in which people may be at risk from dangerous fumes or gases or from gases heavier than air or from restricted ventilation which oxygen enrichment may occur.



AGENCA CONTRACTOR SAFETY REQUIREMENT 4

SAFETY OF CONTRACTORS

REQUIREMENTS

1. Contractors must take all reasonably practicable action to ensure that they have been appropriately and adequately trained to carry out the work involved.
2. Contractors must monitor their own safety performance to ensure compliance with the safety requirements stipulated in 1 above and that safe practice is being followed.

DEFINITION

3. "Which May Affect Safety" refers for the purpose of this Requirement to a contract to carry out work which involves hazards to persons, stemming from the nature or location of the work and has the following characteristics:

Where relevant, for operations which are covered by a formal safety case, it includes work which, if not properly carried out, could place the condition of a plant, process or location below the level of protection identified in the safety case as being necessary to control the hazards.



AGENCA CONTRACTOR SAFETY REQUIREMENT 5

ELECTRICAL SAFETY

REQUIREMENTS

1. All electrical equipment brought onto a Agenca's Client's site by contractors must be regularly maintained, inspected and tested to ensure safety and marked to show when testing is next required. Details of testing procedures must be provided on request to the Site Manager or nominee.
2. Use of electrical equipment operating at above 110 volts must be in accordance with any requirements of a Senior Authorised Person (Electrical) or authorised person (Electrical) if so notified to the contractor by the Superintending Officer.
3. Any work being carried out on the electrical distribution system at Agenca's Client's site can only be done in compliance with the requirements of a Senior Authorised Person (Electrical) or Authorised Person (Electrical) nominated to the contractor by the Superintending Officer.
4. Where contractors are carrying out work on electrical systems or equipment such work must be done in compliance with Agenca Client's Electrical Safety Regulations, a copy of which will be provided as necessary by the Superintending Officer.
5. Contractors must ensure that their employees carrying out work on electrical systems or equipment have received appropriate training and are competent to carry out the work. Details of such personnel must be provided when required by the Superintending Officer to the Senior Authorised Person (Electrical) who may decide to make formal appointments describing the work that can be done.



AGENCA CONTRACTOR SAFETY REQUIREMENT 6

SITE AND BUILDING EMERGENCY ARRANGEMENTS

REQUIREMENTS

1. Contractors must comply with site and building emergency arrangements at the location in which they are working, including how to recognise and respond to emergency alarms.
2. Contractors must ensure that they know what action they must take if an emergency is declared, how to raise alarms, how to evacuate the work area if necessary and the locations where their personnel should then muster.
3. Contractors must take part in emergency exercises arranged on Agenca and their Client's sites unless advised otherwise by the Site Manager (who will seek guidance from Clients Head Office, if necessary).
4. Contractors must put in place emergency arrangements, including the provision of any appropriate instructions and warning notices, which may be necessary in respect of any building or operation, which they are managing.



AGENCA CONTRACTOR SAFETY REQUIREMENT 7

FIRE SAFETY

REQUIREMENTS

1. Contractors must take all necessary measures to prevent hazards from fire arising from the work they are carrying out.
2. Contractors must advise their personnel of fire hazards which may arise and instruct them in the actions to be taken in the event of a fire, including such action as can be taken to make the situation safer, how to summon specialist assistance, and building evacuation procedures.
3. Contractors must ensure that their personnel comply with all site regulations and notices regarding restrictions on smoking, and use of equipment which may cause fire.
4. Contractors must ensure that, where there is a significant fire risk, their personnel have received appropriate fire training.
5. Where operations involve hot work such as welding, brazing or the use of processes involving naked flames, such work must only be carried out under Agenca's client's Permit to Work authorized by the Superintending Officer or the SO's nominee.
6. Contractors must co-operate with any fire inspections required on their activities on the site by the Site Manager or the SM's nominee.



AGENCA CONTRACTOR SAFETY REQUIREMENT 8

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

REQUIREMENTS

Contractors must ensure that they comply with the Control of Substances Hazardous to Health Regulations 1988 and any subsequent revisions to those regulations.

2. Contractors must advise the Site Manager of the intended use of any substances, which are hazardous to health either to their own personnel or to others present on the site. They must inform the Site Manager of the measures they will take to protect people from any hazard posed by such substances and comply with those measures and any additional requirements specified by the Superintending Officer



AGENCA CONTRACTOR SAFETY REQUIREMENT 9

UNUSUAL OCCURRENCES INCLUDING SAFETY INCIDENTS AND ACCIDENTS

REQUIREMENTS

1 Contractors must take any necessary action to make the situation safe if there is an unusual occurrence (see definition below) including safety incidents and accidents. They must not dispose of evidence, which may indicate the cause of the occurrence unless it is necessary to do so to ensure safety.

2 Any unusual occurrence, safety incident or accident must be reported immediately to the Superintending Officer, or nominated representative, using the notification form in Annex A. (The Site Manager or nominee will take the necessary onward reporting action applying to Agencia's Clients, particularly any required on a licensed nuclear site. Contractors are responsible for taking any reporting action required of them as employers).

3. Contractors must participate in incident investigations in accordance with any requirements stipulated by the Site Manager

DEFINITION

4. An unusual occurrence is an unexpected or unplanned event, which affected, or could have affected safety of staff or involved damage to plant or machinery (i.e. including near misses). It includes safety incidents and accidents. An unusual occurrence should also be reported whenever examination, inspection, maintenance or testing of plant reveals a potentially unsafe situation.



AGENCA CONTRACTOR SAFETY REQUIREMENT 10

LADDERS AND SCAFFOLDING

REQUIREMENTS

1. All contractors carrying out work using ladders or scaffolding must have been informed by the Site Manager of the requirements for safe working and have received appropriate training for this purpose.
2. Contractors must ensure that all work carried out under their control involving the use of ladders or the erection, alteration dismantling or use of scaffolding is properly supervised to ensure safety. They must monitor the effectiveness of the safety precautions taken for this purpose and take corrective action if safety implementation is found to be inadequate.
3. Contractors must ensure that warning notices are prominently posted on ladders and/or scaffolding when this is required to ensure safety.
4. Ladders which contractors will use on Agenca's Client's sites must be of appropriate quality and type for the work to be done, e.g. they comply with British Standard 1129 or British Standard 2039.
5. Contractors must ensure that when arrangements are made for scaffolding to be erected, altered or dismantled, the work is done by competent persons in accordance with the requirements of the Construction (Work Place) Regulations 1966. **It is your responsibility to be safety aware.**
6. Contractors must, in particular, ensure that no scaffolding is used unless it has been inspected by a competent person within the immediately preceding 7 days and a report has been made and recorded of the results of the inspection.



AGENCA CONTRACTOR SAFETY REQUIREMENT 11

SAFE SYSTEMS OF WORK

REQUIREMENTS

1. Contractors must ensure that their operations are carried out under a safe system of work and be able to demonstrate to the Superintending Officer that this is the case.

2. The safe system of work applied by the contractor will include the following elements:

Assessment of the task; identification of the hazards-
Identifying safe methods;
Implementing the system;
Monitoring the system

Examples of the implementation of a safe system of work are:

- 2.1 personnel working to detailed operating instructions covering the work to be done and issued by the contractor.
- 2.2 that the operations are being carried out by staff of special competence (e.g. welding) in an area specially prepared and designated for the work.
- 2.3 the work is being carried out in compliance with a properly authorized permit-to-work, which assesses the hazards associated with the work and states the safety requirements that must be met;
- 2.4 some other system that the contractor can demonstrate to be a safe system of work because it complies with the elements described above.

3. Operations must be carried out in compliance with Agenca's Client's permit-to-work where so required by the Site Manager or by Agenca's Client's Contractor Safety Requirements.



AGENCA CONTRACTOR SAFETY REQUIREMENT 12

PROVISION AND USE OF PERSONAL PROTECTIVE EQUIPMENT

REQUIREMENTS

1. Contractors' must use appropriate personal protective equipment (PPE)
2. Contractors must only wear/use PPE that meets the requirements of British Standards, or other appropriate standards, whenever such standards are in place.
3. Contractors must ensure that PPE used, is maintained in good working order and is fit for the purpose.
4. Contractors must ensure that they are adequately trained to use the appropriate PPE to maintain safety.



AGENCA CONTRACTOR SAFETY REQUIREMENT 13

SAFETY MONITORING

REQUIREMENTS

1. Contractors must carry out their own safety monitoring to check that they and any other contractors they are working with are safe at all times.
2. Contractors must comply with any requirements notified to them and report the results of such safety monitoring to the Site Manager.
3. Contractors must, when requested, provide the Site Manager with details of their proposed safety monitoring activities.



AGENCA CONTRACTOR SAFETY REQUIREMENT 14

TRAINING

REQUIREMENTS

2. Contractors must keep records of safety' training provided for their staff and provide records of such training to the Superintending Officer on request.
3. Contractors must make themselves available to be trained in the safety procedures applying at the site before the work is to be done and/or while work is in progress in accordance with the requirements of the Site Manager.



I have read and understood all of the safety information that is contained in this document.

I understand that I personally risk prosecution from the Government's Statutory Body (Health and Safety Executive) if I fail to implement any safety procedure indicated in this and any other site document that may be relevant to my safe working on site.

PRINT NAME.....OCCUPATION.....

Signed.....Dated.....

Witnessed by an authorised Agenca Representative or Client Site Manager

.....Dated.....