

**UK-NSI Co., Ltd.**

**UK-NSI Co. Ltd.**

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# CONTRACTOR RULES AND CONDITIONS PD-023-003

HEALTH, SAFETY AND ENVIRONMENTAL  
CODE OF PRACTICE

# UK-NSI Co., Ltd.

## Contents

1.	INTRODUCTION AND GENERAL REQUIREMENTS .....	3
2.	CONTRACTOR DECLARATION .....	5
3.	AUTHORISED DEVIATION AND EMERGENCY SITUATIONS .....	5
4.	INSURANCE COVER .....	5
5.	HEALTH, SAFETY AND ENVIRONMENTAL POLICY .....	5
6.	FITNESS TO WORK .....	5
7.	CONTRACTORS VISITORS .....	5
8.	CHILDREN AND PETS .....	5
9.	CAMERAS AND MOBILE PHONES.....	5
10.	DELIVERY OF MATERIALS .....	6
11.	RISK ASSESSMENT AND GENERAL SAFE WORKING .....	6
12.	ARRIVING AND LEAVING SITE .....	6
13.	PERMITS TO WORK (Reception) .....	7
14.	ACCIDENTS, INCIDENTS & FIRST AID.....	7
15.	ENVIRONMENTAL INCIDENTS.....	7
16.	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	8
17.	SAFETY SIGNS.....	8
18.	ASBESTOS.....	8
19.	FIRE .....	9
20.	SUBSTANCES AND CHEMICALS .....	10
21.	LONE WORKING .....	10
22.	ELECTRICAL WORK & ELECTRICAL EQUIPMENT .....	10
23.	MACHINERY .....	11
24.	LIFTING EQUIPMENT.....	11
25.	PRESSURE VESSELS AND PRESSURE SYSTEMS .....	11
26.	HOT WORK.....	12
27.	ROOFS .....	12
28.	CONFINED SPACES .....	12
29.	TEMPORARY OVERHEAD WORKING (SCAFFOLDS, PLATFORMS, ETC) .....	13
30.	LPG AND FLAMABLE LIQUIDS .....	13
31.	DRAINS AND SEWERS .....	13
32.	TIDINESS AND DISPOSAL OF WASTE.....	14
33.	PAINTING AND DECORATING.....	14
34.	WINDOW CLEANING.....	14
35.	INTOXICATING LIQUOR AND DRUGS .....	14
36.	GAMBLING .....	14
37.	TRADING .....	14
38.	TOILET FACILITIES .....	14
39.	SMOKING POLICY.....	15
40.	RADIOS AND MUSIC.....	15
41.	CANTEEN AND VENDING FACILITIES.....	15
42.	SECURITY.....	15
43.	LOSSES.....	15
44.	ADVICE .....	16
	DECLARATION .....	17

# UK-NSI Co., Ltd.

## 1. INTRODUCTION AND GENERAL REQUIREMENTS

**Scope** - The scope of these contractor rules applies to the appointed contractor, his/her employees, and his/her sub-contractor where applicable. Visitors to UK-NSI Co Ltd are outside the scope of these rules.

Note: A contractor would be classed as a visitor if they were on site to quote for work and is under full supervision of the project coordinator or designated responsible deputy and the contractor is not required to undertake an activity which would be subject to a permit to work.

**Contractor means** - A self-employed person or independent company, who undertakes work for or on behalf of UK-NSI Co Ltd but is not subject to a permanent or fixed term UK-NSI Co Ltd employment contract.

A contractor would include, but not limited to:

- A sub-contractor undertaking activities for or on behalf of a primary contractor who is working for or on behalf of UK-NSI Co Ltd, i.e. repairing, servicing, installing or commissioning plant or equipment owned or being controlled by the primary contractor or his sub-contractors.
- A UK-NSI Co Ltd employee engaging the services of a self-employed person or independent company to undertake work on UK-NSI Co Ltd property or work that would interface with UK-NSI Co Ltd activities.

Note: A UK-NSI Co Ltd employee would need to obtain authority/permission from the relevant manager prior to any work being undertaken.

**Project Co-ordinator means** - The identified UK-NSI Co Ltd contact, or designated Company employee in control of the contract or project.

UK NSI Co Ltd produces electronic products for the automotive industry. Our electronic components and assemblies are especially susceptible to damage from static discharge from people and materials. Major issues can also be created by dirt and dust getting into products, processes or onto components and assemblies. Contractors are therefore required to make every effort to protect the integrity of the product and contain and control the amount of dust created. Contractors or their employees are not allowed to touch any process, handle components or products without the prior agreement of the Project Co-ordinator.

The Project Co-ordinator must ensure Contractors are informed of relevant Company rules and procedures that must be followed, and that they are adequately supervised while on site. Some of these rules include the fact that there is no eating or drinking allowed in any area of the Company, except in the canteen area or outside in the Company grounds. Smoking is prohibited in all areas of the Company except in identified smoking shelters in the grounds. All signs and notices must be observed at all times and all Electro Static Discharge (ESD) precautions must be followed at all times.

It is a priority of UK-NSI Co Ltd to get all tasks completed economically, safely and without incident. It is a requirement of UK-NSI Co Ltd that every person engaged in any form of work at, or on behalf of UK-NSI Co Ltd to implement or follow all reasonably practical precautions to prevent accidents or incidents occurring. The main focus for Contractors must be on the avoidance of unsafe acts and the prevention of unsafe conditions.

Due to legal requirements on compliance with applicable Health, Safety and Environmental legislation and Company responsibilities, UK-NSI Co Ltd has set out a Code of Practice, entitled "Contractor Rules and Conditions" for Contractors and their employees who are working for or on behalf of UK-NSI Co Ltd. The aim is to protect the health, safety and environmental obligations of UK-NSI Co Ltd, the health & safety of Contractors and their employees, UK-NSI Co Ltd company personnel and any other persons affected by UK-NSI Co Ltd undertakings.

The Contractor has the legal responsibility and contractual requirement to ensure that his/her employees and his/her sub-contractors conform to the requirements of applicable Health, Safety and Environmental legislation, and to the provisions of this code of practice. Adherence to this code of practice and any other specific UK-NSI Co Ltd safety rules does not relieve or exempt a Contractor from his/her legal or contractual obligations.

# UK-NSI Co., Ltd.

The contractor is required to carry out all work in accordance with applicable Health, Safety and Environmental legislation relevant to the work being undertaken and any interface with the undertakings of UK-NSI Co Ltd. Special attention is drawn to, but is not limited to the following:

The Management of Health and Safety Regulation (with particular attention to written risk assessments and safe systems of work)	The Personal Protective Equipment at Work Regulations
The Health & Safety at Work Act	The Workplace Health, Safety & Welfare Regulations
The Electricity at Work Regulations	The Gas Safety Regulations
The Control of Substances Hazardous to Health Regulations	The provision and Use of Work Equipment Regulations (PUWER)
The Construction Design and Management Regulations (CDM)	Manual Handling Regulations
The Lifting Operations and Lifting Equipment Regulations (LOLER)	The Safety Signs and Signals Regulations
Fire Regulations	The Work At Height Regulations
The Noise at Work Regulations	The Confined Spaces Regulations
The Environmental Protection Act	A Duty of Care regarding waste, etc.

All work carried out under contract for or on behalf of UK-NSI Co Ltd must be by competent personnel. The Project Coordinator has the responsibility to ensure the competency of the contractor(s). Competency is based on qualification, training, knowledge and experience.

The Project Coordinator has the responsibility to ensure the contractor is conversant with the applicable Health, Safety & Environmental rules of the company and department or area in which they will be working. The Contractor must ensure his/her employees and all subcontractors are also conversant with the applicable Company, Health, Safety & Environmental rules and that they are followed.

In the event of doubt regarding the application of this code of practice or in circumstances where this code does not cover a specific item, advice should be sought from the Project Coordinator who will clarify the situation with the relevant competent person if necessary.

Before UK-NSI Co Ltd allows any contractor/contracting firm to carry out work, the Project Coordinator must ensure and be satisfied that the contractor:

- Has the ability, sufficient skills and knowledge to do the job safely without risks to health and safety.
- Understands and will comply with their health & safety duties and responsibilities applicable to all work being undertaken.
- That they will comply with the details specified in this contractor code of practice.

The Project Coordinator must be satisfied that they have engaged a competent contractor to undertake the nature and scope of the required work. This assurance may be achieved through experience of working with a contractor on similar projects. However, with new or unknown contractor's, references from previous contracts / projects completed by the contractor of a similar nature should be followed up. Where this is difficult consideration should be given to the completion of a questionnaire within the boundaries of "the level of risk will be determined by the nature and scope of the work"

The Contractor and his/her employees must act at all times in the best interests of their respective companies and be courteous to UK-NSI Co Ltd employees at all times.

Any person found contravening these rules is liable to be escorted off site and may not be permitted to return at any future time.

# UK-NSI Co., Ltd.

## 2. CONTRACTOR DECLARATION

The Contractor is required to complete the declaration form attached to the rear of this code of practice, to acknowledge receipt and acceptance of the specified Contractor Rules. The completed declaration form must be returned to the identified Project Coordinator or Human Resources Department at UK-NSI Co, Ltd. prior to commencement of any work.

Service contractors and regular contractors on site undertaking relatively low risk activities must sign the contractor declaration every two years.

New, irregular contractors on site and contractors undertaking high risk activities must sign the contractor declaration for each contract that they undertake.

## 3. AUTHORISED DEVIATION AND EMERGENCY SITUATIONS

Only the following people have the authority to authorise deviation from these Contractor Rules:

Facilities Manager

Health, Safety & Environmental (HSE) Manager / Human Resources Dept.

Out of normal working hours emergency contact details for the Facilities Manager and/or the HSE Manager are held in the security gatehouse.

## 4. INSURANCE COVER

The contractor and his/her sub-contractors must have relevant insurance for the type of contract work being undertaken and shall provide a copy of their certificate of Liability Insurance to the Project Coordinator and/or Facilities Manager. The Project Coordinator must be satisfied that adequate contractor insurance cover is in place for all damages to UK-NSI structures, employees and property owned, hired or leased by UK-NSI Co, Ltd. The level of insurance required will depend on the tasks being undertaken and the associated risks, as a minimum this should be 5 million pounds.

## 5. HEALTH, SAFETY AND ENVIRONMENTAL POLICY

The Project Co-ordinator has the responsibility to bring to the attention of Contractors the contents of the UK-NSI Co, Ltd. Health, Safety and Environmental Policy. Copies of the Company Policy are freely available from reception and displayed on notice boards around the Company.

The contractor must agree that his/her work will not conflict with the current UK-NSI Co, Ltd. Health, Safety and Environmental Policy.

## 6. FITNESS TO WORK

The Contractor shall ensure that all employees, agents and sub-contractors are fit, able and competent to carry out their duties for which they are engaged at UK-NSI Co, Ltd.

## 7. CONTRACTORS VISITORS

The Contractor shall not arrange for persons to visit him/her on site, unless prior agreement has been obtained from the Project Co-ordinator.

If a visitor arrives unannounced and has a legal right to access, i.e. HSE Inspector, Environmental Health Officer, Local Council Official, etc. the Contractor must ensure the Facilities Manager and the HSE Manager is immediately informed.

## 8. CHILDREN AND PETS

The Contractor shall not bring children or pets onto site for any reason.

## 9. CAMERAS AND MOBILE PHONES

The use of cameras and mobile phones is strictly prohibited in any manufacturing areas, without the prior authorisation/permission and control of the Project Coordinator. This includes mobile phones capable of taking photos.

# UK-NSI Co., Ltd.

## 10. DELIVERY OF MATERIALS

The Project Co-ordinator must give permission before any arrangements are made for deliveries to the site. It is essential that the Project Co-ordinator be advised of all deliveries to the site, to ensure adequate safety measures are undertaken, the safe storage and offloading responsibilities and arrangements are in place. The storage of Contractor's goods and equipment are at the contractor's own risk. No liability for loss or damage will be accepted by UK-NSI Co Ltd.

## 11. RISK ASSESSMENT AND GENERAL SAFE WORKING

Under no circumstances are Contractors allowed access to any part of the site or processes without prior authorisation from the Project Co-ordinator.

Method Statements, Risk Assessments and Safe Systems of Work for the work to be undertaken must be supplied to the Project Co-ordinator before commencing any work on site, which will also include any necessary safety precautions and arrangements to protect all personnel on site and UK-NSI Co, Ltd. property. The project Coordinator has the responsibility for agreeing the Safe System of Work with the Contractor and ensuring a suitable and sufficient risk assessment and method statement has been completed and deciding if

any details or precautions need to be clarified and agreed with any other Company personnel, i.e. the Facilities Manager and/or HSE Manager.

A permit to work must be obtained before any work can be started. This applies to any physical work that is undertaken in a hazardous location, disrupts normal operations or is performed on any plant/equipment, the fabric of the building or any high-risk task performed otherwise. (The Project Coordinator can consult with the FED Manager/ HSE Manager).

The Contractor is responsible for the erection and maintenance of suitable and sufficient barriers around his/her work area to prevent any unauthorised personnel entering an area where there is a risk of injury. Barriers must also carry clear signage to explain the nature of the hazard and an instruction not to enter the area.

The Contractor may not use any UK-NSI Co Ltd. plant or equipment without the prior written authorisation of the Project Co-ordinator. The project Co-ordinator will check the competency of any person being authorised to use any Company plant or equipment, which may include, a current and valid FLT certificate, certification for using grinding wheels or written training records where applicable, etc. If authorisation is granted, the Project Co-ordinator has the responsibility to ensure the authorised person is adequately supervised and completes the task(s) competently and safely, and that they are aware of all Company rules, restrictions and considerations that need to be taken into account.

The Contractor is responsible for ensuring that his/her employees comply with all applicable legal requirements and all company rules.

## 12. ARRIVING AND LEAVING SITE

All contractors regardless of how long they will be on site or where they will be working must sign in and sign out at reception. Booking in and out in reception will ensure contractors are recorded as "on site" or "off-site" as part of fire regulations.

Reception will issue an identification badge upon booking in, all Contractors must wear/display this identification badge at all times while on site. This badge must be handed back into reception when leaving site or at the end of each day.

Reception will advise the Project Co-ordinator that you are on-site. You will then be collected from reception or advised where to go. No work can be started without obtaining a permit to work and completing a site induction.

# UK-NSI Co., Ltd.

## 13. PERMITS TO WORK (Reception)

Permits can only be obtained from the reception area of the company after a contractor has booked in and been issued with a contractor pass. Permits should not be issued to contractors that have not submitted a method statement, risk assessment, safe systems of work, signed the contractor's declaration or supplied a copy of liability insurance, unless authorisation has been obtained from the Facilities Manager and or/HSS.

The UK-NSI person issuing the permit must be a trained risk assessor/competent to issue a permit to work and must have knowledge of the work to be undertaken, the associated risks and hazards.

Contractors must obtain a permit to work before any work commences on site and must abide by the stipulations mandated in it. Exceptions for permits can only be authorised by the Facilities Manager and/or the HSE Manager.

The following activities are deemed to be "High Risk" and are subject to a **PERMIT TO WORK** from Facilities Engineering only before operations commence:

- **Hot work** (welding, brazing, grinding, finishing, blowlamps, and any equipment or operations that uses or generates flames or sparks)
- **Electrical work** on the main distribution network or high voltage
- **Overhead work**
- **Roof work**
- **Work at heights**
- **Pressure systems**
- **Confined space**
- **Lone working**
- **Entry or work in plant rooms**
- **Building fabric work.** This also includes any job that necessitates or involves the breaking of or drilling through the fabric of the building, whether internal or external, however small.

## 14. ACCIDENTS, INCIDENTS & FIRST AID

All accidents, incidents no matter how small and near misses must be reported immediately to the Project Co-ordinator or a recognised UK-NSI Co Ltd. first aider, who will ensure Company procedures are followed and an incident form is completed (F-060-073) Prompt attention could avoid complications later. The Contractor must also inform their own employer.

UK-NSI Co Ltd. will if necessary, carry out a full investigation into an accident, incident or dangerous occurrence on site. This may include reporting the accident/incident to the HSE in addition to any report submitted by the Contractor.

It is the responsibility of the Contractor to ensure any accident/incident reportable under RIDDOR is reported in the correct manner to the appropriate authority (*RIDDOR-Reporting Of Injuries, Diseases and Dangerous Occurrences Regulations*)

## 15. ENVIRONMENTAL INCIDENTS

All environmental incidents must be reported to the Project Co-ordinator and Facilities Engineering immediately, and recorded on an environmental incident form (F-060-073) i.e. any spill or oil leak, any chemical or substance onto land or down a drain, uncontrolled waste, disturbance of company property, disturbance of any wastes held on site, or damage to company property, etc.

# UK-NSI Co., Ltd.

## 16. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Completed risk assessments need to identify PPE requirements. The Contractor must take steps to assess the working environment before tendering, and must provide adequate Personal Protective Equipment (PPE), which is appropriate for the tasks being undertaken. PPE may include where applicable, clothing to protect against adverse weather conditions, excessive heat, cold, sparks, hot surfaces/materials or substances/chemicals hazardous to health, working at height, etc.

The Contractor must provide his employees with all the necessary PPE for the work/activities being undertaken, and ensure any sub-contractors are similarly provided. This includes a requirement to ensure that his employees and sub-contractors wear PPE where applicable and the PPE is maintained in good condition. The person using PPE must also be trained and competent in its use.

All UK-NSI Co Ltd. Company rules regarding the use of PPE as identified by local signs must be followed at all times.

## 17. SAFETY SIGNS

The Contractor is responsible for the provision and display of any safety signs that may be required as a result of the work being undertaken. All signs must comply with the Safety Signs and Signals Regulations.

All UK-NSI Co Ltd. Company safety signs must be followed at all times unless otherwise authorised by the Project Coordinator or specifically covered by the permit to work or contractors risk assessment.

## 18. ASBESTOS

Prior to the commencement of any work, all relevant contractors including service engineers, where their work may bring them into contact with asbestos containing materials must read the asbestos register and take note of the presence of any asbestos within the working area, or equipment they will be working on.

If the work will not require the disturbance of any materials that contain or are suspected of containing asbestos, the contractor will be required to be extra careful not to disturb any identified materials. If the identified materials are disturbed, access to the area must be prevented, the Facilities Manager and/or the HSE Manager must be informed immediately. The Facilities Manager and /or the HSE Manager will decide the next course of action to follow.

If any material or equipment containing or suspected of containing asbestos is going to be disturbed, all applicable legislation must be followed, which includes the screening off of the area to prevent fibres escaping the containment area, wetting down materials to prevent fibres becoming airborne, full PPE for dealing with asbestos, full control measures for handling the materials and disposing of the waste. All precautions, controls, waste disposal requirements and competence of the contractor must satisfy the Facilities Manager and / or the HSE Manager, i.e. Notification to the HSE where required, HSE approved asbestos contractor, licensed asbestos waste carrier, licensed final destination waste site.

With regards to suspected asbestos materials, the preferred approach is to sample the material prior to any work being undertaken, to either confirm the presence of asbestos or not. All sampling must be under controlled conditions and in line with applicable legislation.



# UK-NSI Co., Ltd.

## 19. FIRE

The Project Co-ordinator must make all contractors aware of fire procedures. Once received the Contractor must bring it to the attention of his/her employees and his/her sub-contractors working on site at UK-NSI Co, Ltd. The procedure to follow in case of fire evacuation is displayed at appropriate points throughout the Company.

If the work of a Contractor introduces a fire hazards into an area, the Contractor is responsible for providing the appropriate type of fire fighting equipment and safeguards, and must obtain the relevant permit to work, i.e. hot work permit from Facilities Engineering Dept before work commences.

In the event of a fire or emergency evacuation alarm sounding, Contractors are to evacuate the building by the nearest emergency/safe exit and report immediately to the area identified on the front car park, where you will be cleared against your sign-in entry for the day. **PLEASE NOTE: FAILURE TO REPORT TO THE FIRE ASSEMBLY POINT WILL BE TAKEN TO ASSUME THAT YOU ARE IN TROUBLE AND FIRE CREWS WILL BE INFORMED YOU ARE MISSING. LIVES WILL BE RISKED TO FIND YOU! SO PLEASE REPORT AS INSTRUCTED AND STAY THERE!!!!**

All instructions issued by Facilities Engineering must be followed at all times, which may include immediately leaving site, moving your vehicles to a safer position, or to allow access for emergency vehicles. Under no circumstances must a contractor enter or re-enter any part of the site unless specifically requested or the situation has been declared safe.

### **General rules to follow on discovering or being alerted to a fire:**

Always raise the alarm from the nearest fire alarm point first.

Never fight a fire unless trained and authorised by UK-NSI to do so.

Never put yourself or anyone else at risk.

Where it is safe to do so, turn off electrical supplies to own equipment only, stop machines and processes for own equipment only, and shut off gas supplies to own equipment only.

Remain calm and leave the building via the nearest fire evacuation exit without collecting personal belongings.

Report to your allocated fire assembly point on the front car park and stay there!

Do not interfere with the mains supply of gas, electricity or water unless authorised UK NSI to do so.

Close doors and windows behind you, to prevent the fire from spreading, but do not lock them.

Tell others as you leave the building.

Do not use lifts.

Keep talk to a minimum.

Do not enter or re-enter the building unless authorised to do so.

### **Fire Precautions:**

No fire fighting equipment or fire alarm may be disconnected, removed, resited or otherwise rendered inoperable without the required permit to work and permission of Facilities Engineering.

All Fire exits, fire signs, fire fighting equipment and gangways must be kept free of obstruction at all times.

No work which would involve the blocking of any opening intended for use as an emergency escape exit may be started without first gaining the agreement from Facilities Engineering.

Never wedge or leave fire doors open.

Never block or leave obstructions on fire escape routes.

Never block access ladders, as these may be required in an emergency.

Never store combustible materials in hazardous positions, i.e. next to heat or ignition sources, on top of electrical equipment, next to portable heating appliances, heat radiating sources including lighting, etc.

Never smoke in unauthorised areas.

Limit the amount of flammable liquids to a minimum.

Never bring electrical equipment on site without a valid PAT test label or in poor state of repair.

Always practice good housekeeping standards.

Report all damaged or used/discharged fire extinguishers immediately to Facilities Engineering for replacement.

# UK-NSI Co., Ltd.

## 20. SUBSTANCES AND CHEMICALS

Contractors must ensure that a Material Safety Data Sheet (MSDS) is available for all substances/chemicals that may be used on site. A COSHH assessment must be completed if there is a risk of exposure to a hazardous substance/chemical. The MSDS and/or the COSHH assessments are to be presented to the Project Coordinator in advance of any work commencing/not at the time of bringing a hazardous substances/chemical on-site. The MSDS's and/or COSHH assessments must be reviewed with the Project Coordinator prior to use, to decide whether or not the substances/chemicals can be used, and what precautions and control measures are required.

Where there is a specific risk to any UK-NSI Co Ltd. employee the Facilities Manager and/or the HSE Manager must be informed immediately of the details, which should include a copy of the MSDS, the risks and any proposed precautionary control measures.

It is also of the utmost importance that substances and chemicals are not stored in a hazardous position and must be stored so as to prevent any spillage or leakage, etc. Every effort must be made to prevent any substance and chemical from entering any drain, sewer or contaminating any land. If substances and/or chemicals are to be stored on site, it is the Contractors responsibility to obtain prior agreement from the Project Coordinator and provide suitable physical containment/bund. Storage by the Company does not exempt a Contractors responsibility.

## 21. LONE WORKING

All Contractors must assess/identify any potential lone working situations and comply with all applicable regulations, which also includes making provisions for raising the alarm in an emergency. A permit to work must be obtained prior to any lone working.

## 22. ELECTRICAL WORK & ELECTRICAL EQUIPMENT

No electrical work on electrical equipment can be carried out without a permit to work.

No electrical work can be started on any facilities or any part of the building without authorisation from Facilities Engineering.

Contractors must have ascertained the position of cables and services inside walls, cavities and partitions, etc, before commencing work.

No equipment is to be isolated without authorisation/permit to work. This also applies to a permit to work from Facilities Engineering for gas, water, compressed air, and electricity, etc. All work is to be carried out by a competent electrician and conform to regulations currently in force.

Portable tools must be of a maximum 110v voltage.

All equipment used must be well maintained and inspected for damage prior to use.

All portable power tools, extension leads, transformers, etc, must be supplied through a residual current device (RCD) and certified / PAT tested before bringing them onto site. Each item is to be labelled stating the date after which it cannot be used without retesting.

# UK-NSI Co., Ltd.

## 23. MACHINERY

All machinery used by the Contractor must conform to current safety regulations in force.

Contractors machinery can only be operated by authorised competent persons and fully safeguarded in accordance with PUWER. Guards and other safety devices must always be maintained in good condition and secured in their correct positions.

The use of cartridge tools shall be restricted to those persons specifically trained in its use.

The Contractor must not use any Company equipment, tools or plant without the permission of the Project Coordinator, who must check the persons competency before permission is granted.

The Contractor must not interfere with any guard, protective device or anything provided in the interests of health, safety and welfare, including alternative control measures, without obtaining a permit to work from Facilities Engineering.

## 24. LIFTING EQUIPMENT

A permit to work is required for all lifting operations from Facilities Engineering.

It is the Contractors responsibility to ensure that any cranes, forklift truck, hoist, lifting tackle, or other item of lifting equipment, together with all associated ropes, chains and other ancillary equipment are constructed, used and maintained in accordance with LOLER and PUWER.

Lifting equipment can only be used by trained and competent people and in a safe and proper manner.

Safe working loads must never be exceeded. Sharp edges on any loads, girders etc, must be removed or properly packed to prevent chafing of slings and ropes.

Ropes and chains must not be joined by nuts and bolts or shortened by knotting.

Persons may not be raised, lowered or carried by cranes, hoists or lifting appliances not designated to carry persons.

Any lifting equipment or tackle brought onto site must have a copy of its current inspection certificate.

## 25. PRESSURE VESSELS AND PRESSURE SYSTEMS

It is the Contractors responsibility to ensure that all items of portable pressure plant including compressors comply with legal requirements.

A permit to work must be obtained from Facilities Engineering before any work can commence on any Company pressure vessel or pressure system.

# UK-NSI Co., Ltd.

## 26. HOT WORK

Prior to the commencement of any hot work, the Contractor must obtain a permit to work from Facilities Engineering.

Flame producing equipment or hot work operations include, blowlamps, welding, cutting, grinding, finishing, brazing, bitumen boilers and any other equipment that has naked flames, creates sparks or is an ignition or heat source.

Any area where welding or hot work operations are going to take place, the area must be screened off first. If it is impossible to screen off an area, other suitable and sufficient safety measures must be taken to reduce/mitigate any potential fire risks.

Prior to commencement of any hot work, the Contractor must ensure all combustible materials have been cleared away from around the area and below the place of work. Provide a suitable fire extinguisher(s) for the type of work being completed.

The contractor should never leave any hot work unattended or equipment ignited, and only have equipment ignited for as short a period as possible.

During and after completion of any hot work, an employee suitably trained in fire fighting must continuously inspect the area as specified in the permit to work for signs of smoke, fire and/or the smell of burning where hot work has been completed.

## 27. ROOFS

Contractor's are not allowed onto the roof of any building without a permit to work and the permission of the Facilities Engineering.

All legislation must be followed, including work at heights.

When working on roofs of a brittle/weak nature, crawling boards must be used.

When working close to the edge of a roof or where there is a risk of falling, suitable edge protection and/or safety harnesses and safety rope and anchored lanyard must be used.

Nothing must be thrown to the ground from any height or roof.

All rubble, rubbish tools, etc. must be removed from all roofs upon completion of the work.

It is essential that valleys, gutters and down pipes are clear of obstruction, rubble or rubbish.

Builder's tools and equipment must not be washed where cement, plaster or other contamination can be washed into drainpipes or into the storm water drains or sewers.

## 28. CONFINED SPACES

A permit to work must be obtained before any access to, or work in a confined space. This includes all ducts and roof voids and any confined space where there maybe toxic, flammable fumes or lack of oxygen.

Contractors wishing to enter a confined space, must be able to show written evidence of adequate training / competency.

# UK-NSI Co., Ltd.

## 29. TEMPORARY OVERHEAD WORKING (SCAFFOLDS, PLATFORMS, ETC)

The Contractor is responsible for obtaining all relevant local authority permits and notification from the HSE, should the contract period require it.

No overhead work shall be carried out without first obtaining a permit to work from Facilities Engineering and permission from the Project Co-ordinator. The Project Coordinator must be in full agreement with the Contractor on all safety precautions and safe systems of work before work commences.

Scaffolds, platforms etc must be erected and maintained as prescribed by current legislation, including work at heights. No scaffold may be used until a competent person has inspected it and the results entered into the Contractors register. The Contractor will need to consider the provision of walkways, fans, chutes, guardrails, toe boards, warning signs and lights, etc. The Contractor is fully responsible for all aspects of scaffolding including the selection of competent sub-contractors for its erection.

All materials must be lowered from scaffolding, ladders, etc NOT THROWN.

At the end of each period of work, all scaffolds must be left in a safe condition, access to the work area must be removed daily when work ceases, and suspended loads must be lowered to the ground. Loads must not to be left aloft.

## 30. LPG AND FLAMABLE LIQUIDS

The storage and use of LPG and highly flammable liquids must be carried out in accordance with relevant legislation in force (Flammable Liquids and Liquefied Petroleum Gases Regulations & the Petroleum consolidation Act, Dangerous Substances and Explosive Atmosphere Regulations, etc)

LPG cylinders not in use should be stored away from buildings in the open air at ground level, on a firm even surface, and at least 3 metre away from any cellars, drains, excavations or other hollows where vapour may collect. In a position where the store will not create a hazard, prevent a safe means of escape, and in a position as to prevent it from being struck by any site traffic. If protection is provided to prevent cylinders being exposed to weather conditions, it should be made out of a non-combustible material and should not compromise ventilation.

All LPG, flammable liquids or flammable materials must not be stored close to any heat or ignition sources.

Cylinders whether full or empty, in use or not, should not be left unattended in access areas or any area where they could be open for abuse. At the end of the day all cylinders must be returned to a secure store. If they cannot be stored inside or a fenced area on site they should be removed from site. The Project Coordinator must be informed about any cylinders being brought on site.

## 31. DRAINS AND SEWERS

**UNDER NO CIRCUMSTANCES WHATSOEVER ARE ANY SUBSTANCES OR CHEMICALS TO BE DISPOSED OF INTO ANY DRAIN OR SEWER.**

It is also of the utmost importance that substances and chemicals are not stored in a hazardous position and must be stored so as to prevent spillage or leakage, etc. Every effort must be made to prevent any substance or chemical from entering any drain, sewer or contaminating any land. Authorisation from the Project Coordinator must be obtained if substances and or chemicals are to be stored on site. It is the Contractors responsibility to ensure that they are stored in a suitable manner and correctly banded, as per agreement with the Project Coordinator. Storage by the Company does not exempt a contractor from responsibility.

# UK-NSI Co., Ltd.

## 32. TIDINESS AND DISPOSAL OF WASTE

Accidents and incidents are less likely to happen in a tidy environment. All factory areas, i.e. yards, roads, storage areas, work areas, etc. must be kept clean and tidy at all times, and free from litter and obstructions. Do not leave rubbish, tools and equipment lying about.

All work areas must be left in a clean and tidy condition after completion of each task.

The Contractor is responsible for the proper disposal in line with current legislation of all waste created as part of work being undertaken. All building and waste material is to be removed from the site during or at the end of the contract. Any legal requirements for disposal must be strictly adhered to at the contractor's expense, unless otherwise stipulated in the contract or agreed with the Project Coordinator. Any further cleaning or making good of any damage caused by the Contractor, which is considered necessary by UK-NSI Co Ltd. will be at the expense of the contractor.

The "DUTY OF CARE" act and the "Hazardous Waste Regulations" are very explicit about control and disposal of waste. Contractors who do not comply with these requirements maybe dismissed without warning and any costs incurred by the Company, due to a Contractors accident or negligence recovered.

The provision and location of any skips must be agreed with the Project Coordinator before they are brought onto site. If combustible materials are going to be placed into a skip, the Contractor must ensure a skip is provided with lockable lids and doors are secured. No fires may be lit in skips.

## 33. PAINTING AND DECORATING

A permit to work must be obtained from Facilities Engineering before any painting & decorating is allowed.

The Contractor is required to implement all regulations, when using spray equipment and items classed as pressure vessels.

Compliance with applicable regulations, including work at heights, scaffolding and ladders, etc, are also applicable to painters and decorators.

## 34. WINDOW CLEANING

All chemicals used must be approved and be accompanied by the material Safety Data Sheet and/or a COSHH assessment.

Compliance with applicable regulations, including working at heights, etc, are also applicable.

## 35. INTOXICATING LIQUOR AND DRUGS

The Contractor shall not bring intoxicating liquor or drugs of any kind onto site.

If any Contractors is, or appears to be under the influence of intoxicating liquor or drugs while on site, UK-NSI Co Ltd. reserves the right to immediately remove the person from site and to refuse their admittance at any time in the future.

## 36. GAMBLING

Any person found gambling or betting on site may be liable to be escorted off site.

## 37. TRADING

Contractors shall not engage in private trading on site.

## 38. TOILET FACILITIES

All Contractors must either provide portable toilet facilities or ensure that all their employees use the correct facilities on site. If a Contractor is caught not using the correct toilet facilities, they could be requested to leave the site and refused access at a later date.

# UK-NSI Co., Ltd.

## 39. SMOKING POLICY

SMOKING IS NOT ALLOWED in any part of UK-NSI Co Ltd. except in the designated smoking shelters. Please do not put cigarette ends on the floor, USE THE ASH TRAYS PROVIDED.

## 40. RADIOS AND MUSIC

The use of radios or the playing of music is not allowed on site.

## 41. CANTEEN AND VENDING FACILITIES

Contractors are able to purchase food and drinks etc. from the vending machines, or from the canteen facilities when open. All open cup drinks, i.e. coffee, tea, etc must be consumed in the canteen area only, they are not allowed outside the canteen area. All litter and uneaten food must be put into bins provided.

If Contractors overalls are dirty, they are not allowed to use the seating area in the canteen, Contractors are required to exercise due consideration for the facilities and other people using the canteen area. Failure to do this may necessitate a request to leave the canteen area.

## 42. SECURITY

The Contractor is responsible for the security of his plant, machinery and materials brought onto UK-NSI Co Ltd. premises for use in connection with the contract.

No materials may be removed from site unless covered by the contract or agreed by the Project Coordinator.

UK-NSI Co Ltd. reserves the right to refuse entry to, or request the removal from its property of any Contractor or Contractors employee where there is reasonable grounds to believe that he/she or they are a threat to UK NSI safety, welfare or security.

Vehicles must be parked in designated areas, unless there is a specific agreement with the Project Coordinator, and all safety measures and precautions have been taken into account and implemented.

**UNDER NO CIRCUMSTANCES MUST FIRE EXITS OR ACCESS ROUTES BE OBSTRUCTED.**

A permit to work must be obtained for working outside normal working hours without the UK-NSI Co Ltd. Project Coordinator on site. Contractors actively working outside of the Company's normal daytime hours must first obtain the agreement of the Project Coordinator who must also inform Security of this activity.

The Contractor and his/her employee's personal belongings and vehicles maybe subject to a discretionary search by security.

## 43. LOSSES

UK-NSI Co, Ltd. cannot be held responsible or liable for any losses to property or materials delivered to the site. Although UK-NSI Co Ltd. will endeavour to keep all Contractors property and materials safe, no liability is accepted.

Vehicle parking is entirely at your own risk.

# **UK-NSI Co., Ltd.**

## 44. ADVICE

The Company is proud of its achievements with its health, safety and environmental record, and intends to enforce a policy of strict control to avoid accidents and incidents. Most accidents and incidents can be avoided by using COMMON SENSE in the workplace, however, should you have any questions or need guidance on any safety or environmental issue, please contact your Project Co-ordinator. REMEMBER, "IF IN DOUBT ASK"!!



# UK-NSI Co., Ltd.

## APPENDIX 1

### DECLARATION

This declaration is to be completed prior to commencement of any work and returned to the UK-NSI Co Ltd. Project Co-ordinator at:

UK-NSI Co, Ltd  
Merse Road  
North Moons Moat  
Redditch  
Worcestershire  
B98 9HL

I/We have read and understood the Contractors Rules and Conditions "Health, Safety and Environmental Code of Practice" and agree to comply and be bound by the conditions therein.

**Contractors Full Company Name:** .....

.....

**Company Address:** .....

.....

.....

.....

.....

**Telephone Number:** .....

**Contractors Full Name:** .....

**Signature:** .....

**Date:** .....

**Company Secretary Name:** .....  
(if different from above)

**Signature:** .....

**Date:** .....

Copy of Liability insurance certificate enclosed  yes  no