

Andrews Property Group

Contractor Induction Policy

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Contractor Induction

Andrews Property Group is committed to creating and encouraging a safe and healthy working environment for all.

Your cooperation is required to ensure the success of our Health, Safety and Environmental strategy.

Once a contractor commences work for Andrews Property Group it is important that they are aware of the site safety rules that apply to them.

These slides broadly cover the requirements and expectations APG has of its Contractors and Sub-Contractors.

If you Sub-Contract any work out, then these personnel must be inducted the same as you are today.



Behavioural Safety

APG are engaging with all colleagues to improve its health and safety performance.

Your participation in health and safety is positively encouraged – our contractors are invited to input into the process as well.

If you have any suggestions for improvements, please speak with your Property Manager.

Do not be offended if one of our colleagues challenges your work arrangements – we are all here to protect each others health and ensure a safe working environment.

Working on APG Lettings Sites

- All contractors must be inducted prior to starting work.
- You must have a named site contact (someone to get in touch with on a routine basis or if the job changes and there is uncertainty about what to do).
- Your contact will advise on the hours you are permitted to work and the access arrangements.

General

- You must wear the appropriate PPE at all times.
- No young persons [below the age of 18] are permitted to work without prior consent from APG.
- No persons below school leaving age are permitted to work without prior consent from APG.



Traffic and pedestrian management

- Please park in designated areas only. Parking is at own risk.
- Do not obstruct pathways, public access routes or driveways.
- High visibility vests must be worn when working in car park areas or close to roads.
- Use pedestrian walkways where provided.
- Don't permit pedestrians to walk beneath during work at height activities unless your risk assessment indicates it is safe to do so.

Accident/incident reporting

Minor accidents

- All accidents, however small must be reported as soon as possible. You have a duty to inform APG of all near misses, accidents and dangerous occurrences.

Major accidents

- In the first instance, seek first aid and ensure the injured persons welfare
- Do not disturb the scene, unless to make the area safe
- Inform your supervisor so an investigation can be started.

Dangerous Occurrences

- All dangerous occurrences must be reported, E.g. Failure of safety/lifting equipment, collapse of scaffold, walls and floors or contact with overhead power lines.



First Aid

Your company has a duty to ensure suitable and sufficient first aid arrangements are in place. Familiarise yourself with these arrangements.

In cases of emergency – dial 999

For all other incidents follow your company's procedures and inform APG.

Risk assessments and method statements

Prior to any work:

Your Company will have conducted risk assessments and method statements which can be available to APG.

You **must** ensure full understanding and demonstrate compliance with the MS/RA at all times.

Any changes to the above must be discussed with the Branch Manager.

No work to be carried out until all changes are agreed.

Method statements and risk assessments to include all associated PPE relevant to the task and risks.

Work Equipment

Where the contractor provides their own equipment, owned or hired, they **must** ensure the equipment is;

- Suitable
- Maintained
- Inspected and a copy of the certificate if necessary

Work equipment **must** only be used by people who are;

- Competent
- Experienced
- In receipt of adequate information and instruction as provided
- Appropriately trained
- Licensed (where appropriate)

APG expects larger items (such as mobile platforms) to have a formal check sheet completed.



Structure and access

Temporary structures including hoarding shall be:

- Of sound design and constructed of suitable materials to a design specification as approved by a qualified and competent person
- Of a suitable height to ensure site security
- Be designed to withstand high winds
- Be suitably illuminated or decorated to ensure visibility and consider the aesthetical impact
- Of a smooth finish with no protruding parts
- Erected in a considerate way; in consideration of neighbouring properties, neighbours, environmental impact and without causing nuisance or restricting rights of passage and/or access



Structure and access cont.

Access:

- Scaffolding shall only be erected, altered or dismantled by competent CISRS scaffolder's and be certified [tagged] as fit for purpose and periodically inspected accordingly.
- Proprietary access systems are only to be erected altered and dismantled by competent, trained personnel
- Mobile towers shall only be erected, altered or dismantled by competent, trained personnel
- Use of ladders/step ladders must be considered within the RAMS and prior to use be subject to suitable and sufficient checks
- All access equipment will be fit for purpose and be marked/labelled accordingly.



Control of Substances Hazardous to Health (COSHH)

- Hazardous substances used must be risk-assessed in accordance with COSHH regulations.
- Control measures identified in the risk assessment must be adhered to.
- Chemicals must be removed from site when work is not being performed.
- You must take all measures to ensure that any substances you use, which could pose a risk to others during your work, are controlled and kept out of harm's way for others.



Fire evacuation

- Immediately operate the nearest fire alarm (if available). If not, shout fire, fire, fire to alert all persons in the building/ vicinity.
- Leave the building using the nearest fire exit, turning off equipment if safe to do so.
- Dial 999 and relay as much information as you can.
- Call your site contact, if safe to do so.
- Do not collect personal belongings or tools.
- Leave the building and move to a safe location.
- Fire fighting equipment should only be used by trained and competent individuals.



Asbestos

- Prior to any work, your company must risk assess your tasks accordingly.
- Asbestos registers/surveys etc. must be conducted, communicated and shared where applicable.
- You must make yourself aware of the asbestos registers and seek assistance if required.
- Do not start work prior to these stages.
- Your site contact must be consulted if you are unsure of any materials encountered or you discover a material you believe may contain asbestos.
- We each have a duty of care in accordance with the Control of Asbestos Regulations.
- If in doubt, ask and DO NOT PROCEED.



Personal Protective Equipment (PPE)

- Any PPE necessary for the task must be used/fitted properly and be appropriate for the task.
- You shall provide PPE to control risks identified in the assessment process that is fit for purpose – APG will not issue PPE to contractors without prior agreement.
- You must obey all signage that relates to PPE use on site.

Health and Hygiene

- Smoking is prohibited in properties while working for APG.
- Wash or sanitise hands regularly, and always after using the toilet.
- It is assumed that your company has requested you to complete health questionnaires and undergo screenings as necessary and required.
- Any contractors or subcontractors showing symptoms of ill health must inform their line manager at the earliest opportunity.

If you have experienced or been in contact with anyone who has experienced any of the following within the last 21 days, please inform your site contact, as you may not be permitted to commence work:

- Typhoid
- Paratyphoid
- Salmonella
- E. coli



Health and Hygiene cont.

When dealing with cuts and grazes at work, it is expected that you cover all injuries such as cuts, grazes, boils, sores, etc., with suitable dressings and keep them covered to reduce the risk of further infection or cross-contamination.

These dressings should be made available by your company.



Environment

- Contractors must comply with all relevant environmental legislation, codes of practice and relevant Environmental Management Policies when performing work.
- All reasonable precautions to avoid harm to the environment must be taken – including control of noise, odour, emissions to air, discharge to water courses, land contamination, vibration and excessive lighting.
- Contractors should give due consideration to energy efficiency and water usage reductions.
- If fuel or large quantities of chemicals are brought onto site, ensure suitable storage arrangements have been agreed with your site contact. Fuel must be stored in accordance with the oil storage regulations.
- Contractors are responsible for disposal of all waste in the first instance and complying with waste regulations. Authorised waste carriers should be utilised for all waste streams.



Environment cont.

- Contractors should be aware of the site drainage – foul and surface water.
- You are to ensure no hazardous waste or spillages enters the drainage system, water courses or are emitted to land.
- Your site contact will inform you about the location of water courses if necessary, noise sensitive neighbours and the sites significant environmental aspects.
- Any spillages must be reported immediately to your site contact, so the spillage procedure can be implemented, where possible the spillage should be contained using on site spill kits – these should ideally be sign posted or made easily available [task specific – re-fuelling etc.]
- If you know your work may present environmental risks, ensure you have prepared measures to control them and they are documented in your method statement.



Monitoring of work

Once the job is underway, in order to ascertain how the job is going we will contact you and request updates, in particular:

- Is all going as planned
- Are the contractors health and safety systems actually in place and are they being followed. Are they working safely
- Have there been any incidents
- Any other feedback from you
- You will be required to submit before and after photos of all works completed.

Summary

- Failure to comply to any of the rules, regulations or procedures may result in the Contractor/s being removed from APG approved contractor list.
- Should any of the above information require further discussion, please discuss with your site contact/branch/property manager accordingly.
- APG are committed to working with its contractors to form a healthy and safe environment for all.



Thank you