HEALTH AND SAFETY ARRANGEMENTS - SUBCONTRACTORS

1.0 SCOPE

This document covers the arrangements for Health and Safety Management of Subcontractors within Data Tech Holdings Ltd, (DT) and should be read in conjunction with HSP001 Health and Safety Policy Statement.

Data Tech aim to ensure, so far as is reasonably practicable, that subcontractors are adequately briefed and are competent to carry out the duties and tasks for which they are engaged.

This procedure is for the purpose of ensuring and maintaining the above.

2.0 GENERAL REQUIREMENTS FOR SUBCONTRACTORS

All subcontractors are required to plan and carry out their works efficiently and safely and in accordance with the requirements of The Health & Safety at Work Act 1974 and all other statutory requirements and Approved Codes of Practice.

They are further required to produce safety procedures for their operations incorporating their own Company's Safety Policy unless working under Data Tech's systems, procedures and documentation.

Labour only subcontractors must demonstrate their competence and shall work under Data Tech's method statements, risk assessments and policies.

2.1 INITIAL ASSESSMENT AND VALIDATION

All subcontractors are required to complete supplier assessment as detailed in the Data Tech's Business Management System.

At tender stage, where appropriate, the subcontractor shall provide the following documentation:

- Method statement(s) for the subcontracted works.
- Generic and site specific risk assessments for the works.
- Copies of insurance certificates for public and employer's liability.
- Details of competence (industry training, cards, details of experience in comparable works).
- References (where applicable).

These will be reviewed by the designated representative of Data Tech and as required by the Health and Safety Advisor. Should the Subcontractor be unable to supply the above without reasonable cause, offer to tender will be withdrawn.

Note: Subcontractors working under Data Tech's method statements shall fully comply with Data Tech's systems and procedures for Safety, Quality and Environmental management shall be audited accordingly.

2.2 MONITORING AND REVIEW

Subcontractors work and operation will be monitored by designated representatives of Data Tech throughout and on completion of works. The following points shall be specifically checked.

➢ House keeping	➢ Good working practices.
➢ Maintenance of tools and equipment.	➢ Quality of work
➢ Maintenance of safe access and egress.	➢ Correct disposal of waste.
➢ Operation of safe systems of work.	➢ Liaison with site supervision and other workers

➢ Due respect and consideration to those living, working or transiting the area.

➢ Fire Safety

Should standards of the above not meet the requirements of Data Tech or complaints be received from others, the matter will be investigated promptly by the designated representative of Data Tech and appropriate action taken to remedy the situation.

Persistent offenders will be promptly removed from site.

3.0	PREREQUISITES TO WORKS COMMENCEMENT
3.1	METHOD STATEMENTS AND RISK ASSESSMENTS

Subcontractors undertaking a "work package" are required to produce and submit to Data Tech, method statements covering the contracted works including the identification of the hazards associated with the works that they will be engaged in and any which may be specific to the works site.

Labour only subcontractors must demonstrate their competence and shall work under Data Tech method statements, risk assessments and policies.

They must then provide detailed risk assessments for those hazards not covered adequately by, and in addition to their generic risk assessments, detailing in full the control measures.

3.2	MATERIALS AND COSHH

Subcontractors undertaking a "work package" are required to provide a full list of materials to be used on site along with full COSHH Assessment information on any hazards associated those materials.

3.3	REVIEW AND APPROVAL

Method statements, and risk and COSHH assessments will be reviewed by the designated representative of Data Tech and, where appropriate, the Health and Safety Advisor.

Approval will be given subject to the provided information being suitable and sufficient.

Should the information provided be unsatisfactory or incomplete, the subcontractor will be asked to amend, improve, and re-submit the documentation before he is permitted to commence works.

4.0	SITE REQUIREMENTS
4.1	SAFETY SUPERVISOR

Subcontractors for work packages are required to appoint a Safety Supervisor/Site Person in Charge who will ensure that works are carried out in accordance with the works safety procedures, method statements and site specific instructions and to observe all Data Tech rules and regulations.

They must at all times encourage good safety practice when undertaking their works.

Labour only subcontractors will generally work under Data Tech supervision.

4.2.	SITE SAFETY INDUCTION

Data Tech require all employees of Sub-Contractors to receive Site Safety Induction from the Site Manager/Site Person in Charge and sign a briefing form before they start work.

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4.3. FIRST AID AND WELFARE FACILITIES

The subcontractor is required to set-up and maintain suitable and sufficient provision for first aid and welfare for their employees unless shared welfare facilities are provided by others.

Welfare facilities, whether shared or set up by the subcontractor, must be kept in a clean, safe and healthy state.

4.4. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING:

The subcontractor is required to provide and maintain appropriate protective clothing and safety equipment and to ensure that their employees are suitably trained in its use.

The safety supervisor is charged with ensuring that PPE is correctly used at all times.

4.5. DISCIPLINE

The subcontractor is required to ensure that the behaviour and comportment of its employees is correct at all times and that due respect is given to others on or in the environs of the works and to take reasonable care of their own safety and that of others.

When required, the subcontractor is required to reprimand and discipline any of their employees who fail to comply with the above. Data Tech will not hesitate to instruct the removal from works of offenders and reserve the right to place financial or legal penalties if this is not carried out.

4.6. COMPETENCY OF PERSONNEL

The subcontractor is required to ensure that work is carried out by suitably trained and competent operatives and to ensure that they are adequately supervised.

4.7 PLANT AND TOOLING

The subcontractor is required to ensure that all plant and tooling used on the work site is fit for purpose and meets the requirements of the Electricity at Work, Provision and Use of Work Equipment and Lifting Operations and Lifting Equipment Regulations.

Damaged or defective plant or tooling must be repaired by competent persons or removed from site.

5.0 COMMUNICATION AND COOPERATION

5.1 WORKING RELATIONSHIP

The subcontractor is required to foster and maintain good, safe working relationships with Data Tech's employees, agents, clients and fellow subcontractors at all times, and to ensure that their actions do not result in conditions becoming hazardous for other persons who may be working in the same area.

5.2 CO-OPERATION

The subcontractor is required at all times to co-operate with Data Tech management and safety personnel and with the client's personnel in the furtherance of their duties. They shall participate fully in any and all investigations that may be required.

5.3	STATUTORY REGISTERS AND FORMS

The subcontractor is required to complete all statutory registers and forms as may be required.

5.4	REPORTING HAZARDS AND ACCIDENTS

The subcontractor is required to report all hazards, accidents and dangerous occurrences to Data Tech and in accordance with the requirements of the RIDDOR Regulations to the Health & Safety Executive when required.

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