



CONTRACTORS SAFE CODE OF CONDUCT

Minimum Standards Designed To Manage Environmental, Health & Safety Risks During Contractor Work On Behalf of Dundalk Institute of Technology (DKIT)

MAY 2016

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CONTRACTORS SAFE CODE OF CONDUCT - REVISION LIST

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1.0 CONTRACTOR SAFE CODE OF CONDUCT - OVERVIEW

1.1 OBJECTIVE

This document has been prepared to set out the minimum environmental, health and safety requirements for construction projects & maintenance work within the Dundalk Institute of Technology (DkIT) campus, including DkIT Sport. This code has been drawn up to assist contractors and their employees in complying with the relevant health and safety legislative requirements.

All contractors working on campus must comply with this Code of Conduct. Compliance with this Code of Conduct does not, in any way, relieve Contractors of their own legal and contractual obligations.

1.2 SCOPE

The minimum requirements identified in this document may be amended and/or supplemented by individual contracts or with project specific requirements. The requirements identified in this document are to be acknowledged as minimum requirements.

CONTRACTORS MUST NOT COMMENCE ANY WORK WITHIN THE CAMPUS OR AT ANY OTHER PROJECT SITE ASSOCIATED WITH DKIT UNTIL THE DKIT CONTRACTORS SAFE CODE OF CONDUCT AND OTHER RELEVANT SAFETY PROCEDURES ARE READ, UNDERSTOOD AND ACCEPTED.

The DkIT Contractors Safe Code of Conduct will be issued as part of contract procurement documentation. Compliance with this document will form part of any contract entered into by the DkIT Estates Office.

DkIT retains the right to stop any operation, activity or erection of plant / equipment etc. if it is considered that there is a hazard to the health and safety of DkIT personnel (or others) or the possibility of environmental or ecological damage. DkIT will not accept any responsibility for any increased cost arising out of such action.

In the case of any doubt of the application of this Code of Conduct, advice should be sought from the Estates Office.

Should Contractors fail to meet the legislative requirements or fail to comply with this Code of Conduct they will be un-appointed.

1.3 DUNDALK INSTITUTE OF TECHNOLOGY HEALTH & SAFETY POLICY

DkIT believes that all incidents and injuries are preventable. All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on campus.

All contractors will be expected to comply with the Institutes Policy for Safety, Health and Welfare. A copy of the DkIT Safety Policy is held within the Institutes Parent Safety Statement. This is available on line at <https://www.dkit.ie/health-safety/safety-statements/parent-safety-statement> or <https://www.dkit.ie/health-safety/dkit-statement-health-safety-policy> . A hard copy can also be made available on request.

1.4 DUNDALK INSTITUTE OF TECHNOLOGY –KEY CONTACTS

Raywina Pickering – Estate Office / Administration Ph: 042-937 0200 Extn: 2784

Conor Lait - Estates Manager - Ext. 2670. Mobile 087-9015444

Christian Maas - Asst. Buildings Officer - Ext. 2556. Mobile 087 7998707

Caroline Carlin – Health and Safety Co-ordinator - Ph: 042-937 0200 Extn: 2028

Henry McLoughlin - Head Caretaker - Ext. 2336 / 500, Mobile 087 2802521

2.0 CONTRACTOR HEALTH AND SAFETY DOCUMENTATION

All contractors must ensure that their own health and Safety Statement and Method Statement are made available while carrying out work.

Appointed contractors must prepare and submit:

- A Safety Statement
- A Site Specific Method Statement (*DkIT Format Method Statement - submitted within the appointment pack may be used*)
- Any other addition or supplementary documentation which may be requested by DkIT throughout the duration of the project or contract.

Where a PSCS has been appointed for any construction/maintenance projects they must ensure that each sub-contractor under their control prepares a Site Specific Safety Statement & Method Statement prior to commencing works.

All contractors must also have adequate insurance cover.

3.0 ARRIVAL & DEPARTURE

On arrival and departure all contractors must report to the **main reception desk and sign in/out & make contact with a member of the Estates Office to obtain authorisation.**

4.0 GENERAL ORGANISATION

Contractors must ensure that their operations are conducted, and all plant, equipment and materials are used in such a manner as to prevent injury to persons, property or loss of access to essential building services. Plant, equipment and materials should not be left unattended in corridors, hallways, access routes or other common areas without adequate safeguards.

Contractor employees are not permitted to go beyond their working area, except when it is in connection with their work and authorisation has been obtained.

Contractors will not connect up to any services without first obtaining permission from the Estates Office.

All plant and equipment brought onto the campus by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary certificates available for inspection. Contractors must not use college owned plant, tools or work equipment. Access equipment must only be used with the authorisation and prior agreement from the Estates Office.

5.0 EMERGENCY PROCEDURES / FIRE

All contractors must comply with DkIT emergency evacuation procedures as detailed in the 'Emergency Evacuation Procedures Manual'. This is located on the DkIT website at <https://www.dkit.ie/health-safety/emergency-evacuations-procedures-manual> or alternatively a copy can be retrieved from the Estates Office on request.

All contractors must observe the local emergency evacuation instructions posted in the area that they are working. Contractors should make themselves familiar with the nearest exit routes from their place of work.

All work activities undertaken by a contractor/supplier that affects any escape routes from the building must be reported to the Estates Office prior to works commencing. A safe means of access and egress must be maintained at all times.

DkIT complies with The Public Health (Tobacco) Act 2002 & the Tobacco Smoking (Prohibition) Regulations 2003. There is no smoking allowed inside the building as per regulations. The use of E-cigarettes is also prohibited inside the building.

Any contractor carrying out hot works must obtain a Hot Works Permit from the Estates Office. The Hot Works Permit must be displayed in the area where the work is being carried out. It will be the responsible of the contractor to obtain and manage this permit. All welding must be undertaken behind a screen and in a well ventilated area. The contractor should have their own fire extinguisher at the location where works are being carried out. A fire watch should be conducted throughout the day as the hot works are progressing and re-inspected one hour after the hot works have been completed.

Areas storing highly flammable substances must be constructed of materials with a 60 minute fire rating. Warning signs e.g. "Highly Flammable Liquids", "No Smoking" and "No Naked Lights" must be boldly displayed at the entrance to the storage area. Materials are to be stored as specified in the Safety Data Sheet (SDS). Areas used for the storage of flammable materials must be well ventilated and have the correct fire extinguisher located within the vicinity of the storage area

Where a site compound is required to facilitate larger construction projects, site accommodation including offices and welfare facilities should have a fire rating of 30 minutes for offices and non-flammable material stores and 60 minutes for canteens and drying rooms.

6.0 PROTECTION OF STUDENTS/DKIT STAFF/VISITORS/3RD PARTIES

All work areas will be secured, so far as reasonably practicable to avoid the admittance/injury of unauthorised personnel such as college students & staff, members of the public, visitors and other contractors. This can be done using permanent or temporary hoardings, barriers, security guards etc. At no time should a work area be left unsecured, especially when unattended.

7.0 TRAINING & SUPERVISION

All contractor personnel will have received FAS (SOLAS) Safe Pass training and must be in possession of this card at all times. Evidence of training in compliance with the Construction Skill Certification Scheme (CSCS) should also be held when applicable.

CSCS Cards are required for the following occupations / activities:

- Scaffolding – Basic
- Scaffolding – Advanced
- Mobile Scaffold Towers
- Tower Crane Operation
- Self-Erecting Tower Crane Operation
- Slings/Signaling
- Telescopic Handler Operation
- Tractor / Dozer Operation
- Mobile Crane Operation
- Crawler Crane Operation
- Articulated Dumper Operation
- Site Dumper Operation
- 180° Excavator Operation
- 360° Excavator Operation
- Roof and Cladding / Sheeting
- Build-up Felting
- Signing, Lighting and Guarding on Roads
- Locating Underground Services
- Shot Firing

Other training required (Please note this list is non-exhaustive)

- Manual Handling
- Tools with Abrasive Wheels
- Work at Heights / Harness Use
- Confined Space Entry
- MEWP (Mobile Elevated Working Platform)
- Forklift

Contractors must take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with DkIT employees as necessary. All contractors including self-employed persons undertaking work on campus must ensure they conduct their activities in accordance with relevant Safety, Health and Welfare at work regulations and legislation.

Where projects involving the appointment of a Project Supervisor Construction Stage (PSCS) arise there must be full time supervision present on that project / site at all times. The supervisor must be competent with a thorough understanding of the English language and can communicate clearly with all personnel in his / her charge. The contractor supervisor shall comply with all reasonable requests made upon him by DkIT in relation to Safety, Health and Welfare at Work legislation and regulations Contractors will be responsible for ensuring that each of their employees and subcontractors they employ are acquainted with the requirement of this code of conduct.

8.0 ACCIDENT / INCIDENT REPORTING

All incidents (Accidents, Near Misses or Dangerous Occurrences) must be reported immediately to the DkIT Estates Office. Contractors must co-operate fully in all investigations providing access to witness, victims, training records etc. and all other documentation deemed appropriate by DkIT's Estates Office / Health and Safety Co-Ordinator.

9.0 PERMITS

DkIT operate a permit to work system. Where a permit to work system is required, no work shall commence until a permit has been obtained and authorised from a member of the Estates Office. The conditions of the Permit must be complied with at all times.

10.0 GAS BOTTLE USE

All gas bottles must be stored and transported correctly. Gas bottles must be transported in vertical wheeled trolleys secured with a chain. To prevent flames travelling back into cylinders, devices known as flash back arrestors should be fitted down stream of pressure regulators in oxygen, acetylene, propane and hydrogen systems. Where oxy-acetylene is used flash back arrestors must be used on the torch end. All gas bottles should be accompanied with an appropriate fire extinguisher and a hot works permit obtained prior to use.

11.0 WELFARE FACILITIES

Welfare facilities supplied by contractors will comply with the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013. They shall be maintained in a clean and tidy state and cleaned at least once daily.

In some cases contractors may be permitted to use DkIT welfare facilities by prior agreement with the Estates Office.

12.0 HOUSEKEEPING

Contractors are accountable for the maintenance of good housekeeping practices at all times within their respective areas of work.

The highest standards of housekeeping must be maintained at all times. The working area shall be maintained in a clean, tidy and safe condition at all times.

13.0 PLANT & MACHINERY

All plant and machinery utilised on campus must be compliant with EC Directives and have a CE mark. Certification and/or inspection details as outlined per legislative requirements must be available for inspection at all times.

All construction Plant must have appropriate visual aids and auxiliary devices as required by schedule 6 of the Construction Regulations 2013.

Movement of any plant or equipment through live areas or car parks must be with the aid of a banksman and must be undertaken with extreme caution to ensure DkIT personnel are aware of this movement.

14.0 WORK AT HEIGHT

Contractors must ensure that when undertaking any work at height the appropriate precautions are in place, in accordance with the Work at Height Regulations, to prevent the fall of any person or materials from height. Safe access and egress to and from work locations at height must be in place. Ladders etc. must be removed when works cease to reduce the likelihood of any unauthorised access. Work must not be carried out above persons until precautions are in place to protect people and property below. Equipment and materials must be safely lowered down and not thrown from a height.

A risk assessment must be carried out for ALL work at height operations and the requirements of the General Application Regulations 2007 must be complied with in full.

Inspections of works at height equipment must be recorded on form GA3 as required.

Safety Harnesses with a retractable lanyard will be used when working at height as a last line of defence, collective protective measures must always be considered in the first instance. When using safety harnesses the operative will have been trained in its safe use and inspection and will complete weekly harness inspections (form GA3).

Mobile Aluminum Towers

Mobile Aluminum Towers must only be altered, erected and dismantled by a CSCS trained erector. All towers should be identifiable (e.g. Scafftag or similar system in place) and inspected. All Mobile Aluminum Mobile Towers must be erected as per Manufacture instructions and must comply with a recognised safety standard.

Mobile Elevated Working Platforms - MEWP's

Only trained competent persons will operate MEWP's. A fall restraint secured to the anchor point in the MEWP must be worn at all times. Persons are not allowed to stand on handrails at any times and adaptations to the MEWP are strictly prohibited. The relevant GA1 form must be obtained or completed prior to use of the MEWP. In addition, a GA2 weekly inspection form will be completed prior to first use and on a weekly basis.

Movement of a MEWP through live areas or car parks must be with the aid of a banksman/spotter and must be undertaken with extreme caution to ensure DkIT personnel are aware of this movement.

Scaffold

Only FAS / SOLAS CSCS certified scaffolders will alter, erect or dismantle scaffolds including mobile towers in compliance with the Health and Safety Authority Code of Practice for Access and Working Scaffolds.

All scaffold must be tagged and a handover certificate produced once scaffold has been erected. Inspection of scaffold is required and the results of which recorded in form GA3 as required. The following rules should be adhered to as a minimum;

- Never interfere with scaffold
- Report any obvious defects to your supervisor immediately
- Obey signs, do not use scaffolds with "Scaffold Incomplete" signs
- Access scaffolds should always be kept clear
- Ladder towers should not be used as cableways
- Never climb up the outside of a scaffold, use ladder access provided

All scaffold being erected outside of the manufacturer's recommendations will be designed by a structural engineer as per the Health and Safety Authority Code of Practice for Access and Working Scaffolds.

15.0 LIFTING OPERATIONS

All lifting operations and all lifting gear/plant/equipment brought onto the campus as part of any works must comply with the Safety, Health & Welfare at Work (Construction) Regulations 2013 and the Safety, Health and Welfare at Work (General Application) Regulations 2007. All contractors involved in lifting operations must appoint a competent person ('s) to control these works on campus. A safe system of work must be compiled and communicated in advance of any works commencing.

All lifting gear brought on to the campus must be thoroughly examined on a 6 monthly basis by a competent person and the relevant GA1 form must be made available. Thorough examinations will be conducted periodically by competent persons as per the Safety, Health and Welfare at Work (General Application) Regulations. Records of these inspections shall be made available for inspection at any time.

Only a FAS / SOLAS CSCS certified Slinger/Signaler will attach or detach loads or signal the crane operator in the event of cranes being used on campus.

16.0 EXCAVATIONS

In the planning and execution of all excavation operations cognisance must be taken of the requirements of the Code of Practice for the Avoiding Danger from Underground Services. Prior to excavations commencing all existing services will be identified.

All excavations undertaken on campus must be fully protected and guarded and must not pose a risk to staff, students, visitors or other 3rd parties. All excavations no matter how steep will be edge protected with approved barriers.

The contractor undertaking the excavation is responsible for instating and maintaining the edge protection/barriers and the erection of warning signage. All excavations will have a safe access/egress point and no load, vehicle, plant or equipment will be placed near the edge of any excavation where it is likely to cause collapse of the excavation. No material will be lowered into an excavation if persons are in the excavation. The contractor supervisor responsible for the excavation will inspect the excavation on a daily basis and report this in the weekly AF3 form.

All manholes, gully pots, service ducts etc. at ground level will be adequately temporary covered prior to the permanent covers being put in place with steel plates where there is vehicular traffic and with plywood where there is pedestrian traffic. All temporary covers will be fixed securely in place. Chipboard, fiberboard, pallets etc. will not be used as covers.

17.0 CONFINED SPACE ENTRY

Any contractor wishing to enter a confined space as defined in the Health and Safety Authority Code of Practice for Working in Confined Spaces must first obtain a confined space entry permit from the Estates Office (or from the appointed PSCS for larger projects).

Only competent, trained and medically fit personnel should enter a confined space.

18.0 DEMOLITION / ASBESTOS

Prior to any demolition work commencing an asbestos survey will be completed or reference made to the DkIT Asbestos Register. For larger projects the appointed PSCS must liaise with the appointed PSDP when they are in the possession of an asbestos survey.

All work involving asbestos must be carried out in accordance with the Health and Safety Authority documents "Guidelines on working with Materials containing Asbestos Cement" and the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006.

19.0 ROOFWORK

All roof work will be carried out in accordance with the Code of Practice for Safety in Roof Work. All roof work contractors or contractors involved in works requiring access to the roof will utilise collective, protective measures to prevent falls from roofs.

All contractors who need to access the roof must contact a member of the Estates Office prior to commencement of works. Contractors must obtain a swipe card and must use the call in service detailed on the signage which is clearly displayed at all access points to the roof.

Contractors must adhere to the following minimum requirements;

- Wear footwear with good grip
- Under no circumstances venture near limited or unprotected edges which may place them at risk of falling from height.
- Contractors must submit a specific Method Statement for any works which may involve access to the roof.
- Become familiar with DkIT SWPS 012 Access to Roofs & Working on Roofs. Available on DkIT websites at <https://www.dkit.ie/health-safety/safety-statements/routine-safe-work-practice-sheets>. A hard copy may be provided upon request.

Note: Currently, the Estates Administration Office is the location for contractors accessing roofs to sign in and out. However, the Office is not always occupied, therefore, on occasions contractors may have to access the roof by seeking swipe cards from other Estates Office personnel. Due to resource issues, it has yet to be decided how to provide a permanent designated point, for contractors to sign in and out during normal working hours.

Only FAS/SOLAS certified roofers will be permitted to complete roof work on campus. Consideration must also be taken when assessing weather conditions on a daily basis when accessing the roof or working at height.

All waste will be removed from roofs on a daily basis and any materials stored on the roof will be secured at all times. Only minimum materials for immediate use will be stored on the roof.

Any opening or rooflights will also be identified and drawings detailing fragile surfaces will be examined prior to roof works commencing.

20.0 NOISE

The Institute's activities are very noise sensitive and as such a member of the Estates Office must be notified prior to works which require the use of any percussion tools/equipment or other activities which may produce noise.

21.0 ELECTRICAL PRECAUTIONS

All electrical work involving electrical tools and equipment shall be carried out in accordance with the appropriate statutory requirements. All portable power tools and equipment shall so far as reasonable practicable be operated at 110V or less. In certain circumstances when agreed with the Estates Office an alternative device may be used. If it is necessary to use equipment operating from a 220-volt supply, a residual current device with a rated tripping current of 30mA and operation of 30m sec must be used.

All power tools will be checked weekly for defects. A qualified competent electrical contractor will design and install all electrical connections in compliance with the appropriate current electrical standards and regulations. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition.

22.0 HAZARDOUS SUBSTANCES

DkIT must be notified of any material or substance brought onto the campus which has health, fire or explosive risks. Such materials must be stored and used in accordance with current recommendations.

Contractors must ensure that any hazardous or harmful materials are used in accordance with legislation. Contractors must report immediately all suspected hazardous/harmful substances and materials (e.g. asbestos) discovered or disturbed during the course of their work.

Wherever chemicals or hazardous substances are in use, contractors must complete a risk assessment to identify risks and to specify appropriate control measures to be implemented.

Contractors must also ensure that;

- The hazards associated with each chemical or hazardous substance are brought to the attention of the users
- An up-to-date Material Safety Data Sheet is available for each chemical being used

23.0 LONE WORKING

Where contractors are likely to be involved in lone working on campus this must be included and evaluated as part of their risk assessment and appropriate control measures addressed.

Contractors are responsible for protecting the safety and health of lone workers. Nonetheless, lone workers themselves have a duty to;

- Take reasonable care to look after their own safety and health
- Safeguard the safety and health of other people affected by their work
- Co-operate with their employers and DkIT's safety and health procedures
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

If the risk assessment shows that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or backup should be put in place.

24.0 CAR PARKING AND DELIVERIES (FOR CONTRACTORS)

Car parking at the Institute is limited and for the daily use of students, staff and general public. Car parking at DkIT is on a pay and display basis and is generally not freely available after 8.30am.