



Contractors

Health & Safety Standards

for working at

Lochboisdale Harbour



	Page
INTRODUCTION	4
1. Health and Safety Management	5
1.1 Risk Assessments	5
1.2 Competence	5
1.3 Subcontracting	5
1.4 Co-operation and Co-ordination	5
1.5 Communication	6
1.6 Procedures for Serious and Imminent Danger	6
1.7 Statutory Documents	6
1.8 Reporting of Accidents, Diseases and Dangerous Occurrences	6
1.9 Self-employed Persons	6
1.10 Insurance	7
1.11 Workplace Inspections	7
1.12 Breaches of Rules or Regulations	7
2. Controls	7
2.1 Entry into Lochboisdale Harbour Ltd Harbour Premises	7
2.2 Smoking, Drugs and Alcohol	8
2.3 Transport	8
2.4 Temporary Buildings	9
2.5 First Aid and Welfare	9
2.6 Fire Arrangements	9



	Page	
2.7	Housekeeping	9
2.8	Use of the LDL Equipment	10
2.9	Hazardous Substances	10
2.10	Dangerous Substances and Explosive Atmospheres	10
2.11	Safety Signs and Markings	10
2.12	Construction Work	10
3.	Systems of Work	11
3.1	Personal Protective Equipment	11
3.2	Working at Height	11
3.3	Workplace Access Equipment	12
3.4	Lifting Equipment	12
3.5	Asbestos	12
3.6	Tools and Equipment	12
3.7	Machinery and Plant	13
3.8	Abrasive Wheels and Discs	13
3.9	Compressed Gas Cylinders	13
3.10	Hot Work	14
3.11	Cartridge Tools	15
3.12	Confined Spaces	16
3.13	Permits for Work	16
3.14	CCTV	16
4.	Acknowledgement Slip	17



Introduction

Lochboisdale Harbour Ltd (LDL) is committed to achieving the highest possible standards of health and safety performance. To this end we expect all contractors and persons engaged in working on LDL Premises, to apply the same high standards in conducting their work operations.

This booklet has been prepared for the guidance of all Contractors, to assist them in working safely on LDL premises and to comply with their statutory obligations.

LDL will provide copies of this booklet to all Contractors or Clients intending to engage in work on the LDL premises. It will be the Client's responsibility to ensure that any third party Contractors they employ to undertake work on the LDL Premises are properly inducted prior to commencing any work.

The contractors Senior Site Representative shall be required to sign the acknowledgement slip, in section five of this booklet, in the presence of the LDL Harbourmaster or his appointee, before commencing work on the Harbour Premises.

It is not the intention of this booklet to be a comprehensive guide to health and safety nor does it embrace every known hazard or contingency that is associated with work being carried out by Contractors on the LDL Premises. It remains the responsibility of contractors to comply with Acts, Regulations and other statutory provisions that are relevant to their work and to seek their own competent health and safety advice.

Contractors must ensure that all employees are made aware of their personal responsibilities for health and safety and ensure that they are competent to carry out their work safely having received adequate information instructions and training.

LDL Harbourmaster

February 2019



1. Health and Safety Management

In the conduct of our business, Lochboisdale Development Ltd (LDL) shall:

- Pursue the goal of no harm to people
- Endeavour to prevent environmental pollution
- Control all foreseeable health, safety and environmental hazards to ensure risks of harm are as low as reasonably practicable
- Manage health, safety and environmental matters as any other business-critical activity

We expect that any Contractors engaged to work on LDL premises will carry out their activities in compliance, as a minimum, with the Health and Safety at Work etc. Act 1974, Fire Scotland Act 2005 and any Regulations or other statutory provisions applicable to their work.

LDL Harbourmaster and LDL staff will intervene if dangerous practices are observed.

1.1 Risk Assessments

Contractors must ensure that risk assessments for all aspects of their work activities have been carried out and significant findings documented. Contractors must ensure that control measures detailed in their risk assessments are communicated to all relevant persons.

Risk assessments must be site specific giving due regard to hazards and subsequent risks associated with working on LDL Premises. LDL Harbourmaster may ask for a copy of Risk Assessments or method Statements prior to commencement of work or at any other time.

1.2 Competence

Contractors must ensure they are competent for the work they have been engaged to carry out. Contractors must ensure that their employees or any third party Contractors they engage are competent for the work they carry out. There are several aspects of competence, being a blend of, knowledge, experience, training and having the personal qualities required to do the work. Records must be kept by the contractors to demonstrate competence. These records may require to be made available to the LDL Harbourmaster or his appointee on request.



1.3 Subcontracting

Contractors sub-contracting work to be undertaken on LDL Premises have a responsibility to ensure they employ only competent contractors.

1.4 Co-operation and Co-ordination

Contractors are required to co-operate with LDL and other contractors associated with, or who may be affected by work activities being undertaken.

Where work being carried out may impact on LDL operations or the work of other Contractors, then your RAMS documentation should include how you intend to work in collaboration with other work groups. Such collaborative working should be discussed and agreed with the LDL Harbour Master, prior to commencing work.

1.5 Communication

Agreed working methods and precautions must be communicated to all relevant persons working on LDL premises prior to starting work and then at appropriate stages of the work. Where risk assessments and safe work procedures are communicated contractors must hold appropriate records to confirm this.

1.6 Procedures for Serious and Imminent Danger

Contractors must establish adequate and appropriate procedures for serious and imminent danger in relation to the work that they are carrying out. These procedures must be communicated to all relevant persons including but not limited to the LDL Harbourmaster and his appointee, subcontractors, adjacent workers, other contractors, etc.

The LDL Harbourmaster and any LDL staff will take action to stop work activities where they perceive there is a potential threat to personnel, equipment or property. In any instance where work has been stopped due to an 'unsafe act', work will not resume until the matter has been reviewed through the Risk Assessment process and the Site supervisor and Harbour Master are in agreement that the adequate control measures are now in place. Any breaches of LDL H&S Standards must be reported directly to the Harbourmaster with supporting CCTV, witness statements or photographic evidence. (see section 3.14 CCTV below)

1.7 Statutory Documents

Details must be correctly entered in all statutory registers, licences, notices and certificates and be available on request for inspection by the LDL Harbourmaster or his appointee.



1.8 Reporting of Accidents, Diseases and Dangerous Occurrences

Contractors must report and record all Notifiable Accidents, Diseases and Dangerous Occurrences in accordance with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). A copy of the completed report must be provided to the LDL Harbourmaster.

Any accidents which result in an injury to Contractors' employees must be recorded in an Accident Book (Form BI 510A) in accordance with the Social Security Act.

Contractors must immediately notify the LDL Harbourmaster or his appointee of an accident occurring on the LDL Premises.

Contractors are required to investigate and identify the cause of any accident or incident involving their employees or work operations. Formal reports of RIDDOR accidents or incidents must be provided to the LDL Harbourmaster detailing:

- a. What happened?
- b. What caused it to happen?
- c. What action will be taken to prevent it happening again?

1.9 Self-Employed Persons

Contractors must always treat self-employed labour as direct employees as far as health and safety matters are concerned.

1.10 Insurance

Clients and contractors must ensure that they and any sub-contractors they engage are appropriately insured i.e. Employers Liability and Public Liability Insurance. A copy of the Contractor's Employers Liability Insurance Certificate may be requested by the LDL Harbourmaster before commencing work on the LDL Premises.

1.11 Workplace Inspections

Contractors must ensure that regular workplace inspections of their work areas and operations, for compliance with these health and safety standards and statutory requirements, are carried out and recorded by their company representative. Action must be taken immediately to correct any unsafe conditions or non-compliance with statutory requirements.

The LDL Harbourmaster or his appointee will carry out regular workplace inspections to ensure the adherence of contractors to the measures outlined within this Contractor's H&S Standards Document.



1.12 Breaches of Rules or Regulations

Contractors are advised that a breach of any LDL Health and Safety requirements or statutory regulations by the contractor, their employees and or their subcontractors could result in the termination of their work and may result in restricted access to LDL premises for future work.

2.0 Controls

All Contractors must comply strictly with such Acts, Codes of Practice and Standards as applicable with their work operations and general activities. In all situations where contractors work operations and activities bound or overlap areas used by others, such as the LDL work activities or other contractors, all reasonable practicable care must be taken by contractors to safeguard all persons and property from any risks arising from their work operations and activities. Any significant changes of risk during work must be identified in the appropriate risk assessment and changes advised to the LDL Harbourmaster.

2.1 Entry into LDL Premises

On initial arrival onto LDL Premises, contractors must report to the LDL Harbourmaster's Office. The contractor should be able to provide the Harbourmaster with the relevant Contract details, and a description of the work to be undertaken.

Vehicles owned by the contractors or their employees may only be parked in areas of LDL Premises as permitted by the LDL Harbourmaster or his appointee.

Contractors will not be allowed onto any part of LDL Premises except as may be necessary for the purpose of carrying out their work operations and only recognised routes of access shall be used.

Before any contractors' employee is given access to the LDL Premises to carry out work the contractor's will read through this LDL Contractors H&S Standards. Copies are available from the LDL website (www.lochboisdaleharbour.com) or from the LDL Harbourmasters Office. The acknowledgement slip at the end of the relevant document must be signed by the most senior person representing the Contractors business.

Contractors must ensure that all personnel attending LDL Premises are competent to carry out the work being asked of them and that training records are made available to the LDL Harbourmaster or his appointee before access is required.

2.2 Smoking, Drugs and Alcohol



Smoking in any building, premises, cabin or welfare facility is strictly prohibited.

Failure to adhere to smoking rules will result in disciplinary action, including where appropriate exclusion from LDL Premises.

LDL staff will exclude any person from site where they have reasonable suspicion that the person is under the influence of drugs or alcohol. This exclusion will remain in force whilst LDL investigates further.

2.3 Transport

Contractors bringing vehicles onto LDL Premises must ensure they are suitable for the work to be undertaken and are maintained in a safe and roadworthy condition.

Vehicles may only be operated by authorised competent persons. Contractors must ensure that no unauthorised persons are allowed on the vehicle. All loads must be properly secured and vehicles must never be reversed in a confined area unless an attendant is present to ensure safe clearance.

Vehicles must never be left unattended with the engine running. All vehicles moving on LDL Premises must travel at a safe speed and adhere to any speed limits or route restrictions as may be imposed by the LDL.

There may be height restrictions on LDL Premises. Contractors must prior to proceeding onto the LDL Premises ensure that any height restriction does not affect the access routes or the work being carried out.

2.4 Temporary Buildings

The siting of and fire precautions for temporary offices, stores and other huts must be agreed with the LDL Harbourmaster or his appointee. All temporary buildings must be subject to a fire risk assessment and necessary precautions established by the contractor.

All electrical wiring in temporary buildings must be properly installed in accordance with BS7671 (I.E.E. Regulations) and conform to the current regulations. All electrical items are to be maintained in good working order.

The storage of combustible materials in temporary buildings must be carefully controlled. The storage of highly flammable materials and/or gases in temporary buildings is strictly forbidden.

2.5 First Aid and Welfare

Contractors will provide suitable first aid provision and facilities for their employees. Where contractors require to use the LDL welfare arrangements authorisation must first be sought from the LDL Harbourmaster or his appointee. Where authorisation is not approved the contractor is required to provide adequate welfare arrangements for the duration of their work.



All facilities whether provided by LDL or the contractor must be maintained by contractors in a safe, clean and tidy condition.

Any facilities provided by contractors must comply with the requirements of the relevant regulations.

2.6 Fire Arrangements

Contractors and their employees must familiarise themselves with the LDL Premises arrangements regarding the action to be taken in the event of a fire (e.g. alarms, means of escape and mustering points).

Contractors and subcontractors must provide instruction and training in fire prevention and control to their employees.

Contractors must ensure a safe system of work for all welding, cutting or other operations that involve the use of heat, before work is allowed to proceed.

Combustible materials, such as paper, rags and other waste, must be regularly cleared away. Rubbish or any other combustible materials **MUST NOT** be burned on LDL Premises.

Contractors must maintain an adequate stock of fire extinguishers of the appropriate type readily available for use (e.g. hot work operations). All extinguishers must be properly maintained and regularly inspected, in accordance with the contractors' fire risk assessment(s).

2.7 Housekeeping

Contractors are expected to carry out their work in a clean and orderly manner and every effort must be made to prevent rubbish accumulating as work proceeds with due consideration to other persons working in the area.

All waste materials arising out of the execution of work must be removed by Contractors. Materials may not be stored or stacked in areas where they either impede access or egress and the safe working of others. On no account should any material be stacked or stored where it may become a fire risk.

2.8 Use of LDL Equipment

It is strictly forbidden for contractors to use any LDL tools or equipment without the permission of the LDL Harbourmaster or his appointee and, on no account, may any contractor interfere with any LDL plant or equipment on the LDL Premises.



2.9 Hazardous Substances

The LDL Harbourmaster or his appointee must be informed, before the commencement of work which requires the transportation, storage or use of hazardous materials or substances by the contractor (e.g. solvents, adhesives or coatings etc.) on the LDL Premises. The contractor is required to outline any precautions relating to the transport, storage and use of such materials and substances.

The contractor must conform to The Control of Substances Hazardous to Health Regulations (COSHH), The Control of Lead at Work Regulations, The Control of Asbestos at Work Regulations, The Ionising Radiations Regulations and any other relevant regulations, codes of practice and manufacturers' or suppliers' instructions for the protective measures to be taken.

Suitable and sufficient risk assessments must be carried out for all hazardous substances.

2.10 Dangerous Substances and Explosive Atmospheres

The LDL Harbourmaster or his appointee must be informed, before the commencement of work which requires the transportation, storage or use of dangerous substances by the contractor on the LDL Premises. The contractor is required to outline any precautions relating to the transport, storage and use of such materials and substances.

The contractor must conform to Dangerous Substances and Explosive Atmospheres Regulations and any other relevant regulations, codes of practice and manufacturers' or suppliers' instructions for the protective measures to be taken.

Suitable and sufficient risk assessments must be carried out for all dangerous substances.

2.11 Safety Signs and Markings

All safety signs and markings erected by contractors to warn of any risk of danger, mandatory requirements, prohibitions or safe conditions, must conform to the requirements of the Health and Safety (Safety Signs and Signals) Regulations.

All contractors must obey signs and markings erected by LDL around the LDL Premises.

2.12 Construction Work

The Client will determine if the requirements of the Construction (Design and Management) Regulations 2015 apply to the proposed work and will appoint, as appropriate duty holders as required.



3. Systems of Work

It is the contractor's responsibility to ensure, so far as is reasonably practicable, that any work carried out on the LDL Premises does not constitute a risk to the health and safety of their employees or others who may be affected.

LDL are not prepared, under any circumstances, to relieve contractors of this responsibility. This responsibility includes the proper provision of protective equipment, safe means of access and egress, lifting equipment, portable tools and adequate and effective controls to ensure the safety requirements of all systems of work.

Contractors must agree safe working procedures with their clients and, where applicable, with other contractors or subcontractors, before proceeding with any work operation likely to pose risks to their health and safety.

Where required, contractors will document their safe working procedures (method statements, work instructions, etc.) These procedures may be requested by the LDL Harbourmaster or his appointee.

The LDL Harbourmaster and or his appointee have the authority to issue reasonable directives on safe working procedures and are empowered to stop any contractor's work operation that they believe does not comply with statutory requirements or this contractor's health and safety standards

3.1 Personal Protective Equipment (PPE)

Contractors must assess the requirement for PPE.

Contractors must ensure that their employees are provided with all necessary PPE.

LDL may, in particular circumstances, specify the nature and type of PPE to be worn by contractors employees. Where these circumstances arise, provision of the PPE will be the responsibility of the contractors.

3.2 Working at Height

Contractors must ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height. Where working at height is required contractors must ensure that:

- all work at height is properly planned and organised;
- all work at height takes account of weather conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately inspected;
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.



3.3 Workplace Access Equipment

Any workplace access equipment, erected, used or dismantled by contractors must comply with the requirements of the Working at Height regulations. It is the contractor's responsibility to ensure that their equipment is erected, maintained and inspected by a competent person at prescribed intervals. Records of inspection must be kept and may be requested by the LDL Harbourmaster or his appointee.

Where workplace access equipment is provided by the LDL or others for the use of Contractors' employees, it is the responsibility of the contractor to check that the workplace access equipment is suitable for the intended and is in a safe condition before work commences.

Contractors **MUST NOT** alter or modify any scaffold, staging or means of access (e.g. removal of handrails, toe boards, ties etc.) unless the contractor is authorised to do so.

Contractors must regularly inspect workplace access equipment to ensure it is safe i.e. daily inspection of ladder access, scaffolding at the start and end of each day opening & closing the site.

3.4 Lifting Equipment

All items of lifting equipment (e.g. cranes, hoists, chain blocks, ropes, eye bolts and slings) brought onto the LDL Premises by a contractor, must comply with the requirements of The Lifting Operations and Lifting Equipment Regulations.

All items of lifting equipment must be regularly inspected, examined and maintained in good order. Contractors must produce, on request, current test certificates, along with any other reports, registers or certificates as may be required for inspection by LDL or the enforcing authority.

Operators of any lifting equipment must hold the appropriate licenses to demonstrate their competence. Contractors must produce, on request, current licences and or training certificates for inspection by the LDL Harbourmaster or the enforcing authority if requested.

3.5 Asbestos

Contractors must also ensure that employees are adequately trained in the identification of asbestos containing materials, where appropriate.

The LDL Harbourmaster must be notified immediately and all work must stop if any material suspected asbestos containing materials are found.



3.6 Tools and Equipment

All tools and equipment used by Contractors within LDL Premises must be suitable for the work to be undertaken, must comply with all relevant standards and must be properly maintained. Records of any maintenance may be requested by the LDL Harbourmaster or his appointee.

The use of tools on LDL Premises must be carried out with due regard to noise control and neighbouring workers.

Contractors must ensure that portable electrical tools and equipment are efficiently earthed or double insulated. Wherever possible, low voltage equipment incorporating an isolating transformer or an earth monitoring device is recommended. The attention of Contractors is drawn to the provisions of the Electricity at Work Regulations, especially with regards to the condition and maintenance of portable power tools. Evidence of portable appliance maintenance may be requested by the LDL Harbourmaster or his appointee.

Contractors must not use LDL's plant, tools and equipment without the express permission of the LDL Harbourmaster or his appointee.

3.7 Machinery and Plant

Contractors must ensure that any machinery and plant brought on to the LDL Premises complies with all the requirements of The Provision and Use of Work Equipment Regulations.

Contractors must ensure that any guards that are provided are properly used and maintained.

Evidence of machinery and plant maintenance may be requested by the LDL Harbourmaster or his appointee.

Contractors must ensure that employees who use the tools and equipment are competent to do so and that training records are available to demonstrate this.

3.8 Abrasive Wheels and Discs

Contractors must ensure that all powered abrasive tools and equipment are maintained in good order, having the correct disc or wheel fitted with guards or backing plates.

Grinding wheels or abrasive discs shall only be fitted or changed by a competent person.



Contractors' employees must be provided with AND USE approved hearing and eye protection in accordance with The Personal Protective Equipment at Work Regulations when using powered abrasive tools and equipment.

3.9 Compressed Gas Cylinders

All gas cylinders not in use should not be stored on LDL Premises. They should be removed from site. Gas cylinders of any kind must not be stored outside LDL Premises Premises/site offices, storage huts or buildings of any kind unless in a designated secure storage area.

Contractors must ensure that all gas cylinders are handled with care and never left free-standing; they must be properly secured.

Following completion of works the contractor is responsible for the removal of their compressed gas cylinders from the LDL Premises.

3.10 Hot Work

Contractors involved in any hot work, welding, flame cutting, burning, grinding or naked flame operations, etc. must ensure that a safe system for work is in operation at all times. The Hot Work may require a Hot Work Permit which is the responsibility of the Contractor not LDL.

3.11 Cartridge Tools

Contractors must obtain permission from the LDL Harbourmaster or his appointee before bringing cartridge tools of a low velocity specification onto the LDL Premises.

Usage of cartridge tools must be strictly controlled and the tools must only be operated by properly trained, competent and authorised persons.

Contractors will be responsible for the storage and safe-keeping of cartridge tools and cartridges. They must ensure that there is a controlled distribution and return of all cartridges.

The appropriate eye protection and hearing protection must be provided AND USED by the Contractor's employees operating cartridge tools.

3.12 Confined Spaces

Work in confined Spaces must meet the requirements of the Confined Spaces Regulations. Contractors are not permitted to enter any confined Spaces, such as tanks and vessels without ensuring that persons involved in the Confined Space entry are competent to do so. Risk Assessment, Safe System of work, Permit to work may be requested by the LDL Harbourmaster or his appointee.



3.13 Permits for Work

Contractors will require to operate a permit for work procedure for certain work activities and or areas of the LDL Premises. Contractors should liaise with the LDL Harbourmaster if the permit to work activity is likely to affect others.

Where Permits for Work are necessary they are normally:

- a. Diving operations
- b. Permit for entry into confined Spaces
- c. Fire permit for hot work
- d. Electrical isolation permit
- e. Safety Certificate for opening up and working on hazardous systems

Where a Permit for Work system is in operation, Contractors must be instructed in the procedures that will apply and must ensure that the procedures are strictly followed by their employees at all times.

3.14 CCTV

Contractors and clients are advised that CCTV is operated and recorded at all LDL premises, for crime prevention, security and safety purposes. LDL is registered with the Information Commissioners Office as a Data Controller.

3.15 Safety Concerns

All clients and /or contractors working at LDL premises are asked to bring any relevant safety concerns to the attention of the LDL Harbourmaster via their own line management.

NOTE

ANY REFERENCE TO A STATUTORY PROVISION RELATES TO THE MOST CURRENT VERSION AND OR AMMENDMENT. IT IS THE REPONSIBILITY OF THE CONTRACTOR TO ENSURE THEY WORK TO THE MOST RECENT AND RELEVANT STATUTORY PROVISIONS.



Lochboisdale Development Ltd

ACKNOWLEDGEMENT SLIP:

Name and address of Contracted Company/Client:

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Description of works to be carried out:

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.....

Location on the Harbour Premises where works are to be provided:

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.....

We acknowledge receipt of the document entitled "Contractors Health & Safety Standards" and agree to comply with all the guidance set out therein. We understand that this does not negate our duties under relevant statutory provisions.

Signed:

Name of Signatory (Block Capitals):

Position in Company (Block Capitals):

Date:

Witnessed for the LDL NAME:

SIGNATURE:

DESIGNATION: