
PG-Global - Health and Safety

HEALTH AND SAFETY GUIDE FOR
EMPLOYEES/CONTRACTORS/TEMPORARY
WORKERS

Introduction

The purpose of this guide is to promote the safety of all employees, contractors and temporary workers and any others who may be affected by their actions.

The policy should be read carefully and you must be aware of and apply this policy and procedure. Managers have a duty to ensure that all employees, contractors and temporary workers have access to it, fully understand its contents and comply full with its requirements.

It is a further responsibility that in the event of any confusion with the interpretation of the guide, the contractor must bring this to the attention of the relevant PG-Global contact.

Individual contracts may specify more particular safety requirements depending on the nature of the task to be undertaken.

General Health and Safety Provisions

Under the health and Safety at Work etc, Act 1974, section 2 (3), PG Global places extreme importance on the health and safety of its' own employees, contractors and temporary workers. Contractors also have a requirement under the same legislation, Section 3 (1) and 3 (2), whereby whether an employer, or self employed, they have a duty to act, while on PG Globals premises, or any other location whilst working for PG Global in such a way as to ensure that, as far as reasonably practicable, they do not put at risk the health and safety of themselves, or any other persons.

Safety Policy

PG Global requires its contractors to have a written safety policy statement that will state how health and safety issues are to be managed. The policy should be specific to the undertaking and should be clear about the arrangements and organisation for health and safety at work.

All contractors who undertake work for PG Global must have satisfactorily completed the 'Contractor health and safety assessment form CF156.

Risk Assessments & Method Statements

Risk assessment is central to successful health and safety management. Under the Management of Health and Safety at Work Regulations, it will be the responsibility of the contractor to carry out suitable and sufficient written risk assessments of its activities and assess how any risks may affect its employees or others not directly involved.

Prior to any work being carried out, the contractor must supply to the relevant PG Global contact, a 'safe working' method statement. This will define all the measures necessary to carry out the work safely and meet the firm's legal obligations.

Construction (Design and Management) Regulations (CDM)

Where new construction projects fall within the parameters of the CDM regulations, contractors must comply fully and be aware that a health and safety file will be set up and used throughout the project.

Co-operation



Contractors must co-operate with others to ensure that one contractor's work does not adversely affect the work of others. Where more than one party is working in an area, all parties must agree responsibilities in advance of the work commencing and consult with their people and their representatives and wherever practical involve them in planning the work.

Supervision

Adequate supervision is essential to maintaining healthy and safe conditions. Contractors must identify to the relevant PG Global contact, who will be responsible for supervision and how it will be carried out effectively. Supervisors and team leaders must be clear about what they are expected to do and where to obtain appropriate advice and authorisation.

Control of Substances Hazardous to Health (COSHH)



Contractors who use hazardous substances must comply fully with the COSHH Regulations. In particular they must have carried out a suitable and sufficient assessment of risks if any to the health of both themselves and others affected by their actions. Where applicable this should be carried out on a site specific basis.

Reporting of Incidents / Accidents

All contractors shall make provision for the reporting of accidents and dangerous occurrences as laid down in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

In addition to the contractors' own incidents/accident reporting system, the contractor must make arrangements through the relevant PG Global contact to report any incidents/accident occurring during their works to contract@pg-global.com as well as their on site reporting line manager.

Personal Protective Equipment (PPE)

If contractors risk assessments have identified the need for PPE, then PPE must be supplied and used whenever required. Some workers will be supplied PPE by the main client. Other people who may have cause to be in an area where PPE is required must be informed of the PPE requirement, and instructed to use it as necessary.

Safety Signs



Any signs that provide information such as warning, safety, and security instructions must be obeyed at all times. Contractors who undertake work that may be hazardous to others must arrange for the display of appropriate warning, prohibition or mandatory requirement signs. All such signs must conform to The Health and Safety (Safety Signs and Signals) Regulations.

Standards: People, Tools, Equipment, Materials, Work.



Only competent people should be permitted to work. They must have the necessary technical expertise, training and experience or be under such a degree of supervision as may be appropriate to prevent danger or injury. e.g. A qualified electrician certified to industry standard.

Tools and equipment must be in a safe condition for use and must comply with appropriate periodic tests and inspections. E.g. Electricity at Work Regulations requires Portable Appliance Testing (PAT) of Power hand tools.

Work carried out and the materials necessary for the work must be in a safe condition for use and fit for the purpose intended and comply with any relevant British Standards.

First Aid Arrangements.



All client buildings and PG Global offices have qualified First Aid personnel. In larger buildings and where potentially hazardous activities are carried out, there will also be a dedicated first aid room. First Aid notices giving details of First Aid contacts, nearest hospitals and other emergency services are displayed.

Contractors working at remote or unmanned buildings must make their own arrangements for First Aid. The arrangements must be to a standard acceptable under the Health and Safety (First Aid) regulations.

Electrical Equipment



Contractors must comply with the requirements of BS 7671, (formally IEE Wiring Regulations) and with the Electricity at Work regulations. Only people who are specifically trained and competent shall carry out electrical work.

Electrical equipment should be suitable for the environment and conditions of use, to which it may be exposed. In order that danger which may arise from such exposure, would be prevented, so far as reasonably practicable, e.g. electrical tools used outdoors shall be worked from a safety isolating transformer (110V centre tapped earth) or connected through a residual circuit device (RCD).

Live working must be avoided at all times. Work on or near live conductors is only permitted for essential fault finding diagnostics or testing. Only competent persons can be authorised to carry out live working.

Where live working is authorised, the contractor must use his own current Permit to Work system, in conjunction with any other access permissions associated with the building .

All portable electrical apparatus including associated leads and extension leads shall be regularly inspected, tested and its condition recorded.

Working Overhead and on Rooftops

Ladders, steps, scaffolding, and working platforms, must be supplied by the contractor. They must be inspected and maintained in accordance with the relevant legal requirements. All necessary precautions must be taken to safeguard people from the dangers of overhead working, particularly from falling objects. Where any person is at risk from falling objects barriers must be erected and hard hats worn.

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Hazard Reporting



Either a PG Global employee or contractor can identify safety hazards and ensure notification to the appropriate manager.

Do not assume that someone else is dealing with it.

Anyone identifying a safety hazard can attempt to clear the hazard themselves, if the remedial action required is within their level of expertise and can be carried out effectively and safely without risk of personal or third party injury.

If the hazard cannot be rectified then it must be reported to either: the on line manager or contracts@pg-global.com

Fire

General Precautions



Contractors must make themselves aware of the emergency and fire evacuating procedures in place at individual building, including the fire alarm testing procedure. They must also ensure all work carried out is covered by a task specific risk assessment which considers fire risks and precautions.

If a fire alarm is heard, other than a test sounding, leave the building immediately, by the nearest safe exit and proceed to the nominated assembly point.

Fire Stopping



Contractors installing cables, pipes in buildings are obliged to fire stop cable holes through which they have cabled as part of the contract. All cable holes through floors and compartment walls must be fire stopped to prevent passage of fire, smoke and hot gases.

All holes MUST be temporarily fire stopped at the end of each working day whilst installation operations are in progress. At the completion of cabling operations cable holes must be permanently fire stopped

Smoking



All PG Globalbuildings are non-smoking areas. Smoking is only allowed in designated smoking areas external to those buildings. Smoking is not allowed on any PG Globalbase site.

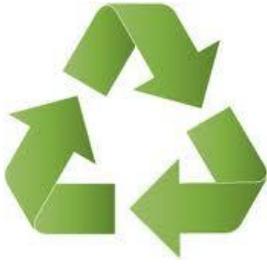
Smokers of e-cigarettes must also follow these rules.

Hygiene



PG Global equires contractors and employees to maintain good personal hygiene when working for PG Global and adopt an appropriate, safe and hygienic dress code. Toilets and washrooms should be kept in a clean and hygienic state after use.

Refuse, Site Tidiness and Recyclable Waste.



Refuse must not be allowed to accumulate. Contractors are expected to keep their work areas clean and tidy. Aisles, passageways, fire exits and escape corridors must be kept clear at all times. All route to and from fire fighting equipment must be kept clear at all times.

Any combustible material accumulated must be removed on a regular basis and disposed of in an appropriate manner. On no account must waste material be burnt on site. It is the Contractors responsibility, to remove from site, the waste material they generate. The disposal / recycling method of any special waste, eg Fluorescent tubes, Batteries, Oils etc, must comply with current legislation and be agreed by the relevant PG Global contact. The Contractor should recycle any waste materials (including packaging) where it is reasonably practicable to do so.

Behaviour

Behaviours such as using offensive or inappropriate language, provocative gestures, drunkenness, illegal drug taking, gambling, threatening or violent behaviours or horseplay are not acceptable and can cause stress to those sharing the work site.

PG Global does not wish it's people or it's customers exposed to such behaviours and in the unlikely event of such behaviours taking place PG Global will reserve the right to terminate their association with a contractor.

Asbestos

There is a legal responsibility to manage asbestos in buildings and to ensure that where asbestos exposure is likely a suitable and sufficient assessment is undertaken to determine how the work can be undertaken in a safe manner and that it is carried out in this manner.

For ny further information please refer to the Health and Safety Policy as well as other policies on the website www.pg-global.com or contact contracts@pg-global.com