

Safety, Health and Environment Guidelines for Contractors





Introduction

This booklet provides a brief guide to the safety, health and environmental standards that the Coal Authority expects of its contractors and their employees.

The Coal Authority is seriously committed to achieving high safety, health and environmental standards at work, and we expect the same commitment from all our contractors.

At work we all have a legal and moral responsibility to maintain our own safety and health, as well as that of other people who may be affected by our actions. We also have a legal duty to protect the environment and prevent pollution.

By following the requirements outlined in this booklet you will help ensure that everyone remains safe and healthy and the effects of our activities on the environment is minimised.



**Construction site
Keep out**

Contract Requirements

Specific health, safety and environmental requirements will be documented as necessary within the contract documentation. However, before commencing a contract, all contractors, sub-contractors or third parties must supply the following (where applicable):

- a copy of your safety, health and environment policy
- a method statement and risk assessment for the work
- an environmental impact assessment covering the environmental requirements specified on page 6 of this booklet and the contents to be adopted



Emergencies

Contractors must ensure that their employees and others are aware of:

- the need to report all incidents* and dangerous occurrences to the Authority
- the requirement to notify the appropriate HSE/Local Authority office of any reportable incidents as defined by RIDDOR or the Environment Agency for any environmental incident
- the need to provide adequate facilities for dealing with incidents including first-aid equipment and training, fire fighting equipment and spill kits

* Incidents are defined as all accidents, near misses, dangerous occurrences and any environmental event causing pollution or contamination of land, air or water



Safe Working

- Working procedures must be in compliance with the Health and Safety at Work Act 1974, Environmental Protection Act 1990 and the Environment Act 1995 and any other relevant statutory requirements.
- All electrical tools must, where practicable, be 110 volts via an insulating transformer or double insulated and protected by an RCD.
- Primary voltage leads must be less than two metres long and trailing leads should be kept to a minimum.
- You must not misuse fire extinguishers.
- You must supply and display your own warning notices.
- You must ensure that your work activities do not compromise the safety of Coal Authority employees, other contractors or members of the public.
- You will be expected to provide your own plant and equipment in good order, with current test certificates, and operated, directed and maintained by competent, trained personnel.
- You must adequately bund all fuels/oils and take measures to protect all materials that have the potential to cause pollution.
- All machinery must be adequately guarded.



Hazardous Substances

You must ensure that:

- hazardous substances are appropriately labelled, correctly transported and suitably stored
- COSHH assessments are carried out on all hazardous substances as defined under these regulations and the results of the assessment are communicated to relevant persons
- you provide training as necessary to ensure safe handling and use
- you provide assessment details to the Coal Authority when our staff are at risk
- flammable substances and compressed gases are safely stored
- dust/vapour emissions are kept to a minimum



Personal Protective Clothing and Equipment

You must supply appropriate protective clothing and equipment to a recognised standard and include:

- safety helmets, where there is a risk of a head injury
- protective footwear, if the feet are at risk from falling objects, slipping, cuts, chemical or electrostatic build up
- hearing protection in areas with a noise level of 85 dB or more
- eye protection against chemical or metallic splash, dust, gas and vapour, radiation and impact
- high visibility clothing when working on or within two metres of a highway
- harnesses when working at heights, confined spaces, shaft collapses or open edges
- respiratory protection against toxic and nuisance dusts, gas and vapours, or nuisance odours
- hand protection against abrasions, cuts, chemicals, infection or extreme temperature
- body protection against weather, temperature, chemicals, impact, dust and for cleanliness
- emergency equipment such as escape sets and throwing lines
- life jackets when working in close proximity to open water
- monitoring equipment such as gas alarms





Environmental Requirements

You must ensure that:

- flora/fauna/archeology are protected where applicable
- any visual intrusion is minimised
- dust, odour, smoke and noise are prevented and do not cause a nuisance
- the contamination or pollution of watercourses, ground waters, drains and land is prevented
- the impacts from vehicle movements both on and off the site are minimised
- roads adjacent to the site are free from mud
- waste is disposed of in accordance with the “Waste Management Duty of Care”
- any materials or fuels held on site are stored in a safe and appropriate manner and that facilities are in place to deal with any spillage which may occur.

Housekeeping

You will be expected to ensure that:

- your site is kept safe and tidy
- refuse is removed regularly and spillages cleaned up
- floors and walkways are kept clear, clean, dry and not slippery
- equipment and tools are stored neatly and tidily



Special Safety Requirements

You must obtain written approval from the nominated Coal Authority representative/contact before carrying out any work at Coal Authority offices which involves:

- any work requiring isolation of electric, gas or water supply
- the use of gas cylinders, blow lamps, welding equipment or any other potential source of ignition (including grinding)
- any work likely to cause smoke, dust or fume vapours, which could affect personnel or activate smoke detectors
- any work extending beyond normal Authority working hours
- a source of radioactivity being brought into Coal Authority offices
- demolition
- working in confined spaces
- excavation
- the erection of scaffolding
- items of plant and equipment
- storage of fuel/oils or hazardous substances





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