



Contractor Safety Management Procedure, Rev 10

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Atlantic
Technological
University

Atlantic Technological University, Donegal

Contractor Safety Management Procedure

Revision: 10

Date: May 2022

Atlantic Technological University Health and Safety Policy

In accordance with the Safety, Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (General Application) Regulations 2007 (including amendments), it is the policy of Atlantic Technological University to ensure, as far as reasonably practicable, a safe and healthy work environment for all its employees and students, and to meet its duties to contractors and members of the public who may be affected by its operations. To this end, Atlantic Technological University is competent in its knowledge of safety procedures as required by legislation and good practice and is committed to their provision.

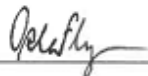
In accordance with Section 13 of the Act, employees have a responsibility to co-operate with management to achieve a healthy and safe workplace, and to take reasonable care of themselves and others. Each employee is obliged to be responsible for their own activities while at work and those who may be affected by their acts or omissions, and to report without delay any defects in plant, machinery, equipment, facilities or operational procedures.

In accordance with Section 19 & 20 of the Act, the Safety Statement is based on an identification of hazards and risk assessments relevant to each Department. It details arrangements, personnel responsible, relevant resources and employee co-operation required to secure the safety, health, and welfare at work of persons employed by Atlantic Technological University.

Each Atlantic Technological University campus will consult with staff on workplace safety, health and welfare matters included in this document in accordance with Section 26 of the Act.

The Safety Statement will be reviewed annually and updated as necessary in accordance with new developments. It will be accessible to management and employees on [\[H&S Sharepoint Link\]](#)

Signed: _____



Date: _____

01 April 2022

Dr Orla Flynn
Atlantic Technological University President

1.0 Introduction

The University engages contractors to carry out various works and to provide various services. The activities of all contractors engaged by the University will be conducted in such a way that University's employees, students or visitors, and contractor's personnel are not exposed to undue risk to their safety and health. This procedure will be implemented by the Estates Manager, Information Technology (IT) Manager or other staff member responsible for engaging contractor services.

2.0 Control Measures

It is the duty of the Estates Manager and the IT Manager, in conjunction with the Design Teams where applicable, to undertake a competency assessment to ensure that contractors engaged by the University have the necessary competence and resources to implement safe work practices. It will be a condition of engagement that all contractors must provide evidence of their Safety Statement to the University.

Compliance with this *ATU Donegal Contractor Safety Management Procedure* and other *ATU Donegal* safety statements and procedures will be incorporated in the general conditions of a contractor's work specifications at tender stage.

3.0 Contractor Responsibilities:

The following responsibilities are allocated to contractors providing services to ATU Donegal under the direction of the Estates Manager, IT Manager or other staff member responsible for engaging their services:

- a) All contractors engaged by ATU Donegal will be expected to comply with the University's Policy for safety health and welfare and must ensure that their own health and safety statement management systems are operational whilst work is being carried out. It is the University's policy that all contractors have a safety statement in accordance with the *Safety, Health and Welfare at Work Act 2005 and the Safety, Health and Welfare at Work (General Application) Regulations 2007-2020*.
- b) Contractors involved in construction work must comply fully with the Safety, Health and Welfare at Work (Construction) Regulations 2013 (S.I. No. 291 of 2013) and associated amendments.
- c) All work must be carried out in accordance with relevant statutory provisions and taking into account the safety of others on the site.

- d) Contractors must not commence with any work on the premises or project site until the relevant safety documentation is in place.
- e) The contractor must have adequate insurance cover to the levels specified by ATU Donegal and must provide copies of their public and employer's liability insurance policy documents and, where appropriate, contractors all risks insurance before works commence.
- f) Contractors must supply a safety statement, and where necessary, relevant method statements for the works/services, in advance of commencing works.
- g) Contractors personnel will liaise with the Estates Department on arrival on site to complete the Contractors Safety Registration process and obtain work permits as required prior to the commencement of all building and maintenance works not requiring the appointments of a PSDP or a PSCS. Contractors must also report to Estates Department on completion of works.
- h) Where contractor's personnel are engaged in Lone or Out of Hours Work on ATU Donegal premises, they must provide a detailed written method statement for Lone and Out of Hours work including detailed risk assessments and permits to work for all staff involved, prior to commencement of works.
- i) Scaffolding and other access equipment used by contractor's employees must be erected and maintained in accordance with current regulations and Codes of Practice.
- j) All plant and equipment brought onto the site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and have all necessary statutory certificates available for inspection.
- k) All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. No power tools or electrical equipment of greater than 110 volts should be used outdoors. Ideally, battery operated tools should be used outdoors. If it is necessary to use equipment operating from a 220-volt supply outdoors, a residual current device with a rated tripping current of 30mA and trip operation of 30m sec must be used and IP65 rated external fittings.
- l) All portable electrical equipment used in the University by contractors must be PAT tested.
- m) Battery chargers must be PAT tested and situated in a well-ventilated area. Chargers and leads must be tidy and must not present trip hazards.

- n) Any injury sustained by a contractor's employee must be reported immediately to the Estates Department who will report it to the ATU Health & Safety Coordinator.
- o) ATU Donegal, Estates Department personnel may carry out safety inspections. Contractors' personnel informed of any hazardous situations or practices identified during these inspections must comply with any safety instructions issued.
- p) ATU Donegal must be notified of any material or substance brought onto the site which has health, fire or explosive risks. Such materials must be stored and used in accordance with the recommendations contained in the current relevant material safety data sheets supplied by the manufacturer.
- q) Contractors are not permitted to use equipment owned by the University unless permission is received from the Estates Department or other Head of Function responsible for engaging their services and a competent person approves it as being safe.
- r) Access to roof areas is by permit only and must be arranged through the Estates Department. All personnel permitted to access the roof must demonstrate that their Working at Height training is up to date. Harnesses for use with fall arrest systems must be worn while contractors' personnel undertake activities on the building roof.
- s) Where contractors are undertaking work operations in circulation areas and other areas occupied by ATU Donegal personnel, visitors etc., appropriate barriers and signage must be used to isolate the immediate work area for the protection of all such personnel.
- t) All contractor's personnel engaged on ATU Donegal premises must have suitable training to undertake the works being undertaken.
- u) Contractors' personnel will take reasonable care of themselves and others who may be affected by their acts or omissions and will co-operate as appropriate with ATU Donegal employees.
- v) Contractors must provide all equipment necessary to undertake the works and to clean works areas on completion.
- w) Contractors must remove any temporary dust covers from smoke detectors on completion of works on a daily basis.

4.0 Construction Safety Management

The Safety, Health and Welfare at Work (Construction) Regulations, 2013 apply to all 'projects' included or intended to include 'construction work' in respect of any 'structure'. The Regulations define a 'Project' as an activity which includes or is intended to include 'construction work', and defines 'construction work' as the carrying out of any building, civil engineering or engineering construction work including but not limited to the following:

- (a) the doing of one or more of the following with respect to a structure:
 - (i) construction;
 - (ii) alteration;
 - (iii) conversion;
 - (iv) fitting out;
 - (v) commissioning;
 - (vi) renovation;
 - (vii) repair;
 - (viii) upkeep;
 - (ix) redecoration or other maintenance, including cleaning involving the use of water or an abrasive at high pressure or the use of substances or mixtures classified as corrosive or toxic in accordance with Regulation (EC) No. 1272/20082 of the European Parliament and of the Council on the Classification, Labelling and Packaging of substances and mixtures or of the European Communities (Classification, Packaging and Labelling of Dangerous Preparations) Regulations 2004 (S.I. No. 62 of 2004);
 - (x) de-commissioning, demolition or dismantling;
- (b) the preparation for an intended structure, including but not limited to site clearance, exploration, investigation (but not site survey) and excavation, and the laying or installing of the foundations of an intended structure;
- (c) the assembly of prefabricated elements to form a structure, or the disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;
- (d) the removal of a structure or part of a structure or of any product or waste resulting from demolition or dismantling of a structure or disassembly of prefabricated elements which, immediately before such disassembly, formed a structure;
- (e) the installation, commissioning, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunication and computer systems, or similar services which are normally fixed within or to a structure;

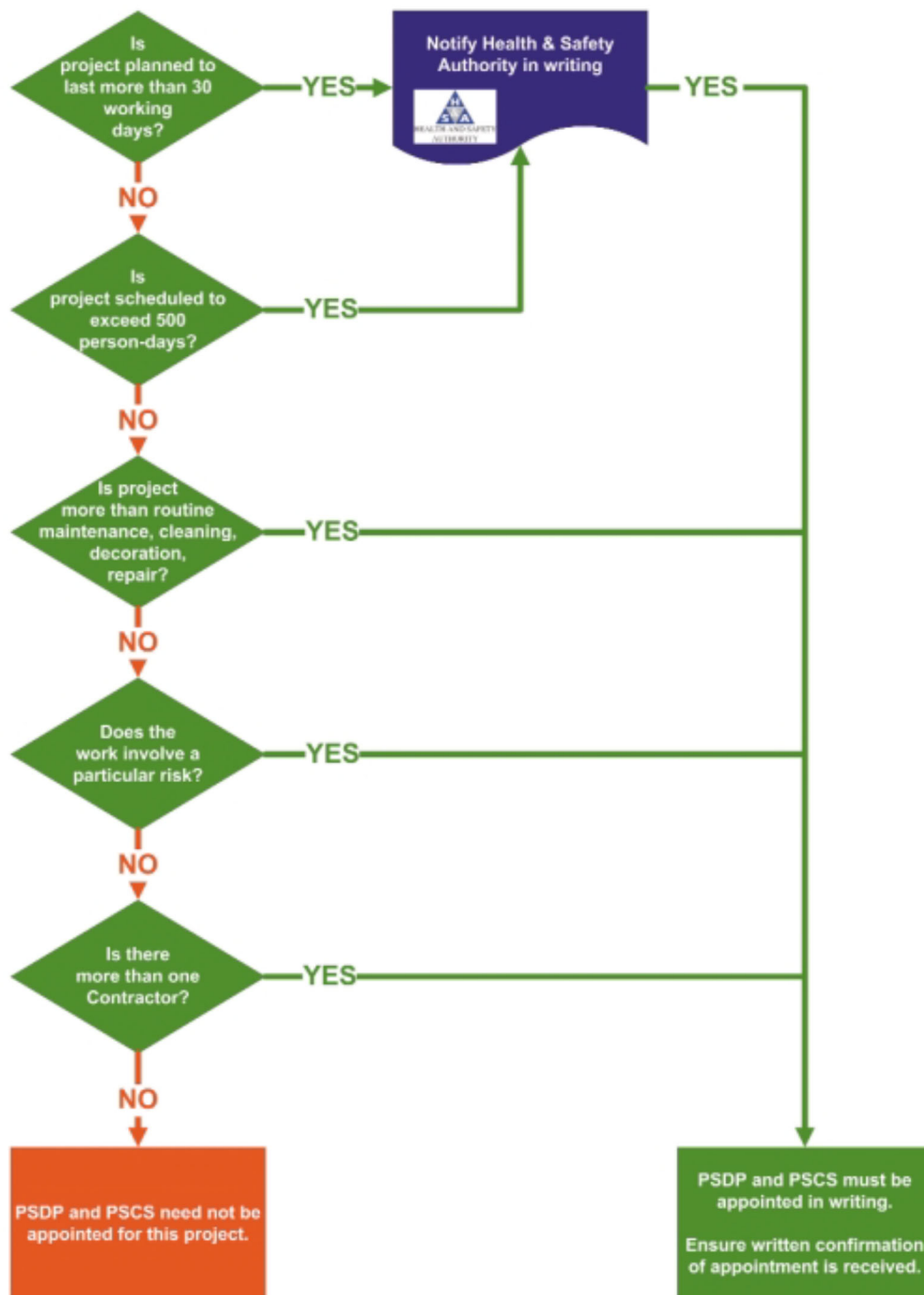
The definition of 'client' under these Regulations means a person for whom a project is carried out. ATU Donegal Estates Department and IT Department commissioning works represent ATU Donegal as 'client' for the purposes of these Regulations.

Major projects are easily identifiable under the definitions of 'project', 'construction' and 'structure' and require certain appointments and notifications as described at **4.1** below. Smaller projects such as repair, upkeep, redecoration and maintenance must also be managed safely as they too involve 'construction work'. ATU Donegal's system for the safe management of smaller projects is described at **4.2** below.

4.1 Major Projects

Under the Safety, Health and Welfare at Work (Construction) Regulations 2013, it is the duty of the University to appoint, in respect of every relevant project, a Project Supervisor for the Design Process (PSDP) and a Project Supervisor for the Construction Stage (PSCS), and where necessary notify the Health & Safety Authority. At the start of the project the Estates Department should decide the extent to which the duties under the Safety, Health and Welfare at Work (Construction) Regulations, 2013 apply.

The following flow diagram is utilized to determine the types of project requiring these appointments:



Where a PSDP is appointed, ATU Donegal will notify the Health & Safety Authority of the appointment (AF1 Notice). The PSDP for a project must take account of the general principles of prevention of accidents when designing and estimating the time period for the execution of a project and must, where appropriate, provide the preliminary Safety and Health Plan for the purpose of providing information to the Project Supervisor for Construction Stage. The preliminary Safety and Health Plan is issued to all tendering contractors who, subject to being successful in

tendering, are likely to become the PSCS, and, where appropriate, be appointed as PSDP.

The PSCS must develop before the commencement of a project, the Safety Plan for the construction site prepared based on the preliminary Safety and Health Plan and make adjustments to the plan where required as the project progresses to take account of the progress of the work and any changes which have occurred.

On completion of the project, the PSDP must prepare and deliver the Safety File to the University. This file, compiled by the PSCS, will be used by the University for all subsequent construction and maintenance work and will be made available to all designers, contractors and maintenance contractors working in the areas of the building to which the file applies.

It is also the duty of the PSCS to co-ordinate the implementation of safety principles between subcontractors and provide all the necessary safety information necessary to all sub-contractors on the site. It shall also be the duty of the PSCS to give notice to the Health & Safety Authority before work commences on site if the work is planned to last longer than 30 working days or on which the volume of work is scheduled to exceed 500 person days (AF2 Notice).

Where the scale of a project is such that a design team is not warranted i.e. the design is carried out in-house, it will be the responsibility of the University to assume themselves, or to delegate to the contractor, if competent, the roles of PSDP and PSCS.

4.2 Smaller Projects incl. Routine Maintenance and Repairs

For smaller projects including routine maintenance and repairs as outlined at **4.0** above, where there is no requirement for PSDP/PSCS appointments, contractors on site will be managed by the Estates Department/IT Department through a pre-appointment competency assessment process and when on site through a contractor personnel safety registration procedure.

4.2.1 Contractor Pre-appointment procedure

When tendering for individual projects or term maintenance contracts, ATU Donegal will seek and consider the contractors safety statement, third party

safety certification e.g. Safe-T certification, and details of previous works undertaken by the contractor via a suitability assessment questionnaire or other means. Only contractors who pass the suitability assessment process will be considered for appointment.

ATU Donegal will make this *ATU Donegal Contractor Safety Management Procedure* available to all tenderers and will also be made available to the contractor's site personnel.

4.2.2 Contractor Safety Registration Procedure

Contractor's personnel must complete a Contractor Safety Registration procedure in the ATU Donegal, Estates Department each day they attend campus prior to the

- **Liaise** with ATU Donegal, Estates Management/Supervisory staff i.e. Maintenance Supervisor, Maintenance Foreman, Asst. Estates Manager, or Estates Manager, as appropriate to discuss the works.
- Produce their **Safe Pass** cards and where relevant, **CSCS** cards.
- Produce a CIF COVID-19 '**Digital Card**'
- Complete a contractor **Covid-19 Questionnaire**
- **Sign-in** and confirm they have read and understand this *ATU Donegal Contractor Safety Management Procedure*, and, as appropriate, the following ATU Donegal Safety statements and procedures which will be made available to them:
 - *ATU Donegal Ancillary Safety Statement for the Estates Function (including Risk Assessments)*
 - *Fire and Emergency Procedure*
 - *Lone & Out of Hours Work Procedures*
 - *PAT Test Procedure*
 - *First Aid Procedure*
 - *Automated External Defibrillator Procedure*
 - *Manual Handling Procedure*
 - *Children in the Workplace Procedure*
 - *Pregnancy in the Workplace Procedure*
- Complete a Safe System of Works Plan (**SSWP**) using the latest versions of the HSA SSWP templates for building maintenance, ground works or

commercial building works as appropriate.

[https://www.hsa.ie/eng/Publications_and_Forms/Publications/Safe System of Work Plan SSWP](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Safe_System_of_Work_Plan_SSWP)

- Obtain **Permits to Work** for all hot works, works in confined spaces, works requiring access to roofs, works on electrical systems, lone or out of hours working or other high risk activity.
- Check **Asbestos Register** for the building for presence of asbestos in worksite.

The following risks, where relevant, must be addressed in the Contractor's Safety Statement and the project specific risk Safe System of Work Plans (SSWPs) prior to commencement of works:

- Working in a live environment (students, staff, public, facilities and services)
- Dust generation (dust control to avoid leakages and dust containment to minimise potential to workers)
- Noise (noise control in terms of potential effect on adjoining occupants and workmen)
- Working at heights
- Working on and adjacent to live services such as electricity, gas or fuel oil.
- Working in or adjacent to areas known to contain asbestos.

In addition to the foregoing contractors may be requested to provide project/task specific Method Statements prior to the commencement of works.

At the end of each day, contractors' personnel will be required to liaise once again with the relevant ATU Donegal, Estates Management/Supervisory staff, report on progress and any issues arising including any safety accidents, incidents, near misses and dangerous occurrences before signing out.

5.0 Safe Access/Egress

Safe access and egress must be maintained for both the Contractor's and ATU Donegal staff, students and visitors at all times. This means keeping all access/egress routes free of obstructions at all times by not leaving materials, cables or debris in or adjoining the work area and regularly clearing surplus materials/debris.

Contractors must use their own access equipment which must be inspected and approved for use in accordance with the relevant statutory requirements. Each work area must be protected from un-authorised access by visible barriers.

6.0 Personal Protective Equipment (PPE)

Hi-vis vests, safety footwear and other PPE as identified in the relevant SSWP must be worn by Contractor's personnel when working on campus. The Contractor and any sub-contractors must supply all the Personal Protective Equipment required to carry out their particular work safely.

7.0 Accidents / Incidents Reporting Procedure

The Contractor must report all Health & Safety related issues to the ATU Donegal, Estates Department as soon as possible after the occurrence. This is to include any accidents, visits by the HSA, inspections by the Contractors' in-house Health and Safety Coordinator and any findings/ remedial work involved.

In addition to following the Contractor's own accident reporting procedures, Contractor's personnel will be required to complete an ATU Donegal Safety Incident Report form and submit it to the ATU Donegal, Estates Department who will bring it to the attention of the University's Health and Health and Safety Coordinator.

8.0 Monitoring and Review

ATU Donegal will monitor contractor's safety performance on an ongoing basis. If there is any violation of regulations, codes of practice, ATU Donegal procedures or recognised standards which may adversely affect the health and safety of University personnel, the contractor will be directed to comply with the correct procedures. Failure to comply with any such direction may result in termination of contract.

9.0 Emergency Contacts

The following emergency contact numbers may be used by contractors on ATU Donegal campuses:

EMERGENCY CONTACT NUMBERS	
Emergency Services	112/999
Doctor	074 9129393
Now Doc	1850 400 911
Garda Station – Letterkenny	074 9167100
Garda Station - Killybegs	074 9731002
Hospital – UH	074 9125888
Hospital – Altnagelvin	048 71345171
Hospital – Sligo	071 9171111
Hospital – Killybegs	074 9732044
ESB (Emergency)	1850 372 999
Calor Gas (Emergency)	01 291 6229
FloGas (Emergency)	041 9831041
Poison Information Centre	01 8092166
Beaumont Hospital (08.00-22.00)	01 8379964
ATU Donegal First Aid Personnel	074 9186007
EIRCODE: Letterkenny Campus	F92 FC93
EIRCODE: Killybegs Campus	F94 DV52