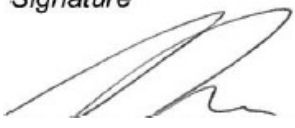


CONTROL OF CONTRACTORS

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1.0 Introduction

1.1 Scope

As a controller of premises the Hospital has a statutory duty to ensure, as far as is reasonable practicable, the health and safety of its employees and also others who may work in or visit its premises. In doing this the Hospital supports the aims and provisions of the Safety, Health and Welfare at Work Act 2005, the General Application Regulations 2007 and any additional applicable concurrent legislation / regulations.

Safety is everybody's business and the success of our Safety policies and procedures depends on co-operation of all persons involved. It is, therefore, important that you as a Contractor working on our site read this Contractor Safety Code carefully in order to understand the overall arrangements for Health and Safety in our organisation and incorporate these as an integral part of the tasks performed by you.

This Code is intended to be a contractor's guide to safety at work. It is not an exhaustive work that will cover every eventuality as to do so would be impossible however the Code does concentrate on the most important topics of safety and is designed to help and protect the contractor working on our site and to aid in maintaining a safe and healthy work place for our employees, visitors, patients and contractors. This in no way relieves the Contractor of its statutory obligation to comply with the Safety Health and Welfare (Construction) Regulations 2013, the Safety, Health and Welfare at Work Act 2005 and all additional applicable legislation / regulations.

If in any doubt regarding the application of these procedures, or in any circumstances affecting safe working not covered by this Code, advice should be sought from the Maintenance Department, Health & Safety Officer and the Hospital Project Managers. Likewise, if the Hospital Management is not satisfied with the work practice of the Contractor or his employees and considers a situation could result in an incident or accident, the Health & Safety Manager will be informed and necessary actions taken. This may mean that all works stop until the Hospital is satisfied that the risk has been eliminated.

All Contractors working in Hospital premises must conform to the provisions of this Code. The observance of this Code does not in any way relieve the Contractor of his legal or contractual obligations. Prior to commencing work on this site we expect you, the contractor to read this Code, and confirm in writing that you have read, understood and will comply with the Hospitals requirements in respect of Health and Safety.



Chief Executive

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2.0 Summary Safety Rules for Contractors

1. The Contractor must have signed the Hospitals Contractor Safety Code and returned a copy of same to the Technical Services Manager/Health and Safety Officer/Projects Department as deemed necessary.
2. The Contractor must submit, three working days in advance of the work start date, to the Health and Safety Officer, a method statement detailing the works to be carried out together with the risk identified and the controls measures.
3. The Contractor must operate a sign-in and sign-out procedure at all times while working on the Hospital site.
4. The Contractor must complete site induction training before beginning work at the hospital.
5. Contractor personnel must have successfully completed Safe Pass as appropriate.
6. All Scaffolders, Tower Crane Operators, Sliding/Signalling, & Telescopic Handler Operators must be in possession of construction skills certificate scheme card.
7. The use of contractors will only be permitted with the written authority of the Technical Services Manager/Project Manager. These guidelines will apply to any Sub-Contractors used by the main Contractor
8. The Contractor must carry out a risk assessment for all contracted work that could affect the Health and Safety of employees, sub-contractors or anyone that could be affected by their activities. i.e. Patients, Visitors etc.
9. The contractor must submit an up to date Safety Statement and/or, as deemed necessary, a method statement relating to the specific works to be carried out to the Hospital Manager they are working on behalf of, and/or the Hospital Safety Officer (HSO) if arranged, prior to commencement of work.
10. The Contractor must comply with the hospitals permit-to-work system for all high-risk operations, as detailed in the Contractors Safety Code.
11. The Contractor is responsible for the safety of their employees, sub-contractors and anyone who maybe effected by their activities. Special attention must be given to patient areas, and full consultation and disclosure must be maintained between the Hospital, Contractor and the Project Supervisors Design Stage / Construction Stage at all times.
12. The contractor must consult their employees on all matters concerning their Health and Safety. The Contractors must provide all necessary instruction, information and training on health and safety matters to his/her employees.
13. The Contractor is required to have adequate insurance for all work carried out on site.
14. All injuries, accidents, fires or near misses must be reported to the Technical Services Manager/Project Manager or Health and Safety Officer immediately.
15. All plant and equipment brought onto the site must be safe and in good working order and must comply with all relevant legislation. Relevant certificates must be available for verification and validation.
16. All portable power tools or electrical equipment must operate at 110 volts and all transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition.
17. The contractor must not connect to or interfere with Electricity, Medical or other Gas, Compressed Air or other services without express written permission from the Technical Services Manager/Project Manager or Health and Safety Officer.
18. The Contractor must not use any equipment or the services of personnel belonging to, or engaged by the hospital without prior approval by the Technical Services Manager/Project Manager.
19. The Contractor must provide appropriate Personnel Protective Equipment to all employees. All Personal Protective Clothing/Equipment for use in the hospital must be clean.
20. Proper protective clothing and equipment must be used/worn in other areas or circumstances where its use is designated or required e.g. Theatre, HSSD.

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21. Should the fire alarm sound at any time when contractors are working in or in the vicinity of the building, the contractor and his employees must immediately leave the building by the nearest exit and report to their designated assembly point, as set out during the orientation meeting.
22. The Hospital operates a No Smoking Policy and smoking is forbidden other than in designated smoking areas.
23. Waste to be disposed of in accordance with legislative and regulation requirements. Where waste is being removed by third parties on behalf of the contractor, the third party must be licensed/permitted to remove the waste and the facility the waste is transferred to must be appropriately licensed to that such waste.
24. A 'Clean as you go' policy must be adopted by the Contractor, to ensure that the highest standards of housekeeping are maintained at all times in order to reduce the risk of slips/trips/falls.
25. The Hospital is not responsible for the security of the contractor's property or equipment.
26. Hospital emergency notices and procedures must be followed at all times.
27. Safety devices must not be interfered with and can only be temporarily disabled with proper written authorisation.
28. One of the most important considerations to be made while working in this hospital is infection control. This requires contractors to ensure they eliminate the spread of infection where possible: minimising spread of dust; maintaining a clean work area; ensuring basic hygiene facilities and personal hygiene practices (e.g. toilets, hand washing, soap and towels) are available and used by your staff and contractors, ensuring your staff and contractors do not spread dirt while going to and from the work area within the hospital. Further guidance is available from Infection Control.

3.0 Definitions

Contractor – Any company, firm, person or persons engaged to carry out work on Hospital premises to the Hospitals' orders. This includes service contractors as well as building contractors, sub contractors and their staff.

4.0 Prior to Commencement of Work on Site

Prior to commencing work for this Hospital Contractor Management will be provided with a copy of this Contractor Safety Code. The Contractor must read this Code, and must confirm in writing that they have read, understood and will comply with the Hospital requirements in respect of Health and Safety.

Before the commencement of any contract, a Maintenance/Technical Services Manager/Nominated Person or Project Manager will be nominated to liaise with the Contractor and to oversee the course of work on site. The levels of liaison and supervision must be notified and agreed between the Hospital and the Contractor before work under the contract commences.

The Contractor must nominate his representative on site who is to be responsible for coordination, on a day-to-day basis, of health, safety and environmental aspects of the contract work and must arrange for suitable liaison with the person Nominated by the Hospital.

Both the Hospital contact and the Contractor representative will discuss the activities to be undertaken and will outline the required safety measures to be implemented prior to the commencement of such work.

The Contractor shall submit completed standard IBA Questionnaire identifying necessary Liability Insurances. All such insurances shall be extended to indemnify the Hospital against any claim for which the Contractors may be legally liable. The policy of insurance shall be shown to the Hospital together with satisfactory evidence of payment. (See Liability and Insurance below).

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5.0 Training and Competence of Contractor and Sun Employees

It is the sole responsibility of the Contractor to ensure that their Employees, before entering the Hospital grounds, are acquainted with and understand the Hospital rules. Sufficient copies of this handbook will be available to the Contractor for personal issue to their Employees. The Hospital shall be entitled to rely on the assumption that the Contractor has ensured that their Employees have full knowledge of the Hospital Rules and Standards. The contractor should obtain a signature from the employee and this should be retained for inspection, if required, by the Hospital.

All Contractors must ensure that his own employees and those of Companies sub contracted by him are competent through practical and theoretical knowledge and experience of the work that is to be carried out. The contractor must ensure that all their employees and sub-contractors have received adequate health and safety training prior to carrying out work on site. A risk assessment of proposed work activities should be carried out and appropriate training provided if identified in the risk assessment. This may include, for example, manual handling training, non-violent crisis intervention training etc.

As required in the Construction Regulations contractors and their sub-contractors involved in construction activities must be in possession of valid **Safe Pass Card** and, as appropriate all Scaffolders, Tower Crane Operators, Slingsing/Signalling, and Telescopic Handler operator must be in possession of a **Construction Skills Certification Scheme Cards**.

6.0 Unsafe Work Practices – Breach of Safety Rules

The Technical Services Manager, Project Manager, HSO or any of the Hospital Managers / nominated Hospital representatives have the right to prevent any contractor from carrying out any unsafe acts.

The Hospital reserves the right to require the Contractor to stop some or all contract work or activity on the site if the Hospital considers that the Contractor is not maintaining safe practices and/or is causing or creating an unacceptable hazard to any person, plant installation or equipment.

In the event of major failure or repeated lesser failures to comply with the Hospital's safety regulations and/or Health and Safety legislation or other terms of Contract the Hospital may prohibit Contractor access to the site until all matters have been rectified and/or appropriate assurances of necessary improvement have been obtained from the Contractor. In unresolved cases, consideration may be given to termination of the Contract.

7.0 Arrival on Site

As necessary comprehensive Method Statements must be submitted by the Contractor detailing the works to be carried out together with the risk identified and the control measures. The Contractor must submit this to the Health & Safety Officer, prior to approval to begin work on site.

Before commencement of any new Contract, the Contractors senior representative on Site must report in the first instance to the Technical Services Manager, Project Manager or the person delegated to on his behalf, who will, -

- Clearly define the site of operations and its limits;
- Explain and ensure a clear understanding of emergency procedures (fire evacuation, assembly points, etc).
- Arrange for the issue of the necessary permits to work,

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- d. Provide any special information known to the Hospital regarding the Hospital's activities, underground electric cables, water, gas mains, biological hazards, gas lines etc. which may affect the safety of the Employees.
- e. Provide the Contractor with any information that they may require with regard to ensuring their Health, Safety and Welfare – including the issue of summary Contractor rules to all Contractor employees,
- f. Inform the contractor of any facilities available to the Contractors Employees, e.g.: Rest Rooms, First Aid, Canteen etc. The hospital is not obligated to provide these facilities.
- g. Provide any additional information as necessary.

8.0 Hospital Site Security

- a. Before commencement of any Contract, the Contractors senior representative shall furnish the Technical Services Manager, Project Manager with a list of contractor Employees and will keep this list updated as necessary.
- b. Contractors should note and ensure that their Employees and subcontractors understand that it is one of the conditions of their entry to the Site that they and their vehicles are liable to be searched by Security.
- c. All vehicles entering the site must be registered with the Security personnel.
- d. Radios, cameras, firearms, intoxicating liquors, dangerous drugs and some portable electrical equipment are not allowed on Site, or in particular areas of the Hospital. If the contractor is unsure they should refer to the Technical Services Manager, Project Manager / nominated hospital representative.
- e. Where considered necessary, the Contractor must provide the Hospital with a duplicate set of keys for all locks on Site for the Contractors accommodation, equipment, etc. These keys will be kept safely for use in the event of a fire or other emergency.
- f. All contractors and Employees/subcontractors must sign the Visitors Book.
- g. All contractors and Employees must wear visible identification upon entering the hospital grounds.
- h. Contractor Children, dogs and other pets are not allowed on hospital grounds/site under any circumstances
- i. If working 'out of hours' the Security Department have the right to request the Safe Pass Card as a means of identification. If the contractor does not have the Safe Pass Card they may be asked to leave the site.

9.0 Hours of Work

The normal hours of work for all contract work are 0800 - 1800, Monday to Friday. In special circumstances work outside these times may be allowed provided prior notice has been given and permission obtained from the Technical Services Manager. The Hospital is under no obligation to grant an extension. The Security Department and Nursing Administration must be informed of 'out of hours' work.

10.0 Contractors Work Area

Where possible the Contractors work area is clearly defined and physically separated from other parts of the premises. Appropriate signage, in compliance with General Application Regulations 2007, is posted to inform and as necessary, warn employees, hospital staff, patients and visitors of any danger and as necessary restricting access. This segregated area is the responsibility of the Contractor and access is restricted to authorised persons only. Assess to sites including barriers must be sufficient to prevent access by children.

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Where work has to be carried out inside any Hospital building the above safety measures must be adopted. Furthermore it is important that, as far as is reasonably practical, all access and egress routes in the building are maintained. Corridors, stairways etc., should be kept free of obstacles. Under no circumstances must fire escape routes be blocked. Under no circumstances will it be permissible to store flammable material in stairwells, protected areas or fire escape routes. The Technical Services Manager must be informed prior to any shutdown of water, gas, fire alarms and electricity supplies.

11.0 Fire Safety

The Hospital provides fire-fighting equipment suitable for hazards normally found in a given area. If the work of the Contractor introduces fire hazards into an area, the Contractor is responsible for providing the appropriate type of fire fighting equipment and of informing the Hospital Maintenance of the unusual hazard.

The Contractor must inform the Maintenance Department well in advance of any temporary safety measures that the Hospital may have to undertake with regards to the nature of the proposed works, and the affect on the following: - Fire Exits, Fire Fighting Equipment, Fire Alarms, Utilities, Adjacent Areas, Wards, Theatres, etc.

Contractors or their employees/sub-contractors are, on arriving at the work site must check: -

- a. The nearest means of escape in case of fire.
- b. The location, type and method of operating fire-fighting equipment.
- c. The location of the nearest fire alarm.
- d. The procedure to be taken in case of fire or on the sounding of the fire alarm.

12.0 Fire Alarm System and Automatic Detection

Any work which has the capacity to create flame, give off fumes and dust or which is likely to cause interference with fire detection equipment requires a Hot Work Permit (see below for details on Hot work and Permits to work). In addition work in specific areas may necessitate the covering of detector heads to protect against dust and false alarms and for the heads in the immediate vicinity of the work to be, temporarily, isolated from the system until the work is complete.

The Fire Brigade is automatically contacted in the event of a fire alarm activation. Such an occurrence can be dangerous, may create unnecessary difficulties and cause delays and expense that the contractor may become liable for. Do not interfere with the fire alarm system, its wiring or component parts without authorisation. Always contact the Technical Services Manager for advice.

Smoking is prohibited within the Hospital with the exception of designated smoking areas and all Contractors and their employees and subcontractors must comply with this.

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13.0 Basic Emergency Procedures

The procedures that must be followed in an emergency evacuation are as follows:

13.1 On discovering a fire, major gas leak, or other life threatening event:

- Raise the alarm by breaking the nearest 'Break Glass Unit'.
- Notify personnel in the immediate area and obtain help.
- Attempt to deal with the fire or other dangerous event only if there is no danger to you or anyone else in doing so. **Otherwise**
- Evacuate the Building via the nearest safe exit and proceed immediately to your "Assembly Point".
- Do not attempt to re-enter the building until the all clear has been given

13.2 On hearing the alarm:

- Switch off all equipment, if possible and safe to do so.
- Commence the immediate evacuation of the area.
- Do not delay to collect personal belongings or for any other reason.
- The last person out should close doors as they leave to reduce the spread of fire.
- Do not run.
- Assemble at the "Assembly Point" to allow role call.

13.3 Contractor/Manager/Supervisor (nominated Contractor contact person):

- Ensure all Contractors are evacuated from the premises by the nearest and safest fire exit.
- Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.
- Leave the building by the nearest exit closing all doors behind you.
- Do not delay to collect personal belongings or for any other reason.
- Assemble at your assembly point and assist The Hospital in the completion of the Contractor 'Role Call' to ensure total evacuation has been achieved.

14.0 First Aid and Accident Reporting

All accidents and dangerous occurrences must be reported to the Technical Services Manager and or the Hospital nominated contact person and the Health and Safety Manager as soon as possible. Contractors are required to report any accident or incident no matter how small without delay and must co-operate with the Hospital in any subsequent investigation. This in no way relieves the Contractor of its statutory obligation to report direct to the Health and Safety Authority, all notifiable accidents and dangerous occurrences. The Contractor must have sufficient numbers of Occupational First Aiders, in compliance with Part 7 of the 2007 General Application Regulations.

15.0 Restricted Areas

Some areas within the Hospitals are 'restricted'. Particularly stringent rules apply in these areas and unauthorized personnel are prohibited from entering. Contractors must ensure their employees and sub-contractors are aware of the restrictions that apply and that they are implemented.

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16.0 Personal Protective Equipment

The Contractor is responsible for providing for his employees such personal protection as may be required for work in hand or dictated by hospital policy such as eye protection, head protection, etc., and adequate provision for first-aid.

All Contractors and sub-contractors are obliged to comply with the legal requirements in regard to the wearing of personal protective equipment (PPE). Hard hats, face masks, goggles, respiratory equipment, safety shoes, ear protection, gloves etc., must be worn as intended and when applicable. The Contractor supervisor is responsible to ensure such compliance.

17.0 Machinery brought on Site by Contractors

All machinery brought on site by the Contractor, whether portable or otherwise, or whether mobile or static, must be guarded in accordance with the statutory requirements and have a current Test Certificate where appropriate. The Hospital reserves the right to inspect any equipment brought on site and to refuse the use of such equipment if it is found to be in breach of statutory regulations. Particular attention must be made to hazards that may affect hospital patients and staff such as noise, dust and carbon monoxide.

18.0 Tools and Equipment

All plant, tools and equipment brought in and used by the Contractors on Hospital premises must be safe and suitable for the works in progress (110V is preferred but 240V will be allowed if double insulated and cleared with the Maintenance Department before use). All such tools and equipment must comply with any relevant legal or safety standard and must be maintained in a safe manner. Contractors must not use Hospital plant, tools or equipment without the permission of the Technical Services Manager, Project Manager.

19.0 Machinery or Plant Guards

Guards, fences, screens etc., must not be removed from any machinery or plant without the permission of the Technical Services Manager. Guards and fences must not be removed while the machinery/plant is in motion or energised. Removed guards must be replaced and secured as soon as work is complete and before the machinery/plant is restarted or energised. All Contractor machinery must be securely guarded or fenced.

If the Contractor is carrying on work in Hospital premises such as breaking stone or concrete, grinding metals, welding or cutting, etc., he is responsible for the installation and maintenance of such screens or enclosures as may be necessary to protect persons other than his employees who may be endangered. No diesel operated or petrol operated equipment may be used e.g. consaws.

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20.0 Electrical Equipment and Appliances

Contractors carrying out electrical work or operations involving electricity must comply at all times with the standards specified in the Safety, Health & Welfare at Work (General Application) Regulations, 2007 and with appropriate standards for electrical installation. This condition applies not only to fixed installations but also to any portable equipment brought onto the Hospital premises.

- All portable electric tools, lights, headlamps etc, used on this site must be operated at 110 volts A.C. or less, and the contractors are responsible for supplying any necessary transformers and or generators.
- Electrical connections to our own supplies must be carried under the supervision of our maintenance person.
- It is the contractors' responsibility to make sure that the equipment they are working on has been completely isolated by the company.
- Where 240-volt equipment has to be used it shall be protected at the source of supply by a suitable RCD (Residual Current Device).
- Contractors must not enter sub-stations or switch rooms without the permission of the Maintenance Department who will normally issue a "Permit to Work".

21.0 Chemical Safety

No potentially dangerous substances may be introduced to the hospital without the express permission of the Health and Safety Manager and Technical Services Manager/Project Manager. No such substances may be stored on site. Many substances e.g. white spirit, adhesive glue, chemicals and aerosol sprays are classified as flammable or extremely flammable, hazardous, explosive, corrosive, oxidising, toxic, harmful or dangerous to the environment. Their unauthorised introduction may present danger and must be controlled. Only sufficient amounts of such chemicals for a day's work may be brought in. Contractors using oil based paints, varnishes and flammable materials such as glue must supply fire proof storage for such materials.

Any substance brought onto Hospital premises by the Contractor that is subject to the Safety, Health & Welfare at Work (Chemical Agents) Regulations 2001, must be accompanied by a Risk Assessment, prepared with hospital management to ensure that it is applicable to its use in the hospital.

As applicable the Health and Safety Manager, Technical Services Manager, Project Manager will inform the Contractors of any substances that they may encounter whilst working in a particular area of the Hospital.

It is the duty of the Contractor to remove all substances, containers and residue of any substances they may have brought on to the site, and to leave the area clean and free from contamination on completion of the contract, in compliance with current waste regulations.

The Contractor must provide copies of the Safety Data Sheets for all materials used in the contract, and the safety procedures associated with such materials. All safety data sheets pertaining to chemicals within the hospital can be accessed through the HSO.

Contractors should ensure that their operatives are adequately and effectively supervised to ensure that their activities cause minimum disruption to the work of the department / hospital.

Any spillages, etc. inside departments likely to cause a hazard must be notified to the Technical Services Manager, Project Manager immediately.

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22.0 Permit to Work

If entry into certain areas of the Hospital presents a special hazard to the Contractor the Hospital will inform the Contractor and a "Permit to Work" will be issued (see Appendix). Where Contractors' activities are expected to create special hazards e.g. in the application of heat, demolition work or the use of dangerous articles or substances, the permission of the Maintenance Department must be sought before such operations commence so that adequate precautions may be taken. This permission is typically authorised through the use of a Permit to Work.

The Technical Services Manager, Project Manager in consultation with the Health and Safety Manager as necessary, is responsible, in conjunction with the Contractors for assessing the risks and potential dangers involved in carrying out the activity.

Thereafter the Permit will indicate a clear description of the work, together with:

- a. any restriction or restrictions thereon;
- b. any special hazard or hazards known to the Hospital and any precautions to be observed;
- c. a statement that the plant or equipment is safe for work to commence and equipment locked off where necessary.

The Permit is valid for the period stated and must be returned duly signed on completion of the work. It is the responsibility of the contractor to inform the Hospital if they see it necessary to isolate other areas or services on the site, and to recommend any additions to the terms of the permit if they view the changes to be in the safety interests of their staff.

A copy of the permit must be carried by the Contractor supervisor at all times, or displayed in a prominent position.

When the Contractor receives the Permit he/she is responsible for ensuring that the

Employees/sub-contractors are made aware of all requirements, restrictions, limitations and hazards contained in the Permit before work commences.

23.0 Special Hazards / High Risk Activities

23.1 Hospital Hazards

Hazards that maybe faced by Contractors, while working within a hospital environment include, but are not limited to, Clinical Waste, Radiation, Medical Gases, Biological & Chemical hazards.

All identified hazards, including appropriate control measures in place are detailed within the hospital Health and Safety Statement/policy, which is available for review from the Hospital Manager and/or the HSO, by all contractors at anytime.

It is essential that all contractors make themselves aware of the hazards present within the hospital prior to work being carried out.

23.2 Contractor Hazards

23.2.1 Services

Contractors must not connect to or interfere with the electrical gas, compressed air or other services without the express permission of the Technical Services Manager. (Connection of portable electric tools such as drills, etc., by means of standard plug tops is normally exempt from this rule). Because of the density in

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terms of medical gas pipe work in the hospital it must always be assumed that all copper or painted pipe work is medical gases until checked. In all cases the Technical Services Manager must be contacted to give prior approval to work on or near medical gases. A permit to work on medical gases is required. It is essential that this is strictly adhered to in order to protect and preserve the lives of patients.

23.2.2 Hot Work, Welding, Cutting, Grinding

The use of welding equipment and metal cutting torches, blow torches or any other naked flame may not be used unless the relevant Hot Work Permit is issued. The Technical Services Manager, Project Manager will detail all precautions and controls to be carried out and will issue Hot Work Permits.

Hot Works must not commence until the permit has been issued and is present/displayed at the work site. A copy of the Hot Works must be supplied to the Health & Safety and the Security Department. When Hot Work is carried out, it is essential that all precautions be taken to ensure that fire or explosion does not occur as a result of the work. In particular, there must be close control of sparks by the provision of necessary controls, both at the scene and, if necessary, in adjacent areas which may be affected.

At the end of the work, a careful search of the surrounding area must be checked every 20 minutes after completion of work to ensure that residual sparks or smouldering materials are not left which could give rise to fire at later time. Such checks must continue until the area has sufficiently cool – cool enough to touch.

23.2.3 Work at Heights

Where Contractors are involved in work at heights, any work / activity regardless of height where an employee could fall and suffer personal injury either relevant Safe Operating Procedures or a Work at Height Permit must be obtained and complied with. Part 4 of the General Application Regulations 2007, pertaining to Work at Heights, must be complied with.

23.2.4 Work above Ground

When work by the Contractor involves the erection of any scaffold, support, shoring or similar structure, he is responsible for its inherent safety. It is particularly important that all scaffolds are built to the standards complying with Safety, Health and Welfare at Work (Construction) Regulations, 2013 and that a register be kept of all maintenance and alterations to the original scaffold while it is on Hospital premises. In addition, features such as walk-ways, covers, guard rails, warning notices and lights, etc. are the responsibility of the Contractor. Steps must also be taken daily to ensure safety by the removal of ladders or other means of access when work ceases.

Any work associated with the suspended cradles must be carried out in a safe and competent manner and the Technical Services Manager, Project Manager should be notified if any specific instruction or training is required to ensure safe operation.

23.2.5 Excavations

Before any excavation work is commenced, and the Technical Services Manager, Project Manager must be consulted regarding the existence and location of electric cables, drains, air, gas, water mains and other services. All excavations and openings must be securely and adequately fenced.

Ground in Hospital premises must not be broken without the permission of the Technical Services Manager, Project Manager and a Permit to Work must be obtained. The Contractor must endeavour to ascertain the exact location of underground services and indicate these to the persons carrying out the excavation.

The work-site must be made and kept in a safe condition at all times by means of barriers, shoring, warning notices, lights etc. It is the responsibility of the Contractor to ensure the stability of all trenches and excavations, particularly those adjacent to existing roads and buildings.

On completion of all work the site must be made good and all permanent markers, protective covers and warning notices restored.

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23.2.6 Confined Space Entry

Whether it be of new construction or otherwise, or any other confined space such as tanks, drains, sewers or manholes, the appropriate Permits to ensure safety and authorised entry must be first obtained by the Contractor from the Hospital. These permits will clearly define the safety precautions and equipment, which the Hospital believes to be necessary for the safety of the person entering the vessel or confined space. It will also indicate that the required atmosphere tests have been carried out before entry. A suitable energy and substance supply lock out and tagging procedure must be applied before entry. A risk assessment, completed by the Hospital in conjunction with the Contractor, must be carried out to identify any hazards prior to commencement of any work.

The Contractors will have sole responsibility for ensuring that:

- ensuring that the vessel or space is safe for entry by its employees
- all operations are carried out in a safe manner
- safety equipment is available and in good working order
- each employee is suitably qualified to undertake the work and is specifically informed that he/she must make use of the safety equipment, which is provided.

When work is to be carried out inside a vessel or confined space, the Contractor must provide an additional workman, who will be stationed outside the vessel or space observing the persons or persons inside all the time work is in progress. Such persons are to be competent to carry out this duty and to summon assistance if required. Where required, any rescue equipment e.g. hoses, pulleys, etc., will be erected and made ready for immediate use prior to entry into the vessel. All confined space entry will be carried on in compliance with the Confined Space Regulations 2001.

23.2.7 Asbestos Management

The Hospital has an effective Asbestos Management System in place in compliance with the Exposure to Work Asbestos Regulations 2006. The Maintenance Department controls access to Asbestos identified areas. Where asbestos based materials are present within the Hospital the Contractors are informed and the Contractors', employees and sub-contractors must be aware of this hazard.

24.0 Vehicles

All Contractor vehicles entering the Hospital grounds should be registered with the Hospital's Security personnel.

Where tools and materials etc are being delivered at the commencement of, or intermittently during, a contract, the vehicles must afterwards be removed from the work site to the car park allocated if appropriate.

If a Contractor's transport and/or equipment vehicle must necessarily be parked if used at or near the work site, then it may be parked in a safe position, so as to cause the least practicable obstruction or additional hazard, at position(s) indicated/agreed by the Hospital representative.

Speed limits of 10 km per hour on all roads are in force as marked by conventional road signs. Vehicle Maintenance etc: - All vehicles coming onto or used on the Hospitals grounds must be maintained in proper roadworthy condition, generally to Road Traffic Act/Constrictions and Use Regulations standards. This requirement applies equally, so far as is applicable, to all specialist vehicles including dumpers, diggers, cranes and other civil engineering 'plant' vehicles. Sound tyres, braking (including hand-brake) and steering, also freedom from oil leakage or excessive exhaust emissions or noise, will particularly be expected.

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25.0 Confidentiality and Contractor Professionalism

The Contractor will be expected to respect the confidentiality of all documentation, literature, processes and materials used on or within any of the sites or operations of the Hospital. In addition Patient confidentiality must not be breached by Contractors.

Discretion is advised when entering or within view of wards or clinics, locker rooms, changing facilities to ensure the dignity of patients and staff.

Furthermore under no circumstances may Contractors initiate or part take in liaisons or relationships with any Hospital Patient.

Any issues or concerns in relation to patients or staff should be brought to the attention of the Technical Services Manager.

Staff are expected to behave appropriately and professionally at all times while on site. The failure to behave appropriately may result in a termination of the contract.

26.0 Liability and Insurance

To avoid unnecessary costs and claims against the Hospital and lengthy disputes in the event of an incident / accident occurring, it is important that requirements relating to indemnities, liabilities and insurances are imposed upon contractors working at your premises.

The Contractor shall be liable for, and shall indemnify the Hospital against, any expense, liability, loss, claim or proceedings arising under statute or common law in respect of personal injury to or death of any person whatsoever or in respect of any injury or damage whatsoever to any property real or personal insofar as such personal injury, death or damage arises out of or caused by or by reason of the carrying out of the contract, and provided always that the same is due to any negligence omission or default of the contractor, his servants or agents or of any sub-contractor, his servants or agents.

In order to supplement this indemnity the Contractor must also prove that they carry appropriate Insurance cover. Confirmation should be secured from their insurer or insurance broker as follows:

1. Details of the business description under the Contractors Employers and Public Liability Insurance should be provided.
2. The Contractor should carry a minimum Limit of Liability of €13,000,000 for Employers Liability risks.
3. The Contractor should carry a minimum Limit of Liability of €6,500,000 for Public and Product Liability risks.

The period of insurance for the covers outlined above should be commensurate to cover the period of the contract. If the contract spans the renewal of the policy a note should be taken to review the covers post renewal to ensure they are in keeping with the minimum limits above. Alternatively a clause should be inserted in the contract warranting that the Contractor renew their insurances to the limits indicated.

The Contractor shall submit completed standard IBA Questionnaire identifying necessary Liability Insurances. All such insurances shall be extended to indemnify the Hospital against any claim for which the Contractors may be legally liable. The policy of insurance shall be shown to the Hospital together with satisfactory evidence of payment.

No Contractor is allowed to commence work until all the necessary insurance information has been provided and verified.

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Contracts are commonly undertaken subject to the Conditions of Contract recommended by various professional bodies, e.g. the Society of Chartered Surveyors in Ireland, the Institute of Engineers of Ireland (IEI), the Royal Institute of Architects of Ireland (IRAI) and the Construction Industry Federation (CIF). As appropriate the Hospitals use these Contracts as they set out in detail the insurance requirements not only as regards the properties at risk but also those relating to the liabilities of the parties to the contract.

26.1 Suggested additional Information/Documentation

Prior to any Contractor commencing work the OLCHC is obliged to notify its insurers of the following risk information:

- Full description of the work being undertaken.
- Commencement and completion dates.
- Contract Value.
- Name of Main Contractor and Irish Brokers Association (IBA) Questionnaire – (attached below).

26.2 Provision of additional Risk Information

- Contractors may also be requested to submit the following documentation:
- Tax Clearance Certificate
- Evidence of compliance with CIF Pension Fund Sick Pay Scheme for employees
- Evidence of compliance with CIF rates of pay
- Evidence of compliance with PAYE/PRSE contributions.

27.0 Appendices

27.1 Relevant Legislation

As contractors are employers, their obligations under the law are similar to any other employers. There are many relevant legal requirements, depending upon the nature of the contractual work, but the most significant are likely to be the following:

Safety, Health and Welfare at Work Act 2005 requires all employers to provide safe places and systems of work, including safe plant and equipment. The Act also extends this duty to non-employees including visitors and contractors. Employers are required to carry out a risk assessment and prepare a safety statement which outlines the policies and procedures for dealing with any risks that are identified. The Safety Statement will also identify any resources that are made available for health and safety. The Act also requires employers to generally safeguard the health and safety of their staff and others. The employer/contractor must co-operate with any other employer that is occupying the same place of work with regard to health and safety. This will involve determining the risks associated with the other employer's business that is carried out at the place of work, communicating these risks to their own staff and detailing their procedures necessary to safeguard their health. Emergency procedures must also be communicated to contracted employees.

Workplace Regulations require the employer to ensure that the workplace complies with particular hospital and structural requirements which have a bearing on health and safety.

Work Equipment Regulations require the employer to ensure that equipment is suitable, properly maintained, that use of equipment engendering specific risks be restricted to trained staff allocated the responsibility, that equipment is safe to use, has suitable controls and control systems, can be electrically isolated and properly marked with any warnings and identification required.

First Aid Regulations require the employer to provide trained first-aiders and first aid equipment and facilities on site.

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Notification of Accidents and Dangerous Occurrences Regulations require employers to report to the Health and Safety Authority accidents that result in injury causing illness for three or more days. Specific dangerous occurrences are also reportable.

The Electricity Regulations require that electrical equipment is properly constructed, installed and maintained and that installations are suitable for their environment.

Occupiers' Liability Act 1995 places a duty on all building occupiers to protect the safety of visitors or risk the awarding of damages.

Safety, Health and Welfare at Work (General Application) Regulations 2007 part 7 Safety Signs and First Aid, which specify the minimum requirements for signage used to: *prohibit particular actions or behaviours in a given area; warn site personnel of a hazard or danger; notify site personnel of required behaviour; identify the location of fire-fighting equipment and emergency exits.*

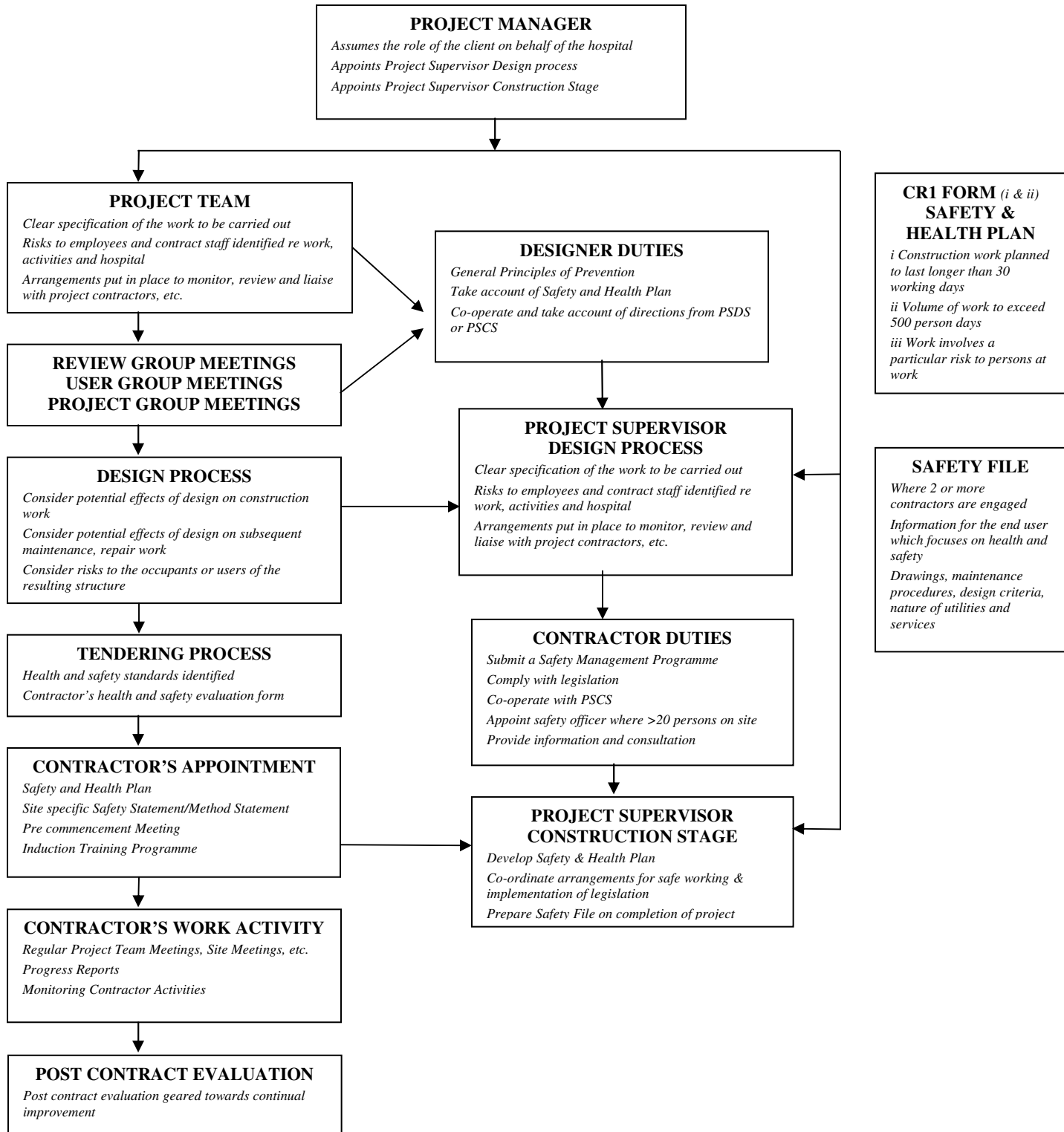
Building Control Regulations 1997, when combined with the Building Regulations 1997, serve as a check on designers to ensure that buildings conform to basic design requirements relating to: *structure; fire; site preparation and resistance of moisture; sound; materials and workmanship; ventilation; hygiene; drainage and waste water disposal; stairways, ladders, ramps and guards; conservations of fuel and energy; disabled access; heat producing appliances.* These issues will affect the safety and health of the occupiers of the building, and as such, need to be included in the discussions on workplace safety.

The Safety, Health and Welfare at Work (Construction) Regulations 2013 require contractors to ensure that the construction site (under their control) complies with specified structural requirements which have a bearing on health and safety and the provision of training records. Contractors must also co-operate with the Project Supervisor for the construction stage. A safety officer must be appointed to projects where the total number of employees under the control of a contractor exceeds 20 persons on site or the contractor employs in excess of 30 persons in construction.

The Safety, Health and Welfare at Work (General Application) Regulations 2007 part 4 Work at Height require contractors to ensure that they have a hierarchy in place for managing work at a height by avoiding work at height where it is reasonably practicable, to use work equipment or other measures to prevent falls. The regulations also require contractors to ensure that: work at height is properly planned, organised, supervised and carried out in a safe manner by instructed and trained staff, taking account of weather conditions, fragile surfaces, falling objects and ensuring equipment provided is appropriately inspected.

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27.2 Managing Contractor's Safety



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27.3 Contractor's Health and Safety Evaluation Form

Contractor's Health and Safety Evaluation Form

In order to evaluate your company's approach to Health and Safety and to ensure that your policies are regularly updated the Hospital would like this form to be completed

Please answer the following question and supply relevant information as requested, providing supporting details and documentation separately.

1. Provide a copy of your company's safety policy as required by the Safety, Health and Welfare at Work Act 2005. © **Enclosed**
2. Provide details of your company's health and safety management procedures. How will these be used to ensure effective management of health and safety during the work procedure phase of an Our Lady's Children's Hospital project? © **Enclosed**
3. Provide examples of risk assessments prepared in accordance with Section 19 of the Safety, Health and Welfare at Work Act 2005. © **Enclosed**
4. Who in your company has day to day responsibility for the management of health and safety?
Name: _____ **Position:** _____
Safety Qualifications _____
5. Who will be responsible for on site health and safety?
Name: _____ **Position:** _____
Safety Qualifications _____
6. Outline your procedures for investigating and reporting accidents, dangerous occurrences or occupational illnesses. © **Enclosed**
7. Provide an example of a Safety and Health Plan which you have previously prepared at the tender stage. If you do not have one available, outline the methods that you would adopt to format a reply to the pre-tender and safety plan prepared by the Planning Supervisor. © **Enclosed**
8. Provide an example of a method statement prepared by your organisation involving a significant risk being carried out. © **Enclosed**
9. Provide details of the safety training which you would provide to your employees and to others to ensure their competence whilst working on an Our Lady's Children's Hospital project. © **Enclosed**
10. What measures would you adopt to ensure the competence of the contractors to whom you propose to award work on an Our Lady's Children's Hospital project? © **Enclosed**
11. Provide a written statement of your environmental policy and confirmation that you comply with all legislation and codes of practice. © **Enclosed**

27.4 General Guidance for Managers

The purpose of these guidelines is to minimise the risks to staff, patients, visitors and contractors working in OLCHC. While these guidelines outline the hospital's approach to contractor safety for managers, the contractor is ultimately responsible for ensuring the safety of his staff, contractors and agents by implementing these requirements and in addition taking all further precautions as the contractor deems necessary to ensure additional safety.

OLCHC and the relevant contractor shall ensure that:

- A copy of the contractors Safety Statement and Public Liability Insurance is submitted before contracts are awarded.
- The safety statement is up to date and hospital work specific and provides for:
 - Hazard identification, hazard elimination, risk assessment, controls and arrangements;
 - Compliance with all relevant safety legislation, safe working practices;
 - Monitoring the observance of their staff and instituting disciplinary action for non-

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compliance.

- Contractor's staff receive a safety induction course outlining the general hospital safety rules relating to policies on smoking, accident and incident reporting, fire emergency plans and evacuation/assembly procedures, key hazards encountered, helipad operations, and patient safety.
- The Contractor takes full responsibility for the adequacy, stability and safety of all site operations and safe systems of work for all activities arising out of their work operations this to include:
 - Physically sectioning off any work at height/open services/equipment/cleaning using high visibility temporary barriers or screens that will ensure that all categories of persons will not be effected by the work being executed;
 - Ensure that their staff maintain/leave all escape routes, access routes in a tidy condition at all times;
 - Ensure that their staff do not interfere with the operation of fire alarms, smoke detection equipment, fire doors or interfere with fire equipment provided in buildings;;
 - Ensure that their staff do not place rubbish bags/combustible materials, equipment or goods in corridors, stairways or adjacent to exits in/from buildings;
 - Any flammable solvents, toxic chemicals, or hazardous substances are kept under lock and key in proprietary bunded chemical cabinets;
 - Ensure that their staff who operate machinery/equipment for the purpose of their work are fully trained in respect of all aspects of that equipment's safe operation.
 - Ensure that all the requisite items of personal protective equipment (PPE), necessary for the various working conditions pertaining to their work operations, are available and used correctly by his/her staff and the staff of his/her subcontractors and that they comply with all relevant and applicable standards.
- The Contractor makes provision for any likely Emergency that could arise as a result of their activities. This shall include a method for contacting the hospital, the emergency services, taking immediate action to mitigate the consequences of the Emergency, and administering any specialist first aid treatment that may be required.

27.5 Method Statement (Example of)

Method Statement

Where activities involving significant risk are to be carried out by contractors, a method statement must be prepared before work commences. It sets out the detail of what work is to be done and how.

The essential requirements of the Method Statement are:

1. What activity or job is to be done (**brief description of the work to be carried out**)?
2. When is it to be done (**start and end date of the contract**).
3. **Who is to do the job** (category, training, experience, certification, etc?)
4. The most critical and essential element is the **Risk Assessment** (identification of hazards, associated risks and controls required to eliminate or reduce the risks to an acceptable level.

Examples are:

- a. *Hygiene: (drinking water, toilets, urinals and cleaning facilities, washing facilities and substances).*
- b. *Protective clothing, equipment and devices (wear, use, head, foot, eye, skin, fall protection).*
- c. *Housekeeping (waste, debris, chutes, formwork, ties, nail protection, materials, equipment movement and storage, hazardous substances storage, compressed gases storage cylinders).*
- d. *Signage (posted in prominent locations warning workers and staff of hazards).*
- e. *Fire safety management programme*
- f. *Confined spaces (permit to work, lockout, egress, blanking off, testing, emergency*

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rescue planning, cleaning, inspection, cold work).

- g. Traffic control (protective measures, traffic signs, traffic control person)*
- h. Access and egress*
- i. General work equipment being brought on site (Inspection procedures and maintenance of, competent operators).*
- j. Electrical Hazards (general safety precautions)*
- k. Hot tar, bitumen, propane fuelled heaters*
- l. Machinery (authorised persons, trained and competent operators)*
- m. Dust, noise, fumes.*
5. **How is the job to be completed safely?**
6. **Communication/Consultation Procedures** (Safety Meetings, site meetings, etc.)
7. **Method and sequence of work.**
8. **Plant, tools and equipment required.**
9. **Materials required.**
10. Specify **access, storage and handling methods** for the goods, etc.
11. Specify **safe means of access and egress.**
12. Specify any **limitations.**
13. Refer to **references** e.g. Safety Statement.
14. **Date and author** of the Method Statement.

The contractor should provide Our Lady's Children's Hospital's Project Manager with all required information relating to the risks to hospital staff or other contractors, and the required controls.

Our Lady's Children's Hospital does not approve method statements but has a responsibility to highlight areas the contractor may need to consider.

27.6 Safety and Health Plan

Safety and Health Plan

The Safety and Health Plan ensures that both the designers and the contractors focus on the safety and health issues associated with the design and building of the project. The preliminary Safety and Health Plan must be prepared by the PSDS and further developed by the PSCS.

The following is a suggested contents of the Safety and Health Plan:

1. **General Description**, names of responsible people, nature of the work to be carried out, location, time scale;
2. **Information on particular risks to safety and health** with particular reference to the Second Schedule of the legislation e.g. ionizing radiation, explosives, risk of drowning, etc.;
3. **Information on other work activities on site.**
4. **Communication and Consultation Procedures:** means for communicating information, site meetings, project meetings, review meetings, consultation procedures for safety representatives, arrangements for suppliers of materials providing safety and health information, etc.
5. **Accident/Incident Reporting and Investigation Procedures:** Reporting form in place and procedures for accident investigation, IR1 Forms etc.;
6. **Hazard Identification, Risk Assessment and Risk Control Measures**
7. **Emergency Procedures:** emergency arrangements for dealing with and minimizing the effects of injuries, fire and other dangerous occurrences, IR3 Form, etc.
8. **Welfare Facilities:** outlining the arrangements for the provision and maintenance of welfare facilities, facilities for eating, hot and cold water, showers, etc.
9. **General Arrangements:** storage and distribution of materials, vehicle movement, access and egress, control and disposal of waste, plant and equipment (inspection processes), provision and use of temporary services (electricity), protection from falling materials, exclusion of unauthorized people, etc.

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10. Information and Training: Induction training, information about the project and hazards etc., emergency procedures, accident/incident reporting, safety and health talks, notification to the Health and Safety Authority;

11. Routine Inspections and Monitoring: to achieve compliance with legislation, planned checks of procedures in plan, co-operation and regular meetings between project team and contractors.

Other Information: Safety File, arrangements for passing on information for the preparation of the safety file, Project Review, throughout the project for continual improvement.

27.7 Safety File

Safety File

The Safety File is a record of information for the end user which focuses on health and safety. The information it contains will alert those who are responsible for the structure and services in it of the health and safety risks that will need to be addressed during subsequent maintenance, repair or other construction work.

Relevant information which could be included in the safety file may include:

1. Construction drawings, specifications and bills of quantities, used and produced throughout the construction process
2. The general design criteria.
3. Details of the equipment and maintenance facilities within the structure.
4. Manuals and where appropriate certificates, produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure, typically lifts, electrical and mechanical installations and window cleaning
5. Details of the location and nature of utilities and services, including emergency and fire-fighting systems.

27.8 General Principles of Prevention

The general principles of prevention contained in the Safety, Health and Welfare at Work Act 2005: (Schedule 3) are as follows:

- (a.) *The avoidance of risks*, e.g. where appropriate by selecting non-fragile roofing materials, or by avoiding the disturbance of contaminated land where practicable;
- (b.) *The evaluation of unavoidable risks*, i.e. evaluating the likely consequences of such risks;
- (c.) *The combating of risks at source*. If risks cannot be avoided, they should be combated at source so far as is practicable, e.g. by specifying brush application of a treatment rather than spraying to reduce solvent exposure, or by specifying finishing materials containing less harmful constituents;
- (d.) *The adaptation of work to the individual*, especially regarding the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a pre-determined work rate and to reducing their effect on health. This will make work less monotonous and improve concentration, and reduce the temptation to improvise equipment and materials;
- (e.) *The adaptation of the place of work to technical progress*. Taking advantage of technological progress often offers opportunities for safe and more efficient working methods;
- (f.) *The replacement of dangerous articles, substances or systems of work by non-dangerous or less dangerous articles, substances or systems of work*, e.g. replacing solvent based paints with water based ones where practicable.

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- (g.) *The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the work environment. The safety and health plan for the site should act as the focus for bringing together and co-coordinating the prevention policies of the various contractors involved in the project;*
- (h.) *The giving of priority to collective protective measures over individual protective measures.* Measures which protect everyone should be given priority over those who protect only an individual, e.g. the provision of fixed guard rails on a maintenance walkway rather than relying on safety harnesses.
- (i.) *The giving of appropriate training and instruction to employees.*

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28.0 Declaration to be Retained by Contractor

(to be retained with the Code of Control for Contractors)

To the Health and Safety Officer,

I have read, understood and will comply with the OLCCHC Code of Control for Contractors.

I agree to observe the Hospital's Health and Safety Policy and will do all in my power to preserve the safety of my/our employees/sub-contractor, your employees, patients, visitors and the general public whilst working at the hospital.

Complete in BLOCK CAPITALS

Contractor/Company Name: _____

Name of Ward/Department working for: _____

Contractor Management
Name(s)

Signature(s)

Date: _____

Comments: _____

Valid for a period of one year or for the duration of the Contract – whichever is shorter

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29.0 Declaration to be Returned to the Hospital

(to be completed and returned to the OLCHC Health and Safety Officer)

To the Health and Safety Officer,

I have read, understood and will comply with the OLCHC Code of Control for Contractors.

I agree to observe the Hospital's Health and Safety Policy and will do all in my power to preserve the safety of my/our employees/sub-contractor, your employees, patients, visitors and the general public while working on your site.

Complete in BLOCK CAPITALS

Contractor/Company Name: _____

Name of Ward/Department working for: _____

Contractor Management
Name(s)

Signature(s)

Date: _____

Comments: _____

Valid for a period of one year or for the duration of the Contract – whichever is shorter