

Voluntary Healthcare Agencies Risk Management Forum

Health & Safety Advisory Group

Contractor Safety Code
Version 5

Ratified by the Forum Risk Management Executive
6th October 2016

St. Vincent's University Hospital



ST. JAMES'S
HOSPITAL

St. Michael's Hospital

Mater Misericordiae
University Hospital Ltd.
Eccles Street, Dublin 7, Ireland



BEAUMONT HOSPITAL
Beaumont Road
Dublin 9



Coombe Women & Infants University Hospital
Ospidéal Ollscoille Ban agus Naíonán an Chúim
Excellence in the Care of Women and Babies
Foirfeacht i gCúram Ban agus Naíonán



Milford Care Centre
(Under the auspices of Little Company of Mary)



ROYAL VICTORIA
EYE AND EAR HOSPITAL
Dublin, Ireland - Estb. 1897



Our Lady's
Hospice & Care
Services
Respite
Rehabilitation
Reassurance
Harold's Cross
& Blackrock



Peamount
Healthcare

Áthaidhí
Rehabilita
Cúram Cónaí
Residenti
Comhphoba
Communi



South Infirmary Victoria University Hospital
A teaching hospital of University College Cork



Founded 1908



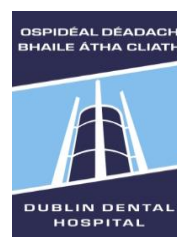
National
Maternity
Hospital



St. Francis
Hospice



THE ROYAL HOSPITAL
DONNYBROOK



Central
Remedial
Clinic
An Lárchlinic Feabhais

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Introduction

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. However the Code endeavours to concentrate on many of the typical safety issues that may arise and is designed to help and protect the contractor working on our site, as well as to aid in maintaining a safe and healthy work place for our employees, visitors and patients.

This safety code is intended for use for contractors with both written and verbal contracts with the Hospital. This in no way relieves the Contractor of their statutory obligation to comply with the Safety, Health and Welfare (Construction) Regulations 2013, the Safety, Health and Welfare at Work Act 2005 and any additional applicable legislation.

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 Department 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 to confirm in writing that you have read, understood and will comply with the Hospital's requirements in respect of Health and Safety.

SIGNED:

Chief Executive

DATE:

Summary Safety Rules for Contractors

1. The Contractor must have signed the Hospitals Contractor Safety Code and returned a copy of same to the maintenance manager/Health and Safety Department/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 Department, a site-specific method statement detailing the works to be carried out together with a risk assessment setting out the risk identified and the controls measures required.
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, Slings/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 Maintenance 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, if 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 hospital's 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 Process / 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 to be carried out on site.
14. All injuries, accidents, fires or near misses must be reported immediately to the Maintenance Manager/Project Manager or Health and Safety Department.

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. All plant and equipment brought onto the site must be properly controlled so that patients, staff, visitors or children cannot interfere with it or use it. All ladders and scaffolding must be controlled such that visitors or staff or children cannot climb on to them. All deliveries of equipment and goods must be received by the contractor and properly stored immediately.
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 Maintenance Manager/Project Manager or Health and Safety Department. Where these services are interfered with the hospital contact must be notified immediately
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 Maintenance Manager/Project Manager.
19. The Contractor must provide appropriate Personal 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, CSSD.
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. Where contractor staff activate or believe they may have activated the fire alarm they must inform the Hospital security desk immediately.
22. The Hospital operates a No Smoking Policy on the entire premises and smoking is forbidden other than in designated smoking areas.
23. Waste should be disposed of in accordance with legislative and regulator's 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 to which the waste is transferred must be appropriately licensed for 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. Contractor staff may be required to participate in Fire Drills.
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, while working in this hospital, is infection control. This requires contractors to ensure that they minimise the spread of infection by: minimising spread of

dust; maintaining a clean work area; ensuring basic hygiene facilities and personal hygiene practices, 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 the Infection Control Department. The contractor must bear in mind that certain patients in the Hospital will be immuno-compromised. i.e. have little or no immune system due to illness or treatment.

29. Aspergillus is a key risk in Hospitals. This is a fungus, which can exist in soil or dust. It is not normally harmful to healthy individuals but is a serious risk to immuno-compromised patients. Hence any activity involving the liberation or disturbance of dust (e.g. removal of ceiling tiles) or soil disturbance must be considered a potential source. Control measures such as damping down or covering skips may be required. Further guidance can be obtained from the Infection Control Department.
30. The Contractor and his sub-contractor must co-operate with and comply with instructions from an appointed PSCS, as required.

Definitions

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

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 co-ordination, 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 must be checked in advance by the hospital's insurers. (See Liability and Insurance pg. 23).

Training & Competence of Contractors / Sub Contractors 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 of 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**.

Unsafe Work Practices / Breach of Safety Rules

The maintenance 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 cease 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.

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 to be used (See pg. 23). The Contractor must submit this to the Health & Safety Department, prior to approval to begin work on site.

Before commencement of any new Contract, the Contractor's senior representative on site must report, in the first instance, to the Maintenance Manager, Project Manager or Delegated Nominee, who will, -

- a) Clearly define the site of operations and its limits;
- b) Explain and ensure a clear understanding of emergency procedures (fire evacuation, assembly points, etc).
- c) Arrange for the issue of the necessary permits to work,
- 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 obliged to provide these facilities. Contractors in their work wear clothes may be excluded for infection control reasons.
- g) Provide any additional information as necessary.
- h) Further guidance on method statements and risk assessments can be found on page 18 of this document.

Hospital Site Security

- a) Before commencement of any contract, the Contractor's senior representative shall furnish the Maintenance 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 should 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 Maintenance 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 visitor's 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.

Hours of Work

The normal hours of work for all contract work are 08:00 – 18:00, Monday to Friday. In special circumstances work outside these times may be allowed provided prior notice has been given and permission obtained from the Maintenance Manager. The Hospital is under no obligation to grant an extension. The Security Department must be informed of 'out of hours' work.

Contractors Work Area

Where possible the Contractor's 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, restricted access. This segregated area is the responsibility of the Contractor and access is restricted to authorised persons only. Access to sites including barriers must be sufficient to prevent access by children.

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 practicable, 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 Maintenance Manager must be informed prior to any shutdown of water, gas, fire alarms and electricity supplies.

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 firefighting equipment, taking into consideration the environment and type of hazard present and informing the Hospital Management of the additional/unusual hazard.

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

Contractors or their employees/sub-contractors, 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.

The contractor must participate in hospital fire drills if requested to do so and attend any fire safety training if directed to do so.

Fire Alarm Systems & 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).

The Fire Brigade is automatically contacted in the event of fire alarm activation. Such an occurrence can be dangerous, may create unnecessary difficulties and cause delays and expense for which the contractor may become liable. Do not interfere with the fire alarm system, its wiring or component parts without authorisation. Always contact the appropriate manager for advice. Where a contractor activates a fire alarm or believes they may have done so the Hospital security/reception desk must be notified immediately.

Smoking is prohibited within the entire hospital premises. All Contractors and their employees and subcontractors must comply with this.

Basic Emergency Evacuation Procedures

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

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

- a) Raise the alarm by breaking the nearest 'Break Glass Unit'.
- b) Notify personnel in the immediate area and obtain help.
- c) 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

- d) Evacuate the Building via the nearest safe exit and proceed immediately to your "Assembly Point".
- e) Do not attempt to re-enter the building until the all clear has been given

b. On hearing the alarm:

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

c. Contractor Manager / Supervisor (nominated Contractor contact person):

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

First aid & Accident Reporting

All accidents and dangerous occurrences must be reported to the Maintenance Manager and or the Hospital nominated contact person and the Health and Safety Manager as soon as possible. Contractors are required to report without delay any accident or incident no matter how small and must co-operate with the Hospital in any subsequent investigation. This in no way relieves the Contractor of its statutory obligation to report all notifiable accidents and dangerous occurrences directly to the Health and Safety Authority.

The Contractor must have sufficient numbers of Occupational First Aiders, in compliance with Part 7 of the 2007 General Application Regulations.

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 that their employees and sub-contractors are aware of the restrictions that apply and that they are implemented.

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.

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. All machinery must be secured such that it cannot be interfered with by unauthorised personnel. Particular attention must be paid to hazards that may affect hospital patients and staff such as noise, dust and carbon monoxide.

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. 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 appropriate manager. All tools and equipment must be controlled or secured such that they cannot be interfered with at any time by staff members, visitors or children, Ladders and scaffolding must be secured at all times to prevent unauthorised use.

Machinery or Plant Guards

Guards, fences, screens etc., must not be removed from any machinery or plant without the permission of the Maintenance 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 or petrol operated equipment may be used, e.g. consaws, without specific consent from Hospital Management and following an appropriate Risk Assessment. Where sustained noisy work is to be carried out adjacent to patient care areas the contractor must notify their hospital contact, who may need to alert the Ward.

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.

1. 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.
2. Electrical connections to hospital supplies must be carried out under the supervision of our maintenance person.
3. It is the contractor's responsibility to ensure that the equipment that they are working on has been completely isolated by the company.
4. Where 240-volt equipment has to be used it shall be protected at the source of supply by a suitable RCD (Residual Current Device), and must be cleared by the maintenance Department prior to use.

Contractors must not enter sub-stations or switch rooms without the permission of the Maintenance Department who will normally issue a "Permit to Work".

Chemical Safety

No potentially dangerous substances may be introduced to the hospital without the express permission of the Health and Safety Manager and Maintenance 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 fireproof storage for

such materials. Contractors should use water based glues unless there is a definite reason to use a solvent based product. Where a solvent based product is required consideration must be given to the possible effects of fumes and vapours on patients and Hospital staff.

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, Maintenance 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 that 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 hospital. Any spillages, etc. inside departments likely to cause a hazard must be notified immediately to the Maintenance Manager, Project Manager.

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 Maintenance 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.

Special Hazards / High Risk Activities

Hospital Hazards

Hazards that may be 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.

Contractor Hazards

Services

Contractors must not connect to or interfere with the electrical gas, compressed air or other services without the express permission of the Maintenance 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 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 Maintenance 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. Where services are breached accidentally the Hospital representative must be informed immediately.

Hot Work i.e. Welding, Cutting or 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 Maintenance 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.

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.

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 is kept of all maintenance and alterations to the original scaffold while it is on Hospital premises. In addition, features such as walkways, covers, guardrails, 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 Maintenance Manager/Project Manager should be notified if any specific instruction or training is required to ensure safe operation.

Excavations

Before any excavation work is commenced the Maintenance 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 Maintenance 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.

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:

- 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 all the time the person or persons inside the vessel. 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.

Asbestos Management

The Hospital has an effective Asbestos Management System in place in compliance with the Safety, Health and Welfare at work (Exposure to Asbestos) Regulations 2006. Where appropriate, each project manager should refer the contractor to the maintenance department or provide the contractor with details of potential asbestos exposure. Where asbestos-based materials are present within the Hospital the Contractors are informed and the Contractors', employees and sub-contractors must be made aware of this hazard.

Vehicles

All Contractor vehicles entering the Hospital grounds should be registered with the Hospitals Security personnel. It is a condition of entry to Hospital premises that vehicles may be searched.

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 must be parked in a safe position, so as to cause the least possible obstruction or additional hazard, at position(s) indicated/agreed by the Hospital representative.

Speed limits must be adhered to on all roads, which are marked by conventional road signs.

Vehicle Maintenance

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 free from oil leakage or excessive exhaust emissions or noise, will particularly be expected.

Requirements for a Method Statement & Risk Assessments

The essential requirements of a 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:
 - Hygiene: (drinking water, toilets, urinals and cleaning facilities, washing facilities and substances).
 - Protective clothing, equipment and devices (wear, use, head, foot, eye, skin, fall protection).
 - Housekeeping (waste, debris, chutes, formwork, ties, nail protection, materials, equipment movement and storage, hazardous substances storage, compressed gases storage cylinders).
 - Signage (posted in prominent locations warning workers and staff of hazards).
 - Fire safety management programme
 - Confined spaces (permit to work, lockout, egress, blanking off, testing, emergency rescue planning, cleaning, inspection, cold work).
 - Traffic control (protective measures, traffic signs, traffic control person)
 - Access and egress
 - General work equipment being brought on site (Inspection procedures and maintenance of, competent operators).
 - Electrical Hazards (general safety precautions)
 - Hot tar, bitumen, propane fuelled heaters
 - Machinery (authorised persons, trained and competent operators)
 - 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.

Date and author of the Method Statement.

Confidentiality & 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.

Liability & 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 satisfy the hospital 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 must carry a minimum Limit of Liability of €13,000,000 for Employers Liability risks.
3. The Contractor must carry a minimum Limit of Liability of €6,500,000 for Public and Product Liability risks.
4. The Contractor must carry a minimum limit of Liability of €6,500,000 for Professional Indemnity if providing advice to the Hospital for a fee.

5. 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 that they are in keeping with the minimum limits above. Alternatively a clause should be inserted in the contract warranting that the Contractor renews 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 inspected by the Hospital's insurers.

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

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 Hospital uses 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.

Suggested Additional Information / Documentation:

Prior to any Contractor commencing work, the Hospital is obliged to notify their insurer 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.

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.

DECLARATION

(To be retained with the Contractor Safety Code)

To: The Health and Safety Manager

I have read, understood and will comply with the Contractor Safety Code.

I agree to observe the Hospitals Health and Safety policy and will do all in my power to preserve the safety of my/our employees/sub-contractor, your employees 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.