

Appendix 1c: Contractors Code of Conduct

 IRISH PRISON SERVICE	Form 4.3.1 Code of Conduct	Section 4.3.1 Planning for HIRARC
Occupational Health and Safety Management System	Issue No 2 Issue Date 24 th July 2009	

Irish Prison Service

CONTRACTOR Code of Conduct

1. Introduction

IPS operates a “Contractor Accreditation Policy”. This policy requires companies who employ individuals to carry out contract work for IPS to have an accredited status. This status is achieved by:

- contractors being assessed prior to coming on to IPS sites
- contractors ensuring that their employees working on IPS sites are familiar with this Code of Conduct and operate accordingly.

2. Safety Induction Training

All contractors will be obliged to participate in safety induction training prior to commencing work in the prison. This induction will be provided by the Training Liaison Officer and shall clearly outline the requirements for safety plans, safety files, safety statements, method statements, traffic management plans, emergency procedures etc. Attendees will be asked to sign a Training Record Form.

3. Equipment Access and Storage

Contractors shall provide suitable storage facilities for materials and equipment in a location prearranged and designated by IPS contact person. Contractors must take their own precautions against loss of their materials, tools and equipment. Equipment stored outside designated areas may be removed.

4. Use of IPS tools, supplies and equipment

The contractor is responsible for supplying all tools, materials and equipment necessary to perform their work. All contractors must mark their tools and equipment with some type of

identifying company logo or other marking. IPS does not supply, lend or furnish tools, equipment or materials. This includes welding machines, ladders, fastenings, fittings, etc.

The only exception to the above is the provision and use of the IPS hoist, which is strictly under the control of the Regional Manager/CTO. The safety standard for the 'Operation of the Hoist by Contractors' must be read and signed by the contractor prior to use.

5. Access to IPS premises

Prior to work beginning, a list of the key contract employees who will be operating on IPS premises should be submitted to the relevant contact person at IPS. All individuals should hold with them at all times a valid form of identification.

Any work that will be completed after hours (weekends, holidays or nights) must be approved by the Chief Trades Officer, acting on behalf of the Governor of the prison. Adequate and suitable provisions shall be arranged which may include a permit to work or sign on/off procedure.

Prison staff will escort contractors at all times, except when the contractors are working within self-contained sites. Otherwise when in IPS premises and outside the boundaries of a self-contained site the contractors must comply with the directions of prison staff at all times.

When contractors are working on a self-contained site the responsibility for health and safety associated with any activities rests solely with the main contractor in charge of the site. Any arrangements to ensure the safety and health of persons working on this site when interacting with the IPS must be made by the main contractor in consultation with the IPS.

6. Inspections

Any item carried into or removed from IPS property by an individual is subject to inspection. Such inspection will be random, unannounced and non-discriminatory.

Contractors failing to comply with inspections may be restricted from re-entering the premises.

7. Removal of goods, plant, equipment etc.

Contractors are not permitted to remove IPS property from the premises including scrap, unless required by contract.

8. Personal Protective Equipment (PPE)

The contractor shall be responsible for the provision and maintenance of all PPE on site. If PPE is required when working in specific areas e.g. on a construction site, or when the work being carried out necessitates the use of PPE e.g. welding, it is imperative that all contractors

must provide it and wear it. Failure to use appropriate PPE correctly can result in dismissal from site.

9. Safe Work Permit

A Safe Work Permit, which is an authorisation to allow work in areas where possibility of personal injury, fire or other damage of property is greater than normally anticipated, is required for the following work: -

- Hot works
- Work on electrical installations
- Confined spaces entry
- Working at heights
- Working on the fire protection system
- Excavations

A Safe Work Permit should be issued on a daily basis and is specific to individuals. Prior to commencing work involving any of the above, the Chief Trades Officer in the prison should be contacted and a S.W.P. obtained.

10. Wastewater/Hazardous Waste

Contractors are required to properly contain and dispose of hazardous waste, waste water and accidental spillage of materials in accordance with legislation.

11. Waste Material

Waste material shall be removed, and the work area made “broom clean” on a daily basis (as a minimum) during the course of the contractors work.

Any demolition material, trash or rubbish, along with any scrap generated during the execution of the contracted work, must be removed from IPS property in accordance with legislation and IPS Environmental Policy. All such removals must be accompanied by the relevant traceable disposal certificates.

12. Excavation/Overhead Lines

Excavations

Whenever excavations are performed on IPS property the potential exists to hit underground services, such as power cables. This could be dangerous to the equipment operator and others nearby, and also have the potential of being costly due to repairs needed or lost production as well as causing disruption to the prison operations.

Prior to starting any excavation, the Chief Trades Officer in the prison must be advised and all permits to work or sign on/off procedures observed.

Overheads Lines

With work involving machinery/equipment which has the ability to come into contact with overhead lines, the contractor must ensure, prior to commencement of work, that there is sufficient overhead clearance.

Prior to starting any excavation, the Chief Trades Officer in the prison must be advised and all permits to work or sign on/off procedures observed.

13. Portable Tools/Equipment

All equipment and tools used on site must be of sound construction and free from defects.

All cables, hoses and housings of all electrical, mechanical and welding equipment must not be frayed, excessively worn or torn.

All portable electrical equipment must be operated at 110 V. If higher voltage equipment is to be used the contact person at IPS must be advised.

14. Temporary Services

The contractor may use IPS domestic water and electrical utilities as required in the performance of his work provided use and installation does not disrupt normal operations. Except as described above, the contractor will not be permitted to utilise IPS equipment or facilities in execution of this work.

The contractor shall submit requirements for temporary power and lighting to the Chief Trades Officer in the prison who will identify the location of the power source.

All temporary electrical services must comply with Electro-Technical Council of Ireland (ETCI) National Rules for Electrical Installations.

15. Scaffold/Steps/Ladders

Contractors are obliged to follow the recognised codes of practice when using ladders, platforms or scaffold. Contractors are strictly forbidden from borrowing such equipment from IPS.

16. Method Statements

Where contractors are engaged in work which may disrupt IPS activities, which presents a risk to IPS employees (e.g. working overhead IPS staff) or which presents a special risk then a

method statement detailing how the work is to be carried out safely must be submitted and agreed with the contact person at IPS.

17. Construction Regulations

Contractors must comply fully with their duties under the Safety, Health and Welfare at Work (Construction Regulations) 2006.

ACCIDENT AND EMERGENCY

1. Accident/Dangerous Occurrence Reporting

Contractors involved in any accident/dangerous occurrence on IPS property must notify the Chief Trades Officer and Safety Co-ordinator in the prison. The completed report form should be sent to the Chief Trades Officer in the prison within 24 hours of the accident /incident occurring. Serious accidents/incidents should be reported by phone.

All contractors must comply with statutory obligations with regard to Accidents/dangerous Occurrences and copies of investigations carried out internally by contractors should be forwarded to the Chief Trades Officer in the prison.

2. Emergency Response

In the event of fire, or other emergency, all contractors must be familiar with the locations of alarms, the reporting of emergencies, the proper use and location of fire extinguishers. Therefore, on entry into an area, contractors are responsible for familiarising themselves with the location of nearest break glass unit, telephone and fire extinguishers and emergency exits.

3. Emergency and Security Incidents

Contractors must report any conditions that may constitute a threat to life, property or security and must also respond to all fire alarms. During a fire alarm, all personnel must evacuate the building or area occupied by the closest exit unless instructed to do otherwise and assemble at the appropriate assembly point. Contractors are responsible for the safety of their workers and for ensuring that they are aware of the locations of emergency exits. Contractors must follow all instructions issued by prison personnel as explained during induction training.

4. Fire Equipment

The shutdown of any fire protection system is strictly prohibited without written authorisation. Any work which involves the fire protection system of IPS premises necessitates a Safe Work Permit.

Notify the Chief Trades Officer in the prison, if during any construction project or welding operation, a question or problem concerning the fire systems develops on the site.

If any prison fire extinguisher or other firefighting equipment is used to control a fire, regardless of the size of involvement, the Chief Trades Officer in the prison should be advised.

Fire extinguishers must on no account be removed from their position unless required for an emergency.

GENERAL INFORMATION

1. Smoking Areas

Smoking is only allowed in designated areas as outlined in the IPS Smoking Policy.

2. Legislation

All work and other contractor activities shall fully comply with local orders, Irish and European legislation, rules, regulations and ordinances.

3. Communication Methods

Methods of communication shall be agreed between IPS and the contractor.

I confirm that this Code of Conduct for Contractors working in IPS premises has been received, read and understood and will be communicated to all relevant staff, sub-contractors and other relevant parties who will be entering IPS premises during the course of the work.

Signed:

Title:

On behalf of:

Date:
