

UNIVERSITY OF LIMERICK

BUILDINGS & ESTATES DEPARTMENT

SAFE OPERATING PROCEDURE – CONTROL OF CAPITAL PROJECTS INCLUDING MINIMUM EHS REQUIREMENTS

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Position: Director

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Terms and Definitions

Service Provider: The term Service Provider describes any company, organisation, consultant, contractor or individual engaged by the B&E Dept. to undertake work on campus. It includes those completing construction and non-construction type work.

Major Capital Project: Major Capital Projects are significant developments undertaken by the B&E Dept. For each project, PSDP/PSCS appointments, preparation of Health & Safety plans and HSA notification are all required.

Small Capital Project: A Small Capital Project arises when an external consultant is employed to manage the project. The decision to appoint an external design/project management team is at the discretion of the B&E Dept. management team. An external PSDP and PSCS is appointed as required.

Project Team: The Project team includes all parties involved in the construction project including Client Representative (B&E Dept. Project Manager), Designers, PSDP, PSCS and Contractors.

E.H.S: Environmental, Health and Safety

Revision History

Rev No.	Date	Approved by	Details of Change	Process Owner
0.1	Jan 2019	B&E Dept.	First draft	B&E Dept.
0.2	May 2019	B&E Dept.	Updated wording	B&E Dept.
0.3	Nov 2019	B&E Dept.	Addition of new logo	B&E Dept.

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1.0 Introduction

The UL Buildings and Estates Department (B&E Dept.) manage Capital Projects undertaken by the University of Limerick. The B&E Dept. recognises its duties under the Safety Health and Welfare at Work Act 2005 and the Safety Health and Welfare at Work (Construction) Regulations 2013 to ensure the safety of all persons engaged in works undertaken under its control.

1.1 Scope

The scope of this document is to set out the procedure for the control of all Capital Construction Projects while the document also highlights the minimum E.H.S performance requirements that must be adhered to by all members of the Project Team including Designers, PSDP, PSCS and Contractors. The minimum requirements identified in this document may be supplemented by project specific requirements such as Preliminary or Construction Stage Health and Safety Plans. Where Service Providers site requirements exceed these minimum requirements then the Service Providers standard shall apply.

1.2 Application

This SOP applies to all Capital Projects managed by the B&E Dept. on behalf of the University of Limerick. This document does not apply to Capital Projects managed by other departments on campus.

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1.3 Policy

It is the policy of the B&E Dept. to ensure that all Capital Projects are completed in a safe manner as far as is reasonable practicable. All members of the Project Team must adopt a proactive approach towards health and safety to ensure the safety of their own workers but also the safety of all others on UL property such as UL staff, students and members of the public who may be affected by their works. The B&E Dept. further expects that all members of the Project Team will co-operate with B&E in the management of safety to ensure a safe working environment for all.

As a minimum, the B&E Dept. expects **full** compliance with the provisions of the following Acts and Regulations as they apply to each Capital Project:

- (i) The Safety, Health & Welfare at Work Act 2005
- (ii) The Safety Health and Welfare at Work (General Application) Regulations 2007 to 2016
- (iii) The Safety, Health & Welfare at Work (Construction) Regulations 2013
- (iv) All other relevant health and safety legislation and H.S.A Codes of Practice relating to the type of work undertaken such as:
 - 2018 Code of Practice for Access and Working Scaffolds
 - 2016 Code of Practice for Avoiding Danger from Underground Services
 - 2016 Code of Practice for Safety in Roofwork

The B&E Dept. reserves the right to stop any operation or activity if it is considered that there is risk to the health and safety of site personnel, staff or students. Failure to comply with the requirements set out in this document may result in works being suspended and the possibility of the non-compliant Service Provider being dismissed from UL property.

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2.0 References

This SOP has been prepared in accordance with the following legislation and guidance documents:

- (i) The Safety, Health & Welfare at Work Act 2005.
- (ii) The Safety, Health & Welfare at Work (General Application) Regulations 2007 to 2016
- (iii) The Safety, Health & Welfare at Work (Construction) Regulations 2013
- (iv) The University of Limerick B&E Safety Statement.
- (v) The University of Limerick Safety Statement
- (vi) B&E Dept. Safe Operating Procedures

This document should also be read in conjunction with the relevant Preliminary or Construction Health and Safety Plan.

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3.0 Responsibilities

3.1 Buildings and Estates Management

It is the responsibility of the Building & Estates Management Team to ensure the following:

- (i) Discharge the duties of the Client including making all relevant appointments and notifications as required under the Safety Health and Welfare at Work (Construction) Regulations 2013.
- (ii) Ensure that all members of the Project Team complete competency assessments before being appointed to their role.
- (iii) Issue a Permit to Work at the start of each Capital Project in accordance with B&E procedures.
- (iv) Liaise with the Project Team on a regular basis to ensure that all E.H.S requirement's identified in this document are being adhered to. In the case of Major Capital projects this will be performed by the clients representative i.e. architect and project manager

3.2 Designers

Under Irish legislation, any member of the Project team is deemed to act in the capacity of a designer if they engage in the preparation of any of the following:

- (i) Drawings
- (ii) Particulars
- (iii) Specifications
- (iv) Calculations
- (v) Bills of quantities in relation to a project.

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All designers must identify the risks associated with their design from a construction, maintenance and de-construction perspective. Designers must identify the particular risks persons constructing and maintaining their design will encounter as a consequence of their design decision. All designers must assess their technical design decision but also the destination of their design as per following non-exhaustive list examples:

- (i) Will the design require an item of plant to be lifted to the roof?
- (ii) Will the design require containment to be run through several parts of the building?
- (iii) Will the design require regular maintenance?
- (iv) What risks with people encounter?

All Designers must ensure the following:

- (i) In carrying out work related to the design of a particular project, a designer shall take account of the following
 - a. the general principles of prevention,
 - b. the relevant safety and health plan,
 - c. the safety file provided by the Client (where relevant)
 - d. provide in writing to the PSDP all relevant information necessary for the project supervisor to carry out their duties.
- (ii) In carrying out work related to the design of a particular project, a designer shall –
 - a. co-operate with the PSDP or PSCS, as appropriate, to enable that project supervisor to comply with the Construction Regulations.
 - b. co-operate with other designers, as appropriate, to enable them to comply with the Construction Regulations.
 - c. comply with all directions from the PSDP or the PSCS that are issued pursuant to Regulation 14 or 20, as appropriate.

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(iii) In carrying out work related to the design of a particular project, a designer shall promptly provide in writing to the PSDP or PSCS, whichever is appropriate, all information:

- a. about the project that is known to the designer regarding particular risks to the safety, health and welfare of persons at work, including but not limited to the risks referred to in Schedule 1 of the 2013 Construction Regulations.
- b. regarding the nature and scope of the project to the extent necessary to enable the project supervisor to comply with the Construction Regulations,
- c. about the project that is necessary for that project supervisor to prepare the safety file, and
- d. that is known to that person and is necessary to ensure, so far as is reasonably practicable, the safe construction of the design for the project.

3.2.1 Designer Communication and Co-ordination Arrangements

Contractors who act in the capacity of a designer under the SHWW (Construction) Regulations 2013 shall comply with the designer duties and project-specific design coordination arrangements.

The Project Team must implement some or all of the following arrangements to communicate with and coordinate designers on Capital Projects:

- (i) Briefing sessions held with new designers, including contractors and vendors with design responsibility, upon appointment.
- (ii) Design co-ordination meetings
- (iii) Periodic, structured design reviews
- (iv) Design Risk Assessments must be prepared by designers and a Design Risk Register maintained
- (v) Regular co-ordination meetings must be held between the PSDP and the PSCS once the PSCS has been appointed

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- (vi) A Project Directory listing the primary contacts in each project partner company must be compiled and circulated to the project team
- (vii) It is mandatory that Specialist Designers appointed by any permanent works Designer or by a Contractor or by a Service Provider notify the PSDP of their appointment to facilitate coordination of their activities.
- (viii) Temporary works designers (usually appointed by a Contractor or a Service Provider) shall notify the PSDP of their appointment to facilitate coordination of their work with the permanent works

3.3 PSDP

The B&E Dept. will appoint a competent PSDP for all Projects where:

- a) The work involves a particular risk (as defined in the 2013 Construction Regulations) such as working a height, deep excavations or working near hi voltage cables
or
- b) Where more than one contractor or Service Provider is involved in the project.
or
- c) The work will last longer than 30 working days or the volume of work exceeds 500-person days. These projects are also notifiable to the H.S.A.

The primary role of the PSDP is to ensure co-ordination of the work of designers throughout all phases of the project. The PSDP has a responsibility to put in place and coordinate arrangements to ensure the following:

- (i) Identification of hazards arising from the design or from the technical, organisational, planning or time related aspects of the project.

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- (ii) Where possible, the elimination the hazards or reduction of the risks associated with any design.
- (iii) Communication of the necessary control measures, design assumptions or remaining risks to the PSCS so they can be addressed within the Safety and Health Plan.
- (iv) Ensure that the work of designers is coordinated to ensure safety
- (v) Organize co-operation between designers
- (vi) Prepare the written Preliminary Safety & Health Plan for inclusion in tender documentation
- (vii) Prepare a safety file for the completed structure and provide it to the client
- (viii) Notify the Authority (H.S.A) and client of non-compliance with any written directions issued.
- (ix) The PSDP may issue directions to designers, contractors or others.

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3.4 PSCS

The B&E Dept. will appoint a competent PSCS for all Projects where:

- a) The work involves a particular risk (as defined in the 2013 Construction Regulations) such as working a height, deep excavations or working near hi voltage cables
or
- b) Where more than one contractor or Service Provider is involved in the project.
or
- c) The work will last longer than 30 working days or the volume of work exceeds 500-person days. These projects are also notifiable to the H.S.A.

The primary role of the PSCS is to ensure co-ordination among contractors that relate to the construction stage of the project. The PSCS has a responsibility to put in place and coordinate arrangements to ensure the following:

- (i) Co-ordinate the identification of hazards, the elimination of the hazards or the reduction of risks during construction.
- (ii) Develop the Safety and Health Plan initially prepared by the PSDP (in the form of a Preliminary Safety & Health Plan) before construction commences (Construction Safety & Health Plan)
- (iii) Co-ordinate the implementation of the 2013 Construction Regulations by contractors
- (iv) Organise cooperation between contractors and the provision of information
- (v) Co-ordinate the reporting of accidents to the HSA
- (vi) Notify the HSA before construction commences
- (vii) Provide information to the site safety representative
- (viii) Co-ordinate the checking of safe working procedures
- (ix) Coordinate measures to restrict entry on to the site
- (x) Coordinate the provision and maintenance of welfare facilities

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- (xi) Coordinate arrangements to ensure that craft, general construction workers and security workers have the necessary Safety Awareness Card, e.g. SOLAS Safe Pass Card and a Construction Skills card where required
- (xii) Co-ordinate the appointment of a Site Safety Representative
- (xiii) Appoint a safety adviser to the project
- (xiv) Provide all necessary safety file information to the PSDP
- (xv) Monitor the compliance of contractors and others and take corrective action where necessary.
- (xvi) Notify the Authority and the client of non-compliance with any written directions issued
- (xvii) The PSCS may issue directions to designers or contractors.

3.5 Duties of Contractors

The legal duties of Contractors engaged in construction activity in UL include but are not limited to the following:

- (i) Co-operate with the PSCS;
- (ii) Provide a copy of a current safety statement and relevant information to the PSCS;
- (iii) Promptly provide the PSCS with information required for the safety file;
- (iv) Comply with directions of Project Supervisors;
- (v) Report accidents to the (H.S.A) Health and Safety Authority and to the PSCS where an employee cannot perform their normal work for more than three days as a result of a workplace injury;
- (vi) Comply with site rules and the safety and health plan and ensure that your employees comply;
- (vii) Identify hazards, eliminate the hazards, or reduce risks during construction;
- (viii) Facilitate the Site Safety Representative;
- (ix) Ensure that relevant workers have a safety awareness card and a construction skills card where required;

- (x) Provide workers with site specific induction;
- (xi) Appoint a Construction Safety Advisor where there are more than 20 on site or 30 employed;
- (xii) Consult workers and Safety Representatives;
- (xiii) Monitor compliance and take corrective action.

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4.0 Project Minimum EHS Performance Requirements

The following B&E Capital Project Minimum E.H.S Performance Requirements will be issued to all members of the Project Team carrying out work in U.L. These requirements outline the project-specific Health, Safety and Environmental rules, procedures and arrangements that Contractors are required to comply with when undertaking all work on the Project.

4.1 Pre-Approval

All Service Providers will be appointed under the UL framework, which includes competency assessments for all Service Providers engaged in Construction Works. Service Providers appointed outside of the framework are required to complete **SF 001** if undertaking the role Contractor and or PSCS and **SF 004** if undertaking the role of PSDP and or Designer on behalf of the B&E Dept.

4.2 Safety Documentation

The following minimum documents must be submitted to the B&E Dept. prior to works commencing on each Capital Project:

- (i) Preliminary Health and Safety Plan-submitted by PSDP
- (ii) Construction Stage Health and Safety Plan-Submitted by PSCS
- (iii) RAMS and Traffic Management Plan-Submitted by PSCS
- (iv) Copy of PSCS site induction (incorporating relevant extract from B&E Service Provider Induction)

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4.3 Insurances

All Service Providers are required to confirm their public/products and employers liability insurance to the B&E Dept. as part of their pre-approval process. The following minimum limits must be in place:

- (i) Employers Liability Indemnity Limit of €13,000,000 any one accident / unlimited any one period.
- (ii) Public /Liability Indemnity Limit of €6,500,000 any one accident / unlimited any one period.
- (iii) Contractors All Risk. Please note that the “All Risks” policy wording must note maximum value of any one contract. The maximum value on one contract on the policy should not be less than the total contract value.
- (iv) All insurances must include an indemnity to U.L
- (v) Professional Indemnity – pending the contract and / or services being provided Professional Indemnity Insurance may also be a requirement. UL will be in contact if this is the case to discuss required limits of indemnity.

Please note that Service Providers must not subcontract any part of their work package without the prior approval of the B&E Dept.

4.4 EHS Induction

The B&E Dept. will forward a copy of our Service Provider Safety Induction to the PSCS so that the relevant information can be incorporated into the Project Specific Induction prepared by the PSCS. The PSCS must ensure that all persons engaged on the project complete a site-specific induction. The Induction must set out the H&S rules for all working on the Project including fire safety, permit to work and emergency procedures.

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4.5 Training

All Service Providers must ensure that their staff are appropriately trained for the type of work they are engaged in. Operators of plant and machinery must have relevant training as outlined below.

As a minimum, all Service Provider personnel must have Solas Safe Pass and Manual Handling training. Training in compliance with the Construction Skills Certification Scheme (CSCS) should also be in place as per table below.

CSCS Cards are required for the following occupations / activities as per the Construction Regulations:

➤ Scaffolding – basic	➤ Articulated Dumper Operation
➤ Scaffolding – advanced	➤ Site Dumper Operation
➤ Mobile Scaffold Towers	➤ 180 Excavator Operation
➤ Tower Crane Operation	➤ 360 Excavator Operation
➤ Self-Erecting Tower Crane Operation	➤ Mini Digger Operation
➤ Slings / Signalling	➤ Roof and Wall Cladding / Sheeting
➤ Telescopic Handler Operation	➤ Built-up Felting
➤ Tractor / Dozer Operation	➤ Signing, Lighting and Guarding on Roads
➤ Mobile Crane Operation	➤ Locating Underground Services
➤ Crawler Crane Operation	➤ Shot Firing

Additional training such as Work at Height, MEWP and Confined Space etc. must also be in place as required.

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4.6 Permit to Work Process

For each Capital Project, a “site” will be established (normally via a site possession drawing prepared by the design team). The B&E Dept. will issue a Permit to Work (**SF 006**) for each “site” for the project duration. This permit is an acknowledgement by the B&E Dept. to allow works to proceed and will only be issued on receipt of the documentation highlighted in Section 4.2 above. Please allow one week for B&E to review the documentation and issue the permit to work.

Once a “site” has been established and works have commenced, the PSCS must implement a Permit to Work system for all high-risk works within the “site” such as the following minimum tasks (non-exhaustive list):

- (i) Hot works
- (ii) Electrical works
- (iii) Confined Space
- (iv) Excavation
- (v) Craneage/Lifting

4.6.1. Works Outside the Agreed Site

Where additional construction works are required outside the agreed “site” a separate permit (issued by B&E) will be required for each activity. A new site (satellite site) will be created. The site must be fully protected with Heras fencing/barriers (or hoarding – depending on duration/location) and will become the full responsibility of the Service Provider / PSCS. The Service Provider will be required to update their Construction Stage Plan and Site Operational Plan (RAMS, Traffic Mgmt., Pedestrian and Logistics) and present to the B&E for review. As above one week will be required to review the documentation.

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Similarly, additional work associated with the project such as an isolation, a tie into or a diversion of any U.L utilities/services (water, gas, air, IT, foul, steam, power etc.) will also require a separate B&E permit. The Service Provider will be required to prepare a detailed RAMS and present to the B&E Dept. for review. The B&E Dept. will review the documents and revert to the contractor with comments / suggested time for the works etc. Please note that tying into U.L utilities/services will require B&E approval and may take a long time and as a result should be planned in advance. The University will not for example be able to take the power down or turn off the heating during the college term.

4.6.2 Works in an Existing Building

Capital Projects in existing buildings may present significant risks to staff, students and visitors due to issues such as shared access routes and risk of fires etc. For these type of works B&E, may at its discretion take ownership of the permitting process for the following type of works:

- (i) Hot Works
- (ii) Roof Access
- (iii) Fire Protection System Isolation (Always)

The permitting process for Capital Projects in existing buildings will be outlined to the Project Team by B&E in advance of work commencing and must be included in the Preliminary and Construction Stage Health and Safety Plans.

4.6.3 Practical Completion

Once the construction works are completed on the project and the area has been handed back to B&E (P.C) all snagging works or minor defects must be notified in advance to B&E. B&E will issue a permit to work for all such works.

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4.7 Supervision

All Service Providers on University of Limerick property must ensure that they have a competent named supervisor present at all times. The Service Provider's supervisor must comply with all reasonable requests made upon them by B&E Management in relation to Safety, Health and Welfare at Work.

Where a Service Provider has more than 20 persons on a Construction Project for University of Limerick they must engage the services of a competent Safety Advisor (either internally or externally) as per the requirements of legislation.

4.8 Personal Protective Equipment (PPE)

It is the responsibility of each Service Provider to supply Personal Protective Equipment (PPE) to each of their own employees. The type of PPE will be dictated by the nature of work being undertaken and the results of the relevant risk assessment. PPE requirements must be identified in the Project Induction and other relevant Project Documentation

At a minimum, Hard Hats, Hi-vis Vests, Safety Boots (Class C) and *Safety Glasses & Gloves (where required) must be worn.*

Identifiable PPE

University of Limerick will not supply any Service Providers with PPE.

4.9 Alcohol/Drugs

No person entering any part of University of Limerick should be under the influence of any intoxicant. If a person is suspected to be under the influence of an intoxicant, they will be removed from University of Limerick Property.

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4.10 Accident / Incident Reporting

Each Service Provider must ensure that their employees report all accidents/incidents and near misses that occur on the project or within the UL Campus. All accidents/incidents must be reported to the B&E Dept. as soon as practicable after the occurrence. When requested, Service Providers must provide a detailed report (including proposed corrective action to prevent re-occurrence) to the B&E Dept.

The reporting of an accident/incident to the B&E Dept. in no way relieves the Service Provider and the PSCS of his/her statutory obligation to report directly to the Health and Safety Authority, all reportable accidents or dangerous occurrences.

4.11 Plant & Machinery

All plant and machinery engaged in Capital Projects must be compliant with all EC Directives and have a CE mark. In particular, plant that requires annual test and thorough examination as specified in the Safety, Health and Welfare at Work (General Application) Regulations 2007-2016 must not be used until the relevant GA Form has been submitted and accepted by the PSCS (examples are cranes, teleporters, excavators used for lifting and MEWP's etc.)

All construction plant must have appropriate visual aids as required by Regulation 87 of the Safety Health and Welfare at Work (Construction) Regulations 2013.

All speed limits and traffic regulations must be strictly obeyed while on University of Limerick property. The use of mobile phones while operating plant & machinery is strictly prohibited. The speed limit on University of Limerick Property is 40km/h and must be strictly adhered to.

Passengers must not be carried on any mobile plant unless a specific passenger seat and safety belt is provided.

The following rules apply to the use of plant & machinery on University of Limerick property;

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- In accordance with the General Application Regulations, non-integrated Man Baskets are not allowed on teleporters and forklifts except in exceptional circumstances such as emergency works. Prior approval for the use of these is required.
- Do not stand under any area where materials are being raised or lowered.
- Never travel with the teleporter boom in the raised position. Ensure you always have a clear field of vision.
- All mobile plant must be equipped with a cab or roll over bar.
- Never leave keys in unattended plant.
- Do not approach the blind side of operating machinery; make eye contact with the driver.
- Drivers of mobile plant must always use safety belts where provided
- Obey speed limits, road markings and parking restrictions while on University of Limerick Property and yield right of way to pedestrians

4.12 Delivery of Materials

The movement of materials within U.L is a high-risk activity. Each Service Provider delivering material will be required to submit details to the Project PSCS. The B&E Dept. reserves the right to request a RAMS/Traffic Management Plan for the delivery and safe offloading of all materials where deemed necessary. All deliveries affecting traffic/pedestrian movements must be notified to UL Security at Universitysecurity@ul.ie;

For areas outside of the agreed Project boundary, permission will be required by Service Providers/PSCS before offloading materials to ensure that they laydown materials in suitable locations agreed with University of Limerick. Service Providers will be responsible for the unloading/loading of their own materials while on campus.

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All Service Providers must ensure that deliveries such as concrete tanks, rebar, steel, MEWPs etc. are coming to site with a safe system to off load them. An agreed system of off-loading of deliveries must form part of the RAMS submitted to the PSCS. The requirements of Section 4.13 (Working at Height) of this document must be complied with for all deliveries.

4.13 Working at Height

A Risk Assessment must be carried out for all work at height operations on Capital Projects. The Risk Assessment must be documented as part of the Service Providers RAMS and must be submitted to the PSCS for the project. All Service Providers must acknowledge the requirements of Part 4 (Work at Height) of The Safety Health and Welfare at Work (General Application) Regulations 2007-2016 and ensure full compliance.

There are many proprietary mobile scaffolds and MEWP's available and it is only when the physical constraints of the location make their use impractical and the work is of short duration (30mins or less) and low risk that ladders should be used. Inspections of work at height equipment must be recorded on form GA3 as required and confirmed to the PSCS. The following are examples of work at height systems that may be used on Capital Projects

- (i) Standard scaffolding.
- (ii) Designed scaffolding (temporary works design will be required).
- (iii) Mobile scaffolding platforms (CSCS trained erectors).
- (iv) Mobile elevating working platforms (MEWP).
- (v) Safety netting & hand railing protection (collective systems).
- (vi) Crane with certified man –basket.
- (vii) Use of Ladders (last resort).
- (viii) Individual systems (last resort & detailed risk assessment to prove all other means have being exhausted)

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Mobile aluminium towers > 2 Metres should only be erected, altered and dismantled by a CSCS trained erector or a PASMA Trained erector if platform is < 2 Metres.

All aluminium mobile towers should be identifiable and have a Scafftag in place, which is labelled and referenced to a GA3 with the user's company's name.

4.13.1 Scaffolding

Only C.S.C.S certified Scaffolders may erect, alter or dismantle scaffolds in compliance with the Health & Safety Authority Code of Practice for Access and Working Scaffolds (2018).

All scaffolds must be tagged and Form GA3 must be completed at hand over, after alterations and on a weekly basis. A copy of Form GA3 is to be submitted to the PSCS.

4.13.2 Mobile Elevated Working Platform MEWP

The following minimum requirements must be observed when using MEWP's on UL Property:

- (i) The proposed location for all MEWP's must be risk assessed i.e. is the ground suitable. Overhead obstructions must also be identified in advance of selecting a MEWP.
- (ii) MEWP must be certified (6 monthly)
- (iii) MEWP operators must be trained.
- (iv) MEWP must be inspected on a weekly basis GA3
- (v) MEWP operators must have and wear harnesses – no exception.
- (vi) Only the minimal materials, tools, and equipment will be allowed to be hoisted in personnel lifts. SWL must not be compromised.
- (vii) All gates/guardrails must be closed/installed prior to raising the platform.

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(viii) Personnel must not dismount from lifts in an elevated position without the permission of the PSCS. A detailed risk assessment must be in place and agreed.

(ix) Where the operation of a MEWP interferes with traffic on campus, then appropriate traffic control and warning measures must be implemented in accordance with the requirement set out in Chapter 8 of the Traffic Signs Manual. The Construction Skill Certification Scheme (CSCS) qualification, 'Signing, Lighting and Guarding (SLG) 3 day course is required for the person planning/implementing the traffic control measures. The traffic management layout must then be maintained by for the duration of the works by an on-site person. This person must have the 1 day Health & Safety at Roadworks course qualification. All traffic disruption must be notified to security in advance at Universitysecurity@ul.ie;

4.13.3 Moving MEWPS on Campus

Where a self-propelled MEWP (i.e. not vehicle mounted and controlled from the elevating basket) has to be moved outside of the project site or boundary, the following must be complied with:

- (i) The slow (tortoise) speed setting must be used.
- (ii) For distances up to 50m, a signaller must accompany the machine. The signaller will direct the machine driver so as to avoid members of the public or any other hazards along the way. The signaller must be a fully trained MEWP operator.
- (iii) For distances between 50 and 500m then two signallers must be used.
- (iv) The 'signaller' must wear a high visibility vest/coat. He/She must position themselves where he/she can see ahead in the direction of travel and can see and be seen by the driver.
- (v) If the distance is over 500m then the machine must be moved by transporter vehicle. This does not apply where a vehicle mounted MEWP is used.
- (vi) The driver must obey all instruction issued by the 'signaller'.

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(vii) The 'signaller' will use hand signals as well as verbal signals.

(viii) The driver must keep sight of the signaller before moving off and at all times during the move.

4.13.4 Ladders

The following minimum requirements must be observed when using ladders:

- (i) Ladders are designed for access.
- (ii) Standard vertical ladders are **not** to be used as working platforms.
- (iii) Standard step ladders will only be allowed as work platforms where a risk assessment has demonstrated that a more suitable platform cannot be used, and the proposed risk is low
- (iv) Aluminium BS 2037 Class 1
- (v) Fibreglass EN 131
- (vi) Timber BS 1129 Class 1
- (vii) Podium Ladders are acceptable as work at height platforms

4.13.5 Trestles/Work Platforms

Trestles and other work platforms may be used on construction projects once all of the following is in place:

- (i) A risk assessment has been completed and approved by the PSCS.
- (ii) They are of sufficient dimensions to allow safe passage and safe use of equipment and materials;
- (iii) They are free from trip hazards or gaps through which persons or materials could fall;
- (iv) They are fitted with toe boards and handrails;

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- (v) They are kept clean and tidy, e.g. do not allow mortar and debris to build up on platforms;
- (vi) They are not loaded so as to give rise to a risk of collapse or to any deformation that could affect its safe use. This is particularly relevant in relation to blockwork loaded on trestles;
- (vii) They are erected on firm level ground to ensure equipment remains stable during use.

4.14 Excavations

All excavations on Capital Projects must be undertaken in accordance with the requirements of the HSA Code of Practice for Avoiding Danger from Underground Services. The PSCS must implement a permit to work system to manage excavation works within the project.

Prior to any excavation work commencing outside of the agreed site or project boundary, the Service Provider/PSCS or other nominated person **must** liaise with the B&E Dept. and arrange for a Permit to Dig. The Service Provider must liaise with the B&E Mechanical and Electrical Department and arrange for a survey of the area to be completed to identify existing services through reference to existing utility drawings (where available). All scanning must be completed by a person trained in Location of Underground Services LUGS (CSCS Trained).

The Service Provider undertaking the excavation is responsible for:

- (i) The identification and protection of all services.
- (ii) Erecting and maintaining suitable edge protection and the erection of warning signage to ensure that campus users are not affected in any way.
- (iii) Ensuring that all excavations have a safe access/egress point and no load, vehicle, plant or equipment is placed near the edge of any excavation where it is likely to cause a collapse of the excavation.
- (iv) Ensuring that material is not lowered into an excavation if persons are in the excavation. All persons are to immediately report any deterioration in excavation sides.
- (v) The Service Provider responsible for the excavation must inspect the excavation daily and report this in the weekly AF3 form and submit it to the PSCS. Where excavations

require protection from collapse, the method used must be decided by risk assessment prior to excavations commencing.

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4.15 Roof Work

Service Providers may be required to work on roofs where there are Air Handling Units or Condenser Units etc. A Permit to Work (**SF 007**) must be obtained from the B&E Dept. (or nominated representative) before any work is to be carried out on roofs. A detailed RAMS must be submitted and approved before a permit will be issued.

The following minimum requirements must be observed at all times and must be included in the relevant RAMS:

- (i) All doorways leading up to roofs must be locked at all times to prevent members of public or students from gaining access to roofs.
- (ii) Where ladders lead directly to the roof, access should be restricted.
- (iii) Where present, existing fall arrest systems should be used at all times
- (iv) Do not carry plant or materials in your hands while climbing up and down ladders, use belts, satchel, pulley system and mechanical means of lifting or other safe means.
- (v) Roof work requires a buddy system to be in place at all times. No lone working under any circumstances is permitted.
- (vi) Where no handrails/edge protection is in place a 3 metre exclusion from the edge of the roof to be maintained at all times.
- (vii) The Roof must be inspected for underfoot conditions prior to any work commencing.
- (viii) No work is to be undertaken on the roof if there is inclement weather (High Winds, Heavy Rain, Ice, frost, Snow, Thunder/Lightening storm etc.)
- (ix) The roof must be adequately protected if Cable Drums are to be moved across it.
- (x) Service Providers must liaise with B&E regarding protection of roofs
- (xi) Task areas to be kept in a clean tidy and safe condition.
- (xii) Any filing, cutting, drilling must be undertaken off the Roof area where possible.

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Emergency Evacuation from Roof

In the event of the Alarm being raised and personnel having to evacuate from the Roof Area, the following sequence of events will be followed.

- (i) Cease all work immediately
- (ii) Turn off any equipment which may pose a hazard if left unattended
- (iii) Proceed to the nearest exit point and leave the roof
- (iv) As you enter the building beware that your exit route from the building may be blocked.
- (v) If your exit route is clear exit the building and proceed without delay to your assembly point.
- (vi) If your exit is blocked return to the roof and proceed to the secondary roof exit.
- (vii) Check your exit route, if it is clear exit the building and proceed without delay to your assembly point
- (viii) If both routes are blocked return to the roof and stay close, if possible, to the area you were working in and wait until you are reached by Emergency response services/ERT.
- (ix) All members of the work party must remain together.

All roof work must be carried out in accordance with the HSA Code of Practice for Safety in Roof Work (2016). All roof work Service Providers must utilise collective, protective measures to prevent falls from roofs where possible.

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4.16 Confined Space Entry

There are a number of designated Confined Spaces across the University Campus. Any Service Provider wishing to enter a confined space (within the project boundary), as defined in the Health & Safety Authority Code of Practice for Working in Confined Spaces, must first obtain a confined space entry permit from the PSCS. Only competent, trained and medically fit personnel may enter a confined space. A detailed RAMS must be submitted to the PSCS in advance of any work in a confined space.

For works in confined spaces outside the Project boundary, the permit must be sought from the B&E Dept.

4.17 Temporary Works on Construction Projects

Temporary works include any formwork, falsework, scaffolds, supports, props or other element or assembly of elements designed or used to provide support or access during **construction work**. The Construction Regulations 2013 require strict management of all temporary works by the PSDP where appointed.

Where the Service Provider's works involve the use of temporary works the Service Provider shall liaise with the permanent works designer and PSDP and promptly provide them with all necessary design calculations, specifications, drawings, layouts and design codes used, including all requirements for temporary stability, propping, bearing, bracing and loading. A Temporary Works Design Certificate must be completed for all Temporary Works.

It is the Service Provider's responsibility to provide the information in a timely manner to avoid any delays to the commencement date of his works, or part of his works, requiring temporary works.

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4.18 Work with Electricity

The PSCS must implement a permit to work system for all electrical works carried out on the project. A qualified and competent electrician must design and install all electrical connections in compliance with the appropriate current electrical standards and regulations. Prior to undertaking any electrical connections the Service Provider/PSCS must liaise with the B&E Electrical Department to confirm location of existing cable routes etc.

All transformers must be designed to minimise the trailing of leads, be protected with ply housings and should not be abused or dragged by its cables. All leads and sockets must be in good condition and checked daily for damage. Leads should not be laid across doorways or in access routes. All hi voltage cables must be labelled at minimum every 3 metres and securely clipped at high level or placed in a PVC duct.

Where possible cordless power tools should be used. All power tools must operate at 115volts or less. Where equipment is operating at greater than 115volts (in accordance with the General Application Regulations, 2007) leads must be placed in an SWA protective cable and the connections must be IP67 compliant as a minimum.

Where electrical equipment has been energised a Lockout/Tagout procedure must be implemented by the PSCS which prevents any person gaining access and interfering with an electrical panel.

All overhead power lines must be highlighted and protected in accordance with the Code of Practice for Avoiding Danger from Overhead Electricity Lines

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4.19 Hot Works & Fire Protection

The PSCS must implement a Permit to Work system for all hot works on the project.

Any Service Provider carrying out hot works should have their own fire extinguisher and fire blanket in the location that they are working in. A 1hr fire watch must be undertaken after all hot works.

Fumes, dust and smoke or gas from your activities can set off a Building Fire Alarm. False alarms must be avoided. Where masking of the Fire Alarm detection system is required a Fire Protection System Isolation Permit must be obtained from B&E. The process involves the following steps:

- (i) Identify the elements of the Fire Alarm System that require isolation IN CONJUNCTION with B&E
- (ii) B&E programme the isolations into the Fire Alarm Panel
- (iii) In order to protect smoke heads from damage by dust etc. the Service Provider will arrange to protect the heads by means of suitable plastic covers. (This alone IS NOT sufficient to provide isolation but must be done to protect the system.)
- (iv) Masking of heads and the fitting of dust protection covers will be on a per-session basis only and full detection must be restored upon completion of the associated task each day in accordance with the Fire Protection System Isolation Permit

Note: There is no smoking or vaping allowed on the University of Limerick campus.

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4.20 Asbestos

There are several areas and buildings within UL which were built pre 2000 where stable Asbestos Containing Materials (ACM's) are managed in place. These may be contained in equipment, insulation or within the building fabric itself (ceiling or floor tiles)

The location of known ACM's is identified in the B&E Dept. Asbestos Register, which is updated regularly. For works in buildings built prior to 2000 that are likely to disturb ACM's (demolition or refurb etc.) a Refurbishment/Demolition Asbestos Survey (RDAS) must be completed.

If you encounter suspected ACM's during your work on campus, then you must cease work immediately and contact the B&E Dept.

4.21 Working in a Live Campus Environment

UL is a dynamic and busy third-level environment that operates 24/7. Students and staff are on site from very early in the morning until late in the evening, and some buildings operate throughout the night (e.g. laboratories). A large number of vehicles and people move onto and around the campus at peak times. A large volume of people continually moves around the university throughout the day, both within buildings and across the campus.

As a Service Provider, your work deliveries and activities must be planned and executed in a manner that does not pose risk to students, staff, visitors or property. Deliveries to your site must not clash with the movement of people and vehicles at peak times. Peak times are 8.15–9.30am, 12.30–2.30pm and 4–6.30 pm.

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Security must be notified of all deliveries that will impact the flow of traffic or people on campus. The potential impact of the proposed work on staff, students and members of the public must be assessed by the Service Provider in conjunction with the PSCS. Examples of such deliveries include large vehicles, cranes and large concrete pours etc.

Service Providers must use temporary barriers or screens of adequate strength, height and stability to ensure that nobody will be negatively affected by the work being executed and that everybody will have safe access to buildings/rooms at any time during and after the working day and for as long as the work is being executed.

In particular, Service Providers must physically section off the following type of work areas:

- (i) Work sites on roads, footpaths or in circulation areas
- (ii) Work at height/open services/equipment or areas under repair
- (iii) Excavations

At all times, Service Providers must erect suitable signage and maintain emergency escape routes.

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4.22 Lone Working

The following rules must be observed for situations where persons work alone on campus:

- (i) Avoid lone working where possible.
- (ii) Lone working may take place in low risk situations provided the following is in place;
 - a. Someone such as your supervisor or work colleague knows where you are working and when you are due to finish
 - b. There is a means of raising an alarm in the event of an emergency such as a fully charged mobile phone or two-way radio.
 - c. A risk assessment has been completed.
 - d. For works outside of 9am-5pm, U.L Security must be contacted prior to commencing and on completion of the works. Contact Campus Security 24/7 at 061 234600.

4.23 Vehicle Movements on Campus

The movement of vehicles and interaction with pedestrians and other traffic represents a significant risk on campus. Vehicles include cars, vans, HGV's and mobile plant (excavators, site dumpers and teleporters etc.) The following guidelines apply to all vehicle movements on campus.

- (i) Each Service Provider must ensure that their vehicle movements on campus are risk assessed before works commence.
- (ii) Where the drivers vision is restricted in any way, then a trained signaller must be present for **all** movements such as:
 - a. MEWP movements. Refer to 4.13.3 above
 - b. Forklift/telehandler operating in pedestrian zones
 - c. HGV's reversing in or near pedestrian zones.
- (iii) All vehicles used on campus roads must be road worthy.

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4.24 Work on Campus Roads and Footpaths

If project work involves the reduction of the available road or footpath width to campus users then appropriate measures must be implemented to protect the workers and to warn other drivers or pedestrians.

Service Providers/PSCS must ensure compliance with the requirements of Chapter 8 of the Traffic Signs Manual when obstructing the available road or footpath width. A traffic management plan must be prepared and submitted to B&E for review. A person trained in Signing, Lighting and Guarding at Roadworks must be present at all times when signing, lighting and guarding is being installed, modified or removed.

5.0 Declaration

I confirm that I have read this document and I understand the information contained in relation to control of Capital Projects including minimum EHS requirements when working on University of Limerick Property. I agree to be bound by the requirements and responsibilities set out herein.

Furthermore, I agree to bring this information to the attention of my employees and other persons under my control such as direct or indirect subcontractors.

Signed: _____

For and on Behalf of the Service Provider

Position: _____

Date: _____

Service Provider Trading Name: _____