



The Coal  
Authority

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**Safety, Health and Environment**

# **Guidelines for contractors**

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## Introduction

This booklet provides a brief guide to the safety, health and environmental standards that the Coal Authority expects of its contractors, their employees and subcontractors.

The Coal Authority is fully committed to achieving high safety, health and environmental standards at work and expects the same commitment from all its contractors.

Whilst at work everyone has legal and moral responsibilities to maintain his/her own safety and health, as well as that of other people who may be affected by his/her actions. Everyone also has a legal duty to protect the environment and prevent pollution. All contractors employed by the Authority shall read, understand and implement the requirements detailed in this booklet.

It shall be noted that nothing in this booklet frees contractors from their duty to comply with all current relevant statutory provisions.

## Contract requirements

Contract specific safety, health and environmental requirements will be documented as necessary within the contract documentation.

## Welfare facilities

The welfare facilities provided must be suitable for the number of persons involved and the duration of the project. Please refer to Schedule 2 of Guidance document 'Managing Health and Safety in Construction', L153.

## Emergencies

You must ensure that your employees, your contractors and all visitors to the site are aware of what action is to be taken in the event of an emergency. This includes accident, fire, breach of security, bomb threat, environmental incident etc.

Sufficient numbers of the correct type of spill kits must be provided to deal with any spill incidents, together with personnel adequately trained in their use.

Sufficient numbers of the correct type of fire fighting equipment must be provided, together with personnel adequately trained in their use.

Adequate first aid provision for the numbers of personnel on site must be provided, to comply with HSE guidelines.

All accidents, incidents and dangerous occurrences that require notifying to the HSE in accordance with the RIDDOR regulations, must be reported by the correct means and within the correct timeframes.

In addition, they must be reported as soon as possible to the CA's designated supervising officer for that contract and the SHE team.

All incidents that occur on Coal Authority permanent sites (minewater treatment schemes, liability sites, gas fan stations, pumping stations, tips/other property etc) or transient construction sites where you are undertaking work related to minewater or public safety and subsidence, must be recorded and reported to the Authority's SHE department on a monthly basis.

Incidents we ask you to report to the SHE department on a monthly basis include:

- all types of injury accident
- near misses (any incident, accident or emergency which did not result in an injury or damage, but which, under other circumstances, could have done so)
- incidents that result in property damage
- dangerous occurrences (as defined by RIDDOR)
- environmental incidents
- general incidents (any incident not covered by categories identified above – eg breach of site rules or safe working practices or something witnessed such as bad driving on site or unsafe conditions such as ice on access routes and so on)

### Competence

All personnel managing, supervising or working on site must be adequately trained and competent to undertake their allocated roles.

Everyone working on site must be adequately briefed on the assessment of the risks of the activities they are undertaking, together with the correct safe working procedures/systems of work.

### Safe working

We expect the main risks with your activities to have appropriate risk assessments and method statements. The information contained in this documentation should be understood by the operatives to ensure safe working practices on site.

- You must prevent the misuse of equipment including that provided for use in the event of emergencies, such as fire fighting equipment, spill kits and so on.
- You must ensure that suitable and sufficient risk assessments have been carried out for the activities to be undertaken and that adequate control measures have been developed to eliminate or minimise the risks identified (this may include safe working procedures, systems of work and so on).
- Any means of access or work including the use of scaffolding, ladders, mobile towers, working platforms, slings, ropes and so on, must be erected, used, maintained and INSPECTED in accordance with the relevant legislation. Any such items must be left secure to prevent accidents or misuse by unauthorised persons including trespassers.

- You must ensure that a 'Permit to Work' system is available and used for all work where the risks cannot be adequately controlled by other means (eg work at height, work in confined spaces, hot work and so on).
- The safety of your employees, contractors, visitors, the general public and the environment must **not** be compromised.
- Plant and equipment may be used only by those qualified and authorised to do so.
- All tools, plant and equipment brought to site must be mechanically and electrically safe, comply with the relevant legislation and must be operated and maintained in accordance with the manufacturer's recommendations.
- You must ensure that defective equipment is not used. You must quarantine any defective equipment so that it cannot be used, or, if this is not practical, remove it completely from site.

### **Personal Protective Clothing and Equipment (PPE)**

You must provide appropriate protective clothing and equipment to a recognised standard – including as appropriate:

- work wear suitable for the prevailing weather and conditions
- safety helmets
- safety footwear
- hearing protection
- eye protection
- high visibility clothing
- safety harnesses/lanyards/ropes
- respiratory protection
- hand protection
- life jackets (when working in close proximity to water)
- monitoring equipment such as gas monitors/alarms

You must ensure that all PPE is correctly worn/used and that it is safely stored when not in use.

### **Site Security**

You must maintain the security of the site for which you are responsible.

The fencing must be adequately maintained and secure to ensure no unauthorised access to the site.

Signage must be appropriate to the risks on site and also contain relevant Coal Authority contact information.

All personnel must register their presence on site (sign in and out each shift).

All those accessing the site for the first time (employees, contractors, visitors etc) must be provided with a site induction. Documented records must be retained

### **Drugs, Alcohol and Smoking**

Possession of alcohol (for consumption) or drugs (other than for medical purposes) must be strictly prohibited on site.

Smoking should not be permitted on site except in specifically designated smoking area(s).

Any person under the influence, or suspected of being under the influence, of alcohol or drugs should be required to leave the site.

### **Housekeeping**

You will be expected to ensure that:

- your site is maintained in a safe and tidy condition
- refuse is removed regularly and spillages cleaned up
- floors and walkways are kept clean, dry and not slippery
- equipment and tools are stored neatly and tidily
- access to doors, stairs, aisles, emergency equipment, emergency exits etc remains clear at all times

### **Unauthorised use of Plant and Equipment**

Plant and equipment may be used only by those adequately qualified to do so.

Unauthorised use of plant and equipment must be prevented.

### **Traffic Management**

Traffic management plans must be in place for all projects. Consideration should be given to:

- segregation of vehicles/pedestrians
- one way systems, turning circles, the use of banksmen
- loading/unloading areas
- keeping access routes in good condition, clean and tidy

**Traffic routes must be organised to ensure the safe flow of vehicles, plant and pedestrians.**

## Chemicals or Harmful/Flammable Substances/Materials

Chemicals/harmful/flammable substances/materials must be:

- appropriately labelled
- correctly transported
- safely stored
- risk assessed and the results of the assessments communicated to relevant employees/contractors
- used only by those who understand the risks and have received adequate training

Dust and vapour emissions must be kept to a minimum.

## Power Tools and Safe Use of Electricity

Any power tools, equipment, or machinery used on site must be downrated to 110 volts.

Electrical items including leads etc must not be laid where they might cause a potential hazard or risk by their position or use

Equipment must be:

- suitable for purpose
- adequately maintained
- compliant with all relevant legislation
- used correctly and in accordance with the manufacturers guidelines

All portable electrical appliances must be regularly examined by a competent person and have labels fitted to identify that they have been checked and are safe for use. Any portable appliance that does not carry an 'in date' inspection label must not be used.

## Environmental Requirements

When carrying out their tasks, everyone must give due regard to the natural environment and local community. You must ensure that:

- any visual intrusion is minimised
- dust, odour, smoke, noise and vibration are prevented or minimised, so as not to cause a nuisance
- the contamination or pollution of watercourses, ground waters, drains and land is prevented
- the impact from vehicle movements both on and off the site is minimised
- roads adjacent to the site are free from mud
- waste is segregated and disposed of in accordance with the "Waste Management Duty of Care"

- any materials or fuel on site are stored in a safe and appropriate manner and that facilities are in place to deal with any spillage
- accidental spillages must be immediately cleaned up and the occurrence reported to the site manager
- adverse impacts on the natural and historic environments are controlled in accordance with current legislation

We recognise that adopting good practices will have a positive impact on the environment and contractors are encouraged to use recycling bins and to reduce the use of natural resources by not wasting water and by turning off lights and equipment where it is safe to do so.

### **Biosecurity**

When undertaking work on the Authority's behalf that includes visiting agricultural land on which livestock is kept you are expected to adopt good biosecurity procedures to prevent the spread of disease-causing agents.

Make sure that footwear, clothing, vehicle wheels and arches are cleaned as far as reasonably possible and sprayed with DEFRA approved disinfectant before accessing and when leaving the site.

### **Preventing the spread of unwanted invasive species**

You are also expected to adopt good hygiene measures to avoid the spread of unwanted non-native invasive species such as giant hogweed, Japanese knotweed or Chinese mitten crabs. Information concerning unwanted non-native species is available on the website of the Non-native Species Secretariat – <http://www.nonnativespecies.org/home/index.cfm>.

### **Working at the Coal Authority's Offices in Mansfield**

In addition to the above requirements the Authority will:

- appoint a representative/contact for the contract
- agree the works specified and authorise the start of the works
- inform you of any known hazards
- detail fire prevention requirements, evacuation procedures and incident reporting arrangements and where necessary agree shared use of Authority facilities
- agree welfare arrangements
- discuss and agree any on site storage requirements
- issue or agree the use of a Permit to Work system where required
- discuss the parking, signing in/out and reporting arrangements
- conduct site inductions for all contractors' staff
- issue the site specific contractors' handbook to all contractors' personnel working on site