

Site Procedures Notice for Contractors

The Health & Safety at Work Act 2015 places shared obligations on both owners and occupiers of buildings as well as contractors carrying out work on site.

Our intention is to make the buildings within the BPS portfolio as safe as possible for our tenants and contractors through have a system of hazard identification and control.

Our Contractor Hazard List is available on the [Bayleys website](#). These detail general site hazards and the associated controls to be followed for each hazard type. Please ensure that your employees are told about these, and the site-specific hazard register, and that they read and follow the required hazard controls.

Where hazards cannot be eliminated, we implement procedures to keep people safe. In addition to the Contractor Hazard List controls, the site procedures below are to also be followed. Please advise your staff accordingly.

General Worker Requirements

Your workers involved in providing any services on or to BPS sites must have been adequately trained and have sufficient knowledge and experience of the kind of work, plan or substances that they may be required to carry out or use.

Site Access / Induction and lone worker welfare

Before starting work on site, your workers must complete our required induction process; You must ensure that they do so. . Records are to be established to demonstrate your workers, contractors and/or sub-contractors have read and understood the general policies and procedures, including this site procedures notice, the Contractor Hazard List, and hazard control template documents, all available on the [Bayleys website](#).

The induction and record keeping is also to include a review and understanding of the site specific documents sent with each work order, including, and if applicable, hazard register, asbestos register and hazardous substances inventory. A fire action notice / assembly areas plan will be available to view on site. Contact the BPS site facilities manager for specific details.

Alcohol and Drugs Policy

No worker may carry out work of any kind on site while under the influence of alcohol or drugs.

Confined Spaces

Workers carrying out work in confined spaces are required to follow the AS 2865 Confined Space standard. It is your responsibility to provide all necessary equipment and worker training / certification to be provided by the contractor. Examples of confined spaces are:

Working inside enclosed air handling units when refrigerant is present. A Safe Work Method Statement for working inside air handling units with refrigeration to include isolation of the fan motor, ventilation of the air handling unit by removing access panels (or opening doors) and allowing it to ventilate fully before entering. Doors, where applicable, to be secured in the open position.

Working in drainage pits deeper than 1.5m, sewage pits, large accessible diesel tanks. A Safe Work Method Statement for this work to include atmospheric testing and the required confined space entry procedures.

Accessible water tanks. No work allowed inside undrained tanks.

Electrical Isolation

Live electrical work is NOT allowed on site. All electrical supplies must be isolated, locked out and tagged before work is carried out on electrical equipment.

Electrical Rooms / Cupboards

The [Electrical Wiring Regulations] prohibit storage in these locations. Please ensure that any electrical cupboards that you have access to are kept clear of all material. This includes all tenancy electrical cupboards.

Falling Debris

When working close to any roof edge, canopy edge, air-bridge, balcony or mezzanine area the risk of items falling (falling debris) must be considered. Relevant areas should be appropriately cordoned off at ground level and signposted.

Tools and materials must be secured to prevent them falling.

Falls / Working at Height

Many areas on site will be hazardous, with a risk of falling.

Safe Work Method Statements are to be prepared in all instances where there is no system of fall prevention in place i.e:

- Within 2m of a fall where there is no fall prevention barrier (roofs, canopies, ledges).
NB: A compliant barrier must be 1100mm or higher.
- Within 2m of a fall area where there is a compliant barrier, but the work is at height (e.g. on a stepladder above the barrier level).
- Within 2m of unprotected skylights.
- On any brittle roof (e.g. fibrolite, Super 6, rusted metal roofing).
- Roofs with a pitch greater than 5 degrees.
- Locations (roofs, canopies) with no fixed ladder access.
- On high items of plant (e.g. chillers, cooling towers, air handling units, ductwork).

First Aid

While first aid facilities may be immediately available on site (e.g. in a tenancy), it is important that your employees also have their own first aid kits in their vehicles.

Gas

All work on gas systems to be carried out by qualified persons only. Gas cylinders (all types) are to be correctly secured and must NOT be left in a position where they can be impacted by moving vehicles.

Hazardous Chemicals

Chemicals stored and used by workers vary widely. Your company is responsible for all chemicals left on site that are associated with the equipment maintained by you under the contract (*your chemicals*).

Your chemicals are to be identified and entered into a Site Chemical Register for your company. This includes all solvents, fuels, oils, powders, etc. associated with your work. This register to be kept on site in a plantroom location that is convenient to workers.

Safety Data Sheets must be sourced for each chemical. Procedures for storage, handling, use and disposal must be followed. Chemical safety signage must be posted as per the relevant Regulations.

Spill kits to be made available, where required.

Chemicals must not be left unattended in public areas.

Ladders

Ladders should be the device of last resort for work at height. The use of elevated work platforms, moving scaffolds and personal hoists should be considered BEFORE ladders are used. All ladders brought to site by your workers must be of the correct type for the task and be in good condition.

All workers using ladders must be appropriately trained in their use.

Lift Shafts & Pits

Work in any lift shaft(s) and pit(s) on site must be carried out in accordance with all relevant regulations and the lift company's own safety procedures. Machinery isolation and fall prevention procedures must be followed.

Machinery

Any machinery by its very nature is hazardous and may result in serious harm injuries or death. All fixed machinery such as lift machines, air conditioning units, pumps, fans, gates, etc. must be correctly maintained.

All moving machinery must be adequately guarded. Machinery guarding on site must comply with the latest machinery safety standards.

Provision must be made for the safe cleaning, maintenance and repair of machinery. This includes guarding, lockout mechanisms, and a training programme for safe work procedures.

You must advise details of any machinery safety and compliance issues, defects and/or recommended improvements to BPS.

Machinery Isolation

All machinery is to be electrically isolated and secured from movement before work is undertaken.

Noise

Exposure to noise levels above 85dB is likely to cause damage to hearing. The higher the noise level, the less time needed for permanent injury. For this reason, any high noise activity associated with your workers' activity needs to be controlled so that it doesn't impact on them or other persons on site. This is particularly important where young children may be present.

Workers must carry a noise meter and assess noise levels prior to starting work. This to include ambient noise and activity-based introduced noise.

Appropriate hearing protection to be used.

Personal Protective Equipment (PPE)

Please ensure that all necessary Personal Protective Equipment (PPE) is provided for your employees. Systems of PPE maintenance / replacement and appropriate training are also your responsibility.

Public Safety

We all have a shared responsibility for public safety. Whether people are occupants, visiting site, or even walking past along the boundary, we will expect you to take steps to protect them from harm.

All of your task planning needs to take public safety into consideration. Noise, falling debris, chemicals, machinery and electrical hazards can all impact on the public, particularly children who may be on site.

You must assess your work activity for public safety issues and put all necessary steps in place to prevent injury occurring.

Safe Work Method Statements

Where a Safe Work Method Statement is required, it MUST be completed prior to the work being undertaken. Safe Work Method Statements must only be completed by persons with the required level of competency. Where work is planned in advance, the Safe Work Method Statement is to be submitted to the Property / Facilities Manager before work commences.

Sub-Contractor Control

Sub-contractor activity on site needs to be controlled, so that work is pre-planned and safe methodologies are used. Where you engage sub-contractors to undertake work, you must advise them of the site hazards and ensure that they have planned their work safely in accordance with this Site Procedures Notice.

Your sub-contractors must observe the site access / induction procedures before starting work.