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Peak Site Safety Rules - Contractors

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This information must be read prior to commencing any work on site. All individual contractor personnel are required to sign the last page of this document to confirm they have read understood and agree to comply with the Peak Site Safety Rules at all times whilst on the Peak premises.

1. SIGNING IN

On entering the premises, all contractors/visitors must sign in at reception.

Prior to commencing work the following must be provided to the Health & Safety Officer

- **Risk Assessments**
- **Method Statement**
- **Public Liability Insurance**
- **Work Permit Request (if required issued by H&S)**
- **Required Licenses, Proof of competencies.**

Please be aware that work may not commence without the above.

2. SIGNING OUT

If you need to leave the site at any time you MUST inform reception. This includes leaving site during the working day (as well as at the end of the day). Please take your badge to reception sign out, then sign back in on your return.

The reason for this is should there be a need to evacuate the site (e.g. in the event of a fire) we need to know if you have left the site already.

3. SECURITY

A pass will be issued at reception on arrival, this MUST be visible at all times whilst on site to ensure that we can identify you and in the case of egress to ensure we are aware that you are on site.

4. FIRE & EMERGENCY PROCEDURE

The fire alarm is a continuous bell, on hearing this alarm evacuate the building by the nearest exit and make your way to the fire assembly point (host to inform contractor of muster point). On arrival at the muster point please inform a fire marshal of your presence. Do not leave site or re-enter until advised by the fire safety officer that it safe to do so.

5. FIRST AID & ACCIDENT PROCEDURE

We have first aiders on site, all injuries, damage to property and near misses should be reported to your host/first aider & to the Health & Safety Officer.

6. COMPANY PROCEDURES

The Peak contact must inform the contractor of any further procedures they may need to be aware of. Failure to abide by the correct procedures may result in the suspension of contractors from the site.

7. WORK PERMITS

All necessary work permits must be issued by the H&S Officer or the Facilities Manager to the contractor prior to entering site. All contractors must be aware of the conditions of the Permit to Work before work commences.

8. ISOLATIONS

All electrical and pipe/work isolations must be undertaken or supervised by Peak personnel and will be detailed within the Permit to Work.

9. HOURS OF WORK

Working outside normal hours must be cleared by the Peak Director of Operations or Peak Director of Engineering prior to work commencing.

10. CONTROL OF CHEMICALS

No chemical is allowed on site without first receiving prior permission from the Peak contact. Use of any chemical on site must be agreed prior to commencement by your Peak host. In order to obtain permission, the following information must be supplied. Data sheets and a COSHH risk assessment must be carried out.

All hazardous chemicals must be stored as stipulated in the COSHH risk assessment. Contractors must dispose of their own Coshh waste in line with government waste management legislation.

11. TOOLS & EQUIPMENT

All tools and equipment must conform to all the relevant legislation e.g. PUWER Regulations 1998 which stipulates that all equipment/tools should be in a proper & safe working order and only to be used as their original intent and according to the manufacturer's instructions. It is the contractors own responsibility to ensure that their work equipment is PAT tested. If tools or equipment are borrowed from Peak(with permission), the contractors company will be held responsible and liable for the loss or damage of the equipment and any loss or damage arising from the use of the equipment.

12. WORKING AT HEIGHT

Contractors working at heights greater than 2 meters must wear a safety harness unless the work area has suitable guard rails. The equipment for a harness will be specified in the Permit to Work. Exceptions to this requirement must be agreed with Peak and the reasons for the exceptions detailed within the permit.

All scaffolding/working platforms etc must be either tied at the top or footed at the bottom. They must only be used as a means of access and egress and not for specific work actions. All equipment must be in good condition and visually inspected before use.

13. LICENSES

All necessary licenses (forklift, scissor lifts, mechanical diggers etc.) must be provided to the Peak contact prior to commencing work. If licenses are not available for the required jobs then the contractor may be told that he cannot do that specific job, except under special circumstances. Personnel not officially trained in the use of potentially dangerous equipment must not use it.

14. AMENITIES

The use of amenities on site such as electricity, water, gas etc can only be used if consent is given prior to work commencing.

15. HOUSEKEEPING

All areas must be kept clear from unnecessary debris and pieces of equipment. If a piece of equipment is not in use, it must be stored in its appropriate location.

16. WASTE DISPOSAL

Any waste generated must be disposed of correctly. If contractor is removing waste from site proof of disposal will be required e.g. Consignment note.

17. PERSONAL PROTECTIVE EQUIPMENT

Protective equipment requirements vary from area to area, the HSO officer can provide further details. Safety Footwear and Hi Vis are the minimum requirements on Peak premises. Contractors are expected to provide their own PPE.

18. FACILITIES

Locations of fire exits, 1st aiders, break out areas & toilets are located throughout the site. Your host will inform you of locations.

19. HYGIENE

Please practice good hand hygiene especially when using the bathroom and before consuming food, there are a large number of staff on site and infection can spread quickly.

20. SMOKING

Smoking is not permitted at any point on Peak sites contractors observed smoking may be asked to leave site.

21. DRUGS & ALCOHOL

Personnel will be refused entry to the site or asked to leave the site if they are suspected of being under the influence of drugs or alcohol as stated in the company drug & alcohol policy. All procedures are available upon request.

22. FOOD & DRINK

Food and drink must not be consumed within the production area, breakout areas must be used. All Peak sites are Peanut free zones and contractors are requested not to bring peanuts on site.

23. SPEED LIMIT

A 5-mph speed limit applies throughout the site. Use of mobile phones should be kept to a minimum and not used whilst driving in/out of the site unless used with a hands-free device.



Please return this page to reception.

The Contractor should retain the information sheets.

SITE SAFETY RULES - CONTRACTORS

Declaration

I confirm that I have received and read this information document and that I understand that I have to follow the procedures within it whilst on the Peak (UK) site as failure to do so may result in me being asked to leave the site.

Contractor:	<input type="text"/>		<input type="text"/>
Name :	<input type="text"/>	Signature:	<input type="text"/>
Date :	<input type="text"/>		
Company:	<input type="text"/>	Contact No:	<input type="text"/>
Number of days expected to be on site:	<input type="text"/>		
Peak Host:	<input type="text"/>		
Name:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

A copy of this signed declaration can be provided for the Contractor on request.



Contact us today to discover more!

Web: www.peakscientific.com/sciex

Email: discover@peakscientific.com