

## Subcontractor Core Safety Rules

The Countrywide Waste Management Subcontractor Core Safety Rules have been developed to ensure that all subcontractor activities on client sites are covered by safe working guidelines. All subcontractors must take a ZERO TOLERANCE approach to unsafe working practices.

It is imperative that ALL Countrywide Waste Management employees and its subcontractors are familiar with these Core Rules.

In addition, ALL employees and subcontractors should be familiar with any pertinent site-specific rules.

The following fundamentals apply to all the rules within all activities:

- Safe systems of work, together with appropriate health and safety information are essential in all activities.
- All hazards are identified – and risks assessed – before any activity can commence.
- All hazards and risks are continually reviewed and updated where necessary.
- All personnel must be trained and authorised to perform their duties.
- Personal Protective Equipment (PPE), as required by each individual site, must be worn at all times.
- All personnel must familiarise themselves with all existing emergency response plans and should follow all instructions from client personnel in the event of an accident or incident.
- ZERO TOLERANCE approach – zero tolerance means stopping work that is unsafe.

## **Core Rules of Safety One – Vehicle Safety**

All vehicles use must adhere to all site rules and regulations relating to (but not limited to) the following:

- Site speed limits
- Parking regulations
- Direction of traffic movement
- Weight limits
- Height restrictions

It is also essential that:

- If seatbelts are installed in vehicles, they are worn by all occupants at all times
- Hand held telephones or radios must NEVER be used by the driver while the vehicle is in motion. Use must also be suspended in areas indicated by site signage and specific site regulations.
- Vehicles are fit for purpose and in safe working order.
- Drivers must hold relevant valid licences (i.e. HGV, ADR) to operate the class of vehicle.
- Drivers must follow ALL instructions and guidance issued by site personnel.

## **Core Rules of Safety Two – Personal Protective Equipment (PPE)**

All subcontractors must adhere to site-specific requirements for the wearing of PPE at all times.

Should a specific type of PPE not be available to the subcontractor, a suitable agreed alternative should be provided by the client contact before commencing any work activity.

The following PPE should be considered as standard issue:

- High visibility clothing - to include jacket/vest as a minimum.
- Safety footwear with steel toecaps.
- Head protection.
- Safety glasses.

In addition, the following may be required, subject to the nature of the work activity:

- Full face shield.
- Long gauntlets.
- Full eye protection.
- Hearing protection.
- Safety gloves.

All subcontractors must comply with site-specific regulations and requirements at all times.

## **Core Rules of Safety Three – Confined Spaces**

A confined space is defined as:

“Any area which has a limited opening for entry and exit that would make escape difficult in an emergency, has a lack of ventilation, contains known and potential hazards, and is not intended nor designed for continual human occupancy.”

If it is impossible to avoid entry into a confined space, the subcontractor must ensure that:

- A supervisor has been appointed to over-see the work.
- A permit to work is in place, if appropriate.
- The subcontractor is suitably trained and qualified for the work.
- Mechanical and electrical equipment is isolated and locked out.
- The entry point is large enough for easy access whilst wearing full safety equipment.
- Effective ventilation is provided. This may be by opening additional openings or by mechanical means.
- The atmosphere is tested and verified, with repeat testing to monitor any changes.
- There is provision of suitable tools and lighting – this should also include harnesses, communication equipment or system.
- There is full provision of breathing apparatus.
- Full emergency arrangements have been made and are understood by all personnel.

## **Core Rules of Safety Four – Isolation of Energy and Machinery**

It is imperative that due consideration is given to the risks associated with the isolation of, and the working on energy systems, particularly where moving machinery is involved.

- An authorised agent and competent person must take responsibility for the isolation and the discharge of stored energy.
- An agreed and robust lock-out procedure must be used on every occasion.
- This procedure must incorporate the use of locks and personalised tags at each isolation point.
- A competent person must conduct a test to ensure isolation has been effective: this test must be repeated periodically during the works process to ensure continued safety.
- Once the work exercise has been completed, the equipment must be restored to its original status – with energy restored and any safety guarding replaced.

## **Core Rules of Safety Five – Worthiness of Equipment and Vehicles**

All equipment and vehicles used on site must be in a safe working order and be fit for purpose.

Any equipment deemed unsafe or inappropriate by site staff will cease to be used and will be removed from site. A suitable alternative will then be sourced.