

EDC Contractor and Visitor Induction Cards

INTRODUCTION

These user cards have been developed to assist East Dunbartonshire Council (EDC) Managers, Team Leaders, Supervisors and Building Managers in the effective and consistent delivery of the EDC Health, Safety and Environmental Induction.

The cards should be delivered to all domestic and non-domestic contractors, sub-contractors and visitors who are employed by EDC to carry out and complete work or who intend to visit an EDC property during ongoing construction work.

The EDC induction is designed to give the inductee a thorough understanding of the EDC safety standards, processes and procedures, while also confirming our safety commitment to them.

The induction is divided into nine main sections.

1. WELCOME
2. S.K.A.T.E.
3. EDC FOCUS AREAS
4. SETTING TO WORK
5. ENVIRONMENT
6. YOUR COMMITMENT
7. SUPERVISORS
8. CONTRACTORS AND VISITORS
9. HOME SAFE

Hints and Tips: Before commencing any new induction, look over each of the headings and ensure the correct job and premises specific information is available for the successful delivery of the EDC Induction.

By following this guide the user should be able to deliver a consistent message to all contractors and visitors new to EDC.

B08	Rev: 1	Date: Dec '21	Page 1 of 12
-----	--------	---------------	--------------

WELCOME

A warm welcome helps set the tone with all new contractors and visitors. This section guides the user on some of the areas to cover when welcoming new operatives and visitors to the Council.

WHO ARE WE?

Explain that EDC have 'safety at the heart of everything we do'. Let the inductee know that we are here to provide quality, but that we do so safely.

KEY PERSONNEL

Provide the names and contacts (where practicable) of all key personnel relating to the work being completed. This must include the Building Manager, Department Manager, Team Leader or Supervisor responsible for managing the work.

WHAT ARE THE WORKING HOURS?

Provide the working hours that are specific to the building/project and let the inductee know of any restrictions on the working hours on site. For example, school break times etc...

WELFARE FACILITIES

Give a brief description of where and what welfare facilities are provided
Explain that while on EDC premises, reverse parking is required by all vehicle drivers and that all deliveries must be accompanied by a traffic marshal.

ACCIDENTS, INCIDENTS AND EMERGENCIES

Explain who the First Aid contact is and how they can be reached in the event of an accident.

Give an understanding of the First Aid Station and where the nearest hospital is located.

Give a description of where the fire and muster points are and who the fire marshals are.

All accidents and / or incidents must be reported as soon as practicably possible on the day, to the EDC responsible person in charge of the work.

In the event of an incident causing serious injury, immediately notify the EDC responsible person in charge who will contact emergency services.

B08	Rev: 1	Date: Dec '21	Page 2 of 12
-----	--------	---------------	--------------

S.K.A.T.E.

SKILLS

All those who intend to work for EDC must be suitably trained and authorised for the work they are to carry out. Only competent contractors will be used.

KNOWLEDGE

Ask the inductee to explain what work they are here to do. Have they been provided with the correct information for the task? Do they understand the equipment they need to use? Have they been competently trained?

ATTITUDE

Honesty, integrity and respect for fellow employees, customers and clients is paramount while working with EDC.

While working safely is a condition of employment, all those working on EDC premises are empowered to stop their job if they consider it unsafe, and to challenge unsafe behaviours and working practices.

TRAINING

Contractors must provide evidence of all training certificates/cards for plant operators (including dumper drivers), scaffold and tower erectors, MEWP operators etc...

EXPERIENCE

Explain that while our experienced management teams will ensure that all significant risks are assessed and that appropriate risk controls are in place, It is the responsibility of the inductee to ensure that they have the necessary experience to carry out the work they need to do safely. Everyone must take the time to plan to work safely.

B08	Rev: 1	Date: Dec '21	Page 3 of 12
-----	--------	---------------	--------------

EDC FOCUS AREAS

East Dunbartonshire Council are commitment to continually improve how we manage the health and safety of those who work or visit our premises during construction work. As such, we have these main areas of focus to discuss with inductees.

Give a brief understanding of our current main areas of focus.

SCAFFOLDING

Only those who are competently trained and authorised can erect and dismantle mobile scaffolding towers

Only those who are competently trained and authorised can make amendments to scaffolding. A Scafftag system is in operation on all EDC Scaffolds.

No tag = No access to scaffold.

WORK AT HEIGHT

All work at height must be planned and managed safely, and while ladders and stepladders are not banned, if an alternative is available then the alternative must always be the preferred choice.

Only those who are competently trained and authorised can operate a MEWP (Mobile Elevated Working Platform)

TRAFFIC MANAGEMENT

Explain the premises specific traffic management plan.

Explain the requirement that all pedestrian walkways must be adhered to.

Explain any site specific site speed limit that must be adhered too.

Reverse Parking only.

ACCESS / EGRESS & HOUSEKEEPING

Encourage regular tidy up sessions and a 'clear as you work approach'.

Explain that the inductee should always keep their work areas and walkways free from litter and unwanted materials and to avoid trailing leads.

If access is needed to a work area, then explain to the inductee that they must contact a member of the EDC management team.

B08	Rev: 1	Date: Dec '21	Page 4 of 12
-----	--------	---------------	--------------

CONSTRUCTION DUST

Use on tool 'M-Class' dust extraction or on tool dust bags.

Use water suppression to dampen dust. (E.g. cutting concrete and roof tiles, sweeping up etc...)

Always wear RPE (respiratory Protective Equipment) when working in an environment that creates construction dust. Minimum of FFP3 masks are required.

RPE should **NEVER** be the only control in place and when wearing a face mask. You must also ensure a face fit test has been carried out by a competently trained person.

ASBESTOS

Always ensure you are provided with the latest asbestos survey when asked to work in an environment where there is known asbestos containing materials (ACM's).

Follow your risk assessment when working in areas with known ACM's

Never remove or knowingly damage materials that contain ACM's

UTILITY SERVICES (GAS, WATER, ELECTRICITY)

Follow the safe system of work (SSOW)

Never assume a service is isolated or dead.

Always confirm and prove safe isolation.

Never work on a utility service unless you are trained and competent to do so.

No mechanical digging within 500mm of known services.

Use the latest available service drawings where possible.

NOISE, VIBRATION & FUMES

Programme noisy work to cause least disturbance.

Replace worn parts & maintain in good working order for tools and equipment.

Use noise suppression / silencers where available.

PUBLIC SAFETY

Be polite and professional. You are representing East Dunbartonshire Council.

Always segregate your work zone.

Use safety warning signage where appropriate.

Don't leave tools and equipment unattended.

Clear your work area when you finish.

B08	Rev: 1	Date: Dec '21	Page 5 of 12
-----	--------	---------------	--------------

SETTING TO WORK

NO WORK SHOULD BE CARRIED OUT UNLESS THE INDUCTEE HAS BEEN BRIEFED BY THEIR SUPERVISOR ON THE RISK ASSESSMENT AND METHOD STATEMENT FOR THE TASK THEY ARE BEING ASKED TO CARRY OUT.

It is **NOT** the responsibility of the Building Manager to set contractors to work. However, Building Managers do have a duty to explain all foreseeable risks to those who are asked to work on EDC premises.

Questions to consider when contractors attend a premises to complete construction work:

- Have you had a brief by your supervisor on your specific working RA/MS?
- Do the RA/MS reflect both the method and systems of work you are about to adopt?
- Are you fully aware of the risks associated with your work?
- Can you explain them?
- Do you fully understand the site-specific method of work?
- Are you happy to sign to acknowledge you understand your risk and method statements?
- Do you have the correct PPE and safety equipment for your work?

If at any point it is felt that the inductee cannot answer these questions satisfactory then entry to the premises should be refused and the Estates Maintenance Officer or Team Leader contacted for further assistance.

Where works are deemed as 'high risk', the Health and Safety Team should also be contacted.

B08	Rev: 1	Date: Dec '21	Page 6 of 12
-----	--------	---------------	--------------

ENVIRONMENT

EDC takes its environmental responsibilities seriously.

Give a brief understanding of the Council working environment expectations and our overall wider environmental rules and procedures.

WASTE MANAGEMENT

- Separate waste where possible. (Wood, Metal, Plasterboard, Mixed)

REDUCE WASTE DAMAGE OF MATERIALS

- Store materials efficiently and protect from adverse weather (rain, high wind)

POLLUTION PREVENTION

- Plan work to include dust controls.
- Dust suppression to be used with cutting equipment.
- Use correct spill kits in the event of a fuel/oil spillage.
- Drip trays to be used for all generators.

ENERGY EFFICIENCY

- Switch off plant & equipment when not in use
- Avoid idling engines when vehicles are parked
- Switch off any lights & equipment when not in use

B08	Rev: 1	Date: Dec '21	Page 7 of 12
-----	--------	---------------	--------------

YOUR COMMITMENT TO EDC

Explain that commitment works both ways. EDC take health & safety seriously and we expect all who work with EDC to do the same.

Ask that they commit to the following:

- Follow the RAMS supplied to them by their employer for the work they are to carry out.
- Keep their place of work tidy and free from waste materials.
- Adhere to the traffic management routes.
- Follow the site rules, including that of the site mandatory PPE requirements.
- Stop the job if they consider it to be unsafe.
- Bring to the attention of the EDC site management team any unsafe act or event on site.
- Look out for your fellow workmates and colleagues while working with EDC

B08	Rev: 1	Date: Dec '21	Page 8 of 12
-----	--------	---------------	--------------

SUPERVISORS

Hints and Tips: Use these two cards as an additional aid for inducting Contractor Supervisors.

Explain that; As a Supervisor you have an important part to play in the success of the site and that you have the full support of East Dunbartonshire Council with regards to your duties & responsibilities. If you have any issues or problems please speak to us, we own these issues together and will assist you to resolve them.

SUPERVISOR EXPECTATIONS:

Lead by example with a committed approach to health & safety; encouraging others that safety is the responsibility of all on site.

Be organised so that you can manage and plan your work in line with the programme. Work with EDC management and other contractors so to ensure your work does not create any adverse risk to your own employees or any other operative or visitor to site.

Be approachable, responsive and communicate clearly & effectively. We are all here together, to do the job safely. Respect your colleagues and display a can-do attitude to improving health and safety. This will create a better team spirit amongst all parties.

Be motivated and have the ability to motivate others. Work safely through your own proactive manner and actions and as a result generate a safety ethos and culture that one would expect of a leader.

Understand how you manage risk for your tasks. Avoid risk by implementing suitable and sufficient control measures which will safeguard your workers. This would include your work practices utilising the hierarchy of controls – where engineered, practical solutions come first and the use of safety harnesses and PPE are the last resort, using the risk assessment process.

Ensure that the workforce is empowered to challenge techniques and proposed working practices, which they feel are not correct, safe or could be undertaken better.

B08	Rev: 1	Date: Dec '21	Page 9 of 12
-----	--------	---------------	--------------

Inform, instruct and set persons to work in safety. Those under your control must be set to work in areas that are safe for them to work. They must also have received suitable instruction via risk assessment and method statement briefing to enable them to undertake their task safely. You must also ensure that the safe systems of work are understood by those involved and that they are adhered to.

Contribute positively at meetings which may be held on site. Undertake inspections of your activities on a daily basis with recorded inspections being completed weekly. Enforce rules to ensure compliance and safe systems are maintained, undertake Tool Box Talks on a regular basis to re-affirm health and safety in the minds of your workforce and involve them. Participate in any initiatives that are intended to improve health and safety.

Not to start any work if unsafe situations of any kind are present for any activity or which you could not undertake safely. And approach others who may feel the need to work unsafely to remind them of any associated consequences.

CONTRACTORS AND VISITORS

Hints and Tips: Use this card as an aid for inducting contractors and visitors to the premises.

Ask/State/Explain the following questions to assist EDC in maintaining a safe and secure working environment and to ensure the health and safety of those occupying the premises:

- State the location of welfare facilities.
- State the actions to take in case of an accident or emergency.
- Detail any specific workplace hazards to be aware of and the appropriate controls that must be followed. For example, asbestos.
- Explain any specific safety rules for the premises that must be followed whilst at this workplace.
- State appropriate PPE that must be worn while in the working areas of the premises.
- Explain that visitors must always be accompanied by a member of the EDC management team.
- Explain that any instruction given on warning signage must be adhered to and followed.
- Explain that a mobile device must only be used whilst in a designated place of safety. For example, in a welfare area.
- Explain that all accidents, incidents and near misses must be reported to EDC management immediately.
- Explain that working safely is a condition of employment and that we cannot assist with a safety related issue unless it is communicated.

B08	Rev: 1	Date: Dec '21	Page 11 of 12
-----	--------	---------------	---------------

HOME SAFE

Nothing that we do is more important than the health, safety and welfare of our employees, visitors and contractors.

By working together and communicating we all intend to go **HOME SAFE** at the end of the working day.

B08	Rev: 1	Date: Dec '21	Page 12 of 12
-----	--------	---------------	---------------