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# **HSE POL 013**

## **CONTRACTORS SITE REGULATIONS**

1	22 June 2023	New Issue	J. S. Roopra	N. Greenway
Version	Date	Description	Written	Approved

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**Amendments**

Version	Date	Description	Written	Approved
1	22 June 2023	New Issue	J. S. Roopra	N. Greenway

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## **1. Purpose and field of application**

Cosworth Group accepts its statutory responsibilities for securing and maintaining the highest standards of health, safety and welfare for all who are directly employed or contracted to work on the premises.

As a controller of premises, Cosworth Group has a statutory duty to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees, and further, to take necessary actions to ensure our activities do not endanger others including contractors and others who may undertake work on or visit premises.

Contractors are reminded that all legal duties and responsibilities relating to the Health and Safety at Work etc act 1974 cannot be delegated by contract. The contract with the Cosworth Group will define the rights, roles and responsibilities.

A copy of this Management Procedure will be passed to all contractors who are contracted to undertake work on behalf of Cosworth Group.

## **2. Reference Documents**

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations (PUWER) 1998

Confined Spaces Regulations 1997

Control of Substances Hazardous to Health (COSHH) Regulations 2002

Personal Protective Equipment (PPE) at Work Regulations 1992

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998

Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR)

The Health and Safety (First Aid) Regulations 1981

Electricity at Work Regulations 1989

Manual Handling Operations Regulations 1992

Workplace (Health Safety and Welfare) Regulation 1992

## **3. Terms, Definitions, Initials, Abbreviations**

Contractor – Any company, firm, person or persons appointed to undertake work on behalf on Cosworth Group

HSE - Health Safety and Environment Team

AP - Appointed Person who can issue permits to Contractors

FFE - Fire Fighting Equipment

## **4. Risk Assessment**

In addition to the provisions in the above, the Management of Health and Safety at Work Regulations 1999 imposes specific duties to:

- Undertake a risk assessment of work activities in order to identify protective and preventative measures and record significant findings.
- Incorporate the findings of such assessments into a Method Statement for working safely.

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- Implement arrangements for planning, organisation, control, monitoring and review of the preventive and protective measures and record these arrangements.

All documentation must be provided to the Cosworth Group HSE team before the contractor attends site. All documentation must be provided in English.

## **5. Before Commencement of Work**

No contractors will be permitted to commence work without:

- Submitting the name of the individual responsible on their behalf for health and safety.
- Providing a written statement of the contractor's health and safety policy and arrangements, risk assessments and method statement(s).
- Providing documentary evidence of adequate insurance cover to indemnify the company in respect of any negligence resulting in personal injury and/or death, or damage to property and plant arising out of or in connection with the work.
- Establishing the area of operation, access and storage, etc. having been clearly defined and agreed with the company.
- Providing a written statement of the safety precautions to be taken to protect the contractor's employees, employees of premises and the public from work activities.
- Ensuring that all plant, equipment, materials and systems of work used during the contract comply with statutory requirements.
- Using a Permit to Work system when applicable and in accordance with Cosworth Group Policy.

## **6. Work Activities**

Contractors must provide a list of all personnel who will be engaged on work activities at the Cosworth Group. All personnel must be over 16 years of age unless other restrictions apply, be competent, fit and able for the work they are expected to undertake and have previously been given adequate information, instruction and training.

Contractors will ensure that sufficient supervision is always available when work is undertaken. Supervisors will be competent, experienced and trained as necessary. Contractors will be responsible for ensuring that their employees are aware of their individual responsibilities and site safety rules associated to the work.

Contractors are to confine themselves as far as possible to their area of work. Movement outside that area should be the minimum necessary to facilitate their work. Care shall be taken not to obstruct passageways, covered walkways, stairs, cycle routes, corridors, exit routes or means of escape etc.

Contractors will not consume alcohol whilst at work at Cosworth Group. Contractors will only use authorised and designated parking facilities.

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## **7. Safe Systems of Work**

### **7.1 Permits to Work**

Certain work activities, procedures and pieces of equipment may require a “Permit to Work” which is specific to the following work activities. For example:

- High Voltage or Low Voltage Electrical Systems.
- Maintenance and or Isolation of the Fire System.
- Hot Work.
- Confined Spaces including Excavations.
- Working at Height including Access Equipment, Towers and Fixed Access Ways.
- Boilers and Pressure Systems.

The Permit to Work will determine the nature and extent of any isolations or physical controls, the equipment, the timing and extent of the work, the number of people involved with the work activity and the duties of those in attendance and any identified emergency arrangements and procedures.

The issue of a Permit to Work must not be regarded as a mere formality. It will not be issued until and unless the AP is satisfied that all necessary preliminary safety precautions are in place. The authorisation, receipt, clearance and cancellation arrangements in place must be strictly adhered to.

### **7.2 Hot Work**

No contractors are to undertake any work involving heat and naked flame unless authorised by Cosworth Group and in possession of a risk assessment, method statement and valid Hot Work Permit issued by the AP.

Contractors will not commence any welding or cutting operation unless they are in possession of a Hot Work Permit and must have:

- Provided suitable screens to protect persons from the effects of flash and flying particles.
- Provided suitable fire fighting equipment (FFE) in the form of fire blankets, fire extinguishers etc suitable for their work activities and be located adjacent to the area of work.
- Provided and ensured that their employees use appropriate and suitable PPE.
- Ensured that before leaving any welding or cutting works, it is cold and there are no hot or smoldering embers.

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### **7.3 Electricity**

Any work associated with an electrical system shall be undertaken in strict compliance with the Electricity at Work Regulations 1989.

Contractors must:

- Ensure that the work, associated equipment and appliances are without avoidable safety risk and all activities conform to all statutory provisions and accepted practices.
- Take all practicable precautions to prevent danger to any person from any live or charged electrical cable or apparatus.
- Ensure that all electrical equipment and/or temporary installations are brought back into service, made safe by disconnection or isolated before leaving the area of work.
- Ensure that all distribution cables, plugs, sockets and equipment provided to serve small tools etc, conform to the requirements of current legislation and associated health and safety guidelines and codes of practice.
- Ensure that electricity cables and equipment being used are regularly inspected and results recorded to ensure that any defective equipment is taken out of service until repaired or replaced.
- Unless advised to the contrary, ensure that all portable tools are of maximum voltage of 110 volts.
- Not work on any high voltage electrical equipment unless in possession of a 'High Voltage Electrical Permit to Work' and Switching Schedule and an HV Authorised Person is available for switching.
- Have due regard to any condition/advice given regarding to the local supply.

### **7.4 Means of Access**

Contractors are required to provide their own access equipment. Work at height should be carried out from a platform with suitable edge protection.

Occasionally this may not be possible and a ladder may have to be used. Special considerations are to be applied to the use of personal suspension equipment (for example a body harness) and Permit to Work systems where applicable must be met in full.

Ladders may be used following an assessment of risk and where assessment identifies the work activity to be of a low risk and of short duration (no longer than fifteen minutes) and where a second operative foots the ladder maintaining a watching visual during the work.

Where ladders are used, the Provision and Use of Work Equipment Regulations (PUWER) 1998 requires that they must be suitable for their intended purpose taking into consideration the particular working conditions and risk in a building

#### **7.4.1 Access Equipment**

Contractors are to ensure that all employees involved in working at height activities are provided with general information regarding duty of care and due diligence, including the task to be undertaken and its hazards.

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In addition, instruction on how to operate and use access equipment safely, information about manufacturers instructions and limitations, and where applicable loading and unloading procedures, are to form part of induction, awareness and any refresher training.

Contractors are to:

- Eliminate the risk of falling by finding an alternative method of work if working at height is not strictly necessary, for example it may be possible to assemble a component on the ground and then lift it into position.
- Where it is not reasonably practicable to avoid working at height, take measures to allow the work to be done whilst preventing people or objects falling, for example by carrying out the work from a level, stable and strong surface that has barriers to prevent people from falling.
- Where the risk of people falling still remains, take steps to minimize the distance and consequences of such falls, for example by selecting and using suitable fall arrest equipment.

Contractors are to ensure that all their employees are provided with specific information on any working at height hazards.

Contractors should take suitable and sufficient steps to prevent materials or objects falling onto any person. In situations where it is not reasonably practicable to prevent materials or objects falling, suitable and sufficient steps must be taken to protect any person being hit by such an object (for example, where overhead work is being undertaken the area will be designated a Head Protection Zone ground level areas must be classed as safety exclusion zones and suitable barriers and warning signs posted).

#### **7.4.2 Scaffolding**

Responsibility for the provision of scaffolding will be as stated by Cosworth Group and all scaffolding must comply with current regulations and codes of practice including the use of appropriate signage when the scaffold is not in use.

Where contractors provide scaffolding for the sole use of their employees, the responsibility for ensuring its safety rests with the contractor.

Any contractor who utilises a scaffold erected for common use must, prior to use by his employees, inspect the scaffold to ensure that it is safe and suitable for a given task, and immediately report any defects to the AP.

Adequately trained scaffolders holding a valid and recognised Certificate of Competence or the Construction Industry Training Board (CITB) training record cards must erect any scaffolding above 5 metres in height.

Scaffolding must not be overloaded and must not be used to support or anchor an installation unless it has been specifically designed for this purpose.

The safety of tower scaffolds requires special consideration, particularly those made up of proprietary lightweight materials. They must be erected and dismantled by competent operatives and used in accordance with the Prefabricated Access Suppliers and Manufacturers Association (PASMA) guidelines with outriggers/stabilisers used when there is more than one vertical section erected. Towers must not be moved whilst operatives are on the platform.



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### 7.4.3 Roof Work

While the protection of any operative carrying out any work is important, it is essential that suitable precautions are also taken to protect others who may be in the vicinity (including employees and visitors) from falling materials, tools, etc. In such cases loose goods are to be stored away from the roof edges.

Where hoisting is taking place there is always a risk of goods falling and precautions such as the erection of substantial barriers or other equally effective measures should be considered to prevent non-authorised persons gaining access to a danger zone.

In situations where operatives have to approach within 2 metres of an open roof edge, where full body harness, life and connecting lines are considered inappropriate, guard rails (strong enough to provide support if someone falls against it) and toe boards will be required.

Openings in the work area liable to be approached should either be protected by suitable and sufficient guard rails, toe boards and gates as applicable or by substantial covers which must be fixed in position and suitably marked, for example "Hole Below".

Consideration must be given to ensuring the safety of personnel and security of goods stacked, particularly on exposed areas of roofs that may be affected by environmental conditions including wind and rain. In addition, the contractor must:

- Provide suitable and safe temporary means of access when required which must be properly secured in an approved manner.
- Provide and use crawling boards or roof ladders when working on or gaining access over fragile materials.
- Remove all materials, rubbish, etc from roof areas in a safe manner.
- Ensure their employees do not block or obstruct any roof valley, gutter, or drain, or down pipe.

## 7.5 Work Equipment

The Provision and Use of Work Equipment Regulations (PUWER) 1998 requires that employers ensure that all items of work equipment provided to their employees and self-employed working for them comply with these regulations. All work equipment must be suitable by design, construction, or adaptation, for the purpose of which it is used or provided. Competent persons must operate the work equipment.

Contractors are required to provide their own equipment. Under no circumstances must contractors use equipment owned by Cosworth Group unless authorised to do so.

The contractor will:

- Only use machinery, plant and equipment that is suitably guarded and protected to approved standards.
- Make available all statutory notices, registers, certificates etc that apply to any machinery, plant or equipment used.

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- Use machinery, plant and equipment in compliance with manufacturer's instructions, statutory provisions and accepted work practices.
- Maintain their plant and equipment in accordance with manufacturer's instructions, statutory provisions.
- Ensure that exhaust gases, vapours, fumes etc are prevented when practicable, from entering the working environment.
- Ensure that all machinery, plant and equipment is properly stored and secured when not in use.

Contractors who use Mobile Elevating Work Platforms (MEWP) must ensure the equipment is suitable for the task and is operated by individuals who hold a valid Certificate of Competence. Full body harness must be worn on all MEWP and be clipped to a suitable anchorage point to prevent falls.

Contractors are to inform the AP of any dangerous equipment that will be used or stored at Cosworth. Such equipment might include abrasive wheels, angle grinders etc. Contractors are also required to take any necessary steps to ensure that they comply with the requirements of the Regulations and that they ensure all work equipment is in good condition, well maintained and suitable for the task.

Contractors are reminded that they are responsible for any excessive noise created from the use of noisy items of equipment. Reasonable precautions must be taken by contractors to minimise noise.

## **7.6 Working in Confined Spaces**

The interpretation of "Confined Space" as laid down in the Confined Spaces Regulations 1997 is to be strictly adhered to. Evidence of suitable and sufficient assessment of the risks and Method Statements for all work activities, for the purpose of deciding what measures are necessary for safety, is to be provided to Cosworth Group prior to undertaking work.

In addition to the previous paragraph, contractors, will:

- Not enter any tank, vessel, chamber, sewer or void, etc without being in possession of a "Permit to Work", (Confined Spaces Permit).
- Provide suitable and sufficient equipment and carry out atmospheric monitoring as specified.
- Have attended and be in possession of a valid Certificate of Competence for entering or undertaking work in confined spaces.
- Provide all necessary protective equipment and facilities as specified to meet the requirements of the "Permit to Work".
- Be conversant with emergency arrangement and evacuation procedures.
- Be aware of first aid arrangements on site.

## **7.7 Excavations**

Contractors will not commence any type of excavation work, break into or dig up any floor and ground without the specific authorisation of the AP.

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Contractors will:

- From information provided by the Cosworth Group, inform their employees of the location(s) and type(s) of any underground services or utilities.
- Ensure that persons carrying out inspections are competent to do so and that they maintain and make available adequate records of such inspections.
- Provide and insert warning traces to identify services and utilities being installed underground.
- Replace any identification or warning traces disturbed during the work.
- Provide secure fencing, barriers and warning indications around any excavation.
- Where appropriate, provide physical measures to prevent vehicles running over the edge.
- Inspect all excavations at the commencement of every shift.
- Provide and use suitable means of support to prevent the collapse of excavations more than 1 meter deep.
- Provide suitable means of access to egress from any excavation.
- Comply with all statutory provisions concerning excavations.

## **7.8 Control of Substances Hazardous to Health (COSHH)**

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 require that suitable and sufficient risk assessments are provided where hazardous substances or processes are brought into use. Prior to commencement of work involving hazardous substances, specialist suppliers and contractors are required to provide the HSE department with copies of their product Material Safety Data Sheets (MSDS), risk assessments made and the measures they will undertake for the control of any substance hazardous to health including compressed gases that may be brought onto the Cosworth site.

## **7.9 Personal Protective Equipment (PPE)**

The Personal Protective Equipment (PPE) at Work Regulations 1992 requires contractors to assess the risks and the PPE they intend to use to ensure that it is suitable. Contractors are therefore required to ensure that equipment is maintained in a clean and serviceable condition and is replaced when damaged or lost and is properly stored when it is not being used. In addition, specialist suppliers and contractors are to ensure that the equipment is properly used and give training, information and instruction to their employees on how to use and look after it.

Contractors will:

- Provide all suitable PPE required by their employees to carry out work safely.
- Ensure that all PPE provided complies with statutory requirements and appropriate British Standards.
- Ensure that employees use PPE provided, both to protect themselves from injury or ill health and to comply with statutory requirements and accepted working practices.
- Be required to remove from the workplace any employee who fails to wear PPE when so required.

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- Where communal PPE appropriate to the work upon which operatives are engaged, for example body safety harness equipment, is required, provide it to the appropriate British Standard, give training for its use, make available appropriate test certification and maintain it in a serviceable clean condition.
- Ensure that employees are aware of and comply with rules concerning the use of PPE in specified areas.

### **7.10 Manual Handling Operations (MHO)**

The Manual Handling Operations Regulations 1992 apply wherever there are risks to the health of employees from Manual Handling Operations (MHO).

Contractors are required to:

- Avoid the need for hazardous MHO as far as is reasonably practicable.
- Check whether an item needs to be moved at all - can any repair or maintenance work be carried out in situ?
- Consider the use of Mechanical Handling Equipment (MHE).
- Assess the risk of injury from any MHO that cannot be avoided.
- Reduce the risk of injury from hazardous MHO as far as is reasonably practicable.

### **7.11 Lifting Operations**

Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 apply when risk from lifting operations and equipment is prevalent.

Requirements relate to both the integrity of the equipment itself, for example the requirements in certain circumstances for visibility aids, control measures to prevent unauthorised start-up, and to the management of how work equipment is used.

All lifting operations must be undertaken under the specific control of a Competent Person.

Certificates of test, through examination, and inspection register entries must be available for checking in connection with any lifting operations.

### **7.12 Gas Safety**

Contractors will not be permitted to undertake any work in relation to any gas fitting without the authority of the AP. They will:

- Ensure operatives involved in work on any gas fitting are competent, approved and registered by the Health and Safety Executive (HSE) Gas Safe Registration Scheme.
- Ensure gas fittings are of good construction and sound material, of adequate strength and of a type appropriate for the gas with which it is to be used.
- Ensure compliance with the Gas Safety (Installation and Use) Regulations by following the Approved Code of Practice and Guidance on the safety in the installation and use of Gas Systems and Appliances.

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### **7.13 Prevention of Drowning**

Work on, adjacent to, or over liquid presents an additional hazard which will need to be controlled. Contractors shall arrange their working sequence to minimise the risk of falls of persons into water or other liquids.

Dependent on assessment of the risk, buoyancy aids, life jackets, lifebuoys, grab ropes and lines must be available.

### **7.14 Accident Reporting**

The Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations (RIDDOR) require that certain accidents or dangerous occurrences at work be appropriately reported. Cosworth Group has developed a system of accident reporting and investigation for their own employees and insist that all contractors do likewise to comply with the Regulations.

Such systems involve an investigation to determine the cause of an accident and any relevant contributory factors. This would be followed up with regard to rectifying any hazards in the workplace, modifying or amending the system of work and informing employees of any lessons to be learned. Cosworth Group requires a copy of any accident investigation carried out.

Contractors are to inform the AP of any accidents or near misses occurring to themselves or their employees during the work. In addition to following the contractor's procedure, incidents will be recorded in Cosworth Group Accident Book. Contractors are responsible for notifying the Enforcing Authority where appropriate.

### **7.15 First Aid**

The Health and Safety (First Aid) Regulations 1981 require all contractors to carry out an assessment to determine their own individual requirements for the provision of First Aid for their employees.

Cosworth Group has a number of qualified first aiders on site who can attend to a contractor in the event of an accident.

### **7.16 Housekeeping**

Contractors are to put in place appropriate measures to ensure that equipment surfaces not subject to a work activity are covered or otherwise protected from damage. Contractors will be held responsible for any damage caused to property during any work.

Contractors will also be responsible for the removal of any refuse or debris produced by them during their work.

Contractors will place all refuse or debris in suitable bags or other receptacles and remove them from the workplace daily. On completion of the work, all material, tools and equipment must be removed from Cosworth.

### **7.17 Alcohol and Drugs**

Cosworth Group has a strict policy of not allowing the consumption of alcohol or the taking of drugs by operatives at work either before or during working periods. Cosworth Group requires contractors to implement this policy with their employees.

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Contractors employees can use the welfare facilities at Cosworth Group. Contractors must ensure that the Workplace (Health Safety and Welfare) Regulation 1992 or instruction laid down by Cosworth Group with regards to welfare facilities is complied with.

### **7.19 Completion of Work Activities**

On completion of all works, contractors will:

- Remove all refuse and debris.
- Remove all surplus materials.
- Remove tools, ladders, access equipment and scaffolding.
- Replace all manhole or access covers in a secure state.
- Ensure that equipment is either brought back into service or made safe by disconnection and isolation as appropriate.
- Ensure all doors, gates or other accesses to restricted areas are secured.
- Return all keys to the issuer.
- Return all "Permits to Work" to the AP who issued the permit. The AP will check that the work has been properly completed, all safety precautions have been taken and that all systems are made safe or have been brought back into service.

### **7.20 Fire Safety**

Fire Emergency Procedure is on SharePoint and gone through during the induction. Contractors are required to familiarise themselves with the local procedures and rules, instructions, comply accordingly and:

- Ensure that their employees are familiar with the Fire Safety Warning Alarms and means of activating them.
- Ensure that their employees are aware of the location of Fire Fighting Equipment (FFE) and report any use or damage of such equipment.
- Ensure safe methods of work to eliminate any anomaly that may involve danger to life or property.
- Advise the AP of any Flammable Mixtures, liquefied petroleum gases or explosive substances to be used or stored by them at Cosworth Group.
- Ensure that cylinders and containers are not left in unauthorised places and where oxygen, acetylene, propane etc. is used, that flashback arrestors are fitted.
- Obtain a "Hot Work Permit" prior to commencing any operations involving the use of any flame or heat producing equipment.
- Not burn rubbish or light fires on any premises.
- Ensure that their employees only smoke in designated areas.

In addition to any instructions or precautions against fire in a building, contractors will ensure that their employee's activities and equipment in no way prejudices:

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- Means of escape in case of fire.
- Fire warning or fire fighting installations.
- Water supplies for fire fighting.
- Access to FFE.
- Access for the Emergency Services.

## **7.21 Security Arrangements**

Contractors are to adhere to the Cosworth Group security arrangements and ensure that their employees are fully conversant with the requirements.

Contractors will:

- When required to do so, permit the searching of any one of their employees, vehicles or property at any time either on entry, exiting or within immediate vicinity of any premises.
- Report any use of, damage to, or removal of equipment from any premises.
- Isolate and secure all plant, equipment and vehicles when not in use and before leaving any premises.
- Not store any explosive, flammable or noxious substances on site, even temporarily without the AP's permission.
- Report any losses or damage of property to the AP immediately after it is discovered.
- Not take photographs of copy documents without the express permission of the AP.

## **8. Insurance Arrangements**

Contractors must take out and maintain suitable and sufficient insurances to comply with the Employers' Liability (Compulsory Insurance) Act 1969 and the Employers' Liability (Compulsory Insurance) Regulations 1998 or any subsequent amendment and Public Liability Insurance being insured for a minimum of £1 million in respect of claims arising out of any one occurrence. The Contractor must provide a copy of their Certificates of Insurance.

Contractors shall be liable for and shall indemnify Cosworth Group against any expense, liability, loss, claim or proceedings whatsoever, arising under any statute or common law in respect or personal injury or death of any person whomsoever or any damage to property or any damage to any real personal property arising out of or in the course of, or caused by the carrying out of works, except to the extent that the same is due to any act or neglect by Cosworth Group.

## **9. Contractors Site Induction**

Before commencing any work at Cosworth Group, the contract company must attend an induction session. No work is allowed to commence until the induction has been given and a Training Record has been completed.

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## **10. Roles and Responsibilities**

### **10.1 Roles and responsibilities of Group Health, Safety and Environment Manager**

The Group Health, Safety and Environment Manager is responsible for:

- Being the main focal point for contact and communication with the Enforcing Authority, Health and Safety Executive, Local Authorities or Agencies for all matters of Health, Safety and Welfare.
- Ensuring all accidents and incidents defined under the reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are formally investigated and communicated to all staff for the purpose of preventing the recurrence.
- Any significant accidents or incidents and the control measures implemented to prevent any recurrence.
- Reviewing this Management Procedure on a regular basis.

### **10.2 Roles and responsibilities of HSE Advisor**

The HSE Advisor responsible for:

- Helping undertake inductions for contractors to site.
- Keeping records regarding risk assessments, method statements, insurance certificates.
- Reviewing all documentation supplied by the contract company.

### **10.3 Roles and responsibilities of Department Managers**

The Department Managers are responsible for:

- Ensuring that sufficient resources are made available to control and manage contractors' activities within their Departments.
- Enforcing procedures for the control and management of contractors within their Departments.
- Appointing and nominating the AP for the purpose of managing contractors' activities within their Departments

### **10.4 Roles and responsibilities of AP**

The AP is responsible for:

- Issuing 'Permits to Work' to contractors before they commence any work.
- Checking the work of the contractors is satisfactory before signing off the 'Permits to Work'.
- Liaising with contractors when they are site with regards to the work they are completing.
- Ensuring that the contractors have been accounted for if a fire emergency takes place.



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- Ensuring that the contractors have reported any accidents/near misses which occur on site

## **10.5 Roles and responsibilities of Contractors**

Contractors shall comply with current legislative requirements, best practice and industry standards, contractual terms and conditions; and Cosworth Group Procedures.

The role of the Contractor will include:

- Not undertaking any works at Cosworth Group without the express authority of the AP.
- Provide appropriate risk assessments and method statements prior to undertaking work to the HSE department.
- Booking on and off site via Sign-in app.
- Co-operating with AP in planning and managing work, including reasonable directions and site rules.
- Providing details to the AP of any contractor who is engaged in connection with undertaking work.
- Ensuring all employees have attended the Contractor Induction and completed the Record.
- Bringing to the attention of the AP any problems with the project.
- Informing the AP of all injuries, incidents including near misses, reportable accidents, diseases and dangerous occurrences.

## **11. List of Documents/Forms**

Sign-In app  
Contractors Site Induction  
Contractors Register  
Fire Emergency Procedure

## **12. Records**

All records relating to contractors – risk assessments, method statements, insurance certificates are held on HSE SharePoint.

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### **13. Return Acknowledgement Slip**

We acknowledge receipt of and will abide by the Cosworth Group Procedure – HSE POL 013 Contractors Site Regulations

Signed:

Date:

Name:

Position:

Company Name:

Address:

This acknowledgement slip must be completed by contractors prior to any work activity being undertaken and returned to the HSE department.