

ESTATES & FACILITIES

Briefing Document:
Contractor Behaviour and Conduct
Requirement Briefing

Document Number:

ES/ 024

14 April 2014

Contractor Behaviour and Conduct Requirement Briefing Notes

INTRODUCTION

It is University policy that contractors conduct their activities at the University in such a manner that conditions and methods are safe for the contractors' employees and sub-contractors, University employees and students, the public and any other visitors who may be affected by the contractors' undertakings.

This includes all and any interfaces which the main contractor and their sub-contractors or consultants may have with any University Staff, Students, other professionals or business organisations and the public.

MAIN CONTRACTOR

Only competent contractors are to be employed to carry out work at the University. Suitable checks of the Main Contractor's Health and safety competence will be made prior to appointment.

All Main Contractors are required to demonstrate their competency through any OJEU tendering and appointment process and each should set out their approach for the management of interfaces.

The University's questionnaire Controlled Document no CC3 (which may be modified according to size of work package and perceived risks) must be adequately completed by the main contractors and their competence and experience appraised and summarised on Form No CC4 as a result of the appointment and tendering processes, by an appropriately qualified person.

Health & Safety information must be communicated between the University and the Main Contractors at all stages of a contract, including during the appointment process.

SUB-CONTRACTORS

Main contractors are responsible for ensuring that any sub-contractor or consultant adheres to their Health & Safety policies and procedures as well as University requirements.

GENERAL MATTERS

Work sites, scaffold compounds, plant rooms, plant excavations, etc., are to be secured to prevent the access of children, minors and any other unauthorised persons. This will include the alarming of all scaffolds whilst erected.

All appropriate equipment will be regularly checked and results recorded as prescribed under the PUWER Regulations 1998.

Sites must have adequate security and security procedures with any security matters immediately notified to the University's Agent, University Representative and University Central Control Room.

All Contractors and consultants must ensure that their employees behave in a courteous manner at all times whilst working on a University project. Bad language, unnecessarily raised voices and language or behaviour that could be offensive on the grounds of age, physical appearance, gender, sexuality, disability, ethnicity, or religion are all forbidden.

Care should be taken to ensure that access routes, for example, dropped kerbs, need disabled access and egress are not blocked by vehicles, skips, plant or equipment.

All staff, employees, consultants or sub-contractors will carry at all times a means of identifying themselves on any University site. Wherever possible, employees and sub-contractors should wear an identifying uniform preferably logoed.

The Main Contractor and any sub-contractor should ensure that they are familiar with the University's timetable in respect of examinations etc., to ensure their activities do not create disruption to the University's activities.

The University operates a safety conscious approach to the wellbeing of all students, staff and visitors to its campuses. Traffic management is conspicuous via the signage and road markings clearly displayed throughout its sites. All main contractors, their staff, sub-contractors and consultants are required to respect the travelling requirements for vehicles and plant and will not exceed speed limits, parking restrictions or any other vehicular instruction.