



# Contractor Induction

## ESTATES LOCAL RULES

**Work MUST not start on site without a valid contractor risk assessment and method statement. All operatives must read all relevant site method statements and risk assessments before starting work, this documentation must be available on site at all times.**

### Arrival to Site

All operatives arriving or leaving site must sign in at the Estates Services Reception.

All contractors' personnel will present themselves to DMU Estates Services Reception. A photo will be taken of each person and printed onto a pass which is to be worn visibly by the individual at all times.

Before carrying out work, contractors must visit the reception of faculties and departments where they are working in t

5. Contractors' vehicles displaying the appropriate permit but parked in disabled bays, blocking fire exits, causing an obstruction or in any other way contravening the DMU Car Parking Policy are liable to a parking charge of £80 (reducing to £40 if paid within 14 days).

Deliveries directly to the DMU site are strictly by prior arrangement with the DMU authorised officer.

A banksman shall be used for all reversing vehicles.

### **First Aid and Emergency**

Contractors are responsible for their own first aid treatment and should have access to a first aid box which, dependant on their own Risk assessment, must be at the place of work, in the designated rest or welfare area, or kept in a vehicle. The location of the first aid box to be specified in site health and safety documentation.

In an emergency assistance may be obtained by calling the Estates Help Desk on 0116 250 6366 or DMU Security out of hours on 0116 257 7642

Accident/Incident reporting all accident and safety incidents and near misses are to be reported to DMU within 24 hours of the incident. Initial report may be verbally or by phone or email.

### **Fire safety**

The Evacuation action posters are displayed in each building in prominent positions.

Each contractor will make themselves p actealt-ntoeoseidd52610.4 tD 14 a(e)-6 (o)-9.hjEMC /P /MCID 146 ( p)10.8 (o

be replaced and secured and inspected by the DMU authorised officer in charge before the machine is restarted.

Contracts involving working with machinery are to include a handover certificate procedure to ensure that machinery is handed over in a safe condition or that any hazards and additional control measures required are specified in writing.

## **Storage Housekeeping and Waste**

Storage locations must be agreed with the DMU project officer. Hazardous and flammable materials may not be stored in DMU buildings, all flammable materials must be removed from buildings when not in use.

DMU operates a strict tidy as you go policy. Poor housekeeping will not be tolerated.

No DMU waste facilities will be used for contractor's waste at any time unless specifically authorised by a DMU authorised officer. Contractors will remove all their own waste at their expense in line with their advertised policies and will comply fully with the relevant waste regulations and WEEE Regulations at all times.

Any skips on DMU property are by prior arrangement, must be located 6m from the building and be lockable.

Waste transfer notes must be available for inspection at anytime.

## **Asbestos**

Before building/maintenance work is commenced the area should be checked for the presence of asbestos, DMU will provide a copy of the appropriate survey.

If, during the course of a contract, the work involves or is likely to involve disturbing asbestos then you must cease work, withdraw from the area and report immediately to:

1. A representative of the University Department for whom you are working, if the asbestos is in equipment;
2. Or the Estates Department, if the asbestos is in the building fabric;
3. If the relevant person is not available contact the University Health and Safety Department (E4W)

### Do's and Don'ts

Health and Safety is a major priority.

If in doubt always ask.

We accept reasonable and justifiable errors (the first time).

If you have a problem tell us.

Do refer all questioners to your DMU contact.

Don't offer opinions to anyone but DMU contact.

Don't accept extra work – but ask DMU contact.