

Sub-Contractors Hand Book

1. Code of Conduct

Rules that Dowds will enforce all sub-contractors to follow are;

- Issued Hi-visibility vests and Hard Hats shall be worn at all times.
- CSR Cards (and where required Working at Heights certificates) must be produced prior to commencement of work on site.
- The wearing of football shirts and/or t-shirts bearing political or religious emblems or slogans is strictly prohibited.
- No equipment (computers, machinery etc.) should be interfered with, without prior approval.
- Persons whose behaviour (language & horseplay) is deemed to be unacceptable will be removed from the site.
- All sites should be kept in a tidy/safe state.
- Dowds withhold the right to cancel any sub-contract labour contract, were the quality of installation is deemed unacceptable.
- Mobile Phone Policy & Smoking Policy have been read and understood.
- All specialist suppliers and installers should have Risk Assessments & Method Statements completed & reviewed with staff before attending site.
- Labour only sub-contractors, where they are managing the contract on site, should nominate a person responsible for Health & Safety. They should maintain the Health & Safety information in the Contract File namely (provided by Dowds):
 - Dowds Risk Assessment & Method Statement
 - Dowds Insurance
 - Health & Safety Checklist Records
 - Site Induction Records
 - Toolbox Talks Records
 - Equipment Checklist Records
 - Minor Accident & Near Misses Forms
 - Sub-Contractor Risk Assessments & Method Statements

2. Personal Safety Rules

In addition to your own company's Health and Safety Policy and procedures, sub-contractors and their employees MUST ensure that they:

- are familiar with and conform to the Health and Safety Policies of Dowds and the Main Contractor.
- All persons active on site MUST have the appropriate CSR card.
- Only undertake works for which they are trained and authorised. Only persons with Working at Heights cards are to be allowed to use MEWP's or Scaffolding.
- Observe all safety rules and follow the instructions given, issued or contained in working procedures, risk assessments and method statements at all times.
- Are responsible for their own health and safety and that of others who may be affected by them.
- Bring to the attention of management any concerns that they may have with regard to health and safety matters as well as any suggestions for eliminating or reducing risk.
- Do not improvise, take unnecessary risks or engage in any form of horseplay or abuse of health and safety facilities.

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- Use only the correct tools, plant, machinery or equipment for which they are authorised and trained to use for the work undertaken, reporting any faults or defects to their supervisor without delay.
- Do not use any electrically powered tools which are faulty or damaged - label same stating the fault and return to the store.
- Do not operate machinery, equipment or vehicles without authority.
- Wear or use the issued PPE at all times as required and report damage, defects or loss of such PPE to their immediate supervisor without delay.
- Hard hats should be worn on all construction sites.
- Wear eye protection provided, when working on or near chipping, grinding or welding operations and where ever else there is risk of eye injury.
- Ear protection should be worn in recognised noisy areas.
- Warn new staff or employees of known hazards or risks.
- All ladders when in use are to be at an angle of 75 degrees, i.e. 1 foot for every 4 feet high, and securely lashed at the top. If not possible then supported at the bottom.
- Scaffolding should be secure and checked on a regular basis (checklist records maintained)
- MEWP's should be inspected regularly and records maintained.
- Harness's /Lanyards to be returned to store after use and inspected (& records kept) on regular basis.
- Inspect electrical cables, plugs and connectors for faults or breakages. PAT Testing of all tools should be done on a 3-monthly basis.
- Safe working procedures should be taken when isolating and powering up circuits.
- All checklists to be copied to Head Office.

3. General Site Safety Rules

Where no specific rules are provided the following general rules will apply:

- Prior to commencement on site a current CSR card must be produced.
- All personnel shall undergo induction training.
- All visitors are to report to reception or the site supervisor on arrival and sign the visitors log as appropriate. Whilst on site all visitors are required to wear appropriate PPE.
- Each site will have a site supervisor appointed who will be responsible for the site.
- PPE provided must be worn / used at all times in designated areas or where its use is stipulated. Suitable footwear is to be worn at all times.
- Safety signs & notices must be followed.
- A designated first aider will be identified and a first aid kit provided on all sites.
- The No Smoking Policy must be adhered to at all times.
- Food or drink should not be consumed within the defined work area.
- All openings and excavations are to be properly marked, cordoned and protected at all times.
- Designated escape routes are to be kept clear and rubbish not allowed to accumulate.
- Site fire & emergency alarms, equipment and instructions are designed to protect life. They MUST be followed.
- In the event of an emergency and the alarm being raised, all staff are to immediately stop and make safe what they are doing, leave the location or site by the most direct, safe escape route and proceed to the assembly point. Thereafter, staff are to follow all instructions issued.

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- Temporary lighting, where required, will be provided in accordance with current IEE Wiring Regulations in staff, public and works areas affected by any work being undertaken.
- The public are to be protected from all works and associated activities along the boundary of the site or working area.
- Maintain the relevant statutory registers.
- Any person found to be interfering with or misusing fixtures, fittings or equipment provided in the interest of health and safety will be excluded from the site.
- All electric cables to equipment must be protected from damage, especially where they cross positions of access. In this situation where practical cables should run overhead.
- All electrical circuits to be properly earthed and correctly fused.
- No unauthorised person to carry out repairs to electrical equipment.
- All site personnel for their own safety and that of others, are required to fully comply with the employers Statement of Safe Working.

4. Environmental Responsibilities

In addition to their own company's Health and safety Policy and procedures, sub-contractors and their employees are responsible for ensuring that they:

- encourage the use of recycled materials where possible and ensure that all waste materials are disposed of as per site waste management facilities (we may require copies of waste transfer notes & associated carrier licences)
- Do not burn waste unless in a special incinerator designed for that purpose
- Always ensure containers of liquid are properly controlled, keep lids on / use secondary containment / avoid spillages
- If a spill occurs, ensure immediate & appropriate action is taken to clear up, prevent liquids from reaching drains and report to management.
- Keep gas cylinders under control. Keep chained or restrained. Do not let cylinders, (even empty ones), roll about uncontrolled.
- maintain the areas under their control to the highest possible standard
- operate and maintain vehicles, plant and equipment in a responsible manner, providing the maximum environmental protection
- Adhere to site noise restrictions
- If you see anything you suspect may be wasting resources, report it as soon as possible
- REMEMBER, IF IN DOUBT - ASK!

5 Quality

Sub-contractors and their employees are responsible for ensuring that they:

- Return all delivery dockets (legibly signed) to our stores on a weekly basis - if not daily.
- Make our Purchasing manager/Store Man aware of any faulty/incorrect goods delivered to site.

Integrated Management System Policy Statement

In accordance with the scope of our Integrated Management System, we operate as ***“A multi-discipline specialist contractor, providing construction, mechanical, electrical, and maintenance services”*** from premises at 2-4 Milltown Road, Ballymoney, Co. Antrim, Northern Ireland. We at Dowds Group recognise that providing our customers with a quality service whilst minimising our impacts on the environment and ensuring the safety of our staff are critical to our business. We are committed to providing the necessary resources to ensure we continuously improve our business practices within these core areas.

To achieve this, we have developed and will maintain an Integrated Management System that will meet the requirements of the current versions of ISO 9001, ISO 14001, ISO 45001 & ISO 19650 Series.

This ‘Integrated Management System Policy Statement’ calls for continual improvement within our management activities and business will be conducted according to the following principles:

We will:

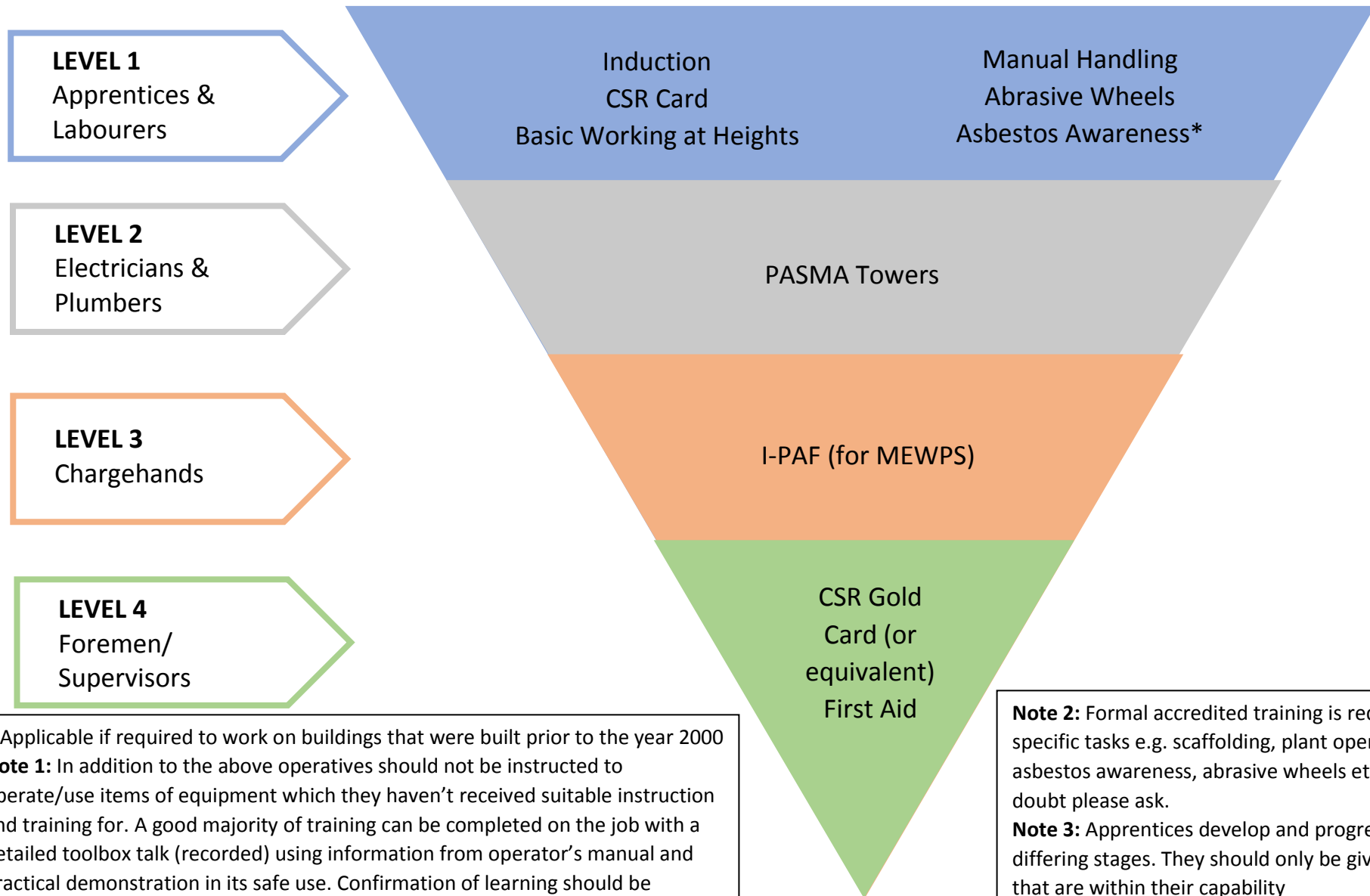
- Ensure Top Management are accountable for making best use of our management resources in all Quality, Environmental and Health, Safety & Welfare matters to continually improve our Integrated Management System and its effectiveness in delivering our overall strategic organisational objectives;
- Comply with all applicable environmental & safety laws, statutory regulations and stakeholder requirements;
- Ensure the Integrated Management System is reviewed regularly by top management to ensure it is appropriate to the nature and scale of our service provision, environmental impacts and health & safety risks;
- Regularly set, review and communicate our Objectives and performance against defined objectives throughout the organisation and to interested parties where appropriate;
- Ensure consultation and participation with all our stakeholders, employees, customers and suppliers to establish the highest quality, environmental and health and safety standards;
- Commit to continually improve our environmental performance by preventing pollution, minimise the use of natural resources and reduce the impact of our operations on the local environment;
- Remain committed to eliminating health, safety and welfare related risks, injury and ill-health to ensure that activities are safe for employees, associates, sub-contractors and others who come into contact with our workplace. These risks will be assessed and updated regularly;
- Commit to protecting those working on our behalf from reprisals should they feel they are in an unsafe situation and wish to remove themselves;
- Adopt a forward-looking view on future business decisions which may have impacts on our ability to provide customers with a quality service, minimise environmental impacts and compromise the safety & welfare of our direct and indirect employees;
- Train our staff in the requirements of the Integrated Management System and their responsibility in maintaining and improving it;
- Ensure this policy is available to the interested parties and where appropriate, actively communicate it to all direct employees, indirect employees and other interested parties, whilst regularly reviewing it to ensure it continues to meet our requirements;

Signed: -



(Managing Director)

Date: - 16th March 2022



* Applicable if required to work on buildings that were built prior to the year 2000
Note 1: In addition to the above operatives should not be instructed to operate/use items of equipment which they haven't received suitable instruction and training for. A good majority of training can be completed on the job with a detailed toolbox talk (recorded) using information from operator's manual and practical demonstration in its safe use. Confirmation of learning should be obtained through supervision.

Note 2: Formal accredited training is required for specific tasks e.g. scaffolding, plant operations, asbestos awareness, abrasive wheels etc. If in doubt please ask.
Note 3: Apprentices develop and progress at differing stages. They should only be given tasks that are within their capability

Date: 04th July 2017

Dear Sub-contractor / Labour Supplier

In compliance with our legal and moral duties and as part of our drive to continuously improve our safety standards, we will be introducing measures to ensure our sub-contract and labour personnel meet minimum health and safety training requirements for our projects.

The following is a reminder of those minimum health and safety training requirements for our projects:

- **CSR/CSCS**- All operatives must demonstrate a basic level of health and safety competence to be allowed access onto construction sites. The construction industry scheme is Construction Skills to which CSR is affiliated. Safepass should also be accepted as proof of basic health and safety competence.
- **Manual Handling** – All operatives must be able to provide evidence of having received manual handling training.
- **Abrasive Wheels** - Operatives who are required to use hand held grinders as part of their work must be able to provide evidence that they have received abrasive wheels training.
- **Working at Height** – Operatives who are required to carry out work at height must be able to provide evidence that they have received working at height awareness training. Those who have received PASMA or IPAF training will have covered this element as part of their training.
- **Asbestos awareness** – Operatives who are required to work on projects where the building or premises being worked on was built pre 2000 must be able to provide evidence of having received asbestos awareness training.

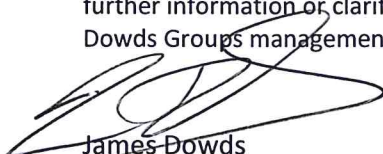
Dowds Group accept that there are gaps with some in meeting the above requirements and therefore will introduce a transition period to facilitate compliance.

As of **Monday 28th August 2017** Dowds Groups site management teams will be requesting evidence of the above at induction. Operatives who fail to produce evidence of the above training (where deemed applicable) will not be permitted to work on site until such evidence is produced. For all future projects meeting these requirements will be a precondition for accepting work with Dowds Group.

In addition to the above, specific training will be required for the following:

- **Mobile scaffold towers** – To erect, modify and inspect mobile towers operatives **must be PASMA Towers for Users certified**.
- To work off a mobile scaffold tower operatives do not specifically have to be PASMA trained but must have received relevant working at height awareness training. This training does not qualify or authorise operatives to remove any items, amend or modify the mobile tower in anyway. **Some of our clients will insist on all operatives, even those just working from mobile towers, must hold PASMA towers for users certification. You should clarify this prior to acceptance of work.**
- **Ladders / stepladders** – Some of our clients will insist on operatives who use ladders / step ladders have received formal ladder training. **You should clarify this prior to acceptance of work.**
- **MEWPS** – All MEWPS including PAV's require operatives to have suitable information, instruction and training in their use. **IPAF or CPCS accreditation is the only evidence that will be accepted as proof of training on our sites.**

We would take this opportunity to thank you for your ongoing support as we strive to improve our standards and ensure that we maintain a safe and healthy working environment for all our operatives. Should you need any further information or clarification relating to these measures please do not hesitate to contact a member of Dowds Groups management team.


James Dowds
Managing Director

