

## Company Policy Statement for Contractors.

The Health and Safety at Work, etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 impose duties to safeguard the health and safety of those who are not in our employment, but who may be affected by our business activities. These duties also apply to a contractor on the premises, in respect of safeguarding our employees from his activities.

We will endeavour to employ only competent contractors, who will be selected according to our specifications, requirements and experience.

Wherever possible contractors will be selected from our approved contractor list, where this is not possible a review of task and suitability will be made and the minimum requirements for health, safety and environmental standards be advised to the contractor.

Where the task is reasonably complex or with anything more than low risk, we will request the appropriate level of documentation to ensure the work is carried out in a safe and effective manner.

We will so far as is reasonably practical ensure that any site-specific hazards, such as the presence of asbestos, live services, chemicals and process machinery are made aware to any contractor before work commences.

Dependant upon task, location and or site, a permit to work may be required before the start of work, this requirement will be identified by either Pitkin & Ruddock or site if controlled by others.

One of our main duties is to ensure adequate co-operation between the business and the contractor. No work should start without the premises manager agreeing the scope and timescale of the works with the contractor.

In addition, the Construction (Design and Management) Regulations (CDM) 2015 may apply to the activities of some contractors. If this is the case we will request the necessary procedures and documentation are in place before the work commences.

The use by contractors of our welfare facilities will be permitted only if they have requested this before commencing work. Permission will be granted depending upon the nature of their operations.

Where sub-contractors are used to support our own engineering activities or carry out work on our behalf on customer sites, we will ensure through good selection procedures that these contractors are suitable and competent to undertake the tasks asked of them.

We will check their technical suitability, insurance cover and monitor the overall performance of their delivery and quality to ensure they are able to provide our customers with the same level of service we would expect to supply ourselves.

This will be done in a variety of ways including ongoing performance reviews and maintaining an approved contractors list.

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PITKIN AND RUDDOCK LTD

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