



Rules & Conditions for Contractor and Visitors

Purpose of Rules

These rules have been prepared to prevent accidents on Thomas Hardie Commercials premises and are to assist contractors to work safely and to ensure that contractors fulfil their legal obligations in respect of Health & safety & Environmental controls for their own employees and others who may be affected by their work whilst on the Thomas Hardie Commercials premises. These rules apply to all Visitors, Contractors, sub-Contractors and their employees whilst on Thomas Hardie Commercials property.

General

- These rules and conditions are to be considered an integral part of any contract awarded by the Thomas Hardie Commercials and any failure to comply may be considered as a breach of contract.
- The acceptance by the Company of any price quoted for work to be done shall be on the basis that the price quoted also, includes all elements of cost necessary to comply with statutory requirements relevant to Health & safety and Environment and all Thomas Hardie Commercials rules or systems of work which support or enlarge upon them.
- Reference within these Rules and Conditions to Thomas Hardie shall mean Thomas Hardie Commercials, Thomas Hardie Used Vehicles Sales and Thomas Hardie Engineering and all subsidiaries, and any related phrase will be construed accordingly.
- Reference within these Rules and Conditions to 'Contractor' or 'Contracting Organisation' means the company or organisation engaged by Thomas Hardie to undertake work within their premises.
- Should the 'Contractor' subcontract any part of that work then it shall be the responsibility of the 'Contractor' to ensure that the sub-contractors engaged by them are fully aware of, and understand, these rules and conditions. The 'Contractor' shall remain fully liable to The Company for the acts and omissions of its sub-contractors.
- Should there be any doubt or query arising from these rules and conditions, or any circumstances affecting the safety of plant or personnel not covered by them, then the advice of the Thomas Hardie Commercials Health Safety & Environment manager is readily available and it is the responsibility of the 'contractor' to obtain it.
- All contractor's employees are to be made fully conversant with these rules & conditions as they affect them or their work and it is the responsibility of the contracting organisation to ensure that this is done.
- In any dispute on the interpretation of statutory requirements, the ruling of the Thomas Hardie Commercials Health Safety & Environment manager will be accepted as final.



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Before Commencing Work

Before work is commenced on any contract and before any plant or equipment, materials or contracting personnel are brought onto Thomas Hardie Commercials premises, the 'Contractor' shall inform the Thomas Hardie in writing of the person in their employ who will be responsible on their behalf for the work to be done and that person shall inform Thomas Hardie of the date and time when they expect to require access to start work. The main receptionist at each Thomas Hardie site requires to know, on a daily basis, the name of the Contractor(s) working on site and the number of people working there each day. All contractors are required to sign the visitor register upon arrival and prior to any works commencing.

Vehicles & Plant

All vehicles and plant belonging to the 'contractor' which they intend to bring onto, and use on, Thomas Hardie Commercials premises, must be suitable for the work undertaken and must be, and maintained in, a safe condition. Where appropriate, they shall conform to all statutory and insurance requirements and the 'Contractor' may be required to provide documentary evidence of such on site, if so requested by Thomas Hardie.

All vehicle and plant shall be operated by competent personnel and the 'Contractor' must be able to provide proof of such competency if so, required by the Thomas Hardie. Contractor's private vehicles are parked at the owner's risk and will be subject to a security inspection if required by the Thomas Hardie. All loads transported to, within, or from the Thomas Hardie's premises shall be properly secured and no vehicle must be loaded in excess of its designated / stated capacity. Thomas Hardie Commercials reserves the right to search any vehicle, including private cars, and their occupants, before leaving the Company's premises.

Restriction of movement within Company premises

Contractor's vehicles and personnel are forbidden to go into any other part of the Thomas Hardie premises other than where they are currently working, except as may become necessary in connection with their work. In such an eventuality only designated routes shall be used.

Personal Protective Equipment (PPE)

Before the commencement of work all contractor's, personnel must be issued with any PPE which is necessary because of statutory requirements, and they must have received instruction in its correct use. It shall be the responsibility of the 'Contractor' to provide such equipment and to ensure that it is used when necessary, and properly. In exceptional circumstances the Thomas Hardie may provide some PPE if it is available and, in such circumstances, the 'Contractor' will be charged by Thomas Hardie Commercials.

Provision and use of on-site Electrical & piped services



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The 'Contractor' shall not couple to, or into, or interfere with, any steam, electrical, compressed air, gas, oxygen, water or other piped service, nor use cylinders of any gas belonging to Thomas Hardie Commercials, or any other contracting organisation on site, without the prior knowledge and approval of a member of Thomas Hardie Commercials Management.

Tools & Equipment

All tools & equipment brought onto & used on company premises shall be suitable for the work to be undertaken, and must comply with legal requirements where applicable, and be properly maintained. When appropriate, testing or insurance documents must be produced if requested by Thomas Hardie. Thomas Hardie Commercials cannot be held responsible for equipment belonging to the 'Contractor' whilst on Thomas Hardie property. The 'Contractor' must not use any tools or equipment belonging to the Thomas Hardie, or other subcontractor working on site, without the knowledge and approval of an appropriate member of the Thomas Hardie's management.

Electrical Plant

No contractor's employee must enter any electrical sub-station, switch room or other prohibited electrical area without the previous knowledge and approval of a member of the Thomas Hardie's management.

Gas

Under no circumstances must work be carried out in any area where gas is likely to be present, until, and unless, the appropriate authority has been obtained in writing, clearly indicating the controls that must be implemented and observed.

The Guarding of Machinery

No guards or fences from any machinery must be removed without the prior knowledge and approval of an appropriate member of Thomas Hardie's management, and in any case, must only be removed after the equipment has been stopped and isolated from its power supply. Guards must not be removed, adjusted or tampered with in any way whilst the equipment is in motion, and may only be removed as above. Once removed the equipment must not be restarted without the guard being replaced properly and securely.

Any machinery, equipment or plant found to be in an unguarded or unsafe state, and in breach of statutory requirements, shall, on discovery, be stopped from operating at once. The costs of any such stoppage will be borne by the 'Contractor'.

Fire Precautions

Smoking is not allowed in any area where it is prohibited by notice. Thomas Hardie Commercials operates a smoking policy and it is the responsibility of the 'Contractor' to familiarise themselves and their staff with the site restrictions. Welding or burning must not be carried out without prior knowledge and approval by a Thomas Hardie manager for the appropriate area. The 'Contractor' must provide, and



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regularly check and maintain, firefighting equipment for any site offices, huts, portacabins, storerooms and any other area which is under their control, and must co-operate with, and take part in, any fire drill which may take place while they are on site. The 'Contractor' must report the discovery of a fire immediately and if necessary, sound the alarm and leave the premises and assemble at the designated point for the purpose of fire drill/emergency evacuation.

Housekeeping

The 'Contractor' must keep their areas of work clean and tidy at all times and shall not allow rubbish and scrap to accumulate. All scaffolding, equipment and rubbish must be removed from the Thomas Hardie's premises on completion of the work and all work areas must be left in a safe and tidy condition.

Excavation

Before the commencement of any excavation the 'Contractor' must ascertain from the appropriate authority, or Thomas Hardie Commercials representative, the position of any mains services that may be encountered. If any doubt exists as to the location of any service then the method of excavation must be such that it is undertaken with extreme caution and care.

Access on to roof

The Depot manager of the site must be consulted before attempting to gain access to any roof. Where a roof is designated a 'fragile' roof crawling boards must be used. For work on any flat roof, or a roof with a pitch of more than 30 degrees, or less than 30 degrees, but with a surface on or from which a person is by reason of the nature, or condition of the surface, or the weather, liable to slip or fall, scaffold and a barrier must be provided at the lower edge and constructed in such a way so as to prevent any person from falling off the edge.

Roof spaces & ceiling voids

No contractor, or their employees, must attempt to gain access into a roof space or ceiling void until, and unless, written clearance has been granted from the Depot Manager of the site, or his nominee.

Ladders, Staging & scaffolding

The use of ladders, staging and scaffolding by contractors must be in accordance with current safety legislation and should be inspected for defects before and during use. The register of inspection must be available for inspection by Thomas Hardie Commercials and the Health & Safety Executive.

Portable Electrical Equipment

In addition to the previous sections in this document titled 'Provision and use of on-site Electrical & piped services', 'Tools & Equipment' and 'Electrical plant', attention must be paid to all portable electrical tools and equipment. In particular, all portable electrical tools and equipment should, wherever possible, be of a type that operate from a lower voltage than 240v mains, by way of a centre tapped earth



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secondary double wound transformer, or those that operate independently of mains supply by way of a rechargeable battery.

All electrical tools and equipment that are operated out of doors must have an integral, or an in line, residual current device fitted, which must be checked to be working effectively before using the equipment.

A record of test and inspection of portable electrical tools used must be available for inspection by Thomas Hardie Commercials.

First Aid and the Reporting of Accidents / Injuries

All accidents resulting in injury to contractors' employees must be reported to Thomas Hardie who will provide first aid if necessary. Minor injury must be reported in the Thomas Hardie's accident book. The contractor may provide their own first aid if so desired so long as the first aider is qualified by way of holding a valid certificate. Where there is an injury, as a result of a RIDDOR reportable incident, then this must be reported to the Thomas Hardie Commercials Health & safety Manager as soon as possible who will report the incident to the authorities and instigate an accident investigation. Where a RIDDOR reportable incident occurs that does not involve injury, then this must also be reported as soon as possible to the Thomas Hardie Commercials Health & Safety Manager. The Contractor's employees should familiarise themselves with the location and provision of first aid on the site.

Major Construction Contracts

Where a contractor is engaged for a major contract of building or engineering construction, the site will, as far as is practical, be handed over to the contractor for the duration of the contract. In such cases the Contractor must:

- Comply with the Construction, Design & Management Regulations
- Define the boundary of the site concerned with a fence or other means acceptable to Thomas Hardie Commercials.
- Exhibit signs which indicate a restriction of access to any personnel except the contractor's employees and those of their sub-contractors.
- Notify the Health & Safety Executive, and any other appropriate bodies as legislation may demand, that the contractor is the occupier of the site for the purposes of safety legislation.
- Permit access to the site by designated Thomas Hardie Commercials representatives to oversee the standard of work and safety.
- Notify the Health & Safety Executive of the completion of the contract, and hand over of the site to the company, on a specific date.
- Leave the site in a safe condition on completion of work, to the satisfaction of Thomas Hardie Commercials' representatives.



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Confined spaces

Contractor's employees, and their sub-contractors, must not enter any tank, chamber or other confined space in which dangerous fumes or substances may be present or where there may be a deficiency of oxygen unless, and not until, a permit to work (form Permit1) has been issued by Thomas Hardie Commercials. In such cases the full compliance of law, and the supporting company procedures, is mandatory. It is the contractor's responsibility to provide all necessary equipment, including breathing apparatus, in such cases. A permit to work will not be issued unless all appropriate safety equipment is in place.



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Explosives

The use of explosives on Thomas Hardie Commercials property will not be permitted without approval in writing by the Company. Before approval is granted the contractor must submit full details of the procedure to be adopted and must qualify and validate the competency of the personnel to be involved.

Toxic & Dangerous Substances/Materials

No contractor must bring onto company premises any toxic or dangerous substances / materials which could endanger the employees of the company, and the contractor and sub-contractor, without having prior written approval from Thomas Hardie Commercials.

Hazardous Waste / Pollution / Environmental Protection

Waste materials must not be disposed of down any drain or into any water course. Materials which are deemed as 'Hazardous Waste' as per the Hazardous Waste Regulations, must be disposed of in accordance with current legislation.

All contractors will be given Environmental information before commencement of work and we expect all contractors to comply with ALL environmental legislation in force along with our environmental procedures and policies. Contractors are responsible for their own waste and its removal from site unless express permission is given by the site management.