**RCSI (Royal College of Surgeons in Ireland) Contractor Manual**

RCSI recognises its responsibilities under Health and Safety Legislation to ensure a safe place of work. As RCSI has a legal responsibility (Duty of Care) for all persons coming on site, this contractor manual is in place to ensure contractor personnel are not affected by the operations of RCSI and equally that RCSI staff, students and visitors are not affected by the operations of contractors on our premises. All contractors are bound by the stipulations of this policy and manual.

# Purpose

RCSI and contractors must ensure that risks from potential contractor hazards are controlled. This includes:

* the design and implementation of systems of work that are safe;
* undertaking hazard identification and risk control activities;
* the provision of proper and safe equipment and substances; and
* the provision of adequate instruction, training, and supervision.

**In the case of minor works, not all steps in this manual may be relevant and the RCSI Person Requesting the Work must ensure that the intent of the procedure is met.**

# Scope

This manual applies to all employees of RCSI engaging contractors and applies to all external contractors on RCSI premises.

# Definitions

***Person Requesting the Work:***

Any RCSI employee (e.g., Lab Manager, Estates and Support Services (hereafter Estates), College Departments, Student Services, Communications and Events etc.) authorised to engage a contractor.

***Contractor:***

A person or company, *including subcontractors*, contracted to install or carry out work on a system, service, or carry out planned maintenance/refurbishment or repair jobs on RCSI facilities.

***RCSI Site Safety Induction:***

The contractor is to communicate this induction to all contractor personnel before they arrive on site. See appendix 1 below.

***Work Request:***

A work request is a formal request to Estates by the Person Requesting the Work to have work undertaken by a contractor.

***General Work Permit:***

A general work permit is a formal document authorising a contractor to carry out specific work on RCSI premises. This is issued by Estates once all safety documentation is approved. The system is designed as a means of communication between Estates, Person Requesting the Work, Security and Contractor Personnel; highlighting the hazardous work involved and what control measures are in place to protect contractor personnel, RCSI personnel and property.

***Task Risk Assessment (TRA):***

The TRA is attached to the general work permit form. It must be completed by the contractor at the place of work before work commences. It is a document designed for use by all contractors. The TRA ensures that all hazards that are incurred by contractor personnel are identified, assessed, and controlled before the planned works take place.

***Approved Contractor Register:***

The approved contractor register is a record of contractors who have satisfied the requirements as per this manual and are therefore eligible to work for RCSI. Approved contractors may be required to provide additional specific risk assessment and method statement (RAMS) for individual projects, as requested by Estates and will also be subject to the general work permit system.

***Emergency Works:***

If you are called to any RCSI premises out of hours, there is a possibility that a work permit will not be ready for you on arrival. However, your personnel will still need to complete the TRA. A book of TRA templates will be available at the reception of the building in which you are due to work at. Fill in this form at place of work; and keep with you for reference and carry out the task as per the safety controls you have identified. Once work complete return the completed form to reception desk.

# Contractors (Categories 1-3)

***Category 1 - Service Type Activity Contractor:***

Service type activities are relatively low risk activities such as checks on fire extinguishers, bait traps, printer servicing, water service, etc. These contractors will come on site on a frequent basis as per their contract to fulfil a common service and may be appointed by a variety of RCSI personnel. ***This type of contractor to provide the following safety documentation to their RCSI contact / person requesting the work before work commences:***

* Completed RCSI site safety induction
* Company Safety Statement incl Risk Assessment
* Insurance details as applicable:
	+ Public liability insurance to the value of €6,500,000
	+ Employer’s liability insurance to the value of €13,000,000
	+ Professional indemnity insurance of the value of €6,500,000

***Category 2 - Repair / Service / Maintenance Activity Contractor:***

These contractors will come onto RCSI premises following a request either planned or reactive to deal with regular equipment servicing, maintenance and repair, building / facility maintenance / repair. ***These contractors must provide the following safety documentation to their RCSI contact / person requesting the work before work commences:***

* Completed RCSI site safety induction
* Company Safety Statement
* RAMS for their general work carried out in RCSI.
* Insurance details as applicable:
	+ Public liability insurance to the value of €6,500,000
	+ Employer’s liability insurance to the value of €13,000,000
	+ Professional indemnity insurance of the value of €6,500,000

Where other work is requested, which is outside the normal general works provided to RCSI, a specific RAMS is required for that task/job.

***Category 3 - Construction Projects:***

These contractors will come onto RCSI premises on request as part of installation projects, a project to build extensions to existing buildings or carry out refurbishments or repairs to existing buildings. These contractors are to provide information as per the requirements of the Safety, Health & Welfare at Work (Construction) Regulations, 2013 and relevant guidelines.

***Categories 1 and 2 NOTE:***

**On an annual basis contractors are to provide an updated version of their Company Safety Statement, Risk Assessment, Method Statement, and Insurance details.**

***Categories 2 and 3 NOTE:***

**Contractors must conduct pre-task safety planning for all routine and non-routine activities performed on RCSI premises. Each contractor will develop RAMS for its scope of works. These are to be developed with consideration of statutory and work requirements and must be submitted to and approved by RCSI prior to commencement of work. They must be signed by all members of the contractors’ personnel undertaking the task before commencing work.**

# Monitoring

Competence will be assessed annually by reviewing documentation sought at registration phase, including evidence of training where required.

Person Requesting the Work, in conjunction with Estates and Health & Safety shall conduct random observations of the contractor’s conformance. Non-conformances will be documented, conveyed to the contractor and Estates, and used for contractor performance reviews.

If a significant risk is identified or suspected, that is perceived to be unsafe, work to be stopped immediately and reported to Security who will inform Estates / Health and Safety. Estates/ Health & Safety will then review and inform of corrective actions to be taken.

# Flowchart Contractor Process

# Appendix – RCSI Contractor Induction Form

|  |  |
| --- | --- |
| **SECURITY & EMERGENCIES** | **PPE REQUIREMENTS** |
| **Emergency dial:** St. Stephens Green: 01 4022219Beaumont Smurfit: 01 8093700Beaumont Library: 01 8092110Sandyford: 01 4028679GEM Connolly: 01 6465438 / 5294Dardistown: 999 / 112 | V:\EstateServices\00 General Operations\Health & Safety\Signs\Lab coat image copy.jpg* Ensure to wear the correct PPE (Personal Protective Equipment) for the job.
* Comply with PPE signage on door.
* Gloves, glasses & Lab Coats mandatory in labs.
* Remove gloves and wash hands before leaving lab.
 |
| **LABORATORY HAZARDS** | **FIRE HAZARDS** |
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| --- | --- |
|  | * Proceed in lab with caution.
* Always liaise with Lab Manager/Technician.
* Do not touch benches, unopened packages, chemicals, equipment etc. without authorisation.
* Follow all warning signs.
* No eating or drinking in labs.
* Wear lab coat, gloves & glasses at all times. Remove gloves and wash hands before moving on from lab.
 |

 | **Evacuate building on hearing alarm*** Keep all exits and fire exits clear at all times.
* Be familiar with fire action notices & assembly points.
* Activate nearest break glass unit if you spot a fire.
* Close all doors on way out.
* All chemicals/paints stored as per SDS (Safety Data Sheets) & copy SDS to Estates.
* **No smoking within 8 meters of RCSI buildings.**
* All electrical equipment is in safe condition & switched off at nighttime where possible.
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| **MANUAL HANDLING** | **HOUSEKEEPING** |
| **Avoid manual handling – use trolleys, pallets etc.** * Get assistance for heavy / awkward loads.
* Items to be moved on stairs or ramps to be done by min 2 persons – use lifts in preference for moving equipment.
* Lift by keeping back straight & bend knees. Refer to training.
 | **Always keep work area clean & tidy. Rubbish to be removed on completion of works. Clean up all spillages immediately.*** Remove trailing leads from floors.
* Store all equipment’s etc. away safely & not near access / egress areas. Lock away tools and other equipment / bring with you when you leave site.
 |
| **WORK AT HEIGHT** | **PLANT ROOM & ELECTRICAL WORK** |
| **Ladders must be of industrial type & meet EN131 standard. Ladders used for short duration only.*** A ladder to be fixed or footed to ensure it is secure.
* Do not work off the top 3 steps of the ladder unless there is a platform in place.
* Alloy towers to be erected, dismantled, and altered by CSCS trained personnel only.
* All work at height equipment to be subject to weekly inspection on GA3 form.
* Tag all work at height equipment with details of last inspection.
* If fall protection is not provided or cannot be provided, consider using a fall restraint system. Only trained personnel can use this system.
 | **Live electrical work must be avoided.*** Only competent persons to carry out electrical work.
* Services & equipment must be fully locked and tagged out before work commences.
* All tools must be in good condition. Use battery operated where possible.
* Compressed gas cylinders must be placed upright in trolleys and always secured.
* All hot works are subject to permit to work instructions.
* If isolating smoke head, inform Estates & Security in advance and arrange alternative fire alarm notification.
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| **HYGIENE ETIQUETTE**  |
| **V:\EstateServices\00 General Operations\BCP\Coronavirus\Posters\download.jpgWash your hands often to avoid contamination.**Hand sanitizer available in communal areas through buildings.Hand soap is available in all bathrooms.Avoid as much as possible common touch points.Sneeze/cough in elbow or tissue & dispose in bin straight away. |

***I have communicated this induction to all personnel in my company who are scheduled to work on RCSI premises & I can confirm that we will comply with all actions above & all other safety requirements as outlined in our Company’s Safety Statement while on RCSI’s premises.***

|  |  |
| --- | --- |
| **Name:**       | **Signature:**       |
| **Company Name:**       | **Date:**       |

# Appendix – Confirmation of Receipt

Contractors are required to conform to all RCSI Health and Safety requirements. Contractors are encouraged to perform all job activities in a manner that avoids injury to themselves, RCSI staff, students, and others.

Failure to follow the requirements set out in this Contractor Manual may result in removal from RCSI premises.

This form must be completed before work is performed at RCSI premises and returned to THE RCSI Person who Requested the Work along with other safety documentation.

“**I have read, understand & will adhere to all the requirements highlighted in the document entitled “RCSI Contractor Manual.”**

Name: Name:

Date:

Company: