



CONTRACTORS SAFETY GUIDELINES

This information (which is part of the Health and Safety Policy) applies to all Contractors and others under their control, engaged to carry out specific work on the premises and forms part of the terms of the Contract.

It is the intention of DRH to secure a high standard of safety in all areas under their control. Therefore, the following conditions are an integral part of the contract.

Contractors shall:-

1. Familiarise themselves and their personnel with the work site and any hazards which may be encountered.
2. Conduct their activities in accordance with safe practices, taking precautions to protect the work site, all employees and others who may be affected by the activities
3. Comply with DRH Health and Safety Policy
4. Comply with all occupational Health and Safety Laws applicable to the work being undertaken.
5. Provide their own personnel with suitable protective clothing at their (the contractors) expense.
6. Keep their employees within the areas designated for the work being undertaken and access to it.
7. Engage on the Contract only such persons as are skilled, experienced and competent in the performance of their trade or tasks.
8. Not commence any work designated as 'High Risk' without the appropriate permission to work having been issued by the Liaison Officer who will have originally researched the work required.
9. Ensure their personnel submit to any security checks.

Contractors are not relieved of any of their duties and obligations under Statute or Common Law.

Any breach of the Health and Safety Rules or legal requirements may lead to the suspension at the Contractor's own expense or termination of the Contract.

CONTRACTORS IN DRH HOMES PROCEDURE

Only Contractors who are reliable, well known, with proven work experience should be engaged on any work in DRH Homes.

Reasonable notice of any work to be done should be given to the Home Manager.

Contractors must always report to the Home Manager or Deputy upon arrival at the Home and must not commence work until the Home Manager agrees.

Contractors should be aware of the vulnerability of the service users and that disturbance to them should be kept to a minimum.

Contractors should be asked if they have their own Health & Safety Policies and if they have not, a copy of DRH 'Safety Information for Contractors' should be handed to them.(Appendix 1)

Care Staff should advise the L.O. immediately if they are concerned about the safety aspects of any work to be undertaken by the Contractor. The L.O. should investigate immediately and cease the work until the safety problem has been resolved.

The homes Liaison Officer will in conjunction with the appropriate housing association and designated contractor ensure compliance to the Construction and Design Management regulations of 2007.

Reviewed July 2007



**STATEMENT OF CONFIDENTIALITY FOR CONTRACTORS
WORKING IN DRH HOMES**

**WHILST WORKING ON DRH PREMISES IT IS POSSIBLE THAT YOU
MAY SEE PAPERS OR OVERHEAR CONVERSATIONS THAT CONTAIN
CONFIDENTIAL INFORMATION.**

**DRH OPERATE A STRICT CONFIDENTIALITY POLICY. ANY
CONTRACTORS WORKING WITHIN DRH ARE UNDER STRICT LEGAL
OBLIGATIONS NOT TO DISCLOSE ANY CONFIDENTIAL
INFORMATION.**

**AN OUTSIDE CONTRACTOR WHO BREACHES CONFIDENTIALITY
WILL BE LIABLE TO APPROPRIATE ACTION.**

**PLEASE SIGN BELOW TO SIGNIFY THAT YOU UNDERSTAND THIS
STATEMENT AND WILL COMPLY WITH DRH STANDARDS**

COMPANY.....

SIGNED ON BEHALF OF ABOVE.....

DATED.....

July 2007