Minimum Health and Safety Standards (for contractors)

Metropolitan Thames Valley Housing (MTVH) recognises its health and safety duties under applicable legislation including the ***'Health and Safety at Work Act 1974', 'Management of Health and Safety at Work Regulations 1999'*** and ***'Construction (Design and Management) Regulations 2015'***. It is the duty of MTVH to ensure all contractors comply with all statutory health and safety regulations. Contractors are required to co-operate with MTVH to achieve a high safety standard.

These standards are issued on the authority of MTVH, set the minimum expected health and safety standards whilst working in partnership with MTVH and apply to all contractors and their sub-contractors working for or on behalf of MTVH.

MTVH requires that all contractors (who employ five or more personnel whether direct or self-employed) must have a written statement of their health and safety policy.

Self-employed sole traders or contractors employing less than five persons, are not required under the '***Health and Safety at Work Act 1974'*** to have their own written statement of health and safety but should always agree to accept and comply with the MTVH health and safety policy.

Accountability

Contractors are responsible for their own adherence and the adherence of any of their employees, subcontractors or agents who may provide services for or on behalf of MTVH as such, to all health, safety, and environmental legislative requirements. Therefore, controlling managers should familiarise themselves with each provision of these standards and ensure that health, safety and environmental systems and arrangements are implemented to achieve these obligations and that of these standards.

Adherence to Health, Safety and Environmental Law

When providing services to MTVH, all contractors must comply with all applicable health and safety legislation broadly categorised below:

- Health and Safety
- Building
- Fire Safety
- Environmental
- Construction Design Management

Training and Competency Requirements

All people using equipment at work must be trained to ensure health and safety in its use, supervision or management. Certain work activities require detailed formal training but, for most everyday activities involving work equipment, adequate training can be delivered in-house using the manufacturer's instructions and the background knowledge/skills of more experienced workers and managers.

People should be competent for the work they undertake. Training, along with knowledge, experience and skill, helps develop such competence. However, competence may (in some cases) necessarily include medical fitness and physical/mental aptitude for the activity.

MTVH expects all contracted personnel are competent to undertake their role, based upon appropriate knowledge, training and experience. MTVH may require competence to be supported, as a minimum, by a valid current CITB competence card e.g., CSCS, CPCS, CISRS, JIB ECS card or recognised equivalent. The following requirements apply:

- Crane operators must hold specific crane's CPCS certification slinger/signallers must hold CPCS certification
- Mobile towers must be erected by a trained scaffolder or operative with PASMA
- Sub-contractors' operatives using mobile towers must be aware of requirements for the safe use of towers. Manufacturers' instructions must be available)
- All scaffolders must hold appropriate certification, under the CITB Scaffolders Registration Schemes (CISRS) or Scaffold Association and comply with NASC Guidance SG4:15 Preventing Falls in Scaffold Operations
- Electrical technicians must hold JIB Skills certification
- Operators of plant and equipment that are covered by CPCS/IPAF schemes must hold appropriate certification for specific type of machine e.g., MEWPs Excavators >10t
- Drivers must hold the appropriate license for specific type of vehicle e.g., HGV

Note: If operations are likely to involve any of the above you are advised to discuss the requirements with MTVH at the earliest opportunity. For non CITB levy paying companies, certificates to equivalent industry wide certification scheme e.g., ECITB, NPORS may be acceptable on provision of the appropriate documentation to MTVH for confirmation well in advance of the works.

Construction Design Management Regulations 2015

Contractors must not carry out any construction work on a project unless they are satisfied that the client and or the principal contractor are aware of the duties that their role has under the ***'Construction Design Management Regulations 2015'***. In cases where the contractor is the only one involved, they must liaise directly with the client to establish this. Construction and demolition activities carry significant risks and can be undertaken safely only by persons with appropriate knowledge, training, and experience. It is MTVH's policy that such work must be managed by suitably qualified and competent professionals.

Construction work is often misleading with only large construction sites being considered however, construction work under the ***'Construction and Design Management Regulations 2015'*** means the carrying out of any building, civil engineering or engineering construction work that includes:

- Construction, alteration, conversion, fitting out, commissioning, renovation, repair, upkeep, redecoration, or other maintenance (including cleaning which involves the use of water or an abrasive at high pressure, or the use of corrosive or toxic substances), decommissioning, demolition or dismantling of a structure
- Preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation and the clearance or preparation of the site or structure for use or occupation at its conclusion
- Assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure
- Removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure
- Installation, commissioning, maintenance, repair, or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure, but does not include the exploration for, or extraction of, mineral resources, or preparatory activities carried out at a place where such exploration or extraction is carried out

Construction Design Management Duty Holders

Virtually everyone involved in a construction project has legal duties under the ***'Construction and Design Management Regulations 2015'***. These 'duty holders' are defined as follows:

- **Clients** - anyone who has construction work carried out for them. Their main duty is to make sure that health and safety on their project is suitably managed.

- **Principal Designer/Designer** - a person or organisation who prepares or modifies drawings, specifications, designs, or calculations. Their main duty is to eliminate, reduce or control foreseeable risks that may arise during construction work or during the use and maintenance of a building once complete. If a project has more than one contractor, the client must appoint a principal designer whose main duty is to manage and co-ordinate health and safety issues during the design phase.

- **Principal Contractor** - normally appointed when there is more than one contractor during the construction phase of a project. Their main duty is to manage, plan, monitor and co-ordinate health and safety during the construction phase.

- **Contractor** - can be an individual or business that oversees construction work. Anyone who manages construction work or engages construction workers is a contractor, and their main duty is to plan, manage and coordinate the work under their control to ensure the health and safety of anyone affected by it.

- **Worker** - an individual employed by the contractor who carries out work involving building, altering, maintaining, or demolishing. Workers can include such people as plumbers, electricians, painters, scaffolders, labourers, and supervisors. Their main duties are to cooperate with other duty holders and report anything they see that might affect or endanger health and safety during the project. Workers must be consulted on matters which might affect their health, safety, and welfare.

Contractors Provision of Health and Safety Information to MTVH

Where requested, contractors should provide MTVH with the following documents and information prior to commencement of any work:

- Contractor's health and safety policy - arrangements and organisational structure
- Risk assessments and method statements for work being carried out
- Construction phase plan and method statements (if applicable)
- Precontraction information
- Quality assurance certificate
- Control of Substances Hazardous to Health and noise assessments (if applicable)
- Waste management licence (where applicable)
- Name of safety supervisor/advisor/officer and contact telephone number
- Employers' liability insurance certificate
- Public liability insurance certificate
- Name of safety representatives or safety committee personnel or person in charge on location
- Any other health and safety information as responsibly required in the interest of health and safety

Monitoring Health and Safety Performance

It is a legal requirement for employers to monitor health and safety performance associated with their activities. MTVH expect contractors to appropriately monitor and supervise their work activities for or on behalf of MTVH.

In addition, MTVH have a duty to ensure that its contractors are demonstrating good health and safety standards through ensuring that adequate checks are made on contractors to validate this. We may also request evidence of this being undertaken.

Therefore, MTVH reserve the right to carry out health and safety inspections/audits either through announced or unannounced visits to where contractors are carrying out the works on behalf of MTVH.

Failure to achieve acceptable health and safety standards will be addressed through the project or contract review meeting which will address the issues in line with contractual requirements.

Hazard Identification and Risk Control

To identify, evaluate and decide on precautions required for the control of hazards and risks in the workplace, MTVH require contractors to conduct risk assessments in line with the requirements of the ***'Management of Health and Safety at Work Regulations 1999 (Regulation 3)'***.

Once you carry out a risk assessment, you should create a method statement/safe system of work using the information outlined in the risk assessment about potential hazards and the risks they pose which needs to be clearly communicated to the workforce. The documents also need to be reviewed and revised whenever tasks are carried out in a new location or when using new equipment. If the factors affecting the health and safety of projects change, method statements need to be reviewed to make sure safety precautions are still relevant.

A suitable and sufficient risk assessment should contain information about a task or activity such as:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide on precautions
- Record the findings and implement them
- Review the risk assessment and update when necessary

A safe system of work/method statement should contain information about a task or activity such as but not limited to:

- The project
- The specific activity the method statement is for
- A description of the work
- Start date and duration of the task
- Hours of work
- Who the assessor is
- Who has key responsibilities
- The hazards associated with the task
- The hazards associated with the location and environment
- References to other documents such as risk assessments that apply to the task
- The planned work procedure, the sequence of work and control measures
- Personal protective equipment requirements
- Management arrangements
- Monitoring arrangements
- First aid and welfare arrangements
- Emergency procedure

A construction phase plan is a legal requirement under the ***'Construction and Design Management Regulations 2015'*** for any construction project. Its purpose is to plan in terms of health and safety on site, as well as act as a method of passing this information to other contractors involved and to demonstrate to the client that these items have been considered. The document should include (if applicable) preconstruction information gathered prior to site mobilisation and must include the site-specific hazards and risks.

For small jobs, it should contain:

- Brief details of the work, the client, other parties involved, and dates
- Site-specific risk assessments
- Site-specific method statements
- Other site-specific information, e.g., circuit drawings, asbestos information

For larger works it should contain information on:

- The project description (what the project is, what the work may include) - site location, construction design management appointments (e.g., the client, the principal designer or health and safety consultants) and duration whether existing information provided is enough to be able to proceed with the work
- Management arrangements - structure and responsibilities, details of regular liaison between parties on site/communication and consultation with the workforce/exchange of design information between parties/control of contractors, site security, welfare facilities and first aid, reporting and investigation of accidents/incidents/near misses, risk assessment, written safe systems of work, site rules
- Arrangements for controlling significant risks and general risk issues (e.g., local restrictions, adjacent sites, site layout, deliveries, health issues)
- The health and safety file
- Emergency procedures
- Site induction Information

Plant and Equipment

MTVH expect suitable and sufficient risk assessments and safe systems of work to be produced and developed for activities associated with any plant and equipment and the contractor is expected to adhere all applicable requirements of the ***'Provision and Use of Work Equipment Regulations 1999'***.

MTVH also reserve the right to inspect power tools, plant and any other equipment brought onto an MTVH place of work and to forbid the use if MTVH consider them unsafe. MTVH expect contractors to provide safe plant, equipment (including access equipment), tools etc. required to carry out the work in a safe manner.

All plant operators must hold the appropriate competencies including recognised certificates or licences for plant they are operating.

All plant and equipment must be within date of maintenance/test or inspection requirements, this includes mechanical excavators, dumpers, forklift trucks, cranes and mobile elevated working platforms or cherry pickers.

Hand and Power Tools

MTVH expect suitable and sufficient risk assessments and safe systems of work to be performed and developed for activities associated with any hand or power tools and the contractor is expected to adhere all applicable requirements of the ***'Provision and Use of Work Equipment Regulations 1999'***.

A known range (not exclusive) of hazards and considerations associated with using hand-held tools are:

- Vibration
- Electrocution
- Noise
- Dust and flying debris
- Never use hand-held power tools unless you have been suitably trained
- Where required only use power tools that have been portable appliance tested
- Always inspect the power tool before use for obvious defects
- Make sure that all cables, plugs, and sockets are in good order and not damaged
- Only 110V tools are permitted on any construction site
- Cables must be long enough, so they are not strained when undertaking the work
- Always wear eye protection when operating any power tools, and wear ear protection
- when using pneumatic tools. Wear any other personal protective equipment as advised by your manager or supervisor
- Use the right tool for the job by matching the tool to the task

Vehicles and Traffic

MTVH expect suitable and sufficient risk assessments to be performed and developed for activities associated with vehicles All drivers must obey the local traffic rules, which are clearly indicated by notices or standard symbols and the requirements of the Highway Code and ***'Road Traffic Act 1991'***.

Drivers must hold an appropriate valid driving licence if required and have been trained in the correct operation of their vehicles. Where applicable, all workplace traffic must adhere to any rules associated with any traffic management plans or location inductions.

Noise, Dust and Vibration

MTVH expect suitable and sufficient risk assessments and safe systems of work to be performed and developed for activities associated with noise, dust, and vibration.

Noise

Prior to producing noise, the contractor is expected to adhere all applicable requirements of the ***'Control of Noise at Work Regulations 2005'***. Equipment and plant must be fitted with appropriate silencers that are effectively used and maintained where identified. Plant must not be left idling unnecessarily. Where necessary for warming up purposes, plant must be positioned to minimise nuisance from noise.

Dust

Prior to producing dust, the contractor is expected to adhere all applicable requirements of the ***'Control of Substances Hazardous to Health 2002'*** to control exposure from construction dust and protect employees. MTVH expect suitable controls to be in place to reduce amount of dust created from work activities using extraction tools.

Vibration

Prior to producing vibration, the contractor is expected to adhere all applicable requirements of the ***'Control of Vibration at Work Regulations 2005'.*** MTVH requires that all contractor's exposure to hand arm vibration is controlled to reduce the risk of adverse health effects to contractor employees and non-employees by employing the Health and Safety Executive exposure guide.

Location and Storage of Flammable Liquids, LPG, Compressed Gases and Acetylene

MTVH requires that all contractors control all the risks associated with the ***'Dangerous Substances and Explosive Atmospheres Regulations 2002'*** storage of flammable materials and compressed gasses must have reduced risks and customers must ensure that arrangements in place will meet the requirements of the ***'Health and Safety at Work Act 1974', 'Management of Health and Safety at Work Regulations 1999'*** and ***'HS(G) 51 Storage of flammable liquids in containers'.***

Electrical Apparatus and Gas Supplies

MTVH requires that all contractors control all the risks associated with electrical and gas supply installations, both temporary and permanent, must be installed in accordance with the current edition of ***'The Institution of Electrical Engineers Regulations for Electrical Installations (the IEE Wiring Regulations)', 'Electricity at Work Regulations 1989'*** *and* ***'Gas Safety (Installation and Use) Regulations 1998'***.

- A competent electrician must undertake all electrical work
- Installations (especially of a temporary nature) must be inspected regularly and tested at intervals not greater than every three months. The results must be recorded in a register kept for the purpose
- Where possible, main switches, other than those controlling security lights and fire safety systems, should be turned off when work ceases and all equipment unplugged when not in use
- All gas supplies must be installed by a Gas Safe registered gas fitter with the correct qualifications for the work. The principal contractor, or project manager if a direct appointment, must check that those carrying out the work are registered
- Gas supply to appliances should be by fixed piping or armoured flexible tubing
- Gas cylinders should be located outside buildings, secured, and protected from unauthorised interference
- Gas appliances should be fitted with control taps. LPG connected to an appliance by a flexible link must only be installed by a competent person
- Specialist gases suppliers and installers must have technical competences specific to that installation
- The contractor shall be registered with NICEIC, or another MHCLG Accredited Competent Person Scheme. Constructionline or Exor and the Considerate Contractor Scheme. In addition, site operatives will be required to hold CSCS cards and demonstrate MB Trada or FIRAS accreditation (where relevant)
- The contractor will be required to demonstrate its relevant accreditations as part of the compliancy process. Furthermore, the contractor will be required to demonstrate its on-going certification throughout the works. Certification shall be forwarded to the contract administrator for comment/approval before the call-off contract is awarded this is inclusive of sub-contractors when utilised

MTVH are instructing all contractors to consider their requirements to Gas Regulation 8 and to ensure their risk assessments and safe systems of work reflect this area of work. The contractor shall always ensure that they operate to the most up to date editions of the legislation which may change during the term of this contract. All portable appliances used on construction locations should, be suitable for use with 110-volt power supply and have a suitable portable appliance testing certificate.

Working at Height (WAH)

All contractors carrying out WAH activities including scaffolding are required to comply with the current ***'Working at Height Regulations 2005'*** and do all that is reasonably practicable to prevent injury to themselves or others from falling. Contractors are responsible for WAH activities, supervising and monitoring as appropriate. MTVH expect suitable and sufficient risk assessments and safe systems of work to be performed and developed for activities associated while WAH.

Considerations and controls to consider when undertaking a risk assessment for working at height activities:

- WAH is eliminated therefore preventing anyone falling from height
- If work cannot be eliminated, then the contractor must ensure that any person put to WAH has been trained and is competent
- WAH is carried out using collective protection such as an existing place of work incorporating guard rails or a correctly erected scaffold, mobile tower, MEWPs etc. (this can include a work restraint or positioning system to prevent a worker getting to a fall position)
- If the above cannot be carried out, then the competent person must minimise the distance and consequences of a fall. This can be carried out using safety nets or soft-landing options such as air bags. This would also include personal fall Protection equipment (harness and lanyard).
- For tasks of low risk and short duration, ladders and step ladders can be a sensible and practical option if the work has been risk assessed and it determines it is correct to use a ladder however, you must minimise the risks by making sure workers:

    - Use the right type of ladder for the job (steps with a work platform, extended base, or hand hold)
    - Are competent to use a ladder (ladder association training card)
    - Use the equipment provided safely and follow a safe system of work
    - Are fully aware of the measures to help control them

Any WAH that involves scaffolding must be carried in accordance with suitable compliance sheets such as TG20:21 or designs that have been completed by a competent person.

Lifting and Lifting Equipment

MTVH expect suitable and sufficient risk assessments and safe systems of work to be performed and developed for activities associated with lifting activities. MTVH expect all contractors who use lifting equipment to be examined and inspected in accordance with the ***'Lifting Operations and Lifting Equipment Regulations 1998'***.

These regulations place duties on people and companies who own, operate, or have control over lifting equipment this includes all contractors whose employees use lifting equipment, whether owned by them or not. A competent person must carefully plan all lifting operations involving lifting equipment, appropriately supervised, and carried out in a safe manner with an approved risk assessment and safe system of work or lift plan in place.

Examples of lifting equipment but not limited to:

- Mobile or tower cranes
- Passenger and goods hoists
- High lift pallet trucks
- Elevating access or work platforms such as scissor lifts
- Forklift
- Mini and large excavators
- Telehandlers

Considerations and controls to consider when undertaking a risk assessment for lifting activities:

- Suitable planning including site preparation, erection and dismantling are undertaken by a competent person

- Proper task risk assessment should be conducted at the planning and implementation stages to ensure that all potential hazards are identified and all necessary and required safety precautions are put in place
- All equipment used for lifting operations should be properly certified and suitable for the task.
- All lifting equipment should be inspected before and after use
- Suitable supervision of operations by personnel having the necessary competence and authority.
- Prevent unauthorised movement or use of the crane or plant
- A competent 'appointed person' is to be appointed were necessary
- Pay attention to site conditions and changes in these. Certain weather conditions such as high winds can make lifting dangerous. It is always better to postpone a lift if you are unsure
- Observe lift limits. Be aware of the safe working loads of the equipment and accessories being used and ensure these are not exceeded
- Even on a small lift, all safety mechanisms must be in place
- Perform a walk around before conducting a lift. A visual inspection can highlight any hazards that have not been considered or have come up unexpectedly
- Double-check loads before lifting. Take the time to double-check the load, as improper loading is one of the leading causes of accidents in lifting operations
- Constantly monitor the load and the lift path. Ensure the only qualified and designated slinger/signaller instructs the lifting operator. The 'emergency stop' is the only instruction that can be given when danger or risk has been spotted by any person. This signal is both hands raised above the head with the palms open and facing forwards for those who do not know
- Establish suitable exclusion zones

Excavations

Working below ground level includes any operation that has the potential to interfere with buried services. Contractors must have a clear method statement for any work which involves breaking or striking the ground such as digging an excavation or post installation, and this must be agreed with the site team or person in charge of the works. Relevant permits and information must be reviewed before work can commence.

Contractors must:

- Ascertain whether there are buried services or other obstructions around the excavation and take appropriate precautions such as ground surveys have been undertaken, ensure permits to dig have been obtained and Safe Systems of Work are in place
- Excavate cautiously, even when no services are expected
- Hand-dig in areas where services are anticipated using safe insulated tools, and never use picks or forks
- Maintain and inspect trenches and excavations in compliance with appropriate regulations and codes of practice such as ***'HSG47 'Avoiding Danger from Underground Services'***
- Shore up excavations correctly and adequately to prevent the sides of the trench collapsing
- Do not place spoil heaps, vehicles, or other material where they could collapse into excavations
- Light and ventilate excavations and do not have plant or have equipment which cause fumes near excavations for long periods
- Provide suitable access
- Comply with the ***'Confined Spaces Regulations 1997'*** *(if applicable)*
- Erect suitable barriers and signage around excavations with clearly visible warning lights at night
- Prevent any unauthorised access

Hazardous Materials and Substances

MTVH requires the contractors to manage and handle such substances in a proper manner. It is the responsibility of the contractor to ensure to include provisions and procedures for handling and storing hazardous chemicals and materials on site as in accordance with the ***'Control of Substances Hazardous to Health Regulations 2002'***. Construction workers must be aware of the hazardous materials they will be likely to handle and be exposed to on site and of the specific measures and precautions they must take when exposed to these materials to protect their health and safety. Specific training must be provided regarding the materials they will encounter and the best practice handling, use and storage of such materials. Training should include:

- Physical hazards, e.g., explosives, gases, flammables, toxic and radioactive substances
- Health hazards, e.g., acute toxicity, skin corrosion, serious eye damage and carcinogenicity and environmental hazards of acute aquatic toxicity and chronic aquatic toxicity
- All chemicals used in the course of the work shall be included in the risk assessment
- The contractor is responsible for ensuring that all users are trained in the safe use and disposal of any hazardous material or chemical involved in or related to the project
- Chemicals and other hazardous materials must be properly labelled with the name of the chemical or material and its environmental, safety, and/or health hazards
- Appropriate personal protective equipment shall be used when handling hazardous substances
- Chemicals and other hazardous materials shall be safely stored according to the manufacturer's recommendations and any applicable laws or regulations
- Except for materials intended to be left as part of a project deliverable, chemicals and other hazardous materials shall be removed from an MTVH or customer premises upon completion of the work activities
- Their use must be subject to relevant risk assessments and suitable and sufficient control measures established
- Such substances may give off toxic fumes or cause respiratory sensitisation. Water based paints should be specified/used wherever practicable. Affected areas must be well ventilated and respiratory protection worn if necessary
- There must be a plan to deal with first aid and other emergencies
- Storage of materials on location must be kept to a minimum and consideration paid to the suitability of storage, chemical compatibility, and restricting access to materials when the work area is vacated

Asbestos

When the contractor is appointed by MTVH to undertake specialist works, the contractor is responsible for planning and managing the works, suitable surveys must be undertaken and must identify what the is risk and whether any intended activities are likely to disturb the any asbestos containing materials.

MTVH will supply a copy (on request) of the asbestos management plan.

The contractor requires the following steps:

- Check MTVH's asbestos register before starting/instructing any works to identify the presence of any asbestos
- If there is no stainable survey for the works, then one must be commissioned
- It is MTVH's policy that asbestos surveys can only be carried out by using a UKAS accredited laboratory using the guidance set out in HSG264 Asbestos: The Survey Guide
- Review available information - confirm it is adequate in scope and depth and from this, identify whether the work is likely to disturb identified asbestos containing materials
- All information shall be passed on to those managing or undertaking the work (including any contractors)

- Ensure suitable safe systems of work are developed in dealing with the risks identified within the risk assessment/safe system of work
- At any point, if the contractor believes or suspects that the proposed works will disturb the asbestos, they must STOP WORK IMMEDIATELY, and NOTIFY the responsible person at MTVH
- If asbestos is found to be present and preventing works to be carried out, this must be removed. It is MTVH's policy that any asbestos removed whether it be non-licensed/licenced, will always be removed by a licensed contractor who meet the requirements set out in HSG 247 The Licenced Contractors guide, along with any air tests if required
- For Development specific projects all information on request must be communicated to MTVH via the Employer's Agent
- All paperwork received i.e., surveys, air tests, removals, waste notes must be sent to MTVH via Asbestos@MTVH.co.uk so it can be uploaded to the asbestos register
- If at any point during the works the contractor is unsure, they must contact the MTVH responsible person and the Asbestos Contracts Manager via Asbestos@MTVH.co.uk

Lone Working

The contractor must ensure that arrangements are in place for lone working. A lone worker is someone who works by themselves without close or direct supervision and exist in all sectors. Employers or employees should risk assess their activities and ensure suitable training, supervision, monitoring and support for lone workers is undertaken.

Tidiness, Housekeeping and Waste Disposal

The contractor shall ensure the work area is kept tidy. Waste and debris are to be removed as work is progressed to prevent risk of trips and slips in the work area. Equipment, tools, and materials are to be stored in a manner that minimises the risk of inadvertent use, use by unauthorised persons and to control the exposure to customers and others affected by work activities.

For waste disposal contractors must:

- Remove and dispose of all waste and debris in a safe manner
- Consider recycling as the first option on any construction location
- Not accumulate any hazardous or combustible waste on location
- Not deposit any waste, chemicals or any other material into location drains, water courses, dustbins, waste containers, or in any other place on location

Accidents, Incidents, Near Misses and Dangerous Occurrences

The contractor must immediately notify (within 24hrs of occurrence) the MTVH contact in charge of the premises/works of all accidents, incidents, near misses and dangerous occurrences. MTVH reserve the right to request sight of any investigation outcomes and reports subject to legal privilege. In the case of a reportable incident as defined under the ***'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013'*** a copy of completed form 2508 (or similar) must also be submitted to the MTVH responsible person.

Environmental

MTVH expects all contractors to adhere to the applicable environmental legislative requirements whilst working for or on behalf of MTVH.

Behaviour

Any worker who acts in an insulting, aggressive, offensive, or prejudicial manner toward MTVH employees/representatives, customers, neighbours adjacent to the works, members of the public or other persons affected by the works should be immediately excluded from the location.

Drugs and Alcohol

MTVH expect all contractors to have processes in place to manage the potential risks from alcohol and drugs whilst performing work activities on behalf of MTVH. Drinking of alcohol on the location or premises is not permitted at any time, and anyone suspected of being intoxicated or under the influence of drugs MUST be immediately excluded from the work area and the appropriate action taken to prevent recurrence.

Miscellaneous

The information detailed within these MTVH minimum health and safety standards for document are far from exhaustive in relation to expected health and safety standards. Therefore, it must be made clear to all contractors that work for or on behalf of MTVH, that they themselves have legal obligations across a wide range of health and safety legislative requirements, Approved Codes of Practice and Guidance documents that MTVH expect these requirements to be understood, acted upon and always adhered to. It is also the responsibility of the contractor to ensure any health and safety guidance referenced within this document is the latest and most up to date that is available.

Failure to comply with any of above standards will constitute a material breach of contract and MTVH reserves the right to audit contractors compliance against these standards.