

Contractor Code of Conduct

This Contractor Code of Conduct provides the minimum standards required when undertaking work for Lincolnshire Cooperative Limited (including any of our Group Companies) in any of our sites or business premises. It shall supplement the Standard Purchasing Contract you have signed with us. Should there be any conflict between this Code of Conduct and our Standard Purchasing Contract then the Standard Purchasing Contract shall prevail.

This Code of Conduct shall be applicable to all operatives who will carry out work on our premises. This includes any sub-contractors approved for use by us.

Lincolnshire Cooperative is committed to creating as safe an environment as is possible for all employees and customers when using our premises. Whenever works are being carried out, which are not parts of the normal day to day activities of a site, care must be taken to ensure that these works are completed in a careful and considered way to equally protect those undertaking the work, Society employees and other site users/customers and any third party as the case may be.

In General

- 1 All operatives must be competent to carry out any works they are undertaking and hold a current CSCS card. This includes any sub-contractors approved to undertake any works.
- 2 Any contractor carrying out Mechanical Services such as refrigeration or Air-Conditioning work must be F-Gas registered. Firms carrying out Gas Services must be Gas Safe approved or equivalent. Firms carrying out Electrical Services must be NICEIC approved or equivalent.
- 3 When using cherry pickers, scissor lifts etc., operatives must have the appropriate IPAF certificate for the equipment and use it in accordance to IPAF safety standards.
- 4 All operatives must have received training on the following (not an exhaustive list) if it is appropriate to the tasks they undertake: -
 - (a) General H&S
 - (b) Working at heights
 - (c) Lifting and manual handling
 - (d) Confined spaces
 - (e) Asbestos awareness
 - (f) Scaffold (PASMA)
 - (g) Sharp objects such as needles, syringes etc.
 - (h) Accident reporting procedure
 - (i) Use of MEWPS

The training certificates must be available for inspection.
- 5 All tools used must be suitable and safe to use. Additionally, any electrical equipment used must be PAT tested at suitable intervals. Only 110v and battery powered tools are to be used by operatives on Society premises.
- 6 If works are taking place that may cause excessive noise (especially at night) this should be advised beforehand so Lincolnshire Cooperative can contact neighbours or other site tenants to advise of the possible noise;
- 7 Lincolnshire Cooperative operates a no smoking policy on all of its sites except within designated smoking areas. This includes the use of e-cigarettes.

Before Starting any On-Site Work.

- 1 Risk Assessment and Method Statement must be completed prior to any works starting. For quoted planned works the Risk Assessment and Method Statement should be forwarded to the Project Manager for approval.

- 2 When arriving on site all operatives must report to the senior member of staff on site. At this point the operative should:
 - (a) Show specific company ID including photo.
 - (b) Follow any signing-in procedure required at the site.
 - (c) Make themselves aware of and read the Site Health & Safety folder as appropriate.
 - (d) In the event that any invasive works are required the Asbestos Register must be read and signed.
 - (e) Make themselves aware of the site fire and evacuation procedures.
 - (f) Satisfy themselves of the location of the appropriate first aid facilities.
 - (g) Ensure the Senior Site person knows how Works are going to be undertaken and are aware of any risks to their staff or the public,
 - (h) So they can arrange suitable instructions to staff and/or customers.

Whilst Undertaking On-Site Work.

- 1 As a minimum High-Vis jackets should be worn at all times. Other appropriate PPE work wear must be worn such as safety boots, overalls, eye protection, gloves, hard hats etc.
- 2 No electrical work will be undertaken on live equipment unless a permit to work certificate has been issued by Lincolnshire Cooperative. All other options must have been explored before contemplating live working; a blanket permit can be issued for specified persons carrying out testing of electrical systems where contact with live parts may be required but the persons must be C&G 2391 qualified and they must realise that they are working on live equipment at their own risk.
- 3 Any works that may cause dust or smoke will have to be authorised by Lincolnshire Cooperative as the fire alarm may need to be isolated to prevent inadvertent call outs to the fire brigade;
- 4 Do not leave any hazardous substance on site unattended or unsecured. Any substances used while carrying out works must have a COSHH information sheets available during use (these must have been read by the operative)
- 5 Do not leave tools and machinery on site unattended. Switch off such equipment when not required, remove keys so that such equipment cannot be started or operated by any unauthorised person and ensure that all equipment left on site overnight is left in a safe condition, secure and immobilised;
- 6 Particular care should be taken when working on Filling Station Forecourts or tanker delivery areas. All contractor must follow guidance given in the "Code of safe practice for contractors and retailers managing contractors working on filling stations" issued by Energy Institute.

When Finishing Works and Before Leaving Site.

- 1 Ensure that the site is left in a safe, clean & tidy state.
- 2 Report to the senior person on site and have their work sheet signed as an agreement the works has been completed to their satisfaction.
- 3 Ensure that any scaffolding they provide is safe and inspected regularly (Scaff Tagged) to comply with legislation and that access to any scaffold by a member of the public or unauthorised person is prohibited with such items as barriers. Also "keep-off" (danger) signs must be attached.

In the event that there is an incident on site ensure that this is reported immediately to the senior site manager, their own supervisor and the Lincolnshire Cooperative Service Support Team.

