



CONTRACTOR CONTROL POLICY

**PETROCOM LTD
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1 INTRODUCTION

Under the *Health and Safety at Work etc. Act 1974* there is a requirement on all Companies or Organisations to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of all Contractors whilst at work for Petrocom Ltd.

The use of Contractors to assist in general construction activities is an essential part of the way in which the Company operates.

This Contractor Control Policy must:

- Cover all Contractors (and Sub Contractors where employed).
- Explain the arrangements for carrying out the Policy.
- Be revised as appropriate.
- Explain how the Policy and any revisions are brought to the attention of all Contractors of the Company.

Petrocom Ltd regards Contractor Health and Safety as being an important function of management at every level, with responsibility for the observance of safe practices resting firmly with the Petrocom Ltd Director with Responsibility for Health and Safety and managed by the Health and Safety Coordinator.

Therefore a proactive Contractor Control Policy can only be maintained with the cooperation of all those using or interacting with Contractors.

For clarification, this Policy is divided into the following sections:

- Statement of Intent.
- Arrangements for addressing and implementing this Contractor Control Policy.
- Arrangements for monitoring and reviewing this Contractor Control Policy.
- Arrangements for specific Contractor issues.

2 STATEMENT OF INTENT

The policy of Petrocom Ltd is to safeguard, so far as is reasonably practicable, the Health, Safety and Welfare of all Contractors.

This applies in particular to the provision and maintenance of Safe Systems of Work (SSoW) and extends to any Contractors who may be working on behalf of Petrocom Ltd at the Company premises in Ormskirk or at other sites where Petrocom Ltd is working.

Petrocom Ltd takes as much care as is reasonably possible to ensure the Health and Safety of other people who may be affected by our activities such as Contractors and also other Employer's Employees or the General Public.

Petrocom Ltd considers that it is essential for this Contractor Control Policy to operate satisfactorily and to fulfil this aim it is very important to have the full cooperation of all the Employees of and also Contractors to, Petrocom Ltd.


Therefore Petrocom Ltd gives every encouragement to its Employees and Contractors to make suggestions and have discussions on any aspect of Contractor Safety with the Health and Safety Coordinator.

It is the firm belief of Petrocom Ltd that, by having a sound attitude to Contractor Safety requirements, not only will the well being of both Employees and Contractors be assured but also the Company will ultimately be more efficient and thus more profitable.

Competent Contractor Safety advice is provided by TGF Consultants Ltd (TGF).

The Policy will be kept up to date, particularly if the business of Petrocom Ltd changes in nature and size.

To ensure this, the Policy, and the way in which it has operated, will be reviewed as appropriate and at least every year.

| DECLARATION | |
|---|---|
| I acknowledge responsibility for the production and implementation of this Contractor Control Policy: | |
| Signed: |  |
| Name: | LOUISE MORGAN |
| Position: | DIRECTOR WITH RESPONSIBILITY FOR HEALTH AND SAFETY |
| Date: | 6th January 2009 |

3 ARRANGEMENTS

Contractors are employed by Petrocom Ltd to undertake a wide range of work activities associated with the construction and redevelopment of Petrol Filling Stations (PFS).

The purpose of this document is to establish guidelines on Health and Safety requirements for Petrocom Ltd applying to Contractors, putting into practice the provisions of the *Health and Safety at Work etc. Act 1974* and associated Legislation such as the *Management of Health and Safety at Work Regulations 1999* and the *Construction (Design and Management) Regulations 2007*.

For the purposes of this Policy, a Petrocom Ltd Contractor is defined as:

"an Employer or a self-employed Person who has been employed to provide a construction, maintenance, repair or other service".

3.1 POLICY OBJECTIVES

The purpose of this Contractor Control Policy is to demonstrate care in selecting Contractors to undertake work on behalf of Petrocom Ltd.

The Policy will assist in planning work with consideration for:

- The supply of demonstrably competent labour-only Staff.
- The need for Hazard identification and Site Specific Assessments.
- The timing of the work.
- Petrocom Ltd activities that may affect the work.
- The responsibility for the management of the work.
- Any Health, Safety, Welfare or Environmental issues.
- The need to comply with all appropriate statutory requirements.

3.2 CONTRACTOR ROLES

Contractors to the Company can include:

- Employment Agencies (Supply of labour-only services).
- Ground Workers.
- Gauge Installation Contractors.
- Roofing Contractors.
- Scaffolding Contractors.
- Canopy Specialists.
- Electrical Contractors.

- Plumbing Contractors, etc.

3.3 SELECTION OF CONTRACTORS

3.3.1 Contractor Selection Criteria

Contractors invited to work for Petrocom Ltd as part of a defined Contract should be made fully aware of the standards of Health and Safety that Petrocom Ltd expects.

Competent Contractors will be selected if they:

- Can demonstrate competence in the Management of Health and Safety.
- Can provide information on Policies and Procedures for the Management of Health and Safety during a project.
- Can provide (where required) a copy of their written Health and Safety Policy, Risk Assessment, Method Statements, etc.
- Can show they have access to competent Health and Safety Advice (internal or external).
- Can show that they have suitable insurance to cover the operations of their business (Employers Liability and Public Liability).
- Can provide information on their past performances, such as:
 - Experience on projects of a similar size.
 - Accident/Dangerous Occurrences statistics.
 - Enforcement action by the Health and Safety Executive (HSE) or other Authority.
 - Prosecutions by the Health and Safety Executive (HSE) or other Authority

Petrocom Ltd operates a selection strategy that will allow information to be gained from larger Companies and also that of partnerships and smaller concerns.

The process is designed to assist Petrocom Ltd in discharging some of their Health and Safety duties and responsibilities and also to be fair to Contractors of all sizes and disciplines.

3.3.2 Contractor Assessment Questionnaire

In conjunction with TGF Consultants Ltd (Health and Safety Consultants), Petrocom Ltd has developed a Contractor Assessment Questionnaire that Contractors will be required to complete.

The Questionnaire will give Petrocom Ltd information relating to the Health and Safety performance of potential Contractors.

The Questionnaire will be accompanied by Guidance information on how it is to be completed.

3.4 INFORMATION FOR CONTRACTORS

Contractors will be informed by Petrocom Ltd of any special requirements relating to the Company's Ormskirk premises or sites.

For example, this may be in connection with:

- Premises layout (Entrances and Exits).
- Fire and Emergency Arrangements.
- Parking and Delivery Arrangements.
- Signing In/Out requirements.
- Specific Hazards/Risks.
- Operations that may affect the Contractor's work.
- Methods of communication.
- Requirements for timing and segregation of work.

4 MONITORING AND REVIEW

The Policy will be reviewed as often as appropriate.

Circumstances, which may cause the Policy to be reviewed, could include:

- New work practices, which can cause a change in the nature of Petrocom Ltd operations and can, lead to changes in Contractor requirements.
- New Legislative requirements that require addition to the Policy and may require the identification of further duties within the Company.

Monitoring of the Policy is the responsibility of the Health and Safety Coordinator.

Duty Holders are aware of the contents of the Contractor Control Policy of Petrocom Ltd. Therefore, this Policy is given to each Duty Holder to read and understand.

After reading the Policy and ensuring that he, or she, is satisfied that they understand the contents, Duty Holders sign and date a statement/list to that effect and this is kept in Petrocom Ltd files.

When amendments are made to the Policy these amendments will be circulated to all Duty Holders and signed off.

APPENDIX A **PETROCOM LTD HEALTH AND SAFETY RULES**

Petrocom Ltd has to ensure that operations are managed safely.

Part of this process involves ensuring that Contractors (and Sub Contractors where employed) are fully aware of specific Site Hazards and have been assessed in relation to their competency for Health and Safety.

1. There will be **NO SMOKING**, unless in designated areas.
2. Personal Protective Equipment (PPE) shall be used and worn by all Contractors in accordance with the *Personal Protective Equipment at Work Regulations 1992* and other relevant Statutory Instruments.
3. All Petrocom Ltd Employees and Contractors should show caution with respect to the accuracy of information provided in any drawings or plans.
4. All details of the location and nature of existing services within the work area must be checked by Contractors prior to the commencement of work and any inaccuracies reported to Petrocom Ltd Management.

A Cable Avoidance Tool (CAT) or other locating device should be used to identify any buried services where excavation is required.

5. Petrocom Ltd set a maximum Speed Limit of 10 mph to be observed at Client sites.

Great care must be taken when leaving sites as, at times, traffic densities and the speed of vehicles may be unexpectedly high.

Contractors must not exceed the Petrocom Ltd Speed Limit and due to the proximity of the Petrocom Ltd personnel, the General Public and other Contractors, should drive with due caution at ALL times.

6. Contractors must take steps to ensure work areas are secure from other persons and operations at sites.
7. Petrocom Ltd will advise Contractors working at sites of the likely duration of any operations that will affect their work on site.
8. Contractors must note that materials and equipment must be suitably stable and secure so the equipment does not represent any hazards associated with instability or falling.
9. Care and planning are required to ensure that storage facilities for materials are not overburdened and are accessible.

Secure storage facilities should be provided to place hazardous equipment when not in use.

Road and pathways are **NOT** to be used as storage areas unless agreed prior to the commencement of operations.

10. Employees and Contractors will take all reasonable precautions to avoid the outbreak of fire (eg: in relation to the use of Flammable Substances, etc.).
11. All Contractors undertaking Hot Work must ensure that a Safe System of Work (SSoW) is discussed and approved with Petrocom Ltd Management before commencing such operations.

All Contractors to be made aware that special precautions, such as a Welder's Blanket and Fire Extinguisher must be located directly adjacent to these operations and a Fire Watch be established for at least half an hour after the operations have ceased.

12. If electrical power is required it should be supplied at 110 Volts (where possible) and any portable tools and equipment should be suitable for connection to this supply.

All portable electrical equipment must have current Electrical Test Certificates and be available for inspection by Petrocom Ltd management.

13. Employees and Contractors shall not obstruct with materials, mobile plant or vehicles, any roadway or access route.

Any warning signs or Emergency Signs (such as Fire Exit signs) MUST NEVER be obstructed - as well as undermining premises safety this may also invalidate the premises Insurances.

14. Any waste will be removed from the premises on a daily basis and correctly disposed of. Waste Transfer Notes (WTNs) should be obtained where required.

The premises must be kept clean, tidy and free of debris, which may present Slipping and Tripping Hazards. Under no circumstances will waste material be left, or dumped, at the premises.

15. Where necessary, Contractors will be required to produce a copy of their Company Health and Safety Policy and other Health and Safety Arrangements (See Appendices) to Petrocom Ltd for approval.

16. Contractors must inform Petrocom Ltd of any matters which may arise during the course of the Works which may affect Health and Safety (eg: Delays to progress resulting in overlapping operations, major variations of the design work content, etc.).

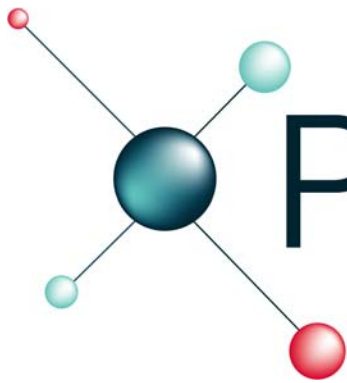
Where Contractor activities overlap - there must be communication between each to ensure that safety is not compromised.

17. The misuse of Alcohol or Drugs is prohibited at the Petrocom Ltd premises and on site. Any Employee or Contractor found to be in contravention of this rule will be removed from the premises or site.

18. All Contractor must ensure that good conduct is maintained at all times and that all communications with Client Customers and the General Public is undertaken civilly and without discrimination. Contractors should also aim to remain clean and presentable where conditions allow.

19. Contractors should ensure that all working areas are left clean and tidy after use. Under no circumstances should working areas be left unattended where hazards still exist.

20. Any Contractor using mobile equipment or Lifting Equipment (LE) such as Mobile Elevating Work Platforms (MEWPs), Telescopic Materials Handlers (TMHs), etc. must have a current Inspection/Test Certificate, which must be available for inspection by Petrocom Ltd Management.



Petrocom

working in partnership with

TGF Consultants Ltd
Consultancy in Safety and Software



TGF Consultants Ltd is a Health and Safety Consultancy based in Lymm in Cheshire.

With over 15 years experience in Nuclear, Chemical, Construction, Retail, Leisure and Environmental Sectors we provide tailored and cost-effective services to our varied Client-base.

*TGF Consultants Ltd is working with **Petrocom Ltd** in order to implement a Safety Management System and ensure that this is monitored and updated to comply with the increasing volume of Health and Safety and associated Legislation.*

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