

CONTRACTORS (SUB) & ON-SITE WORKING POLICY

Policy Statement: The Sub/Contractors On-site Working Policy is issued to and applies to all McSence Group's employees when carrying out work for, or on behalf of the McSence Group. It provides a framework of contractors Health, Safety, Environmental & Quality (HSEQ) Rules when working on site. As an employee or contractor, you must comply with the relevant sections. If you have any concerns or misunderstandings about these rules you must seek clarification from McSence Group's relevant Business Manager prior to starting work. The policy applies to:

All Employees: This policy applies to all persons working for or on our behalf of the McSence Group of Companies which includes the subsidiary companies - *McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd* in any capacity including but not limited to:

- All employees at all levels, prospective employees, agency workers, seconded workers, temporary workers, contractors/sub-contractors, clients, agents, external consultants, volunteers, members of the public, group's supply chain, third-party representatives and/or business partners who will be referred to in our Group policies as "all employees".

The Workplace: This policy applies to all persons working for or on our behalf of the McSence Group of Companies in any capacity at the workplace(s) as defined below which includes but not limited to:

- McSence Premises, Offices, Units, Business Park, Client's Premises, External Meeting Places, Customers' Homes, Gardens, Sheltered Housing, Whilst On-Call, On-Duty, Emergency Cover, Working from Home including On-Line Meetings, Whilst Driving in Company Time, Working Public Areas (café's, trains, coffee shops, buses etc) and will be referred to throughout this policy as "the workplace".

The Law & Legal Obligations: You must ensure that your employees and those personnel under your control comply with the legal duties and responsibilities imposed by the Health and Safety at Work etc Act 1974, & relevant statutory provisions. These rules do not relieve you from your legal or contractual obligations. All employees, sub-contractors, management & supervisory staff are responsible for ensuring that personnel under their control and supervision understand and comply with the relevant Health, Safety, Environmental & Quality (HSEQ) Rules.

General Obligations:

Supervision: You must ensure that any plant, vehicles, equipment, machinery, apparatus and materials brought onto site or used, are safe, without risk to health and maintained in a safe condition. Appropriate examinations showing the tests on plant, equipment etc. must be carried out and any reports and/or certificates should be made available on request for inspection by McSence. McSence reserve the right to stop any operation or activity if it is considered that there is an unacceptable risk.

You and the personnel under your control must comply with instructions given by an authorised McSence Group's employee in respect of Health & Safety. You must ensure that competent personnel provide adequate supervision during the works and that all operations are subject to inspection and monitoring at appropriate and agreed intervals.

Insurances: You must have suitable and enough insurance cover for all the work you are completing

- Public Liability
- Employers Liability
- Products Liability
- Others to be specified

Health & Safety Training: Personnel under your control including employees, contractors, sub-contractors, management & supervisory staff must have been provided with adequate training to enable them to carry out the work in a safe manner. Records of Health and Safety training and competence in general should be made available to McSence for verification on request and where required.

Risk Assessments: You must undertake suitable risk assessments for all works. Risk assessments must be in writing and must detail the foreseeable hazards, personnel affected, degree of risk and the precautionary measures to be taken to eliminate or effectively control the risks.

Method Statements: The method statement must be forwarded to McSence for consideration and approval prior to the commencement of the known "High Risk" activities, or when identified as necessary as a result of risk assessment, you must develop and issue a comprehensive written method statement for safe working. The method statement will detail the sequence of works and identify the relevant precautionary measures required to ensure that the activity is conducted without risks. As a guide the following activities are deemed to be "High Risk":

- ✚ Asbestos Removal/Contact
 - ✚ Demolition
 - ✚ Electrical Work
 - ✚ Excavation
- ✚ Hot Work
 - ✚ Work at Height
 - ✚ Work in Confined Spaces
 - ✚ Other Work as Specified

Health, Safety Environmental & Quality (HSEQ) Documentation: Before commencing work will be required to complete and on a yearly basis, contractors will be required, where applicable, on request to provide the following documentation to McSence Group:

- ✚ Environmental Policy
 - ✚ Equality & Diversity Policy
 - ✚ Health & Safety Policy
 - ✚ Quality Policy
 - ✚ CHAS
 - ✚ Constructionline
 - ✚ Gas Safe Registered
- ✚ ISO9000/1 ISO4000/1 ISO2700/1
 - ✚ Investors in People
 - ✚ Living Wage Accredited Employer
 - ✚ NICEIC
 - ✚ Safe Contractor
 - ✚ SELECT
 - ✚ SEPA

Accident Reporting: You must provide copy reports of all accidents to McSence in addition to your Company arrangements for the statutory reporting of such events. The following details must be supplied annually to the McSence Group:

All Health & Safety - Prosecutions, RIDDOR events for the last 3 years:						
Year:	Major Injuries:	Prosecutions:	>7-day Events:	Fatalities:	Dangerous Occurrences:	Details:
YTD						

HSE & RIDDOR Reporting: Any fatal or major injury or dangerous occurrence must be reported immediately to McSence Business Unit Manager.

First Aid: You have the responsibility to ensure that compliance with all relevant requirements of the Health and Safety (First Aid) Regulations is observed. You should provide an adequate number of suitably trained First Aid personnel or where appropriate, Appointed Persons. You should provide an adequate supply of suitable first aid equipment.

Work at Height(s): When providing working platforms (scaffold/trestles etc) you must ensure that they are erected, altered or dismantled by competent personnel. When you are involved in work which has the potential for a person to fall through or from a floor, roof, working platform etc. you must erect adequate barriers, crawling boards etc. and suitable warning signs to prevent such risks. You must also ensure that any materials, tools or equipment stored or used at height, are adequately secured to prevent them falling or being dislodged, blown, and dropped. Suitable fall arrest equipment must be provided for use by competent personnel where the risk of falls cannot be adequately controlled. A Permit to Work system will be required for most work at height.

Scaffolds: You must ensure that where scaffolding is provided it is erected, altered, dismantled and inspected only by experienced trained scaffold erectors with PASMA qualifications. You must make sure the scaffold is inspected by a competent person at appropriate intervals not exceeding seven days. Results of these inspections must be kept

available for inspection. Any scaffolds, which may impede pedestrian, plant or vehicle access, must only be erected following appropriate authority from McSence. All scaffolds must be provided with suitable access. Where ladders are used, they must be of adequate length and properly secured. A Permit to Work will be required where scaffolds are to be erected/used near live electrical equipment, such as overhead lines, sub-stations, etc. You must display suitable warning signs and notices on / near scaffolds under your control. You must ensure that any platform or scaffold is not overloaded. Adequate temporary lighting must be fitted to the scaffold when required especially where it is adjacent to roads and footpaths.

Ladders, Step Ladders, Trestles & Staging: You must ensure any ladders, step- ladders, trestles, and/or lightweight staging used by personnel under your control are maintained in a safe condition and are fit for the purpose of their design. Similarly, to scaffold you must ensure that every ladder used by personnel under your control has a firm, level footing, is of adequate length, is securely fixed near it's upper (and lower) resting place and is suitable in its construction for the nature of the work. Ladders etc. must be subject to a formal inspection programme and comply with BSEN 131 as a minimum or Class 1 Industrial where required. The inspections must be conducted by a competent person with sufficient knowledge and experience to identify defects that could occur. The risk of injury to Contractor's personnel or others, or damage to plant or equipment, is assessed and eliminated and all statutory safety requirements and prohibitions complied with.

Demolition: Before commencing any demolition or dismantling work, you must:

- ✚ Obtain written permission from McSence
- ✚ Prepare and submit to McSence for consideration a detailed written safety plan in accordance with the Construction Design and Management (CDM) Regulations

The safety plan must include [but not be limited too] the following detail:

- ✚ The competent person appointed to supervise the work
- ✚ Those services including electricity, water, gas or communications that may be affected by the demolition have been isolated and made safe
- ✚ Sufficient numbers of suitable warning notices and adequate barriers have been erected to restrict access to the areas affected
- ✚ The installing of adequate temporary supports props shoring etc to eliminate accidental collapse
- ✚ Adequate control over the emission of dust/fume/smoke and debris
- ✚ Provision of safe access and working places for all personnel involved

VOIDS & Excavations: Prior to commencing any excavation, you must ensure that the area of the excavation has been thoroughly surveyed to check for the presence of any underground services [electricity, gas, water, communications etc]. Where services are identified, ONLY hand excavation must be carried out until the identified services have been located and made safe. Only suitable properly designed materials are to be used to support the sides of the excavation. Suitable rigid edge protection around excavations and openings must be provided. Sufficient warning lights, signs and barriers must be deployed. You must ensure that all excavations and support systems are subject to thorough inspections by a competent [experienced] person. Excavations must not be entered where there is a risk of collapse.

Work Over or Adjacent to Water: Where you undertake work over or adjacent to water, adequate controls must be in place to eliminate the risk of personnel falling into the water, being swept away by currents, engulfed by inrush of water, or drowning. Safeguards maybe required, including, but not necessarily limited to, safety nets, lines, safety harnesses, life jackets, buoyancy aids.

Confined Spaces: You must not permit personnel under your control to enter or commence work in any place defined as a confined space, until a written safe system of work has been developed and agreed and a Permit to Work issued. A confined space may be a borehole, shaft, manhole, chamber, vessel, pipeline, tank, duct, sewer, pit or any other space in which the atmosphere may become hazardous and involve risks such as asphyxiation, explosion, fire, oxygen enrichment, dust and fumes. When conducting operations in confined spaces, you must provide personnel under your control with the following:

- ✚ Suitable atmospheric detection
- ✚ Protection and rescue equipment, adequate training to use such equipment properly

- ✚ Suitable and sufficient supervision
- ✚ Emergency backup
- ✚ Must maintain written records of all atmospheric tests carried out

Mobile Elevating Work Platforms (MEWP's): All operators and users of MEWPs under your control must be provided with adequate training in accordance with manufacturer instructions and Health and Safety guidance. You must make sure that MEWPs are inspected and examined, and that maintenance and servicing are carried out by a competent person at the appropriate intervals. The results must be recorded and available for inspection by McSence. The safe working load of the MEWP should be clearly marked on the platform and this must not be exceeded. A permit to work will be required for operations in the vicinity of live electrical equipment, such as overhead lines, substations, etc. All personnel who work from MEWP's must wear a suitable fall arrest harness and lanyard attached to the MEWP cage anchor point.

Fall Arrest Equipment: Where it is not practicable to provide a suitable working platform, and guard rails, for activities where there is a risk of injury from falling, personnel under your control must be provided with suitable fall arrest equipment. The fall arrest equipment may include safety harnesses, lanyards, inertia reel blocks and running lines. Any personnel issued with fall arrest equipment must have received adequate training to ensure they are competent to use the specific equipment, including the attachment points at the location it is required. You must ensure that all such fall arrest equipment is properly maintained including inspections and examinations. The records of examinations must be available for inspection by McSence Group.

Company Plant, Equipment & Energy Sources: In the interests of Health and Safety you must not use or allow persons under your control to use or operate, any plant and /or equipment, or energy services such as gas, compressed air, electricity etc, provided at the location unless permission has been given by McSence Group. Where you use such services, you have a responsibility to ensure that it is used properly and that any defects are promptly reported to McSence.

Work Equipment and Construction Plant: It is your responsibility to ensure that any work equipment [as defined in the relevant regulations] provided for use by personnel under your control, including any machinery, appliance, apparatus or tool satisfies the requirements of the relevant Regulation. You must ensure that before such equipment is used it is examined by a competent person to ascertain it is free from defects and it is safe for use. You should also ensure that the 'equipment' is subject to a programme of regular inspection/examination and planned maintenance carried out by competent personnel. Records must be kept and available for inspection. Only competent personnel must use/operate equipment. Approved certificates of training [i.e., CITB] are required for certain equipment – verification may be requested

Cranes & Lifting Equipment: You must ensure that any crane or lifting equipment [as defined in the lifting equipment and lifting operations regulations] under your control is only operated to comply with the regulations and relevant guidance. Prior to the first use of any crane and/or lifting equipment, you must provide McSence with copies of current 'in date' equipment certification and a site specific "Lifting Plan" and method statement. You must ensure that only persons in possession of a valid Certificate of Training, issued by an authorised body, operate such lifting equipment. The operating areas (including travel routes) for cranes and lifting appliances must be clearly defined and agreed in advance with McSence. Potential hazards such as overhead power lines, 'structures', underground services, excavations, unstable ground, etc. must be identified following a thorough and documented survey and risk assessment copied to McSence. The Contractor will ensure that 'duty charts' are displayed on the crane or lifting appliance, as appropriate. You must ensure that a sufficient number of trained banksmen and slingers are appointed to enable the safe movement & lifting & lowering operations of the crane/lifting appliance used under your control. A permit to work issued by McSence will be required for ALL operations involving the use of a crane or similar lifting equipment.

Forklift Trucks & Telescopic Handlers: You must only allow persons who are under your control to operate a forklift truck or telescopic handler if they are competent. Competence requirements can be satisfied by the issue of a Certificate of Training issued by an authorised body i.e., CITB or similar organisation. You must ensure that all forklift trucks/telescopic handlers used under your control are properly maintained and serviced. You must not permit a forklift truck or telescopic handler to be used as a working platform.

Machinery Guarding: In the interests of safety, personnel under your control should check that all necessary guards are in position and any other safety devices e.g., emergency stops, limit switches, etc. are in working order. You must ensure that personnel under your control do not remove, interfere or tamper with guards on any plant, equipment or machinery.

Abrasive Wheels: The only personnel permitted to mount an abrasive wheel are those that have been provided with adequate training and appointed in writing as authorised to do so. When using abrasive wheels equipment ALL necessary signage and safety segregation hoarding must be in place & offer adequate protection. Personnel under your control must be provided with suitable personal protective equipment, including eye and ear protection. The instructions in its use and maintenance must be communicated and understood.

Cartridge Operated Fixing Tools: Where you intend to use cartridge operated fixing tools you must provide a written safe system of work for the use of such equipment. The written safe system of work will detail:

- ✚ The names of the authorised users of the equipment
- ✚ The secure storage arrangements for tools and cartridges
- ✚ The control measures for issue and return of equipment
- ✚ The limitations on the type of work undertaken
- ✚ The safety precautions to be taken during use
- ✚ The provision of suitable personal protective equipment, including eye and ear protection and instruction in its use and maintenance
- ✚ All personnel must be formally authorised to operate such tools and must have been adequately trained (i.e., HILTI) and appointed as competent and be in possession of a valid certificate or card i.e., CSCS

Gas and Oxygen Equipment: Where personnel under your control use gas and oxygen equipment during the work, you must ensure that the equipment complies with the relevant statutory provisions and appropriate British Standards. Such equipment must be regularly inspected, leak tested and adequately maintained by a competent person. A Permit to Work issued by McSence will be required for work involving the use of this type of equipment. Cylinders containing gas or oxygen must be correctly stored and secured. All gas cylinders must be shut off when not in use. You must ensure that any oxygen or gas equipment, including hoses, is not allowed to obstruct roadways, walkways, manholes, ladders, or other means of access/egress, where damage or a trip hazard could occur. Any work in a confined space requires an additional Permit to Work.

Highly Flammable Liquids and Petroleum Gas [LPG]: You must ensure that all highly flammable liquids and liquefied petroleum gases used under your control are stored and used in accordance with the current statutory provision and guidance. A Permit to Work issued by McSence will be required for work involving the use of this type of equipment. You must ensure that all containers holding flammable liquids will have their lids replaced as soon as possible after use. Only minimum quantities of flammable liquids should be used at any time, with the bulk of the material kept in secure containers in an approved flammable store. Empty containers will be removed from site by the Contractor as soon as possible and arrangements made for their safe disposal. You must display “No Smoking” and other appropriate warning signs and provide an adequate number of suitable firefighting appliance wherever flammable liquids are stored or used.

Electricity: You must ensure that all work under your control is undertaken in accordance with the requirements of the Electricity at Work Regulations in particular Part P of Building Regulations. Installation, modification or repairs of any electrical equipment will only be carried out by a competent, qualified electrician and such work must comply with the requirements of the Electricity at Work Regulations, supporting guidance and where appropriate, the current edition of the Institute of Electrical Engineers Wiring Regulations (16th Edition). Where you are required to work in the vicinity of any electrical equipment (including overhead and underground power cables), you will take all necessary precautions to avoid accidental contact with live conductors etc. NO live working is to take place. All equipment must be treated as “live” until such time as the appropriate isolation and testing confirms the equipment as dead. Electrical equipment owned or hired by you or otherwise under your control, must be subject to a programme of regular tests, inspections and examinations by a competent person at an appropriate frequency. Power tools should, wherever practicable, use a power supply of 110V. This should be supplied from a centre tapped to earth transformer. Where other voltage equipment is used it must be from a protected supply (Protection such as residual current circuit breakers must be used).

Asbestos: It is highly unlikely our employees will be exposed to asbestos containing materials (ACM's) in the course of normal activities. Buildings in the UK of a certain age may contain some ACMs in the fabric of the building. Clients must maintain Asbestos Risk registers and make these known to personnel working on their sites. Where this is the case, sufficient consideration should be made of the presence of ACMs in the Risk Assessment which is prepared for the tasks to be undertaken on a particular project. Before commencement of work all employees must review the contents of the Site Asbestos Register. Where an asbestos management plan or other procedures are in place as part of the Client's safe system of work, all employees must adhere to same where it is applicable to their activities. If asbestos is present on site, all employees must not work in any area or in any activity if there is a danger of the asbestos containing materials (ACM's) being disturbed. If there is any doubt as to whether this principle may be breached, the policy governing all site staff is as follows: **STOP WORK** immediately and observe the following rules:

- ✚ Do not disturb the material in question
- ✚ Withdraw yourself and your equipment from the area
- ✚ Warn others of the presence or suspected presence of the ACM
- ✚ Report the situation immediately to the appropriate site manager or client representative
- ✚ Do not re-enter the area until you are instructed that it is safe by a member of the Client's management team.

Manual Handling: You must ensure that operations are conducted in accordance with the requirements of the Manual Handling Regulations 1992. So far as is reasonably practicable, you must ensure that personnel under your control avoid the need to undertake any manual handling operations which involve a risk of injury. You must undertake a suitable and sufficient risk assessment of all such manual handling operations and take appropriate steps to reduce the risk of injury to the lowest practicable level. Records may be requested to McSense for inspection. All personnel under your control who undertake manual handling operations must be provided with adequate information, instruction and training on the means to carry out the task safely.

Personal Protective Equipment (PPE): All PPE provided by must conform to British / European Standards. You will be responsible for making arrangements for the maintenance, cleaning, replacement, storage and disposal of PPE, and for the provision of training, information and instruction on its use to your personnel. You must ensure that specific Site Rules on the use of PPE are observed by personnel under your control. You must ensure that all personnel under your control are provided with and use suitable PPE, as required by the relevant statutory provisions which will include:

- ✚ The Personal Protective Equipment Regulations
- ✚ Control of Substances Hazardous to Health Regulations
- ✚ Construction Health Safety and Welfare Regulations
- ✚ Noise at Work Regulations
- ✚ Confined Spaces Regulations
- ✚ and other relevant legislation

Housekeeping & Disposal of Waste: In the interests of everybody's Health and Safety you must keep the work, storage and welfare areas tidy and not allow excess materials, debris, rubble, off cuts or other waste to accumulate or infringe safe access. Transport for all such waste etc. must be arranged by you for suitable disposal at a licensed disposal facility or transfer station. It is your responsibility to identify, segregate and dispose of hazardous waste in accordance with the relevant statutory and Company health, safety and environmental requirements. Flammable or other hazardous waste must be safely stored during their use and at the end of each working shift. Where flammable liquids are used, the appropriate fire precautions must be in place and necessary training provided in its use.

Control of Substances Hazardous to Health (COSHH): You must comply, in full, with the requirements of COSHH Regulations. In particular, you must:

- ✚ Conduct suitable and sufficient assessments on the use of substances hazardous to health, relevant to their operations
- ✚ Introduce and implement adequate control measures identified as a result of the foregoing assessments
- ✚ Review, and maintain and where appropriate, test control measures
- ✚ Monitor exposure of personnel exposed to hazardous substances
- ✚ Ensure that a programme of health surveillance is implemented for personnel under your control, where appropriate
- ✚ Provide adequate information, instruction and training to personnel whose health may be exposed to risk from hazardous substances

- ✚ At appropriate intervals review your arrangements for controlling the risks to health arising from exposure to hazardous substances
- ✚ Ensure hazardous waste is safely disposed of
- ✚ You must provide McSence with details and copies of COSHH assessments for hazardous substances to be used by you

Noise: You are responsible for ensuring that all relevant requirements of the Noise at Work Regulations are complied with as far as they apply to the operations and personnel under your control. Where you bring plant or machinery onto the Site, you must ensure that any noise levels generated are as low as reasonably practicable. Where we consider the operations generate excessive noise levels, you must undertake noise level assessments or surveys and record the results. A copy of such reports must be provided to McSence on request. Where you anticipate that operations may generate excessive noise levels you must advise McSence accordingly so that all reasonably practicable precautions can be taken to protect other persons who may be affected. You must provide suitable ear protection to personnel under your control in accordance with the requirements of the Noise at Work Regulations and provide such personnel with adequate training and instruction on the use and maintenance of such equipment.

Welfare Facilities: You must ensure that personnel under your control are provided with suitable and sufficient washing and toilet facilities and accommodation for taking refreshment and keeping clothing. Where such facilities and accommodation are provided by you, they must be maintained in a clean and serviceable condition. We may consent to our own welfare facilities being shared with personnel under your control. However, this must be formally agreed.

Health & Safety Inspections: McSence Group carry out health and safety inspections on a regular basis. This includes our contractors and suppliers. You will be requested to co-operate with us during the inspection / audit process. The inspection process is a tool to help develop and enhance health and safety management techniques and therefore action recommendations may be issued to you.

Smoking: The McSence Group has a smoke-free policy which has been developed to protect all employees, customers, contractors and visitors from exposure to second-hand smoke and to assist compliance with the Smoking, Health and Social Care (Scotland) Act 2005. Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. It is the policy of the McSence Group that all our workplaces are smoke-free, and all permanent or temporary employees, consultants, contractors, customers, members of the public or visitors have a right to work in a smoke-free environment.

Construction (Design and Management) Regulations 2015 (CDM 2015) Contractor Responsibilities: CDM 2015 came into force on 6 April 2015 to address the failure of the previous legislation to prevent the large number of fatal accidents that continue to occur on small sites. As a consequence, CDM 2015 is relevant to McSence Cleaning & Property Services as the Group employs individuals to carry out construction work on our behalf as well as those involved in construction and design. All those involved in construction, whether as clients or service providers, you need to ensure that you are acting in compliance with CDM 2015 and should consult the HSE's guidance which can be found [Construction - Construction Design and Management Regulations 2015 \(hse.gov.uk\)](https://www.hse.gov.uk/construction/)

As in the above HSE website, a CDM2015 contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. McSence group if carrying out the above will ensure workers have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health as outlined in the groups health & safety policy, risk management policies.

We will assess and monitor the health and safety competence of all (sub) contractors appointed by us. We will ensure that suitable and appropriate information is given to Clients, Principal Designers, Principal Contractors and Sub Contractors on all our contracts. The prime responsibility for safe operation and a safe place of work rests clearly upon all sectors of management and the McSence Group will ensure that the policy is pursued with diligence. All staff members working on the company's premises or at client's sites whether directly employed or self-employed will:

- ✚ Observe safe practices and use the correct tools and equipment for the job
- ✚ Use the safety equipment and protective clothing supplied
- ✚ Keep tools and equipment in good condition and report defects in plant or equipment to their superior
- ✚ Develop a personal concern for safety for themselves and for others - particularly new-comers and young people
- ✚ Avoid any improvisation, which entails unnecessary risk
- ✚ Refrain from horseplay and the abuse of welfare facilities
- ✚ Suggest ways of eliminating hazards
- ✚ Make themselves familiar with fire procedures affecting their place of work

Permit to Work Systems: A permit to work system is a formally documented safety procedure designed to provide additional safeguards for a specified activity or place (e.g., hot work permit, confined spaces, high voltage electrical work etc). A permit system is a strictly controlled and systematic safety procedure. It must provide a clear written record that foreseeable hazards have been addressed and adequate control measures implemented. A Permit to Work System must include the following:

- ✚ Only competent and 'authorised' persons issue permit to work
- ✚ All relevant personnel UNDERSTAND the hazards and precautionary measures that are required
- ✚ The area or activity affected by the permit is clearly defined
- ✚ The period for which the permit is approved is clearly defined
- ✚ The correct personal protective equipment is defined, provided & used
- ✚ The permit is accepted by a suitably competent 'person in charge' of the work to be undertaken
- ✚ The permit is 'cancelled' when the activity to which it refers has been completed or the time limit imposed by the permit has been reached
- ✚ McSence operate a Permit to Work system for specific operations. You will be required to strictly comply with this procedure
- ✚ You must ensure that all personnel under your control are provided with adequate information, instruction and supervision to ensure the effective implementation of any Permit to Work system in operation

Fire Prevention & Emergency Procedures: You must ensure that adequate fire prevention and precautions are taken whilst carrying out activities, especially when involved in hot work e.g., burning, welding, grinding, etc. A Permit to Work will be required. Fire precautions provided by you must be subject to the required inspection and maintenance. Existing procedures for actions to be taken in the event of an emergency may have already been implemented by McSence Group where it is your responsibility to ensure that you understand such procedures and the action you and personnel under your control are required to take. You must ensure that the personnel under your control are aware of and trained in the correct procedures to be followed in the event of fire, fire alarm or emergency evacuation and emergency procedures. This will require them to know, for example, the location and correct use of:

- | | |
|-----------------------------------|-----------------------------|
| ✚ Fire extinguishing equipment | ✚ Emergency telephones |
| ✚ Alarm call points | ✚ Escape Routes & Fire Exit |
| ✚ Alarm 'sound' | ✚ Assembly Points |
| ✚ Emergency evacuation procedures | |

Sub/Contractor(s) Approval Form: McSence Group require contractors, sub/contractors including management and/or supervisory staff carrying out to complete our Sub/Contractor Approval Form prior to work for, or on behalf of the McSence Group. The approval form will be assessed by the relevant Business Unit Manager prior to being approved to work for, on behalf of McSence Group. Sub/Contractors must initially provide the following minimum evidence and annually thereafter:

- ✚ Insurances
- ✚ Competency including trade association certifications and memberships
- ✚ Health, Safety, Environmental & Quality Policy (for companies with more than 5 employees)
- ✚ Accident stats for last 3 years

This policy is issued by email to all on-site employees, sub-contractors, contractors, management & supervisory staff with read / delivery receipt being accepted as an acknowledgement of having understood the information contained

within this booklet and agreeing to abide by the rules and conditions, applicable to the work that is to be undertaken by you or persons working for, or on behalf of, McSence Group.

Company Intranet – Staff Zone: All the McSence Groups policies, procedures, handbooks are available on-line to all employees on the McSence Group’s Staff Zone Intranet via our website [Login | McSence](#)

Compliance: Failure to comply with the provisions of this Policy may result in Disciplinary proceedings.



McSence Group Signatory:

David Maxwell | Chief Executive

McSence Group - McSence Communication Ltd, McSence Ltd, McSence Services Ltd & McSence Workspace Ltd

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Policy Amendments & Revisions: This policy will be reviewed annually and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review. Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company Senior Management Team (SMT) to see that all relevant employees receive notice and training if necessary.

POLICY