

# HEALTH AND SAFETY



## CONTRACTOR CERTIFICATE OF ACKNOWLEDGEMENT

### Code of Conduct for Contractors and Suppliers including Contractor Handbook (H&S\_0165\_JS\_V13)

Dear Supplier/Contractor

It is very important to JWS Waste and Recycling Services Limited (JWS) that any work carried out on behalf of and on the premises of JWS or that of our clients is completed in a safe and proper manner, meets legal and JWS requirements, protects and prevents injury to our colleagues, clients, the public and your workforce. You as the contractor/supplier and your sub-contractors must comply with the requirements of the JWS Contractor and Supplier Handbook (provided to you) and its codes of practice (which is not exhaustive) and any other requirements specified by JWS prior to and at the time of any work. Additionally before starting any work at JWS contractors and suppliers must watch the JWS Health and Safety Contractor Induction Video which can be found at the following link.

<http://www.jswaste.co.uk/compliance/health-safety/contractor-induction/> - password: Westport

On behalf of JWS thank you for your support and cooperation to enable us to enhance our commitment to zero harm.

Yours Faithfully

Robin Tweedale  
**Managing Director**

CONTRACTOR INFORMATION	
Full Name:	
Company Name:	
Company Address:	
Post Code:	
Contact Telephone Number:	
Contact Email Address:	
Nominated Person Responsible for H&S:	
I acknowledge receipt of the JWS Contractor and Supplier Handbook (H&S_0165_JS_V12) and its codes of practice and the JWS Covid-19 Site Standards (HS_0878_JA_V1) confirm I have read the document and agree to work in line with JWS terms and requirements and in accordance with the conditions contained within it. I also acknowledge that I have watched and understood the JWS Health and Safety Contractor Induction Video and agree to work within the rules and guidelines set within it. I agree JWS to use my biometric data to authorise access to the site to undertake works.	
Sign:	
Print:	
Position:	
Date:	

Please return a completed copy of this form for each employee that may undertake work for or on behalf of JWS. Please return via email to ([compliance@jswaste.co.uk](mailto:compliance@jswaste.co.uk)) if you are printing or click the the **GREEN SUBMIT** button at the end of the document to email automatically along with a copy of the companies Public and Employers Liability Insurance Certificate plus any risk assessments associated to the task.

**FOR OFFICE USE ONLY – JWS MANAGEMENT TO COMPLETE**

Please ensure the above contractor details have been completed in full and the Contractor Induction Questionnaire (H&S\_0419\_JS\_V4) has been completed and return with this form.

**Note all contractors must provide a copy of the Public and Employers Liability Insurance Certificate before commencing work on site (please return to the Compliance Department with the form).**

Please confirm below you have received the required information and have authorised the above named person to carry out work for or on behalf of JWS.

Description of Work Undertaken:	
Department Working For:	
Main Contact at Named Company:	
Contact Details (email where possible):	
Insurance Certificate Received?	
Authorised By:	
Sign:	
Date:	

**FOR OFFICE USE ONLY – COMPLIANCE DEPARTMENT TO COMPLETE**

Recorded as JWS Approved Contractor?	
Insurance Received (give expiry date)?	
Permit to Work on Site Expires (date):	

## JWS CONTRACTOR INDUCTION COMPETENCY TEST (H&S 0419 JS V4)

Please tick the correct answer. **Please Note:** Re-training will be arranged for any individual scoring less than 20 in this test to ensure competency.

<b>PRINT NAME:</b>	
<b>COMPANY NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	

### 1. When should you use the pedestrian walkways around site?

- a. When the site is busy
- b. At all times
- c. You don't need to

### 2. What is the mandatory Personal Protective Equipment to be worn around site?

- a. Hard hat and Gloves
- b. High Visibility Vest, Gloves and Hard Hat
- c. Hard Hat, Gloves, Safety Glasses. High Visibility Vest and Safety Boots

### 3. Where are you allowed to smoke?

- a. The Recycling Shed
- b. The Designated Smoking Shelter
- c. You are not allowed to smoke anywhere on the JWS site

### 4. Where is the Evacuation muster point located on the JWS site?

- a. The Weighbridge
- b. The front Car Park
- c. Outside the front entrance

### 5. When should an accident be reported?

- a. Immediately and as soon as practicably possible
- b. If the injury you sustained is serious
- c. Only if it means you cannot commence with your duties

**6. Why should you always wash your hands before smoking, eating and drinking?**

- a. To prevent your desk, cab or machine from getting dirty
- b. To prevent the spread of disease such as Weils' disease
- c. Because its good manners

**7. What should you do in the event of a spillage on site?**

- a. Leave it as long as it is not in a walk way
- b. Find your nearest spill kit, treat the spillage, cordon off the area and alert a Manager
- c. Wash it away with some water

**8. When picking up any object you should?**

- a. Bend your knees and keep you back straight
- b. Do not attempt to pick up any object that is to heavy
- c. Both of the above

**9. When are you allowed to use ladders on site?**

- a. Ladders are not allowed to be used across the whole JWS site except for the A-Frame Safety Ladders with handrails.
- b. Only with a permit
- c. As long as they have been defect checked first

**10. What colour are the A-Frame Safety Ladders on site?**

- a. Green
- b. Yellow
- c. Blue

**11. Contractors working on site should sign in and out at?**

- a. The JWS Reception
- b. The JWS Weighbridge
- c. They don't need to if they are inducted

**12. If a Contractor fails to sign in and out at the biometrics machine each time they work on site what action will be taken?**

- a. The Contractor may not be paid for the works
- b. The Contractor will not be authorised to work on the JWS site in the future
- c. Both of the above

**13. If the biometrics machine fails to sign you in what does this mean?**

- a. Your induction has expired and you will require re-induction before commencing works
- b. You Contractor insurance has expired and JWS will require a copy of this before commencing works
- c. Both of the above

**14. If the biometrics machine will not allow you to sign in what should you do?**

- a. Speak to a member of staff in the Weighbridge who will provide you with further instructions
- b. Ignore it and carry on working
- c. Try it next time and hope it works

**15. Permit to Works must be completed for?**

- a. Work at Height
- b. Confined Spaces
- c. Hotworks
- d. Electrical Works
- e. All of the above

**16. What should you do if you intend to sub-contract out any works to JWS?**

- a. Obtain a prior written agreement from a JWS authorised representative
- b. Nothings its ok to use sub-contractors at any time
- c. Just insure they are inducted

**17. Any Contractor wishing to use any of the JWS equipment must?**

- a. Have valid and up to date training and authorisation from a Manager
- b. Defect check the equipment before use
- c. Both of the above

**18. When dealing with Chemicals on site what should you do?**

- a. Always wear gloves and check the COSHH Assessment for the chemical you are using for safety information
- b. Ensure they are stored in a cool dry place on site
- c. Both of the above

**19. Health and Safety is the responsibility of?**

- a. The QEHS Advisor
- b. The Managing Director
- c. Everyone has a responsibility

**20. When walking around site you should always?**

- a. Always use the designated walkways
- b. Take the quickest route
- c. Both of the above

**21. What is the site speed limit?**

- a. 20mph
- b. 10mph
- c. 5mph

FOR OFFICE USE ONLY	
<b>NUMBER OF CORRECT ANSWERS:</b>	
<b>AUTHORISED TO WORK (Y/N)</b>	
<b>MANAGERS NAME (PRINT):</b>	
<b>MANAGERS SIGNATURE:</b>	
<b>DATE:</b>	



# JWS COVID-19 SITE STANDARDS

JWS SUMMARY OF SITE CONTROLS FOR VISITORS AND CONTRACTORS IN RESPONSE TO THE COVID-19 OUTBREAK



## SITE ARRIVAL

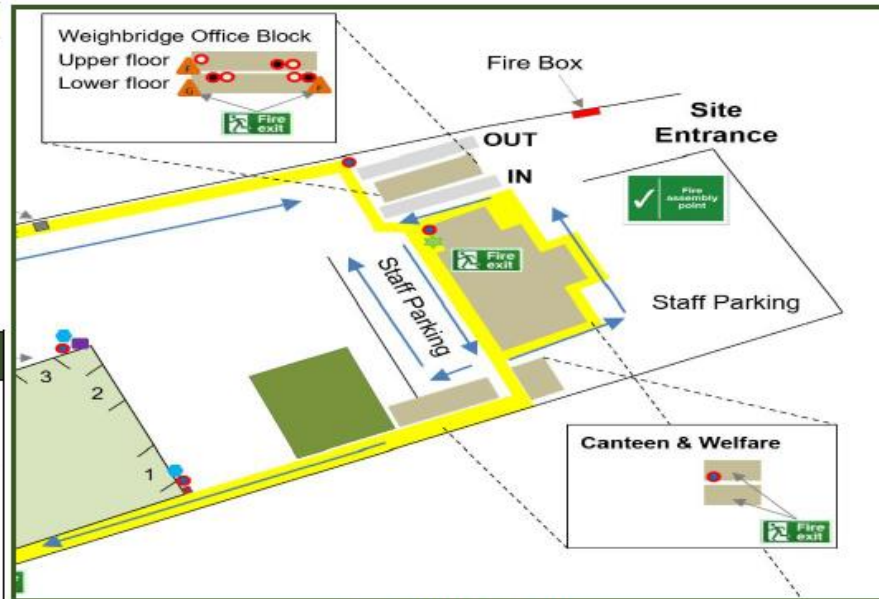
- Only one person at a time authorised to enter the reception areas and weighbridge signing in areas.
- 2 metre social distancing enforced and required when waiting to enter site arrival points.
- JWS staff manually sign in visitors (full name acts as signature entry to site and site safety rules) to minimise cross contamination.
- All site visits must be pre-booked to ensure the numbers of staff and contractors on site are controlled and support social distancing requirements.
- All entry points are covered with hand sanitiser stations. It is mandatory that visitors and third parties sanitise their hands before entering the JWS site.
- Do not enter the JWS site if symptomatic.

## WALKWAYS

- 1 person per walkway at any one time unless a 2 metre distance is applied between each individual.
- Signage on doorways and walkways regarding COVID-19; advice and requirements must be followed.
- Maintain tape distancing and floors around walkways and follow the walkway 1-way system.

## WELFARE

- Contractors and visitors are not permitted to enter the canteen areas. Please facilitate lunch breaks in vehicles if possible.
- Only 2 persons authorised in the welfare changing and toilet areas at any one time. Contractors and visitors must use the disabled toilet on the right-hand side of entry into the facility (JWS employees must not use).
- When exiting welfare areas hands must be sanitised using the hand sanitiser stations provided or washed with warm, soapy water for at least 20 seconds.
- Breaks on site have been staggered.



## CONSIDERATIONS

- Anybody not following safe distancing measures will be asked to leave site immediately.
- If you have been around any family members that have been symptomatic you must not attend site for at least 14 days.
- Respect other people's space and keep each other safe.

## PPE

- All employees, visitors and contractors must wear full PPE when on site, this includes safety boots, safety hat, safety glasses, gloves, dust mask and high visibility clothing in all areas on site, not just designated areas.
- Please use the bins provided around site with black and yellow markers to dispose of used PPE.

## SITE EXIT

- When exiting site, you must verbally inform the person who has organised your works or visit so they can ensure you are signed out.
- Areas will be cleaned down and disinfected each day around the site and offices including push plates, touch points, toilets, and door handles.

<b>PLEASE DISTRIBUTE AND COMMUNICATE THE ATTACHED TO ANY OF YOUR EMPLOYEES THAT ENTER THE JWS PREMISES AND REQUEST THAT THEY SIGN AND DATE THE BELOW TO ILLUSTRATE THAT THEY UNDERSTAND AND AGREE TO FOLLOW THE STANDARDS SET OUT (JWS COVID-19 SITE STANDARDS)</b>	
<b>PRINT NAME:</b>	
<b>SIGNATURE:</b>	
<b>DATE:</b>	