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CONTRACTOR AND SUPPLIER HANDBOOK

CODES OF PRACTICE 2020

Health, safety and environmental instructions to be followed by all Contractors, Sub-contractors and Suppliers working on site at JWS Waste.

We have introduced these procedures because we feel that it is important to provide a safe working environment for all of our staff and contractors and because we take our environmental responsibilities very seriously and are continually striving to minimise our environmental impact.

Please read these procedures and keep them for reference whenever needed.

Your co-operation in the operation of these procedures is essential and will be greatly appreciated.



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JWS Waste & Recycling Services Limited
Westport House
35 Frederick Road, Salford
Manchester M6 6LD

**BIGGER BY DEMAND
BETTER BY RESULTS**

Company Registration Number 1721300



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1 INTRODUCTION

Before JWS Waste and Recycling Services Limited will allow any contractor to carry out work on our site, they must provide the documentation listed below and agree to comply with our site health, safety and environmental rules to assure us that the contractor or supplier understands their obligations whilst on the JWS site.

JWS Waste and Recycling Services Limited has adopted a number of Codes of Practice in order to set and maintain a high standard of health and safety in its own undertakings to achieve and maintain a culture of **Zero Harm** and the same high standard and culture is therefore required of both contractors and suppliers working on our behalf.

- **It is a requirement that any additional legal requirements, not included in this handbook are complied with.**
- Any queries regarding this Contractor and Supplier Handbook and its containing Codes of Practice should be addressed to: - compliance@jswaste.co.uk

1.1 Health and Safety

Particular attention is drawn to the following Regulations and Codes and the list is **not** exhaustive:-

- The current Building Regulations
 - Electricity at Work Regulations
 - The Electrical Equipment (Safety) Regulations
 - The Noise at Work Regulations 2006
 - I.E.E. Regulations
 - The Lifting Operations and Lifting Equipment Regulations (LOLER)
 - Control of Substances Hazardous to Health (COSHH) Regulations
 - Management of Health and Safety at Work Regulations
 - Reporting of Injuries Diseases Dangerous Occurrences (RIDDOR) Regulations
 - Workplace (Health and Safety and welfare) Regulations
 - Provision and use of Work equipment Regulations
 - Personal Protective Equipment (PPE) Regulations
 - Manual Handling Operations Regulations
 - Fire Regulatory (Reform Order) 2005
 - Working at Height Regulations 2005
 - Environmental Protection (Processes and Substances) Regulations
 - The Site Waste Management Plans Regulations 2008
 - Waste (England and Wales) Regulations 2011
- The following Codes of Practice have accordingly been drawn up in order to provide instructions to Contractors and Suppliers undertaking work on behalf of JWS Waste and Recycling Services Limited.
 - The main purpose of this handbook and its containing Codes of Practices is to ensure that all work is performed in such a manner as to be safe for all employees of JWS and that of their clients, suppliers, contractors, visitors and members of the public.
 - This handbook and its containing Codes of Practice is not to be regarded in any way of relieving contractors and suppliers of their statutory responsibility to avoid accidents. Neither is this handbook and its containing Codes of Practice intended to restrict or impede the way in which work is performed.

2 APPLICATION AND USE

This handbook and its Codes of Practice apply to all suppliers and contractors who supply goods and services to JWS Waste and Recycling Services Limited.

Whilst the contractor or supplier must, in the performance of his contract or work, observe the requirements and working practices set out in this handbook. Nothing in this handbook and its containing Codes of Practice can be deemed to absolve the contractor or supplier from any liability whether civil or criminal, for personal injury, damage to property or any other liability whatsoever either at common law or any statute which may from time to time come into force.

The contractor or supplier must ensure that the contents of this handbook and its Codes of Practice are known and understood by all representatives, workforce, employees and subcontractors working at the JWS Waste and Recycling Services site.

The contractor or supplier must ensure that all of their employees are trained in and aware of all safety practices and policies adopted during the performance of all work on the JWS Waste and Recycling Services site.

3 DEFINITION OF TERMS

In the handbook and its containing Codes of Practice certain terms used have broader meanings as defined below and should be interpreted accordingly. Any reference in this handbook to any particular statute, regulation or order shall be deemed to include a reference to any statutory modification or re-enactment of the particular statute, regulation or order.

- **JWS Waste and Recycling Services Limited:** Any reference to JWS Waste and Recycling Services Limited will refer to the site address:-

JWS Waste and Recycling Services Limited
35 Westport House
Frederick Road
Salford
Manchester
M6 6LD

- **Site Manager:** The person authorised to act on behalf of JWS Waste and Recycling Services Limited and is in control and responsible for the JWS site where the work or service is being undertaken.
- **Competent Person:** Those persons that have received appropriate documented training and certification (from an accredited body) in respect to their competency in the job they are undertaking.

4 DUTIES AND RESPONSIBILITIES

The contractor or supplier must ensure so far as reasonably practicable, the health, safety and welfare at work of all employees. It is the responsibility of the contractor and supplier to provide such information, instruction, training and supervision to their employees and other affected so far as is necessary to ensure the health and safety of their employees and others at work. They must also ensure that persons not in their employment, but who may be affected by their work activities are not exposed to any risk to their health and safety.

Suppliers of plant and equipment also have duties detailed in the Health and Safety at Work Act 1974 and these must be adhered to when supplying such plant and equipment to JWS Waste and Recycling Services Limited.

5 CONTRACTOR AND SUPPLIER HEALTH AND SAFETY POLICY

Prior to being engaged with JWS the contractor or supplier (if employing 5 or more persons) will be required to provide evidence in the form of a copy of their Health and Safety Policy, which they will have brought to the attention of their employees.

5.1 Policy/Questionnaire/Method Statements

The contractor or supplier will be required to complete a Health and Safety Questionnaire and may subsequently be asked to provide additional information. Method Statements must be provided for works being undertaken to confirm safe systems will be in place.

5.2 Contractor Insurance

At the request of JWS the contractor or supplier will provide his employers/public/product liability Certificates/Policy of insurance for inspection and any such evidence to support that the certificates/policy are operative. In addition the contractor or suppliers will, if required, make adjustments to his insurance covers as necessary to satisfy the requirements of JWS Waste and Recycling Services Limited.

6 CONSULTATION PRIOR TO COMMENCEMENT OF WORK

- Before any works begin, a responsible person representing the contractor or supplier shall discuss with the JWS Quality Environmental Health and Safety (QEHS) Advisor and/or Site Manager the health and safety precautions necessary to ensure, as far as is reasonably practicable, that all works are undertaken safely and they will identify by name that person.
- **IMPORTANT** All contractors and suppliers shall be provided a copy of this handbook prior to any work commencing and failure to return the Certificate of Acknowledgement (accompanying this handbook) and to ensure that it has been completed and returned to the relevant JWS representative, or similar confirmation of receipt has been received by JWS, will result in payment being withheld until such time that the necessary return of documents has been made.
- The Certificate of Acknowledgement ensures that the contractor or supplier agrees to work in accordance with the requirements of this handbook, relevant legislation, Approved Codes of Practice (ACOP), guidance notes and best practice.
- Failure to complete the Certificate of Acknowledgement and provide a receipt, will not exempt a contractor or supplier from fulfilling their legal duties in respect to Health and Safety.

7 RESPONSIBILITIES OF JWS WASTE AND RECYCLING SERVICES LIMITED

JWS shall ensure that:

- a) The area where work is to be undertaken is clearly defined.
- b) Any information concerning significant hazards in the possession of JWS is fully communicated to the contractor or supplier prior to work commencing.
- c) Additional copies of this handbook are made available to the contractor or supplier upon request.
- d) All contractors and suppliers are made aware of the fire and other emergency evacuation procedures.
- e) Appropriate arrangements are in place to co-operate with contractors and suppliers regarding welfare and first aid facilities, emergency procedures and other health and safety matters affecting work or services.

8 CONTRACTOR OBLIGATIONS

Contractors shall ensure that they comply with all policies and procedures laid out by JWS.

9 ACCESS TO SITE

- All Contractors and suppliers must report to the JWS weighbridge prior to any works commencing.
- Careful consideration must be given to ensure the health and safety of other contractors, visitors and staff on site.
- Contractors and suppliers must adhere to all site rules of entry to and exit from the JWS premises and in particular the signing in and out procedure (all contractors and suppliers must sign in at the JWS Weighbridge to conform attendance on the JWS site and conform agreement of the JWS Site rules).
- The contractor or supplier will erect barriers internally or externally as relevant to the works being undertaken designed to:-
 - Protect JWS employees, visitors and other third parties
 - Fully enclose the work area and ensure that Barriers and cones are erected segregating the work area from JWS employees, visitors and third parties.
 - Appropriate signage is used such as “No Entry” and “Caution” depending on the type of works being undertaken.

10 SITE RULES

10.1 Arrival at site

- A speed limit of 5 mph applies.
- All vehicles must stop at the weighbridge.
- Everywhere beyond the weighbridge is a PPE controlled area, drivers shall ONLY exit their vehicle if they are wearing a HARD HAT, HIGH VISIBILITY VEST, SAFETY GLASSES and SAFETY BOOTS.
- Safety glasses and ear protection must be worn in designated areas, indicated by signage.
- Drivers shall ONLY proceed to the place indicated by the weighbridge operator.
- Passengers in vehicle cabs are prohibited from leaving the vehicle.
- The removal of sheets must be undertaken in areas dedicated and assigned for such. Where automatic de-sheeting is not fitted or working, roll-on-off containers and skips must be set down on the ground prior to sheets being removed.
- Vehicle drivers must give way to pedestrians.
- Pedestrians must follow the pedestrian walkways at all times.

10.2 Disposal in the transfer building

- Only one vehicle is permitted to discharge its load at any time.
- Vehicles are not permitted to enter the shed until the banksman has given the signal to proceed.
- Discharge is supervised by the banksman; all drivers must follow the instructions of the banksman.
- Container doors must be secured open prior to tipping, then closed and re-secured immediately after the load is discharged.
- All drivers and other third party users must wear safety glasses throughout tipping operations when outside their vehicle cab.
- Care must be taken when releasing jammed loads.
- When in the tipping area keep a constant lookout for other vehicles and plant movements within the area.
- All vehicles should have operating reversing beepers.

- Clean all residues from the vehicles tailgate and clear any obstructions in the wheels, before leaving the disposal area.
- Climbing on vehicles to sheet/de-sheet or trim loads is strictly forbidden.
- Totting of any item from the waste is strictly forbidden and will be considered as theft.
- Smoking on site or in vehicle/plant cabs is strictly prohibited.
- Children and dogs are not allowed onto the site.

10.3 Leaving site

- All vehicles, requested to tare in and out, must stop at the weighbridge and report to the weighbridge operator.
- Extreme care must be taken when emerging onto the highway from site, be aware of pedestrians crossing the site entrance and on-coming vehicles.
- Vehicles leaving must give way to vehicles entering the site.
- Always ensure you report ANY accidents or near misses to the weighbridge before leaving site.

10.4 Safety equipment

- The following PPE must be worn on site:
- High visibility vest
- Hard hat (not bump caps)
- Safety footwear
- Safety glasses
- Ear protection in designated areas
- Gloves as necessary

10.5 Duty of care

- Drivers should ensure they have:
- Properly contained loads which cannot spill waste whilst in transit
- Proof of being registered carriers
- Adequate waste transfer documentation

Failure to comply with any of these Site User Instructions or Safety Rules could result in the Company taking necessary action to prohibit driver's contractors and suppliers using the site.

11 HEALTH AND SAFETY MONITORING

- JWS Waste and Recycling Services Limited reserve the right to remove any individual or Contractor from site on the grounds of breaches of Health and Safety requirements.
- JWS Waste and Recycling maintains an internal system of Health and Safety monitoring. Where a contractor or supplier is found to be breaching Health and Safety requirements or the JWS Site rules a non-conformance will be raised for investigation. Where a contractor or supplier is found to be repeatedly breaching Health and Safety requirements and the JWS site rules JWS reserves the right to terminate a contractors or suppliers approval status on the grounds of Health and Safety failings.

12 PERSONAL PROTECTIVE EQUIPMENT

Every contractor and supplier will provide their own Personal Protective Equipment (PPE). JWS Waste and Recycling Services Limited require the mandatory wearing of PPE including but not limited to:-

- Safety helmet (which is in date)
- Safety footwear
- High visibility vest or jacket etc.