


OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS SITE INDUCTION PACK	E&CS05	Rev. 8	
	Page 1 of 9	Issue Date: 15/09/15	
	Owner: C Harrison		

SITE INDUCTION PACK

Project No:

Brief Project Description:

Estates & Campus Services
University of Lincoln
Lincoln
LN6 7FL
United Kingdom

t +44 1522 886 749
w www.lincoln.ac.uk

OPERATIONAL MAINTENANCE PROCEDURE



UNIVERSITY OF
LINCOLN

Subject:

CONTRACTORS SITE INDUCTION PACK

E&CS05

Rev. 8

Page 2 of
9Issue Date:
14/09/15

Owner: C Harrison

CONTACT SHEET

<input type="checkbox"/>	CDM Co-ordinator	Tel: Mobile: Email:
<input type="checkbox"/>	Contractor's Contract's Manager	Tel: Mobile: Email:
<input type="checkbox"/>	Contractor's Site Manager	Tel: Mobile: Email:
<input type="checkbox"/>	First Aider Emergency Numbers	Tel: Mobile: Email:
<input type="checkbox"/>	University Estates Project Manager – Bevan Adams	Tel:01522 886411 Mobile:07884 476395 Email: badams@lincoln.ac.uk
<input type="checkbox"/>	University Estates Project Manager – Kevin MacDonald	Tel:01522 886344 Mobile:07884 476238 Email: kmacdonald@lincoln.ac.uk
<input type="checkbox"/>	University Estates Project Manager –	Tel: 01522 Mobile:0 Email:
<input type="checkbox"/>	University Estates Project Manager – Steve Holt	Tel: 01522 886923 Mobile: 0770 2671646 Email: sholt@lincoln.ac.uk
<input type="checkbox"/>	University Security:	Tel: 01522 88(6062) Email: securitysupervisor@lincoln.ac.uk
<input type="checkbox"/>	Estates Compliance Officer (Chris Harrison)	Tel: 01522 887062 Mobile: 0759 9966483 Email: charrison@lincoln.ac.uk
<input type="checkbox"/>		Tel: Mobile: Email:
<input type="checkbox"/>		Tel: Mobile: Email:
<input type="checkbox"/>		Tel: Mobile: Email:
<input type="checkbox"/>		Tel: Mobile: Email:

OPERATIONAL MAINTENANCE PROCEDURE		
Subject: CONTRACTORS SITE INDUCTION PACK	E&CF05	Rev.
	Page 3 of 9	Issue date: 14/04/15
	Owner: C Harrison	




UNIVERSITY OF
LINCOLN

1.0 SCOPE OF WORKS

2.0 A WORK PERMIT IS REQUIRED FOR All of the following types of tasks carried out on University premises (as marked)


- Work with or near Asbestos (E&CS08)
- Fire Alarm System (E&CS18)
- Confined Spaces (E&CS16)
- Work on LEV or Fume Cupboards (E&CS27)
- Access to HV electrical installations (E&CS22)
- Hot Works (E&CS17)
- Permit to Dig (E&CS19)
- Working at Height (E&CS26)
- * Fumigation (E&CS28)* (under supervision of trained laboratory technician)
- Handover an area to a contractor to control (E&CS06)
- * Outdoor crane lifts* (Under control of external appointed person)

OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS SITE INDUCTION PACK	E&CF05	Rev. 8	
	Page 4 of 9	Issue date: 14/09/15	
Owner: C Harrison			

3.0 SITE SPECIFIC HEALTH & SAFETY HAZARDS

The following hazards are present within close proximity of your site of works. Your risk assessments and method statements must take these items into consideration. Additional information is contained within the Appendix or available on request

- Asbestos Containing Materials (please read extracted copy of Asbestos Register)
- Confined Spaces
- Live electrical supply (over 240 volts)
- Pressurised vessels or pipework
- Gas
- Other contractors
- Open trenches, excavations
- Plant movement by others
- Work at height
- Livestock/ animals
- Occupied building
- Below ground services
- Temporary structures/ scaffolding by others
- Adjacent road/ traffic route or live railway
- Low overhead Cables
- Poor or restricted access/ egress
- Made up ground
- Contaminated land
- Open water
- Water supplies
- HV electrical cables
- Vermin/ disease
- Moving machinery/ parts
- Sewerage
- Hazardous fumes/ gases
- Hazardous chemicals

OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS SITE INDUCTION PACK	E&CS05	Rev. 8	
	Page 5 of 9	Issue date: 14/09/15	
	Owner: C Harrison		

4.0 **CONTRACTOR SITE RULES** - Inductor to cross out any that do not apply

1. Please be aware that your images are being captured on CCTV, those images will be kept for 28 days and then deleted unless they are required as part of an investigation.
2. All vehicles are to be used in an appropriate and legal manner. Please see the University of Lincoln Traffic and Parking Regulations, parking tickets issued cannot be revoked by the University.
3. Please make yourself aware of the local fire safety rules, Fire alarm tests are carried out on a Wednesday morning. If the alarm sounds for longer than 10 seconds it is not a sounder test and should be treated as a fire drill.
4. Make yourself aware of and follow local site rules, e.g.
 - Follow the country code at Riseholme Campus
 - Do not feed the animals.
5. Ensure you stay within the site boundaries/facilities allocated to you to use by the Project Manager/Compliance Officer.
6. Do not block or obstruct any fire exits or fire escape routes unless it has been agreed that they form a part of the site of works.
7. All operatives must keep their temporary ID on their person at all times and wear official company issued (company logos showing) clothing.
8. Appropriate and presentable clothing is to be worn at all times, **all contractors** must wear high visibility vests while working so that they stand out as contractors on the CCTV.
9. All operatives must behave in a polite and considerate manner at all times.

Provocative or offensive behaviour, including wolf whistling, lewd comments etc will result in immediate removal from University premises.
10. Do not play radios, stereos, and MP3 player etc on any site of works or in any way that may disturb other users of the University.
11. Do not smoke inside any buildings or enclosed spaces, it is only permitted further than 2m from any open window or doorway; ensure that you dispose of the remnants responsibly.
12. The use of mobile phones is prohibited when working, the contractor should move to a place of safety to accept or make calls.

OPERATIONAL MAINTENANCE PROCEDURE



UNIVERSITY OF
LINCOLN

Subject:

CONTRACTORS SITE INDUCTION PACK

E&CS05

Rev. 8

Page
6 of 9


Issue date:
14/09/15

Owner: C Harrison

13. All issues arising from the works or any other associated matter should be communicated to the Estates Project Manager for further instructions and not the building occupants.
14. Should unforeseen hazardous substances be uncovered in the course of the works: stop work; isolate the hazard; protect all other personnel; report it to the University Project Manager for further instructions
15. No attendance on site is permitted whilst under the influence of alcohol or drugs.
16. All equipment and tools to be used must be safe and fit for the intended purpose; it is only to be used by those competent to use it and is your responsibility to secure them when not in use.
17. Remember you are an ambassador/representative for your company, it is being judged by your action and inactions.
18. If you feel someone around you is working in an unsafe manner, Stop them and challenge them why? This is expected of all contractors/staff on University Campus.
19. Do not let litter/rubbish from your area of work fly around the campus; bin it/control it.
20. Ensure that all sites of work and University facilities are left in a clean, tidy and safe state.
21. Ensure all keys are returned at the end of each shift.
22. Return permits and ID badges to the issuer (Estates & Commercial Facilities department or Security) by the stated return date.
23. It is your responsibility to provide the Estates & Campus Services compliance with the requested KPI data from your site on a weekly basis (Monday - Sunday). The appropriate form E&CF04a (KPI collection data should be emailed in to charrison@lincoln.ac.uk each Monday morning for your previous weeks work.

Where works are to be carried out in/on the student residencies operated by the University the following additional site rules will apply.

- 21) *All reasonable precautions should be taken to avoid damage to or defacement, staining, dirtying of the furniture, floor coverings or any other personal effects of the occupier.*
- 22) *All waste materials, cuttings and spillages will be cleared away upon completion of the work prior to the contractor leaving the site.*
- 23) *Under no circumstances should the contractor use the sinks or bathroom facilities for disposing of works debris or cleaning of tools or equipment.*

OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS SITE INDUCTION PACK	E&CS05	Rev. 8	
	Page 7 of 9	Issue date: 14/09/15	
	Owner: C Harrison		

- 24) *Disturbance to the occupier by way of cutting off power supplies or services, aerials, telegraphic or other communications links should be restricted to what the occupier has already been informed about, if the time without the said service must be extended due to unforeseen events the occupier must be informed as soon as practicable.*
- 25) *The previously mentioned services are not to be left switched off overnight without the Universities Estates Department Project Manager's agreement regarding the possible consequences.*
- 26) *The contractor shall at all times be courteous and polite. If requested or necessary, they should explain to the tenant or any other member of their family who may raise concerns regarding the work or its scheduling, if any disputes occur stop work, secure and make safe the site and report it to the Project Manager referred to above.*
- 26) *At all times the modesty/dignity of the student shall take priority over your work, if this creates a timing issue report it back to the Project Manager to rectify.*
- 27) *Under no circumstances shall the contractor be allowed to smoke within the students residencies within which they are carrying out work at the time.*

This clause cannot be waived by the tenant/occupants invitation to smoke, they are there as a resident but while you are there it will a place of work for you, the no smoking ban enforced across the UK applies to you!

Finally ensure you have your risk assessments and method statements available and you are familiar with them.

Any contractor caught breaking any of these rules will be liable to eviction from site pending further investigation


Name (Print):.....

Signed:.....

On behalf of the University of Lincoln


Date:.....

Once signed a copy of this induction should be forwarded to Chris Harrison for archiving as a record of what was discussed and agreed to during the induction.

OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS SITE INDUCTION PACK	E&CS05	Rev. 8	
	Page 8 of 9	Issue date: 14/09/15	
	Owner: C Harrison		

5.0 **ADDITIONAL SAFETY REQUIREMENTS AGREED**

Brief outline summary of how any hazardous issues have been agreed to be carried out between both parties:

OPERATIONAL MAINTENANCE PROCEDURE			 UNIVERSITY OF LINCOLN
Subject: CONTRACTORS SITE INDUCTION PACK	E&CS05	Rev. 8	
	Page 9 of 9	Issue date: 14/09/15	
Owner: C Harrison			

WORKS INDUCTION SIGNATURE BOX

Project No:	
Brief Works Description:	

Site Supervisors Name:.....

Company:.....

- I have received the University of Lincoln Works Safety Induction.
- I understand the hazards that are present and will work within the agreed Method Statements.
- I have received all necessary safety equipment to carry out the works.
- I will abide by the University's site safety and fire rules and regulations.
- I will obtain and comply with all necessary permits to work
- I will keep the following information available at all times;
 - Copy of Permits to Work
 - Works Method Statements

Signed:.....

Date:.....

PLEASE WRITE YOUR FULL NAME IN BLOCK CAPITALS	Signature	CSCS Card Nr	Expiry Date

After signing please return to the Compliance Officer either in person, email (address on p2) or via mail to:

Chris Harrison, E & CF Compliance Officer,
 Estates & Campus Services
 University of Lincoln
 Lincoln LN6 7FL