

EXPRESS

HEALTH, SAFETY AND WELFARE

**Rules, Conditions & Guidelines
For Contractors & Sub-Contractors**

Contents

Page 2	Accident/Incident Reporting and Investigation
Page 2	Information Required
Page 2	Safety Representatives and Safety Committees
Page 3	Hoist and Hoist Towers
Page 3	Scaffolding
Page 4	Control of Noise
Page 4	Ladders, Steps and Lightweight Staging
Page 5	Asbestos
Page 5	Excavations
Page 5	Manual Handling
Page 6	Fire-Prevention and Control
Page 6	Highly Flammable Products and Liquefied Petroleum Gases
Page 7	Abrasive Wheels
Page 7	Cartridge-Operated Tools
Page 7	Electrical Systems and Work Equipment
Page 8	Plant and Equipment
Page 8	Working at Heights
Page 9	Underground/Overhead Services
Page 9	Welfare and First Aid Arrangements
Page 9	Working in Confined Spaces
Page 10	Waste Management and Pollution Control
Page 11	Construction (Design and Management) Regulations
Page 11	Storage of Materials, Plant and Equipment
Page 12	Housekeeping
Page 12	Method Statements
Page 12	Personal Protective Equipment
Page 13	Demolition
Page 13	Steelwork
Page 14	Chemical Cleaning, Grinding and Blasting
Page 14	Contact Details
Page 15	Contractors Document Return Form

General Information

Should the Contractor or their Sub-Contractor(s) be unsure of the content or interpretation of statutory provisions, approved codes of practice, HSE guidance or applicable British Standards they must consult with a competent person or body prior to the compliance with the details of the contract order.

Failure by a contractor to comply with the content, spirit or intent of this document will result in a verbal and/or written notice to offending parties of areas of non-compliance.

Dependant on the severity of non-compliance individuals may be removed from the workplace and/or termination of the contract order may take place.

Item 1 - Information Required

Contractors will on request provide the company with the following documentation or information (but not being limited to):

- Their current Health and Safety policy document
- Specific and detailed Method Statements
- Formal project specific risk assessments i.e. risk, fire, asbestos, COSHH, noise, PPE, manual handling, LOLER, lead etc
- Applicable certificates of test and examinations, certificates of competence or authority to operate, and the like
- Accident statistics
- Safety audits/inspections/review results

If the contractor intends to sub-let all or any part of the contract order, written approval must be obtained from Express Elevators Ltd prior to subletting. They will be responsible for collating and providing Express Elevators Ltd with the aforementioned relating to their sub-contractors.

Item 2 - Safety Representatives and Safety Committees

The Contractor will notify Express Elevators Ltd immediately in writing of their recognition of Safety Representatives of Safety Committee made in compliance with the Safety Representatives and Safety Committees 1977 and Associated Code of Practice.

Item 3 - Accident/Incident Reporting and Investigation

The reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 requires reports covering:

- Fatalities and major injuries
- Injuries resulting in incapacity for more than three days
- Specified occurrences
- Dangerous occurrences

Reports (form F2508) must be notified by the Contractor in the appropriate manner to the enforcing authority. Express Elevators Ltd requires that all such notifications be brought to its attention immediately. Copies of any such notifications are to be passed to Express Elevators Ltd as soon as possible.

Contractors must establish investigating procedures to be followed in the event of an accident or incident, recording their findings in writing giving full details to Express Elevators Ltd without delay.

It will be the responsibility of the Contractor to ensure that details of any injury received as a result of an accident or incident occurring on Express Elevators Ltd projects are reported to the Express Elevators Ltd person in charge without delay and recorded by the Contractor in the Express Elevators Ltd - 'Accident Book'.

Item 4 - Scaffolding (Tube and clip, modular scaffolding)

Scaffolding shall only be erected and dismantled by competent persons with the appropriate and recognised certification i.e. The Construction Industry Scaffolders Record Scheme.

All scaffolding shall be supplied, inspected and erected in accordance with BSEN12811-1, TG20:5 BSEN6399, The Management of Health & Safety Regulations and The Provision and Use of Work Equipment Regulations 1998.

All scaffolding supplied and erected shall be adequate and suitable for the task(s) to be undertaken. A handover certificate is to be issued to the Express Elevators Ltd person in charge following the completion of the scaffolding structure.

Contractors supplied and erected scaffolding structures, must comply with all the above provisions, including the following:

- All inspections are to be undertaken by a competent person and the particulars recorded in a report of inspection as laid down in the Construction Design & Management Regulations 2015. Copies of such are to be forwarded to Express Elevators Ltd as soon as possible.
- The scaffold structure complies with the site specific requirements e.g. flame retardant monoflex, tying-in positions, debris netting, fans, ground stability, lighting, etc.

Item 5 - Hoist and Hoist Towers

All hoists supplied and erected for Express Elevators Ltd projects must comply with the following provisions covering the construction, maintenance, erection, use examination and testing of hoists: "Health and Safety at Work" Act 1974, The Management of Health and Safety at Work Regulations 1999, The Provision and Use of Work Equipment Regulations 1998, Lifting Operations and Lifting Equipment Regulations 2002, The Working at Height Regulations 2005.

All records of inspections must be available for examination at all reasonable times.

Contractors must only use the site hoist(s) following suitable instruction, training and permission from the Express Elevators Ltd person in charge.

Item 6 - Ladders, Steps and Lightweight Staging

All ladders, steps and lightweight staging supplied and used by Contractors must comply with the following provisions covering the supply, maintenance, erection, use and examination:

Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Construction Design & Management Regulations 2015, The Provision and Use of Work Equipment Regulations 1998, The Manual Handling Operations Regulations 1992 and The Working at Height Regulations 2005.

All ladders to be set on a firm, level base, set at the correct angle, suitably tied or footed and of the correct type, grade and length for the operation being undertaken including any necessary ladder stability rail system detailed as part of a site specific requirement.

Lightweight staging or trestle scaffolds

All lightweight staging or trestle scaffolds supplied and used by Contractors must be of the correct type and grade for the operation being undertaken.

The working platform must be to the correct width, set on a firm level base, with guard-rails and toe-boards on all working platforms where a person, material or object could fall from any place of work.

Step ladders, ladders and trestle scaffolds will only be used for light work of short duration or access purpose and in accordance with:

HSE Guidance Note GS31 - Safe use of ladders, stepladders and trestles.
852037 1994 - Specification for portable ladders, steps, trestles & lightweight staging.

Item 7 - Control of Noise

Contractors must comply with the following provisions covering the control of noise to protect the workers and other persons from its effects:

Public Health Act 1961, Health and Safety at work Act 1974, Control of Pollution Act, Environmental Protection Act 1990, The Noise at Work Regulations 2005.

All Contractors will be responsible for carrying out formal noise assessments to ensure activities under their control do not place people at risk and provide all necessary ear defending equipment and provisions to their employees.

Express Elevators Ltd require copies of the Contractors formal assessment(s) and the intended control measures to be implemented during the works, which are to minimise the risk of hearing damage.

Contractors are to control the exposure from high noise levels from plant or equipment where reasonably practicable by the reduction of high noise levels at source.

Item 8 - Manual Handling

Contractors must comply with the following provisions covering Manual Handling Operations:

Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Manual Handling Operations Regulations 1992.

The Manual Handling Operation Regulations 1992 outline how to deal with risks to the safety of employees who have to carry out manual handling in the course of their work activities.

Manual handling operations must be assessed to reduce any risk that may be inherent to the operation, avoid the need to carry out manual handling as far as possible and where a risk is identified, implement measures to reduce that risk.

Item 9 - Excavations

Contractors must comply with the following provisions covering excavations:

Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999, The Manual Handling Operations Regulations 1992.

Contractors undertaking excavation work as part of the contract order must be aware and observe the following methods prior to work operations commencing:

- The location of underground services
- Understand the ground conditions including any soil contamination and control measures required
- The protection of other persons who may be affected
- The need for adequate excavation supports, safe access/egress, suitable barriers and signage, dewatering, etc.
- The provision of adequate operatives suitably trained and briefed in site specific hazards
- Undertake and maintain records of inspection on the prescribed form(s). All inspections are to be undertaken by a competent person and the particulars recorded in a *report of inspection* as laid down in The Construction Design & Management Regulations 2015. Copies of such reports are to be forwarded to Express Elevators Ltd as soon as possible.

Some Express Elevators Ltd projects will operate a **permit to excavate** system. The Express Elevators Ltd person in charge will inform you of any such site-specific requirements during site induction.

Item 10 - Asbestos

Specialist Contractors who are licensed as required under current Asbestos Regulations will only undertake asbestos removal.

The specialist asbestos removal contractor will forward to Express Elevators Ltd all relevant Health & Safety documentation for perusal and authorisation.

Any other Contractors who suspects the presence of asbestos products in the work area should cease all work operations immediately and report to the person in charge.

Item 11 - Highly Flammable Products and Liquefied Petroleum Gases

Contractors must comply with the following provisions covering highly flammable products and liquefied petroleum gas:

Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulation. 1999, The Construction Design & Management Regulations 2015, The Provision and Use of Work Equipment Regulations 1998, The Highly Flammable Liquids and Liquefied Petroleum' Gases Regulations 1972, The Control of Substances Hazardous to Health 2002, and The Safety Signs Regulations 1996.

Contractors must notify the person in charge of the project before highly flammable products liquefied petroleum gas is brought on to site, indicating the amount, type and the purpose of its use.

Contractors must make suitable arrangements and procedures for the storage and use of highly flammable products and liquefied petroleum gas whilst on Express Elevators Ltd sites. Provided suitable fire fighting equipment and training to operatives as assessed necessary for the work operation being undertaken, which must be approved and agreed with the Express Elevators Ltd person in charge.

Item 12 - Fire-prevention and control

Hot work activities

Contractors will provide and use cylinder trolleys to ensure ease of transport and safe storage whilst cylinders are in use. Flashback arrestors will be fitted to all welding, cutting and heating equipment. Appropriate welding screens and display safety notices will be required whenever electric arc welding is being undertaken to protect other persons from the effects of ultra-violet radiation and the spread of sparks.

Contractors must give consideration to fire prevention and control at all times when working on Express Elevators Ltd projects by enforcing the following procedures:

- Flammable waste products i.e. cardboard, wood, paper, cloth and the like, are to be removed from the work area on a regular basis, via the appropriate waste disposal system agreed with the Express Elevators Ltd person in charge.
- Provide suitable fire fighting equipment and training to operatives as assessed necessary for the work operation being undertaken.
- Observe the site specific rules i.e.
 - obtain 'Hot Work Permits' before hot work operations commence
 - observe the 'No Smoking' areas
 - observe the site emergency fire procedures
- Ensure suitable flame-retardant materials and the like are utilised as part of your 'hot working procedures' i.e. barriers, monoflex, temporary screens etc.

Item 13 - Cartridge Operated Tools

Contractors **must** ensure that operatives using cartridge operating tools have received such training as to be deemed competent and should not suffer from any form of colour blindness.

Contractors **must** inform the Express Elevators Ltd person in charge of their intended use of cartridge operating tools, including all their procedures for storage, disposal, methodology, appointed person etc. prior to any work operations commencing.

Item 14 - Abrasive Wheels

Contractors must inform the Express Elevators Ltd person in charge their intended use of abrasive wheels and the name(s) of the competent person(s) appointed.

Contractors must ensure that operatives using abrasive wheels have received such training as to be deemed competent, in accordance with The Provision and Use of Work Equipment Regulations 1998, and in conjunction with HS(G)17. Also ensure that their employees have a record of such training available when on an Express Elevators Ltd project.

Consideration must be made for the provision of damping down, dust, extraction, induced ventilation, exhaust, etc. systems as part of the Contractors working procedures.

Some Express Elevators Ltd projects will operate a '**Hot Work Permit**' system which includes the use of Abrasive Wheels in specified areas. The person in charge will inform you of any such site specific requirements during site induction.

Item 15 - Electrical systems and work equipment

Electrical systems to be installed, inspected and tested by competent personnel in total compliance with the Electricity at Work Regulations 1989 and the current edition of the I.E.E. Wiring Regulations.

Electrical Contractors are to be members of an appropriate professional association:-

i.e. National Inspection Council for Electrical Installation Contracting (NICEIC), Electrical Contractors Association (ECA), The Institute of Electrical Engineers (IEE).

Portable electrical equipment (i.e. drills, circular saws, jig saws etc) used on Express Elevators Ltd projects must be of 110v supply or less, tested and inspected in accordance with the Provision and Use of Work Equipment Regulations 1998.

Contractors must provide their operatives will all necessary information and training to operate electrical work equipment in a safe manner.

Item 16 - Plant and Equipment

Before using any plant and equipment, which by statutory provision requires identification markings and test certificates, Contractors must ensure that Express Elevators Ltd is provided with precise details of identification, copies of certification and entries into appropriate registers or similar approved.

Operators and users of such plant equipment must be able to demonstrate that they are competent to operate or use specified plant and equipment by virtue of recognised training and instruction which has been successfully undertaken.

All plant and equipment supplied or used by Contractors must be safe, suitable and used for its intended purpose.

All plant and equipment brought onto site must be accompanied by all relevant certification and retained for the currency of the work operations.

Item 17 - Working at Heights

All workers must comply with The working at Height Regulations 2005.

Mobile Elevated Work Platforms (MEWP's) must only be operated by trained and competent personnel whose names have been submitted to the Express Elevators Ltd person in charge, stating machines to be driven and the level of training undertaken.

Contractors must take all reasonable steps to prevent the falls of persons, debris, waste and materials during work activities.

Mobile Towers must only be erected by a competent person(s) in accordance with:-

- The manufactures/suppliers erection procedure
- Provision and Use of Work Equipment Regulations 1998
- HSE Guidance Note GS42 - Tower Scaffolds
- European Standard: BSEN12811-1

Roof work **must** only commence when an assessment of the work area and activity has been completed and such preventative measures have been implemented to reduce the risk(s) to the lowest possible levels.

A further review must be undertaken should the work activity be changed in any way and the findings passed on to the Express Elevators Ltd person in charge by means of a Method Statement(s).

Item 18 - Welfare and First Aid Arrangements

Contractors are to ensure that they comply fully with The Health & Safety (First Aid) Regulations 1981.

Category of risk	Numbers employed at any location	Suggested number of first-aid personnel
Higher Risk e.g. most construction work	Fewer than 5	At least one appointed person
	5-50	At least one first aider
	More than 50	One additional first aider for every 50 employed
Source - Health & Safety Commission, First Aid at Work - The Health and Safety (First Aid) Regulations 1981, Approved Code of Practice and Guidance L74 1997 HSE BOOKS		

Contractors must ensure that where welfare facilities are not to be provided by Express Elevators Ltd, it will then be the Contractors responsibility to ensure that adequate welfare and First Aid facilities are available for the duration of their contract, in accordance with the Construction Design & Management 2015.

Details of Contractors welfare and First Aid arrangements should be recorded in writing and brought to Express Elevators Ltd's attention prior to commencing on site.

Item 19 - Working in Confined Spaces

Contractors must **not** enter or work inside confined space, unless the Contractor is specifically skilled, trained and certificated in accordance with the Confined Spaces Regulations 1997.

All Confined Space work **must** be undertaken via the Express Elevators Ltd '**Permit to Work**' and '**Permit to Enter**' procedure.

Item 20 - Underground/Overhead services

Contractors engaged in activities which may be in close proximity of known or unknown underground or overhead services must all take appropriate steps to minimise the risk of injury to personnel or damage to such services whilst work activities are ongoing.

Safe working practices will include the preparation of detailed risk assessment and method statements, submitted for approval to Express Elevators Ltd prior to any work activities commencing.

Some Express Elevators Ltd projects will operate a '**Permit to Excavate**' system in specified areas. The Express Elevators Ltd person in charge will inform you of any such site specific requirements during site induction.

Item 21 - Waste Management and Pollution Control

Contractors must comply with the following provisions covering waste management and pollution control:

The Management of Health and Safety at Work Regulations 1999, Clean Air Act 1993, Control of Pollution Act 1974, Highways Act 1980, Control of Pollution (Amendment) Act 1989, Environment Protection Act 1990, The Control of Pollution (Special Waste) Regulations 1996, The Builder's Skips (Markings) Regulations 1984, The Collection and Disposal of Waste Regulations 1988, The Environmental Protections (Duty of Care) Regulations 1991, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) Regulations 1991, The Control Substances Hazardous to Health Regulations 2002, The Waste Management Licensing Regulations (Amendment) 1996, The Site Waste Management Plans Regulations 2008.

Contractors involved in the movement of waste must be registered as a carrier of waste with the local waste regulation authority and copies of registration to be shown to Express Elevators Ltd on demand.

Express Elevators Ltd **must** be given the relevant copy of the prescribed waste transfer note indicating the following information:

The description of the waste, the quantity, how the waste is packed, places of transfer from your ownership into the waste site management, date and time of transfer, contractors signature.

Contractors are to observe the requirements of The Control of Pollution Act 1974 with particular reference to the controlling of noise and powers of the local authority to serve notice regarding:

- The type of plant machinery which may, or may not, be used
- The working hours when noise may be made
- Maximum levels of noise which may be emitted from any particular point
- Provision for any change in circumstances

Contractors must ensure that no articles or substances are placed, thrown or allowed to seep into any watercourse or river.

Contractors providing waste skips are to ensure that all relevant permits are obtained and all statutory conditions are met.

Suitable barriers, signage, lighting and the like must be positioned and maintained for the currency of the operations.

- Contractors must keep the site tidy and collect waste regularly
- store materials in the designated area to prevent damage and loss
- reduce the amount of waste produced by reusing larger off-cuts elsewhere, rather than throwing away
- Don't throw waste materials into the wrong skip
- Don't contaminate one waste type with another
- Don't give waste away, as all waste taken off site needs to be accompanied by the appropriate paperwork

If you have been given responsibility for disposing of your own waste, you must provide evidence to the Site Manager that this has been carried out legally via waste carriers licence, waste transfer notes etc.

Item 22 - Storage of Materials, Plant and Equipment

Contractors must liaise closely with Express Elevators Ltd prior to and during the contract work establish:

- Their storage requirements
- A programmed schedule of deliveries
- All safety signs displayed in storage areas must conform to the current statutory provisions
- Any safety requirements for the storage of hazardous substances or materials
- All storage areas must be maintained in a clean and tidy condition
- All plant and work equipment to be made suitably safe and secure at the end of each shift

Item 23 - The Construction (Design and Management) Regulations (CDM) 2015

Requirements and prohibitions that are placed on Contractors by the Construction (Design and Management) Regulations are to:

- Give information to the principal contractor about risk assessments, on how to carry outwork and what steps they will take to control and manage any risks
- Communicate and co-operate with the principal contractors so that they each may comply with their duties under these regulations or any of the statutory provisions
- Comply with any direction given by the principal contractor
- Manage their work so as to comply with any provisions or any rules in the health and safety plan applicable to them
- Give the principal contractor details of any accident, illness or dangerous occurrence that is reportable under current legislation
- Supply to the principal contractor any information that they have, or can easily obtain and that the CDM Co-ordinator might need for the health and safety file
- Give their employees health and safety training as required by any other regulation
- Give their employees information about risks to health and safety arising out of the project
- Allow their employees to discuss and to make representations about matters concerning their health and safety

NB. Express Elevators Ltd would normally take the duly holders role of principal contractor on most Express Elevators Ltd projects.

Item 24 - Personal Protective Equipment (PPE)

Contractors must ensure that any item of personal protective equipment that is provided meets the appropriate statutory standards, is fit for its intended purpose and maintained to a satisfactory standard.

Where necessary the Contractor will provide such training, instruction, information and supervision to the user to enable personal protective equipment to be used in the correct manner and providing maximum protection.

NB. PPE should always be regarded as the last resort to protect against risk to safety and health. Engineering controls and safe systems of work should always be considered first.

Contractors must ensure that operatives and visitors entering an Express Elevators Ltd site have, as a minimum protective footwear and headgear.

Item 25 - Housekeeping

Contractors are expected to carry out their work for or on behalf of Express Elevators Ltd in a clean and orderly manner.

Materials should not be stacked or stored where they either impede access/egress or the safe working of other parties.

All waste materials arising from execution of the works must be cleared by Contractors in accordance with the project waste management requirements on a regular basis.

Item 26 - Method Statements

Contractors will be required to prepare and submit detailed method statements of their work activities to Express Elevators Ltd prior to commencing on site.

Method Statements should contain but are not limited to the information listed below:

Where	will the activities take place?
When	will the activities take place - dates and times?
What	is the extent of the activities?
How	the activities will be completed, materials used, plant and equipment used, personal protective equipment used, any special precautions etc?
Who	will supervise the works, have they received appropriate information, instruction and training?
Who	will carry out the works, have they received the appropriate information, instruction and training?

Contractors must be in possession of a copy of the detailed method statement(s) prior to commencement of activities knowing their responsibilities for successful and safe execution.

Item 27 - Demolition

Express Elevators Ltd will only appoint a demolition contractor once they are satisfied that the contractor has the competence, knowledge, expertise, ability and resources to carry out the work safely.

The demolition contractor must submit to Express Elevators Ltd a comprehensive demolition plan with the following documentation or information (but not limited to) for approval prior to any work activities commencing on site:

- **Method Statement** including details of - survey, management, working hours, manning levels, Plant, PPE, accommodation, layout, scope and sequence, COSHH, training, precautions, interfacing, communication, first aid, security, site surveillance, waste management, access, etc.
- **Risk Assessments**
- **COSHH Assessments**
- **Insurance Details** including details of - insurer, policy number, Employers liability cover, Public liability cover, Product liability cover, business description, date of expiry of Insurance.
- **Certification** i.e. The National Federation of Demolition Contractors, ITS.
- **Certificate of Registration under the Control of Pollution Act 2005**

Item 28 - Steelwork

Express Elevators Ltd will only appoint a steelwork contractor once they are satisfied that the contractor has the competence, knowledge, expertise, ability and resources to carry out the work safely.

The steelwork contractor must submit to Express Elevators Ltd a comprehensive method statement with the following information (but not limited to) for approval prior to any work activities commencing on site:

- Details of how the project will be managed and Health and Safety risk eliminated, avoided or reduced and detailed sequence of erection
- Temporary bracing and restraints to maintain stability
- Erection of secondary members as work proceeds
- Access platform, means of access/egress, the procedure for line and harness, etc.
- Segregation areas
- Delivery, off loading on site, and storage areas
- Personnel employed to the tasks and supervisor in charge (at all times).
- Site security
- Traffic management
- Lifting appliances and plant
- A contingency plan for dealing with any problems that may arise
- Lifting plan

Certificates for plant(s), banks-man, crane(s), lifting devices; chain, slings etc. must be available at all reasonable times.

Item 29 - Chemical cleaning, grinding and blasting

Contractors undertaking chemical cleaning, grinding, blasting etc, must ensure that all precautions are in place prior to the commencement of any works including:

- Dust extraction system
- Adequate sheeting up of work area(s)
- Protection of windows, vents, etc
- No-go areas
- Water run off, including consideration for any materials/substances entering water courses
- Positioning of any machinery, plant and equipment
- Access to the work areas
- Waste control and management

All plant and equipment brought onto site must be accompanied by all relevant certification and retained for the currency of the work operations.

Contact details

Express Elevators Ltd
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BD21 4YA

Tel: 03300 589301

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Email: info@ExpressElevators.com



Appendix A - Contractors Document Return Form

Company name:	
Address:	
Telephone No.	Fax No.

No.	Question	Yes	No	Documents enclosed
COMPULSORY DOCUMENTS				
	Public and employers liability insurance			
1 Health and Safety Policy				
	Does your organisation have a Health and Safety Policy?			
2 Risk Assessment				
	Does your organisation carry out and record the following assessments; COSHH, Noise, Manual handling, Risk, Vibration?			
3 Training				
3.1	Do you have arrangements in place to ensure that your staff are adequately trained in regards to Health and Safety?			
3.2	Do you provide asbestos awareness training to any of your staff who are at risk to exposure to asbestos			
4 Health and Safety Advice				
	Do you employ either a Health and Safety consultant or have in-house health and safety advisors?			
5 Accidents and Incidents				
	Within the last three years, has your organisation had any; Reportable accidents, Dangerous occurrences, Improvement or prohibition notices, Prosecutions under Health and Safety legislation?			
6 Monitoring				
	Do you monitor health and safety performance on site?			
7 Maintenance				
	If you carry out maintenance works, is this covered by your Health and Safety arrangements & procedures?			
8 Design				
	If you carry out design works, is this covered by your Health and Safety arrangements & procedures?			
9 Institute Membership/Management Systems				
9.1	Is your organisation a member of any recognised professional institute or other similar body?			
9.2	Do you have or are you working towards any recognised standards?			

DECLARATION OF COMPLIANCE

I the undersigned have read and understood Express Elevators Ltd rules as outlined in the Rules, Conditions & Guidelines for Contractors booklet and agree to fully comply with them.

This form should be detached from the booklet and returned to Express Elevators Ltd along with the relevant documents (*see above*)

This section must be completed by a Director, Partner or equivalent person.	
I hereby declare that, to the best of my knowledge, the information provided above is accurate	
Name.....	Position
Signature.....	Date

Health, Safety and Welfare. Rules, Conditions & Guidelines for Contractors & Sub-Contractors

EXPRESS

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