


<b>ESTATES SERVICES PROCEDURE</b>			 UNIVERSITY OF <b>LINCOLN</b>
<b>Subject:</b>  CONTRACTORS INDUCTIONS/ AUTHORISATION H&S	ECS 03	Rev. 01	
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	Owner: T Tomlinson		

**TO BE READ IN CONJUNCTION WITH E&CF21 PERMIT TO WORK PROCEDURE**

## 1.0 PURPOSE

The procedure outlines the method by which the Contractor Induction process shall take place to ensure compliance with Health and Safety legislation and for contractors to protect each other, their workforce and anyone else (e.g. visitors and other members of the public).

## 2.0 GENERAL

This procedure shall apply to all work activities where a Contractor is required to carry out work for, or on behalf of the University of Lincoln.

All contractors will not be allowed to work on any University of Lincoln property until they have attended an induction for those who take over a site for large projects will comply with ESP 05.

These will be carried out every Monday, Wednesday and Friday Morning at 0830hrs when a member of Estates Services will be made available to show the induction video and run through any specific hazards that could be expected.

The induction process should take no longer than 15 minutes in most cases and a card to be used as your induction record will be issued at the end, this is linked via The Universities CAFM system to the signing in process where you will not be permitted to sign in if there is no record of you attending an induction in the previous 12 months, they will then be directed to attend an induction session.

**All contractors, Sub Contractors or Consultants working on behalf of Estates Services must sign in and out every day they are on site unless they are working on a site officially handed over to a contractor.** In this case it would be up to the Contractor/site manager to control site access.

During working hours on weekdays they can sign in at the Support desk on the second floor of the **Charlotte Scott building on Ruston Way, Lincoln LN6 7FL.**


Other options that are available are:

Out of office hours they can sign in at Security in the **Minerva building on Campus Way, Lincoln, LN6 7TS**, which is manned 24hours a day 7 days a week and for Sub contractors employed by ImtechEnviron their office in Minster house opposite the Sports centre, all the systems are interlinked so there is no necessity to sign out at the same point that you signed in.

Other signing in places that will become available in the near future are the **Security office in the Stable yard, Bishop Burton College, Riseholme, Lincoln LN2 2LG** or **Minerva House, Park Road, Holbeach, Spalding PE12 7PT.**

**You will be told during your induction which signing in point to use.**

You do not have to be working on the day of the induction, but must attend a session prior to starting work on University of Lincoln properties.

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2.1 Definitions

‘**Contractor**’ performs any work or service

‘**Requesting Officer**’ is a permanent member of ES Staff or consultants acting upon our behalf, requiring work that affects University of Lincoln premises or properties.

**3.0 PROCEDURE**

3.1 Induction

3.1.1 ‘Induction’ is a formal process of providing information on Health and Safety requirements related to the work (and or area where the work is to take place) which is carried out prior to the commencement of the work.

3.2 Induction content should include, but is not limited to the following:

3.2.1 Watching the University of Lincoln induction video, answering some basic questions on its content and may be expanded to include:.

3.2.2 Provision of the Contractor health and Safety Requirements.

3.2.3 Project Information.

3.2.4 Asbestos Information.

3.2.5 Emergency arrangements.

3.2.6 Access arrangements.

3.2.7 Communications arrangements.

3.2.8 Permit to Work requirements.

3.2.9 Welfare arrangements.

3.2.10 Work equipment.

3.2.11 Work at height.

3.2.12 COSHH

3.2.13 Personal Protective Equipment.

3.2.14 Work method agreed to by both parties

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- 3.3 Upon completion of the induction, the person should be issued with a contractor safety card which they should be able to produce at any time as evidence of being an official contractor working for the University of Lincoln.
- 3.4 The induction shall be signed off by the Contractor to confirm that the induction has been received and understood.
- 3.5 The Contractor Induction record will be filed be recorded electronically by the E&CS the Universities CAFM system Administrator.
- 3.6 Once the induction has been carried out and method statements agreed, they should be issued a Contractor safety card.
- 3.7 Every contractor will be issued a unique induction number to each individual name, if they misplace their own number it can be retrieved when they sign in on the tablet, (the induction number will be generated by the Universities CAFM system while they are being inducted).
- 3.8 A contractor, Sub-Contractor or Consultant will be able to sign in on a tablet at either the Charlotte Scott building, Imtech Environs office or Security on the Brayford campus Riseholme or Holbeach.

**Related Documents:**

- ESP 05 – Project Contractor Site induction pack
- ESP 06 - Control of Contractors
- ESP 21 - Permits to Work