

## plan your work

### You must get a permit for

Hot works – cutting, grinding, welding  
Confined space entry  
High voltage work  
Work on or near live electrics  
Short term cuts of fire safety systems  
Work in restricted areas  
Excavations and demolition

### Ask your manager to arrange the permits

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## hazards

### These things can kill – so beware Working at height

Use the right equipment  
Only use ladders for short jobs  
Make sure ladders are stable and tied  
Watch out for fragile roofs  
Guard all open edges

### Vehicles

Keep clear of reversing vehicles  
Working in the yard? –  
Get permission from Person in Control

### Electricity / Gas / F-Gas

You must have appropriate qualifications, training and approval to work on electrical, gas or refrigeration equipment / systems.

## hazards

### Asbestos

Leave it to the experts – don't touch  
Check the asbestos register  
Report if found

### Chemicals

Know the risks  
Use properly  
Think of other people  
Follow instructions

### Housekeeping

Keep site tidy  
Dispose of rubbish properly  
Don't leave tripping hazards

### Accident Reporting

Any accident, however minor, on Royal Mail premises should be reported to the **Incident Line (0800 622 840)** and to the Person in Control at the premises.



## contractor health & safety



When working on Royal Mail premises:-

Carry this card with you  
Use the site log book  
Talk to the person in control  
Helpdesk number **0844 800 9191**

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## before you start a job

### Use the Site Log Book to find out about the site –

Royal Mail safety rules  
Asbestos presence  
Operating instructions you may need

### Fill in the Site Log Book

Give short description of your job  
Give the job number  
Put in the names of all your workers

### Remember –

- Sign out when finished for the day
- Look for other contractors working on site today
- Share information about your jobs

## before you start a job

### Ask the Person in Control to explain the site rules on:

Fire Safety  
Evacuation  
Vehicle movements

### Tell the Person in Control what you are going to do

### Remember –

- The Person in Control can ask to see your safe system of work at any time
- Tell the Person in Control (and other contractors) about any changes or new risks
- Our people may be working around you

## before you start a job

### You must have with you –

Contractors or visitors pass (if you are given one) or your employers ID Card.  
Evidence of appropriate qualifications – Gas Safe, CSCS Card etc.  
Your risk assessment and safe systems of work.  
Know the hazards and work out how to control the risks you face.  
Follow your system of work safely.

### Risk Assessment & Method Statement (RAMS)

Most jobs should have one  
Each must be job and site specific  
You must know and understand it  
You must follow it

## before you start a job

### You must “on-site” and close the job using the automated Elite telephone system

You will need the purchase order number AND the work/job number. Both of these are given to your office on our official purchase order.

- 1 After completing the steps to your left, you must “on-site” the job by phoning 0113 369 7495 and answer the questions. Press \* to speak to an operator.
- 2 When leaving the site you must telephone 0113 369 7495

Your options will be to:-

- Close the job as completed;
- Say that you are leaving the site, work not completed – awaiting spares, or an assist; or to quote for further work.