



Code of Conduct for Contractors

Version 5

ABERDEEN HARBOUR BOARD



Contents

| | |
|------------------------------------------------------------------|----|
| Distribution of Controlled Copies | 2 |
| 1. Policy and Introduction | 3 |
| 2. Site Access and Security | 5 |
| 3. Vehicle and Pedestrian Safety | 5 |
| 4. Plant and Machinery, and Other Work Equipment..... | 5 |
| 5. Use of Harbour Board Services, Facilities and Equipment | 6 |
| 6. Permission/Permit to Work Systems | 6 |
| 7. Excavation | 6 |
| 8. Use of Electrical Portable Tools and Equipment | 7 |
| 9. Noise | 7 |
| 10. Control of Dust and Fumes | 7 |
| 11. Compressed Gas Cylinders..... | 8 |
| 12. Overhead Working | 8 |
| 13. Work at Heights | 8 |
| 14. Scaffolding and Work Platforms | 8 |
| 15. Entry into Confined Spaces | 9 |
| 16. Hazardous Substances (COSHH) | 9 |
| 17. Fire Precautions | 9 |
| 18. Asbestos | 10 |
| 19. Accidents/Incidents..... | 10 |
| 20. Protective Clothing and Equipment | 11 |
| 21. Hot Work | 11 |
| 22. Waste Disposal..... | 11 |
| 23. Materials Handling..... | 11 |
| 24. Environmental | 12 |
| 25. Special Activities | 12 |
| 26. Work Over or Adjacent to Water Edge | 12 |
| 27. Roof Work..... | 12 |
| 28. Use of Sub Contractors | 13 |
| 29. Lone Working..... | 13 |
| 30. Safety Rules | 13 |
| 31. Additional Information..... | 14 |
| 32. History of Changes & Scheduled Reviews..... | 14 |

Distribution of Controlled Copies

This may not be the latest version of this document. The most up to date version is always available from the Compliance Department at Aberdeen Harbour Board.

| | | | |
|--------------|---------------------------------|------------------------------|----|
| Title: | Code of Conduct for Contractors | | |
| Status: | Published | | |
| Author: | S Crawford | Approved: Michelle Handforth | |
| Issue Date: | 03 September 2020 | Version: | 5 |
| Review Date: | 03 September 2022 | Pages: | 17 |

1. Policy and Introduction

Aberdeen Harbour Board is committed to protecting employees, others who may work on or visit our site, and others who may be affected by our operations from accidental injury or occupational ill health. The company is committed to the protection of company property and operations from accidental loss or damage.

Aberdeen Harbour Board requires contractors to conduct their activities so that site conditions and methods of work are safe for their own employees, for Aberdeen Harbour Board employees, for any other persons such as members of the public or the employees of other employers using the Port.

This code of conduct sets out the safety standards that the contractor is expected to meet when working on an Aberdeen Harbour Board site.

Contractors are required to:

- Employ on site only such persons as are skilled, experienced, competent and careful in the performance of their trades, professions and duties.
- Comply with all requirements stated in this document.
- Observe their obligations under statute and common law.
- Indemnify Aberdeen Harbour Board against all liability arising out of any loss, damage or injury suffered by Aberdeen Harbour Board or any third party, as a result of their failure to comply with the terms of the contract or their performance of the contract.

No permission or consent by or on behalf of Aberdeen Harbour Board under these requirements shall in any way relieve the contractor of his liability for accidents, injury or damage under the terms of the contract.

No work of any kind is to be started unless the contractor has signed a contractor's certificate.

All work carried out on an Aberdeen Harbour Board site must be under cover of either a specified purchase order or a long-term contract agreement.

Pre-commencement Requirements

A responsible employee of Aberdeen Harbour Board will act as the Contract Coordinator.

Safety precautions and welfare arrangements must be discussed between a responsible Official representing the contractor and the Contract Coordinator, or other appropriate Aberdeen Harbour Board staff, before work on any contract begins.

The appropriate department and the Head of Compliance must be consulted and informed of any such consultation with a contractor.

As a result of the consultation meeting, the contractor should ensure that:

- The boundaries of the work operations are explained and defined.
- Information is received on facilities available for the contractors use, e.g. toilets, rest rooms, etc. and when these will be available.
- Any relevant information is obtained concerning company processes that may affect or involve the contract work.
- Evidence is supplied of adequate and reputable insurance cover to indemnify Aberdeen Harbour Board or any third party against loss as a result of the contractor's failure to comply with the terms of the contract or the performance of the contract.

The contractor must accept to working to this code of practice and guidelines, and any other precautions as may be deemed necessary.

Should the contractor or their employees be observed to be disregarding this code of practice and guidelines, or in any other way causing danger, Aberdeen Harbour Board reserves the right to refuse access to any offender and as such remove them from the site. Where there is a serious or persistent offence Aberdeen Harbour Board may cancel the contract without incurring any loss.

The contractor or his responsible representative will be required to sign a certificate to the effect that the Code of Conduct for Contractors has been received and the conditions accepted and understood.

The contractor must agree with Aberdeen Harbour Board the arrangements for the use of services (electricity, gas, water, compressed air, telephones, etc.).

Management of Health and Safety

In accordance with the Management of Health and Safety at Work Regulations 1999 the contractor must conduct an assessment of the risks to the health and safety of those who may be affected by the contract work. Those who may be affected will include his employees, Harbour Board employees, members of the public and any others. Copies of these assessments must be available for inspection.

All contractors must produce a method statement before the work commences.

The contractor is required to provide an adequate level of supervision to ensure that work is conducted in accordance with this code of conduct.

2. Site Access and Security

Harbour Board security representatives shall control the access of all contractor's personnel and vehicles to the harbour site. When entering or leaving a site at any time, the contractor or employees are liable to be called upon by security officers, or other authorised persons, to show that they are not in unauthorised possession of any Harbour property.

Port users may be subject to security screening (which includes body searching and physical search of personal belonging) depending on the current UK threat level.

The contractor is only allowed on sites to carry out the contracted work and shall abide by the Aberdeen Harbour Port Access Policy and Procedure. (Please contact a member of the Compliance Department should you need a copy).

3. Vehicle and Pedestrian Safety

Contractor's vehicles must be parked in the designated areas unless specific permission has been received to park on other areas of the site due to operational requirements.

Vehicles that are allowed on to the site must not obstruct any, safe walkway, roadway or cargo area without permission.

Vehicles on sites must strictly observe the posted speed limits (15mph).

Pedestrians must use safe green walkways where provided.

4. Plant and Machinery, and Other Work Equipment

The contractor must not remove any guard, fencing or other safety device from machinery and plant without the permission of the Contract Coordinator. If permission is granted the machinery must be isolated and locked off until the safety device or guard is reinstated.

No work may be started near or above any machinery in motion without a safe system of work approved.

Any plant, machinery or other work equipment used by the contractor must meet statutory requirements, be well maintained in a safe condition, and must only be used by persons trained to operate them.

Where any lifting equipment or mobile powered access equipment is to be used, the relevant certificate of examination should be available for inspection.

5. Use of Harbour Board Services, Facilities and Equipment

The contractor must not use any of Aberdeen Harbour Board's: (Including but not limited to) services, plant or equipment including cranes, hoists, lifting appliances, lifting tackle, ladders, tools, vehicles, electrical supply systems and compressed air systems, without the express permission of the Contract Coordinator. Permission will only be given when the use of such equipment is permissible within the terms of the contract or is needed to expedite the work. The Contract Coordinator must be satisfied of this need, and of the competence of the nominated contractor's employees to use the facility or equipment. The contractor is responsible for the return of any loaned equipment in good order.

Aberdeen Harbour Board shall not be liable for any loss or damage suffered by reason of failure, interruption or suspension from any cause whatsoever of the said services or for any injury or damage caused to any third party by reason of, or arising out of, such supply.

Any supply of services provided by Aberdeen Harbour Board shall only be used in carrying out the agreed works. No electrical services shall be utilised for general space heating.

The company washing, toilet and drink dispensing facilities may be available for contractor's use at the discretion of the Contract Coordinator.

6. Permission/Permit to Work Systems

Aberdeen Harbour Board operates a number of permit to work systems. Contractors will require a permit to work for all works to be carried out and specifically for the questions listed below:

- Entry into confined spaces
- Work at height
- Hot work in certain areas
- Excavations
- Work on or near potentially live electrical systems or equipment
- Work involving Diving contractors
- Drone Operations

Any permit to work required must be obtained through the Contract Coordinator. The Head of Compliance will advise and assist in establishing an appropriate safe system for the operation of such permits.

7. Excavation

Any work that requires the ground to be broken or penetrated will require a permit to work. Before any such work takes place the Engineering Department must be consulted to identify any sub-surface services. Where there is any doubt as to the presence of services, the contractor must conduct a scan of the area using a cable and pipe locating device

(commonly called a cable avoidance tool CAT) to detect any services.

The contractor will ensure that measures are taken to prevent any collapse of the excavation and that the excavation is inspected regularly as required by the Construction (Design and Management) Regulations 2015.

8. Use of Electrical Portable Tools and Equipment

The contractor is required to use electrical equipment of low voltage rating.

Contractors will provide their own step-down transformer 250/110 volts with the mid point of the secondary winding efficiently earthed.

In all cases, the metal work on portable equipment and any flexible metallic covering of conductors must be efficiently earthed and in all other respects constructed and maintained in compliance with the Electricity at Work Regulations 1989 and Inspection and Testing of Electrical Equipment codes of practice.

Cables supplying portable apparatus should be of the correct size and properly connected to plugs and sockets. Makeshift and unsafe connections are dangerous and will not be permitted.

Contractors are required to ensure that cables are not trailed so as to be unsafe to any person likely to be in the vicinity.

All portable electrical equipment must have evidence of periodic safety examinations.

9. Noise

Contractors are required to carry out their operations in compliance with the Control of Noise at Work Regulations 2005.

Noise from plant and equipment should be minimised by the use of silencers or other engineering controls.

Contractors should take all reasonable steps to prevent disturbance and nuisance to neighbouring businesses and residents especially during silent hours.

10. Control of Dust and Fumes

No stationary internal combustion or compression ignition engine may be used in any enclosed or confined place, or adjacent to any pit, unless satisfactory arrangements have been made either to conduct exhaust gases into the open air, or to provide adequate ventilation so as to prevent a dangerous concentration of gases.

Contractors must ensure that any dust, fumes or vapours created are effectively suppressed or controlled so as not to cause danger and inconvenience to others.

11. Compressed Gas Cylinders

Compressed gas cylinders must be stored in compliance with current regulations and guidance.

Cylinders must be used in an upright position with the valve uppermost.

A regulator must be used to maintain the outlet pressure at a correct and uniform value.

Cylinders containing flammable gases must be fitted with flash back arrestors.

12. Overhead Working

No work may be undertaken above work areas or over gangways and roads until all precautions have been taken to ensure the safety of persons below. Permission to commence such work should be sought from the Contract Coordinator.

The primary precaution to be taken for overhead work is to vacate and segregate the hazard area.

13. Work at Heights

All activities that require work at heights will require a permit to work.

Contractors will be required to use a safe working platform with safe access. Where it is not possible to use a safe working platform safety nets or other fall protection devices must be used. Reliance solely on fall arrest devices will be considered a last resort and the system of work must be approved by the Contract Coordinator.

Where working at height involves the use of a Mobile Elevating Work Platform the operators must be trained and competent and must securely attach themselves using a suitable safety harness. Whilst working on or over the water edge harnesses must not be secured to the M.E.W.P.

Ladders are to be used for access and are not considered as a safe working platform. Work from ladders will not be permitted unless the work is of very short duration; three 'points of contact' can be maintained and the ladder is securely tied or 'footed'.

14. Scaffolding and Work Platforms

Where scaffolds or work platforms are required, they must be erected and inspected by fully competent persons.

A 'hand over' safety certificate must be issued before any scaffold is used.

All scaffolding or work platforms must have the appropriate toe boards and handrails in place.

All scaffolds must be inspected at least once every week, or following severe bad weather, or following any damage incident, by a qualified competent person. The results of the inspection should be reported to the Contract Coordinator.

Scaffold erectors will be expected to wear safety helmets and use appropriate fall arrest devices.

15. Entry into Confined Spaces

A signed permit to work must be obtained by the contractor before any entry is made into a vessel or other confined space.

Contractors entering confined spaces must be trained and competent for such operations, and for carrying out atmospheric testing. Records of training and competence should be produced before work commences.

The contractor will provide a risk assessment and method statement in accordance with the Confined Spaces Regulations 1997. The risk assessment and method statement must be approved.

16. Hazardous Substances (COSHH)

The Contracts Coordinator must be consulted prior to the commencement of any operations involving hazardous materials and substances

The contractor should provide written assessments of the hazards to health for all substances to be used on site.

If it is the contractor's responsibility to remove and dispose of any hazardous waste produced as part of the contract work, a copy of the relevant waste disposal certificate is required.

17. Fire Precautions

When a fire alarm is initiated, contractors should make their way on foot to the allotted assembly point where applicable.

Firefighting equipment is available at various points throughout the Harbour Estate and can be used by contractors in the event of an emergency. The use of any fire fighting equipment must be reported immediately to the Contract Coordinator.

Should contractors discover a fire it must be reported immediately to the Emergency Services via 999 and followed up with a call to VTS on 01224 597000. The location and nature of the fire must be reported.

Any fire caused by or affecting contractor's employees must be reported immediately by them

to the Contract Coordinator.

No rubbish may be burned on any site. Nominally empty containers, paint tins, drums or bottles must be cleared from the site and not allowed to accumulate.

When highly flammable materials are to be used on site the contractor must conduct a risk assessment as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002. Such dangerous substances may only be stored by agreement of the Contract Coordinator.

18. Asbestos

A register of known asbestos contamination is maintained by AHB on MY C. Contract Coordinators must supply the contractor with details of known contamination in the area where the contract work is to take place.

No work of any kind is to be conducted on asbestos insulation, asbestos coating or asbestos insulating board unless the contractor is licensed for work with asbestos and the work has been notified to the enforcing authority.

Should the contractor suspect that materials within the work area are asbestos based it should be brought to the attention of the Contract Coordinators immediately. Work should cease until the material has been identified.

19. Accidents/Incidents

In an emergency the contractor may use any first aid equipment that is available on site where provided. For medical emergencies contact the emergency services on 999 followed by a phone call to VTS/DCO on 01224 597000. The use of any such equipment must be reported to the Contract Coordinator.

Aberdeen Harbour Board has numerous employees trained in first aid at work. These employees will naturally offer to render first aid to any person. The contractor is not however relieved of his obligations in respect of first aid treatment under the Health and Safety (First Aid) Regulations 1981.

All accidents, damage incidents and 'near miss' incidents are to be reported by the contractor to the Contract Coordinator.

The attention of the contractor is drawn to the requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013. The contractor, as the employer, has the responsibility to report any accidents to his employees that are covered by these regulations to the Health and Safety Executive. A copy of the report form is to be submitted to the Head of Compliance.

The contractor will be required to cooperate fully with any investigation of accidents or incidents.

20. Protective Clothing and Equipment

It is the contractor's responsibility to supply his employees with all necessary protective clothing or equipment for work to be carried out safely.

Contractor's employees will be expected to wear such protective equipment to ensure their safety.

Any protective clothing or equipment must be maintained in an effective condition.

The standard protective equipment requirement is for safety footwear, high visibility clothing and safety helmet. Aberdeen Harbour Board's 'Code of Safe Practice' must be adhered to at all times.

A life jacket must be worn when working within 1 metre of the Quay edge, over water and on floating plant or craft.

21. Hot Work

Operations involving the use of oxy-gas welding or cutting equipment, electric arc welding, blowlamps or other flame producing equipment and/or grinding equipment must not be undertaken without the permission of the Contract Coordinator who will issue a permit to work.

22. Waste Disposal

Contractors producing waste are responsible for its disposal in accordance with relevant legislation. Copies of waste transfer notes for controlled wastes and consignment notes for special wastes must be given to the Contract Coordinator.

Contractors must not use waste containers operated by Aberdeen Harbour Board without the express permission of the Contract Coordinator.

23. Materials Handling

The unloading of contractor's materials remains the responsibility of the contractor. However, in the interests of economy and for small loads the Contract Coordinator may authorise the use of Aberdeen Harbour Board staff and equipment to assist.

Where the contractor utilises his own lifting equipment the operation should be planned, carried out and supervised by competent persons in accordance with the Lifting Operations and Lifting Equipment Regulations. All lifting operations need to be notified to AHB via the LOLER@aberdeen-harbour.co.uk and in line with the AHB Quay Loadings Matrix available at: <http://www.aberdeen-harbour.co.uk/harbour-information/health-and-safety-emergency-planning/>

24. Environmental

Contractors must abide by Aberdeen Harbour Board environmental procedures for all work on a Harbour Board site.

Contractors are not allowed to burn any waste or refuse on site. All waste must be disposed of responsibly in accordance with the Environmental Protection (Duty of Care) Regulations 1991.

When any plant is to be used, or operation performed that presents a risk of spillage or leakage of oil or other contaminating substance, the contractor must have facilities to arrest and soak up the spill and prevent pollution of water courses. In the event of any spillage you should contact DCO on 01224 597000.

Noise and vibration nuisance from contractor operations must be kept to a minimum. If high noise and vibration levels are anticipated to be unavoidable, the contractor must apply for consent for such works to the local authority under the Control of Pollution Act.

Aberdeen Harbour Operate to the polluter pays principle ensuring that all clean-up costs associated by any pollution event are borne by the polluter.

All contractors shall adhere to the AHB Environmental Code of Practice available from the Compliance Department.

25. Special Activities

Where special activities are to be undertaken such as demolition, the use of explosives, or the use of ionising radiation, etc., the contractor must produce a specific safety plan with risk assessments and method statements for the work to be carried out.

Where such a safety plan is produced it must specify nominated, responsible and competent persons that will undertake the work. i.e. the demolition supervisor, the radiation protection supervisor etc.

26. Work Over or Adjacent to Water Edge

Where the contract work will entail work within 1 metre of the quayside the contractor must ensure that employees are supplied with and use buoyancy aids.

27. Roof Work

When work is to be performed on building roofs the contractor must ensure that road ways and pedestrian walkways are protected from falling materials and that appropriate signage and traffic control systems are employed.

28. Use of Sub Contractors

Sub contractors may only be engaged when this has been approved by the Contract Coordinator. Sub contractors will be required to meet the requirements of this Code of Conduct and will sign the contractor's certificate.

29. Lone Working

When lone working is to be performed the contractor should make appropriate arrangements via a risk assessment for communication and regular contact with the lone worker.

The contractor should ensure that the employee selected for lone working is medically fit. The employee should be provided with a means of communication to summon assistance and there should be regular contact with the lone worker.

30. Safety Rules

The minimum requirement for the personal protective equipment to be used on the harbour site (other than office or amenity areas) is:

- Safety helmet
- Safety footwear with puncture resistant soles and toe protection
- High visibility clothing

A buoyancy aid must be worn when working within 1 metre of the Quay edge, over water and on floating plant or craft.

The rules to be applied to contractors on site are:

- You must not be under the influence of drugs or alcohol; neither must they be taken on site.
- Do not touch safety devices unless you are authorised to do so.
- No fighting or horseplay (including but not limited to snowballs)
- Do not damage anything intentionally.
- Do not erect or modify scaffolding unless you are trained and competent to do so.
- All permit to work systems and other written and verbal procedures must be adhered to.
- All instructions and warning signs must be obeyed. Use proper ladders or access equipment, do not climb on make shift arrangements. Ladders must be securely tied off or footed.
- All accidents or damage to equipment must be reported to the Contract Coordinator.
- Damaged or faulty tools, plant or equipment must not be used.
- Make sure you know where the fire extinguishers and first aid facilities are.
- Make sure you know the emergency arrangements.

- You must have an accepted risk assessment and method statement for the work you are doing.
- Leave the site, equipment and materials in a safe and tidy condition at all times.

Aberdeen Harbour Code of Safe Practice

- Maximum speed limit 15mph
- Never use mobile comms while driving, operating plant or machinery
- Keep 1m quay edge 'clear zone' free from vehicles, cargo and operations
- Traffic must avoid travelling through operational work areas
- Consider present and forecast weather conditions
- Keep your work area tidy
- Assess risks, plan work and always use safe working practices
- Operational areas must be controlled
- Safe Green pedestrian walkways and pavements should be used and must be kept clear
- PPE, hard hat, hi-vis and safety footwear must be worn
- Wear buoyancy aids working within 1m 'clear zone' and near water
- Always use a safe means of access to board vessels

31. Additional Information

This Code of Conduct for Contractors shall be read in conjunction with the AHB Environmental Code of Practice, AHB Port Access Policy/Procedure and the Aberdeen Harbour Handbook. The latest version of all documents can be obtained from the Compliance Department at Aberdeen Harbour.

32. History of Changes & Scheduled Reviews

| Date | Reason for review | Details of Any Changes Made |
|----------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sep 2008 | Published | Original Document |
| Jan 2014 | Annual Review | legislation references updated. |
| October 2014 | Annual Review | Legislation references updated. |
| October 2018 | Annual Review | Added Compliance Manager and Coordinator details and removed of H&S Advisor. Updated CEO to M Handforth. Checked legislation references and input details on Security Searches. |
| July 2020 | Document updated | Added new logo and brand colours & additional information section. |
| September 2020 | Document Updated. | Change of Compliance Manager to Head of Compliance. Made reference to drone operations under permits, |

| | | |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------|
| | | added further information on polluters pay principle and referenced the AHB Port Access Policy/Procedure and Aberdeen Harbour Handbook. |
|--|--|-----------------------------------------------------------------------------------------------------------------------------------------|

Contractors Certificate

Aberdeen Harbour Board

I have received a copy of Aberdeen Harbour Board code of conduct for contractors. I will distribute a copy of this code to each of my managers or supervisors engaged on the contract work.

My company's employees and any sub contractors will be instructed to work to the code throughout any contract.

I understand that employees who contravene good safety practice may be asked to leave the site and may not be allowed further entry.

I undertake to ensure that no work will be done until this certificate is completed and a copy returned.

| | | | |
|-------------------------------------|--|------------------------|--|
| Name of Contractors Company: | | Contact Number: | |
| Address: | | Post Code: | |

| | | | |
|------------------|--|--------------|--|
| Signed: | | | |
| Position: | | Date: | |

Extra copies of the Environmental Code of Practice, General Requirements are available on request.

| | | | |
|---------------------|-----------------------------|--|--|
| Received by: | For Aberdeen Harbour Board. | | |
| Date: | | | |

