



Contractors' Agreement: Operating and Health & Safety Procedures

This is an important document.

Its purpose is to ensure mutual understanding of how to work on our site and to protect the Health and Safety of contractors and all other persons working on site at Inca Digital Printers Ltd.

You are required to:

- read all parts of this documents
- complete the declaration form on the final page
- keep a copy for your reference.
- return your completed Declaration either directly to your Host at Inca Digital Printers Ltd, or via the self-addressed, pre-paid envelope provided.

Contractors' Agreement: Operating and Health & Safety Procedures

Table of Contents

Introduction.....	2
Definition.....	2
The Company Host.....	2
Statutory Requirements.....	2
Commencement of Contract.....	2
Competence.....	3
Safety Impacts.....	3
Liability.....	3
Risk Assessment and Method Statements.....	3
Contractors' Badges.....	3
Speed Limits.....	3
Parking on Site.....	3
Access to Buildings.....	3
Pacemakers.....	3
Finishing Work.....	4
Smoking Area.....	4
Fire and Evacuations.....	4
First Aid.....	4
Toilets and Washrooms.....	4
Company Facilities.....	4
Use of Utilities.....	4
Personal Protective Equipment (PPE).....	4
Segregating a Contractors' Work Area.....	5
Hot Working Permits.....	5
Storage of Equipment on Site.....	5
Cameras and Lasers.....	5
Area of Activity and Borrowing Equipment.....	5
Ladders, Scaffolds, and Working at Heights.....	5
Lifting Operations.....	5
Hazardous Substances.....	6
Pollution Control.....	6
Noise Control.....	6
Confined Spaces and Lone Working.....	6
Reporting Accidents / Near Misses.....	6
Reporting Damage (including environmental damage).....	6
Horseplay/Discrimination.....	6
Drinking of Alcohol or Use of any other Intoxicating, or Illegal Substances.....	6
Confidential Information.....	7
New Employees.....	7
Subcontracting.....	7
Appendix 1 - Asbestos Report.....	8
Appendix 2 - Contractors' Declaration Form.....	9

Contractors' Agreement: Operating and Health & Safety Procedures

Introduction

In addition to statutory duties and obligations, Inca Digital Printers Ltd have adopted a number of rules and safe working practices in order to set and maintain high standards of safety on its premises.

Definition

A number of specific guidelines need to be followed when employing independent contractors. Independent contractors are defined here as *individuals* who present themselves as a business, most likely as a limited company that wish to invoice for a gross payment in return for working directly, and continuously for us for a period of time. There may be occasional exceptions to this rule where people fall under the visitor / consultant category. For more information please speak to Inca's Facilities Manager.

The Company Host

This is the member of Inca Digital Printers Ltd who is responsible for your contract. All queries should be directed to your Inca Host.

Your Host will normally supply you with the details of a secondary Host who can act as your point of contact for any queries or discussions, should your main Host not be available.

Statutory Requirements

You are expected to be fully compliant with, and aware of, all relevant safety legislation and regulations. In addition, all the equipment that you use is expected to be compliant with all safety regulations governing its use. Inca Digital Printers Ltd reserves the right to ask for evidence of any statutory certificate, or other information, that confirms any equipment or tools are in safe working order at any stage during the operation of the contract.

In addition, any portable equipment you use must have undergone a PAT (portable appliance testing) in the last two years.

Inca Digital Printers Ltd reserves the right to refuse or cancel access to any of its facilities to any contractor or their employees for disregarding safety rules or for working in an unsafe manner. A verbal warning and then a written warning will be given to the Contractor Manager. The third warning will be considered as a breach of contract. In cases where there is imminent danger or a serious accident, the contractor will be asked to cease operations until corrections are made. The Inca Digital Host and Safety Manager will jointly decide if the contract should be either:

- a) Terminated immediately,
- b) Be allowed to resume after corrections are made.

In both cases, the contractor may be held liable for Inca Digital's direct costs resulting from the contractor's breach of safety practice.

If, at any time, you leave the immediate area where you have been working, even for a short while, you are to leave such an area in a safe condition free from hazards.

Commencement of Contract

Upon arriving at Inca reception, all contractors are required to sign in the visitor's book and give their vehicle registration number. If the contract goes beyond a day, there is a requirement to sign in and out on each day.

Before commencing any new contract, the most senior person must report to reception and subsequently to the Inca Host, or a nominated representative, to obtain the appropriate permits and receive a pre-contract briefing.

If a contractor needs to arrive before reception opens (8.30am), or after the offices close (5.30pm), prior arrangements should be confirmed with your Inca Host.

Contractors' Agreement: Operating and Health & Safety Procedures

Competence

You are engaged on a contract as you have given every indication that you have full competence and qualifications to carry out the work in the contract. Inca Digital Printers Ltd reserves the right to ask you to provide evidence of such competence and qualification at any stage during the operation of the contract.

Safety Impacts

A mandatory responsibility of contractors is to advise your Host at Inca Digital Printers Ltd of the implications for Health and Safety of both your activities on our site and the results of your work.

Liability

You, or your Company, are expected to have up-to-date Public Liability and Employer's Liability certificates. Where appropriate, you are also expected to have professional indemnity cover. Inca Digital Printers Ltd reserves the right to ask you for copies of such insurance certificates at any stage during the operation of the contract.

Risk Assessment and Method Statements

Contractors must ensure that they fully comply with all current legislation that specifically requires risk assessments to be carried out.

Inca will also require a copy of the contractor's method statements.

Contractors' Badges

All contractors must wear the badges issued to them either by their Host or by Reception on all parts of the site occupied by Inca Digital Printers Ltd. These badges should be handed back to reception when work has been completed each day.

If a badge is accidentally taken off site at the end of a day, you must contact your Inca Host as soon as possible and send back the badge at the earliest opportunity.

Speed Limits

There is a speed limit of **5mph**, which applies to all parts of the site, and to the estate on which Inca is based, which is to be strictly observed. Be specifically aware that at junctions or corners, there is a possibility you could encounter pedestrians. When reversing any vehicle, take extreme care.



Our staff have been instructed to report speeding drivers. Persistent offenders will be held in breach of contract.

Parking on Site

Contractors should only use the properly designated car parking areas and will be required to tell the Receptionist where they have parked upon arrival. On no account should pets or children be left in parked cars or brought on to the Company's site. If any adult person is left in a car, Reception must be advised.

Access to Buildings

As a contractor, you are only authorised to enter those buildings designated by your Host. Certain areas are restricted, unless you are issued with a swipe card (your Host will need to authorise this). On entering any building, you should specifically look for safety notices and ensure that you comply with their requirements. General access to the canteen must be avoided, as this area is for Inca employees only.

Pacemakers

There is a magnetic field hazard when working in close proximity (closer than 300mm) to Inca Digital's machines. This is the case even when the machines are switched off. If you have a pacemaker, please be sure to look for the appropriate sign (as illustrated here), so that you are aware of the hazard.



Contractors' Agreement: Operating and Health & Safety Procedures

Finishing Work

You must report to your Host before leaving the premises. In addition, you must ensure that you hand back any access control cards and any equipment or other items you may have borrowed from Inca Digital Printers Ltd.

Smoking Area

Smoking is not allowed within the buildings and on most of the area outside Inca's buildings. There is a small, restricted smoking area outside. If you wish to make use of it, you must notify your Host.

Fire and Evacuations

If you discover a fire, you must sound the alarm by breaking the glass of the fire alarm at the nearest fire point. You must then leave the building and proceed to the correct Assembly Point:

- Queen's Meadow for Buildings 515 and 1
- The main car park behind unit E for those in Buildings E, 3 AND Units C & D.



If you are responsible for running machinery, you should endeavour to switch it off and, where practical and possible, close windows and doors, before evacuating the building.

First Aid

The Company has a number of qualified First Aiders. If you require First Aid treatment, please notify the nearest Inca employee, who will arrange for a First Aider to attend to you, or indicate how you can access the First Aid Resources. On no account should you use the First Aid facilities directly, without agreement.



Toilets and Washrooms

There are toilets and washroom facilities near Reception. Your Host will also advise you of those nearest to your point of work (including weekends). If working externally, the Contractor must make their own arrangements by providing a portable toilet at their own costs, which can be located on site for the duration of the project.

Company Facilities

Contractors are expected to provide their own food/refreshments (there may be occasional exceptions for visitors/consultants), we currently do not offer catering facilities at Inca.

Contractors (and other visitors) should be restricted to the relevant areas and/or should be accompanied at all times by the Inca Host. Access to the Canteen should be avoided, as this is where employees are relaxing and may speak freely. This is particularly important with regard to confidentiality issues or potential conflicts of interest.

Supermarkets are to be found roughly 300 yards away.

Use of Utilities

When discussing your work with your Inca Host, you should advise your Host whether you require electrical, gas, or water services. You must also discuss with your Host how these services are going to be taken to the point of work and how they can be made safe from the point of origin to the point of use.

Personal Protective Equipment (PPE)

Parts of the Inca site require the use of PPE such as hearing protection, eye protection and foot protection. You are expected to discuss with your Inca Host whether any of these situations might apply to your work on our site and to bring your own PPE if required.

Contractors' Agreement: Operating and Health & Safety Procedures

Segregating a Contractors' Work Area

Where appropriate, you are expected to provide your own segregation cones or equipment to restrict access to your work area, both during work and during temporary cessations of work.

It is a requirement to discuss the practical segregation of a work area with your Host before you start work.

Hot Working Permits

Inca operates a permit to work system, including a Hot Work Permit in some areas for certain types of work which include the use of naked flames or the creation of sparks. You must inform your Host if you intend to do this.

Please see the Hot Work Policy PG212 for further details. This procedure is mandatory and applies to all staff and contractors who are required to carry out Hot Work. Contractors must sign a copy of this form to confirm that they will abide by the procedure.

Storage of Equipment on Site

If there is a need to leave equipment on site, you must discuss this with your Host in advance. It should not be assumed that it will be possible and Inca Digital Printers Ltd will not accept liability for items left on site.

Cameras and Lasers

Neither of the above should be used for any purpose without the express permission of your Host.



Area of Activity and Borrowing Equipment

The Contractor must provide sufficient and suitable screens, sheets and barriers to ensure the safety of persons in the vicinity of the designated work.

You are also expected to bring your own tools and equipment to the Company site. No equipment may be borrowed without the authorisation of your Host.

Any equipment not returned will be subject to a charge for replacement plus an administration fee, which will be invoiced to the Contractor.

Ladders, Scaffolds, and Working at Heights

Scaffolds, ladders, and other access equipment must be of good construction, adequate for the purpose and properly maintained in accordance with statutory requirements and the appropriate Code of Practice.

All ladders should be either tied or footed at all times while work is in progress. However, in some circumstances, proprietary anti-slip devices may be acceptable.

Scaffolding must conform to the requirements of current Construction Regulations and Codes of Practice.

Lifting Operations

The Contractor must not use any lifting equipment on site unless the Inca site Safety Manager has given their permission.

Lifting appliances, lifting gear, mobile cranes, hoists, chains, and ropes, etc. must be provided, and used by the Contractor in accordance with the statutory requirements. If necessary, before using any of the aforementioned equipment, the Contractor shall satisfy the site Safety Manager that:

- statutory regulations, which relate to periodic testing and examination, have been complied with
- appropriate certificates of testing and examination have been obtained.

Contractors' Agreement: Operating and Health & Safety Procedures

Hazardous Substances

Where a Contractor's activities may result in producing dust, fumes, vapours and similar impurities, the Contractor must notify the Host prior to commencing work so that he/she can assess the implications for the automatic fire detection and air conditioning systems.

Contractors who either discover or disturb asbestos or suspect the presence of asbestos-based materials must stop work and inform the Host immediately. For further information regarding asbestos, please consult Appendix 1 of this document and read the associated Asbestos Report.

Pollution Control

Contractors are responsible for the regular removal of all waste materials (rubble, etc.) arising from their work activities, including any waste produced by their own chemicals or, chemically-based materials, irrespective of quantity.

Noise Control

Noise must be controlled in accordance with statutory requirements. In addition, every effort must be made to ensure that noise does not disrupt the normal work of the Company. The playing of radios in certain areas is not permitted, unless agreed by your Host.

Confined Spaces and Lone Working

You must not work in any enclosed space outside the "ears and eyes" of an Inca employee for more than ten minutes, unless you are able to make a safe alternative arrangement that you have agreed with your Host.

Before starting such work, you must advise your Host, or other relevant Inca employee that you are about to start work in such a space.

Reporting Accidents / Near Misses

You are required to report to your Host any accident or near miss, however caused.

The Company needs to learn from such events and, in the interests of yourself, our employees, and future Contractors, you are required to report such events.

Reporting Damage (including environmental damage)

You are required to report damage, however minor, to any item of any kind on the Company's site, to your Host.

Horseplay/Discrimination

Inca Digital Printers Ltd fully supports the legal provisions on discrimination. Any Contractor suspected of being in breach of this is likely to be sent off the premises whilst an investigation is conducted. If the result is unfavourable, the Contractor may not be allowed to come back to the Company's site.

Inca Digital Printers Ltd does not allow horseplay to occur on its site. In any such instances, a Contractor or its employees will be instructed to leave the premises.

Any activity in contravention of UK law will be deemed a breach of contract.

Drinking of Alcohol or Use of any other Intoxicating, or Illegal Substances

Alcohol is not permitted to be consumed on sites occupied by Inca Digital Printers Ltd. If any Contractor is found to be under the influence of alcohol or similar substance, they will be instructed to leave the premises.

Any such situation will be deemed a breach of contract.

Contractors' Agreement: Operating and Health & Safety Procedures

Confidential Information

It is possible that Contractors could come across documents, methods or processes of a confidential, personal, or restricted nature.

On no account should any document or information of a confidential, personal, or restricted nature be taken from the Company site, nor should it be passed on to any other party or otherwise publicised without the express permission of your Host.

Methods and practices of our Company must not be publicised or discussed with other parties without the express permission of your Host.

New Employees

If, during the course of the contract you take on new employees, you are required to give them a copy of this document.

Subcontracting

If you subcontract any of the work to subcontractors who will need to work on site at Inca Digital Printers Ltd, you are required to:

- inform all of your subcontractors of the existence of this document
- give a copy of this document to your subcontractors
- inform your Host of any changes.

Contractors' Agreement: Operating and Health & Safety Procedures

Appendix 1 - Asbestos Report

While it is always recommended that you read the full report, the summary of asbestos materials present in the buildings is outlined below (as per pages 17 and 18 of the report):

1. Units C and D (511 Coldhams Lane) have asbestos cement roofs. The asbestos roof on Unit C has been overclad externally with metal sheeting. This is a potential insurance risk if Contractors are not informed of the consequences in advance of any works in case of an incident. Contractors must provide Method Statements and sign a Declaration before any works are carried out. It has been recommended that a suitably trained and competent Contractor carry out any roof repairs.
2. The windows to Units C and D have asbestos rope seals between the glass and then frame. This will remain safe if undisturbed.
3. Many electrical panels contain asbestos fuse flashings and asbestos cement flash guards are also to be found in the large MEM isolators. This is a potential insurance risk if Contractors are not informed of the consequences in advance of any works in case of an incident. Contractors must provide Method Statements and sign a Declaration before any works are carried out. It has been recommended that a suitably trained and competent Contractor carry out any work on electrical panels.
4. The old green electrical switches on the wall in Unit C contain asbestos cement flash guards, which will remain safe if undisturbed.
5. The inside of the boilers have not been accessed and assessed.

The full survey report must be supplied to any Contractors carrying out any building or refurbishment works prior to them starting work, thus enabling them to plan their work accordingly to avoid disturbing any asbestos.

The full Asbestos Report is available upon request from the Facilities Department.

Contractors' Agreement: Operating and Health & Safety Procedures

Appendix 2 - Contractors' Declaration Form

I have read the Contractors' Agreement: Operating and Health and Safety Procedures, produced by Inca Digital Printers Ltd.

I accept the operating procedures contained within and understand the contents of the document and any associated information provided.

I confirm that all of our staff, and/or any subcontractor's staff who visit the Inca Digital Printers Ltd site will be made aware of the contents of this document and any associated information provided.

I will also submit a copy of the following documents, copies of which will be kept on record by Inca Digital Printers Ltd:

1. Liability Insurance Certificate
2. Method Statement
3. Terms of Conditions
4. MSDS (if used)
5. Hot Working Procedure (if required)

The undersigned, being an Approved Contractor or their employee, acknowledge receipt of Inca's Contractors' Agreement: Operating and Health & Safety Procedures.

The Contractor's Approved status will be subject to periodic review, and further on-site training may be required, should operational changes impact upon the Contractor's activities or personnel.

Contract Company:.....

Contractor's Name:.....

Signed:

Date:.....

Inca Host:.....

This document is to be forwarded to the Facilities Department on completion, or sent to the following address:

Inca Digital Printers Ltd
515 Coldhams Lane
Cambridge
CB1 3JS
United Kingdom

Tel: +44 (0) 1223 577800
Fax: +44 (0) 1223 577801
www.incadigital.com

**Variations must be agreed in writing with your Host and attached to this declaration.*