



**PORT OF  
JERSEY**



**JERSEY  
COASTGUARD**



# CONTRACTOR INFORMATION

A GUIDE FOR CONTRACTORS WORKING AT JERSEY HARBOURS



**Issue One  
2014**



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# 1. INTRODUCTION

Jersey Harbours recognises its duties and responsibilities under health and safety legislation and best practice to ensure that work activities undertaken by contractors on harbour property are carried out in a safe manner.

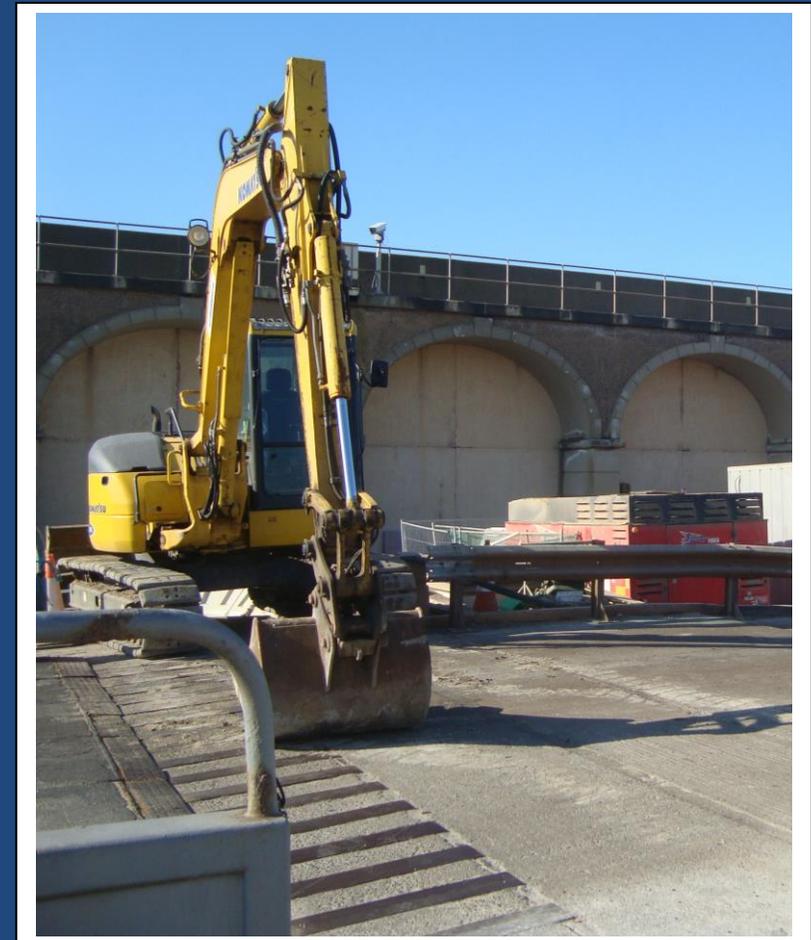
The purpose of this document is to provide clear and concise information for all contractors of the process to be followed before, during and after carrying out work activities at Jersey Harbours.

**The document applies to both contractors working directly for Jersey Harbours and contractors working on behalf of the harbour's business partners and tenants.**

The objectives of this document are to:

- Safeguard all employees, visitors and members of the public on Jersey Harbour's premises from injury or ill health.
- Minimise the risks associated with contractor work activities as low as is reasonably practicable.
- Ensure compliance with health and safety legislation and best practice.

All queries relating to contractor management should be directed to Jersey Harbours Marine Operations Department who, with the support of the Safety Compliance Department, are responsible for overseeing and implementing the contractor management process at Jersey Harbours.



## 2. PLANNING WORK



The following process is to be followed when planning work at Jersey Harbours:

### Define the Work Activity

The proposed work activity must be clearly defined. All contractors working at the harbour must be able to answer the following questions:

- ✓ What does the work activity entail?
- ✓ Has appropriate information been obtained to assist with the definition of the proposed work activity (e.g. plans, drawings, asbestos management plans and registers, data sheets etc)?
- ✓ Does the work activity require access to a restricted zone (RZ)?
- ✓ Could the work activity affect the operation of the harbour?
- ✓ How can the work activity be carried out safely (e.g. what control measures are required)?
- ✓ Do I hold appropriate insurance to carry out the work activity in the harbour environment?
- ✓ Have all employees received appropriate training to carry out the work activity?
- ✓ Who is my Contractor Sponsor?



### **Identify Hazards and Assessing the Risks**

Jersey Harbours expect all contractors to carry out and record suitable and sufficient risk assessments in accordance with Article 3 of the Health and Safety at Work (Jersey) Law 1989. Risk assessments will be specific to the harbour environment and the work activities being undertaken. This applies to both routine and non-routine work.

### **How will the work be done safely**

Once risk assessments have been completed all contractors will be expected to implement a safe system of work by providing a documented method statement or safe system of work to compliment the risk assessments.

### **Permits to Work**

Jersey Harbours operates comprehensive permit to work systems. Contractors should note that separate permits may be required from their Contractor Sponsor in relation to:

- All hot works - cutting and welding
- Working at Height
- Entry into Confined Spaces
- The Digging of Trenches and Excavations
- Work on Electrical Systems
- Working Over Water

These requirements apply to both contractors working directly for the Harbour Authority and contractors working on behalf of harbour tenants, whilst working in operational port areas and/or on Jersey Harbours Assets.



# 3. BECOMING AN AUTHORISED CONTRACTOR

Jersey Harbour will only allow contractors to work within operational areas of Jersey harbours who have been through Jersey Harbour’s contractor authorisation process. All contractors require a Contractor Sponsor (a Ports of Jersey employee, or Ports of Jersey business partner or tenant). Contractor Sponsors are responsible for assisting Contractors through the authorisation process as stated below.

1	2	3	4
<p>The Contractor Sponsor will invite Contractors to complete the ‘Contractor Authorisation Assessment Form’, and request they return it with any associated documentation (Sponsor to forward onto PoJ Safety Team.)</p> <p>Issue Contractor with ‘Contractor Information’ guidance (this doc).</p>	<p>48hrs before work commences Contractor must return to their Sponsor a work activity specific Risk Assessment and Method Statement.</p> <p>Contractor Sponsor forwards onto PoJ Safety Team for consideration and consultation.</p>	<p>Once the submission is accepted the Contractor is added to the Authorised Contractor Database, given a unique reference number and a work activity specific ‘Authorised Contractor Certificate’.</p> <p>This will indicate if the work activity will be subject to a ‘Permit to Work’ on the day of completion.</p>	<p>If a Permit to Work is required this should be filled out by the Contractor Sponsor in consultation with the Contractor, and PoJ Safety Team if required. When issued to the Contractor it should be logged with a ‘call in’ to the Coastguard.</p> <p>If in advance of the work activity starting, the Coastguard will diarise it.</p>
5	6	7	<p>Should the Contractor be requested to complete an additional work activity, other than that for which they are already authorised, the Contractor Sponsor may join this process at stage 2.</p>
<p>The Contractor is authorised to commence the work activity.</p>	<p>A ‘Call in’ is required to Jersey Coastguard to log that the work is starting. (unless stated otherwise on the authorisation certificate)</p> <p>(if applicable, the Contractor Sponsor must verify that the conditions of the ‘Permit to Work’ are in force)</p>	<p>A ‘Call in’ is required to Jersey Coastguard to log that the work is finished and the area is left clean, tidy, safe and secure. (unless stated otherwise on the authorisation certificate)</p> <p>(‘Permits to Work’ are only valid for day of issue)</p>	



# 4. CONTRACTOR RESPONSIBILITIES

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## 4.1 Definitions and Roles

### Contractor Sponsor:

- A Ports of Jersey employee or Harbour Tenant engaging a contractor to work for them on the Jersey Harbours estate or a Jersey Harbours asset.
- Ensures that the necessary information is obtained, to enable a reasonable assessment of the Contractor's competence to conduct the requested work activities in a safe and legal manner.
- Remains responsible for the Contractor's conduct for the full duration of contract.
- Ensures the Contractors are aware of, and agree to abide by all conditions set within this guidance document.
- Conducts spot checks on Contractor activities to ensure compliance with relevant safety conditions.

### Jersey Harbours Duty Officer:

- 24hrs on call. May deputise for a Contractor Sponsor with regards to the issue of a 'Permit to Work', should the project sponsor be unavailable or not competent/confident to do so themselves.
- Conducts spot checks on Contractor activities to ensure compliance with relevant safety conditions.

### Contractor:

- Anyone Jersey Harbours directly, or a harbour tenant, employs to work for them who is not a direct employee.

### Coastguard:

- From the Maritime Rescue Coordination Centre in Maritime House, Jersey Coastguard logs details of work activities being conducted on the Jersey Harbours estate.
- Coordinates the release of Jersey Harbour's assets in order to ensure the continual operational status of the port.

### PoJ Safety Team:

- Reviews the 'Contractor Authorisation Assessment Forms' and associated documentation submitted by the Contractor Sponsor. Consults with the Contractor Sponsor to identify any short comings or further requirements for documentation.
- Adds Contractor to the 'Authorised Contractor Database', issues a unique reference number and a work activity specific 'Authorised Contractor Certificate', via the Contractor Sponsor.
- Conducts spot checks on Contractor activities to ensure compliance with relevant safety conditions.



## 4.2 General Contractor Responsibilities

All contractors working at Jersey Harbours will, without exemption, comply with Jersey Harbour's policies and procedures. They will in particular:

- Ensure that their activities are conducted safely, without risk to health, and in accordance with all relevant health and safety legislation and best practice
- Provide trained and competent employees
- Ensure their 'Authorised Contractor Certificate' and 'Permit to Work' (if applicable) are readily available to view onsite upon demand by a Jersey Harbours representative
- Ensure all employees are provided with suitable and sufficient personal protective equipment
- Cooperate fully with Jersey Harbours Operational and Health and Safety teams
- Conform to the requirements contained within this document, and related Jersey Harbours documentation and procedures
- Report immediately any incidents to Jersey Harbours (Section 4.3)

## 4.3 Reporting Accidents and Incidents

Contractors must report the following accidents or incidents to both the Health and Safety Inspectorate and Jersey Harbours:

- Serious or fatal accidents must be reported immediately by telephone.
- Less serious injuries where the injured person is unfit to do their normal job for more than three consecutive days.
- If there is a dangerous occurrence, for example, scaffold collapse or serious equipment failure.
- If an employee suffers from a specific disease whilst carrying out their work at a Jersey Harbours premises.

### Contact Numbers

**Health and Safety Inspectorate:** 01534 447300  
**Jersey Coastguard:** 01534 447705



## 4.4 Working At Height

Falls from height are the greatest single cause of accidental death in the work place. Most of the accidents could have been prevented by the provision and proper use of the correct equipment and control measures. If there is the possibility of any person falling a distance liable to cause personal injury from the edge of any working place or access route guard rails or other suitable barriers must be provided. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## 4.5 Manual Handling

The main hazards from manual handling are heavy loads, poor posture when lifting, slips, trips and falls and sharp edges. In order to minimise the risk of injury Jersey Harbour expects all contractors to take suitable and sufficient precautions. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## 4.6 Lifting Operations

All lifting operations must be subject to a lift plan and a safe system of work developed by a competent person. The system of work should be communicated to all those who are involved in the operation in any way. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

All contractors must obtain permission to use cranes at Jersey Harbours from their Contractor Sponsor.

## 4.7 Buried Services

Jersey Harbours require contractors to obtain a permit to dig before carrying out any digging, trench or excavation works.

## 4.8 Confined Spaces

Jersey Harbours operates a confined space permit which must be obtained before accessing any confined space or carrying out any confined space work.



Only contractors who have been specifically trained will be authorised to carry out confined space work activities. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## 4.9 Control Of Substances Hazardous To Health

The UK's Control of Substances Hazardous To Health Regulations require employers to protect people who may be exposed to health risks arising from hazardous substances in the work place. The contractor must provide their Contractor Sponsor with COSHH Assessments for any hazardous substances which will be used at a Jersey Harbours premises. This information must be provided before the substances are brought on to the premises.

## 4.10 Asbestos

Jersey Harbours have comprehensive asbestos management plans and registers for its premises. As part of the contractor authorisation process Jersey Harbour will provide appropriate information to the contractor in order to ensure that any asbestos containing materials are identified and not disturbed.

There is always the possibility that asbestos containing materials could be discovered whilst a contractor is working at a Jersey Harbour premises. In these circumstances work must immediately stop and the area vacated until Jersey Harbours Marine Operations Department have been contacted and the area checked by a competent person.

## 4.11 Noise

All contractors are expected to assess the personal noise exposure of employees and record the results of the assessments, provide suitable hearing protection where it is not possible to reduce noise levels below the noise action levels, inform employees of the noise levels they are being exposed to and what they must do to protect their hearing and designate, where practicable, ear protection zones.

Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.



## 4.12 Vibration

The vibration from hand-held tools such as pneumatic breakers can affect the fingers and hands. Where the use of such tools is unavoidable contractors are expected to assess the risk of harm and decide on the precautions to be taken. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## 4.13 Personal Protective Equipment

Contractors are expected to provide employees with appropriate personal protective equipment where risks have not been properly controlled by other means in order to allow them to carry out work activities at Jersey Harbours safely. This includes ensuring that life jackets are worn when work is being undertaken near quay edges. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

In addition, EN 471:2003 compliant high visibility clothing must be worn when working anywhere within port operational areas (including within buildings).

## 4.14 Electricity

All electrical work requiring isolation is subject to Jersey Harbour's electrical permit to work. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## 4.15 Portable Electrical Equipment

110 Volt powered tools supplied through an isolating centre tapped to earth should be used on site whenever reasonably practicable. Where 110 Volt cannot be used then consideration should be given to cordless equipment before mains voltage tools. Where use of mains voltage is unavoidable then the use of a residual current device (RCD) or an earth leakage breaker (ELCB) protection device is essential. Plugs and sockets should be of industrial type and suitable for outdoor use. Hand held portable electrical equipment should be double insulated. The contractor should ensure that a system of regularly planned maintenance inspections and tests by a competent person should be in place on site and suitable records should be kept of these checks.



Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## **4.16 Hot Works**

Hot works are under the control of a strict hot works permit system, issued by Contractor Sponsors. No other hot works are permitted. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## **4.17 Fire**

Contractors are expected to take appropriate precautions to reduce the risk of the possibility of outbreaks of fire at Jersey Harbours. Fire precautions include good housekeeping, carrying out hot works under permit only, ensuring all unattended plant and machinery is turned off and waste materials are regularly removed from work areas. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

Contractors will cooperate with Jersey Harbours for the performance of any evacuation drills. Contractors will be informed in advance of any planned drills when reporting in at the harbour.

Should a fire alarm activate whilst at the harbour contractors will leave via the nearest fire exit and report to the nearest muster point. Detailed information relating to fire evacuation at Jersey Harbours will be provided during the induction course.

**In the event of a fire starting the following emergency numbers should be used:**

<b>States of Jersey Fire Service:</b>	<b>999</b>
<b>Coastguard:</b>	<b>01534 447705</b>



## 4.18 General Public

Contractors are reminded that work activities may be undertaken in areas occupied by members of the public travelling through the harbour. Therefore, it is imperative that the control measures agreed with Jersey Harbours are adhered to at all times. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

## 4.19 Smoking

The Jersey Harbours, in compliance with the Restriction on Smoking (Workplaces) (Jersey) Regulations 2006, which were effective from 2 January 2007, have agreed the following policy.

Jersey Harbours recognises that it has a duty to ensure, as far as is reasonably practicable, that employees and users of our services have the right to work and visit our premises without being exposed to tobacco smoke. This policy applies to all employees, business partners and contractors.

The Jersey Harbours has prohibited smoking in:

- All of its workplaces at all times, except for those premises exempted in the Regulations.
- Any vehicle owned or leased by Jersey Harbours

## 4.20 Machinery, Tools and Equipment

All machinery, tools and equipment will be suitably inspected and maintained as per the manufacturer's instructions and evidence of inspection should be easily available for verification at all times. Machinery, tools and equipment will only be used by appropriately trained persons. Jersey Harbours carry out periodic audits to verify the training records of contractors. Contractors will cooperate fully with any queries from Jersey Harbours. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

Jersey Harbours reserves the right to prohibit, confiscate or dispose of machinery, tools or equipment which it deems to be unsafe or dangerous. Any costs incurred by Jersey Harbours will be charged back to the contractor.



## 4.21 Alcohol and Drug Abuse

Persons under the influence of alcohol and drugs can be a danger not only to themselves but others. Contractors will ensure that they have a suitable and sufficient policy in place to deal with anyone found to be under the influence of alcohol or drugs.

## 4.22 Lone Working

Contractors will avoid lone working where ever practicable. Where lone working is unavoidable contractors will ensure that appropriate control measures are put in place to safeguard employees working at Jersey Harbours. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process. Anyone working alone on the Jersey Harbours estate may take advantage of the 'Call-in' to the Coastguard process, to log their work activity prior to start and following finish.

## 4.23 Radios and Personal Music Players

The use of radios or any other musical device by contractors is strictly prohibited without authorisation from Jersey Harbours.

## 4.24 First Aid Arrangements

Due to the remote unmanned nature of some locations on the Jersey Harbours estate, it is necessary for contractors to provide their employees with suitable and sufficient competent First Aiders and First Aid equipment on location at all times. Such arrangements will need to be specifically detailed in risk assessments and accompanying safe systems of work provided to Jersey Harbours as part of the contractor authorisation process.

**In the event of a first aid emergency the following numbers should be used:**

**States of Jersey Ambulance Service:** 999  
**Harbours Emergency Numbers:** 01534 447705/4



## 5. RESTRICTED HARBOUR ACCESS

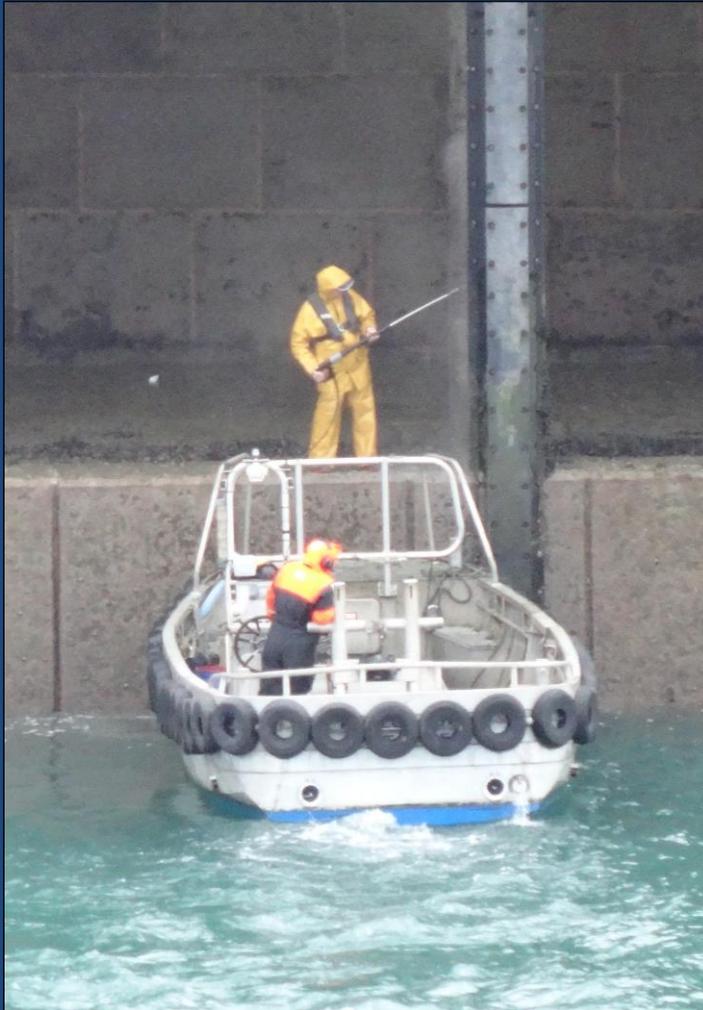
This section applies to contractors carrying out routine or non-routine work which requires access within Jersey Harbours restricted operational zones.

- All contractors are required to have a security pass issued for work within the Restricted Areas of the Port.
- Applications should be made by the Contractor to the Duty Port Facilities Security Officer at Maritime House.
- Passes take 48hrs to be issued.
- Identification will need to be provided by the individual (passport or driving licence).

Contractors will be denied access to restricted zones without appropriate security passes.



## 6. MONITORING PERFORMANCE



Jersey Harbours expect all contractors to monitor their health and safety performance whilst conducting work activities at the harbours.

In addition, Jersey Harbours reserves the right to audit contractor's health and safety performance and review the health and safety documentation provided by the contractor or harbour tenant in order to ensure that it is current and continues to reflect the work activities undertaken by the Company.

Jersey Harbours reserve the right to withdraw a company's 'authorised contractor' status in the event of breaches of health and safety legislation, subsequent enforcement action taken by the Health and Safety Inspectorate or unauthorised deviations from an agreed risk assessment and/or method statement.



## 7. CONTACT NUMBERS

Emergency Numbers	
Fire / Police / Ambulance	112 or 999
PoJ Marine Operations Room	01534 447705
Non-Emergency	
Police	01534 612612
Fire	01534 445906
Ambulance	01534 444700
General Hospital	01534 442000
Jersey Electricity	01534 505050
Jersey Gas	01534 755555
Jersey Water	01534 707302