

*Your local **gas generation** partner*



Contractors' Health & Safety Handbook



Introduction

Firstly I would like to take this opportunity to welcoming you to Peak Scientific Instruments Ltd. I hope your time with us will be a pleasant one.

This pack has been drawn up with the intention of familiarising you, the contractor, with the physical layout of Peak, and the names of important contacts who can assist you whilst you are working at Peak. In addition, it details some key health and safety arrangements that you should be aware of regardless of the type of work you are about to undertake.

Thank you for taking the time to read this information which is provided for both your safety and that of our employees.

Chairman Robin MacGeachy

Protecting your productivity

“Peak Scientific aim to provide an environment which maximises, and gives priority to, the health and safety of its employees, and all visitors.”

“We shall achieve this by assessing our operations, against the Health & Safety at Work etc. Act (1974), and associated regulations, by targeting any issues that arise.”

“All employees shall be involved in striving to improve our company and standard of working life.”

“Specific responsibilities, and objectives, shall be identified to ensure that the Health and Safety system continues to improve and develop.”



About Peak

Peak Scientific produces market-leading nitrogen, hydrogen and zero air systems mainly for the fields of LC-MS (Liquid Chromatography-Mass Spectrometry) and GC (Gas Chromatography). What differentiates us is our world-class technical support and ongoing service care throughout the generator's lifespan, wherever you may be in the world.

Accreditations

ISO 9001

Peak Scientific is an ISO 9001 accredited organization, covering the design, manufacture and servicing of laboratory gas generators. Recognised in over 150 countries, ISO 9001 certification illustrates our dedication and care to our products and service around the globe.

Canadian Standards Association (CSA)

Many products, within the Peak Scientific range, have been developed, and tested, to comply with the requirements of the CSA organisation.

CE

Peak Scientific lab gas generators are designed, built, and tested to comply with the current Electromagnetic Compatibility (EMC) requirements.

RoHS Statement of Compliance

The European RoHS (Restriction of Hazardous Substances) Directive 2002/95/EC aims to reduce the use of hazardous materials within a certain scope of products – mostly electrical and electronic.

WEEE Statement of Compliance WEE/FJ0116XU

The WEEE (Waste of Electrical & Electronic Equipment) Directive 2002/96/EC, issued by the European Union, aims to reduce the impact, upon the environment, from disposal of certain types of equipment. It requires producers to implement controls, to ensure that equipment that they produce, is correctly disposed of, following the end of its useful life.

Notice to Contractors

The following requirements apply to all contractors:

1. Contractors shall comply with The Health and Safety at work etc. Act 1974 and Peak Scientific Instruments Ltd health and safety rules.
2. All Contractors must wear a contractor's badge, which will be issued to you by reception on arrival. Suitable PPE must be worn where required. Badges must be returned to reception before leaving.
3. Contractors may only park in designated parking bays unless previous arranged with the Facilities Manager. Please observe the speed limit of 5mph.
4. All persons within your control shall be competent to undertake their work safely.
5. A Safe System of Work shall be agreed with your sponsor before any work commences and may not be changed without his or her prior permission.
6. Contractors are responsible for making sure that all persons under their control know the Fire Procedures for the premises and the location of the appropriate type of Portable Fire Appliance nearest to their work area.
7. The normal means of escape must not be obstructed without prior permission from your sponsor who will make temporary alternative arrangements.
8. **Risk Assessment**
 - A risk assessment for the work to be carried out must have been completed before work starts and you must be familiar with its content. You must have a Method Statement of the work to be undertaken, and available for inspection by the health and Safety and/or Facilities Managers.
 - Suitable control measures must be put in place before the work commences.
- 8.1. **Control of Substances Hazardous to Health**
 - A risk assessment of the materials and processes to be used must have been completed by your employer. You must be familiar with the content. Suitable control measures must be put in place before the work commences.
 - Contractors shall NOT store ANY Hazardous substances on the Peak premises without the express permission of the facilities Manager.
- 8.2. **Working at Heights**
 - You must be familiar with your risk assessments and method statement for working at heights. Suitable access equipment must be provided by yourselves and you must be trained in its use correctly.
 - Contractors should provide their own ladders for working at height.
 - A permit to work will be required before work commences. This can be obtained from the health and safety or facilities manager.





9. **Control of Works Site**

You must ensure that your work area is secure and that Peak employees etc. are prevented from access. If you have taken part of the premises as your work site, this area must be securely fenced and access must be restricted to your personnel and authorised visitors only.

10. **Permits to work**

The following “high risk” activities are subject to a permit to work:

- Hot work
- Demolition
- Excavation
- Asbestos
- Confined spaces
- Electrical work above 110v
- Overhead cranes
- Working at heights, and other specified work
- Hazardous Substances
- Pressure Testing
- Lifting Equipment
- Working at height

This list covers the minimum activities that require a permit to be issued. Other activities may also require documentation, dependent upon the discretion of the Health and Safety Manager. No operations may commence at Peak until the correct documentation has been signed off and agreed.

11. Faulty tools and equipment must not be brought onto site.
12. 110v CTE electrical tools are preferred. If 240v tools are used, they must be double insulated and RCD protected. All extension leads must be properly terminated with the appropriate plugs/sockets and be otherwise un-jointed.
13. All portable and transportable electrical equipment, pressure systems and climbing safety equipment must be within their current safety certification period.
14. Personal Protective Equipment must be worn when necessary and shall be suitable and properly maintained.
15. Peak Scientific operates a **NO SMOKING** policy in all areas (This includes in the confines of company vans, cars private or otherwise whilst parked on Peak grounds)
16. Alcohol or Illegal Drugs are not permitted on Peak sites.

Fire and Emergency Evacuation

The fire routine detailed below should be followed in the event of a fire:

Alarm

Anyone (visitors Contractor) discovering an outbreak of fire should, without hesitation, sound the nearest fire alarm/ raise the alarm. The alarm sounds like a two tone Klaxon backed by visual red flashing lights.

Calling the Fire & Rescue Service

After raising the Alarm, all outbreaks of fire, however small, or any suspected fire should be reported immediately to the Fire Warden who will contact the Emergency services.

Evacuation

On hearing the alarm, leave the building by the nearest exit and make your way to the muster point allocated to you on arrival. Fire marshals will assist if required. Fire marshals can be identified by orange hi-vis hats and waistcoats. Do not re-enter the building until the Fire & Rescue Service gives permission, or in the case of a drill, the senior person in charge (Fire Warden) so authorises.

Muster Points

Muster points 1, 2, 3 and 4 are located to the front of the main building, your sponsor will confirm your muster point on arrival.

Roll call

Immediately after you have assembled at your nominated muster point locate your sponsor and confirm that all your people have safely evacuated the building.

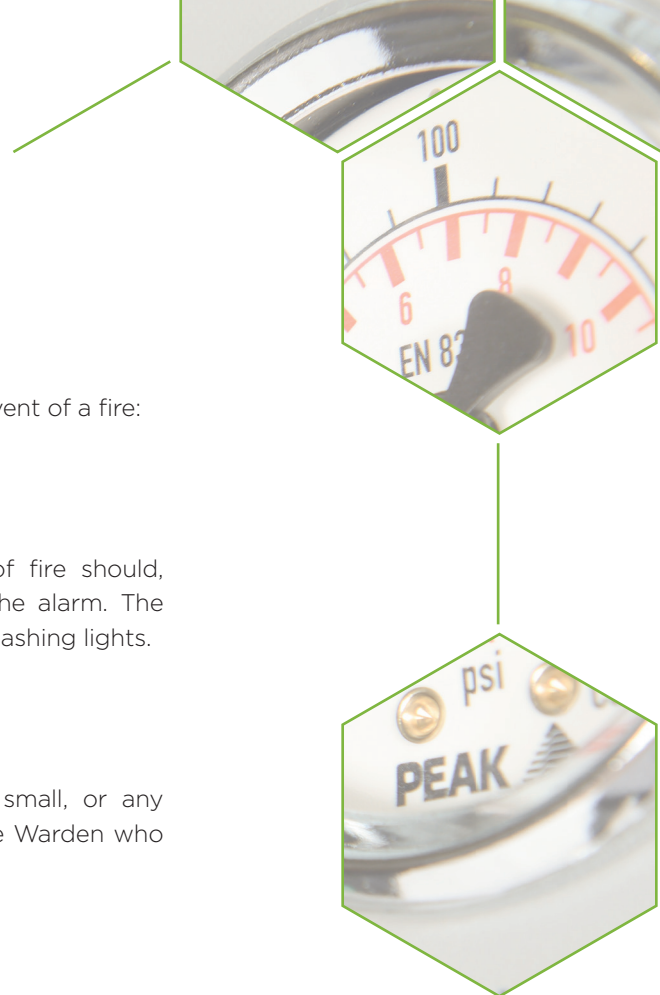
Attacking the fire

Circumstances will dictate whether fire-fighting operations should be attempted.

Fire fighting must always be secondary to the safety of life.

The Emergency Evacuation muster Points are:

The main car park at the front of the buildings.





Reporting of Accidents, Incidents, Near Misses and First Aid

Appropriate first aid arrangements will be in place for your staff and any visitors to our premises. This includes providing sufficiently trained employees for your business needs and maintaining an adequate supply of first aid equipment.

In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities:

- Responding promptly to requests for assistance.
- Summoning further help, if necessary.
- Looking after the casualty until recovery has taken place or further medical assistance has arrived.
- Reporting details of any treatment provided.

A First Aid kit is located:

In the First Aid room

Various locations around Peak

The First Aid room is located:

To the far left side of the building on the ground floor

All accidents/incidents and near misses must be reported to the Health and Safety Manager. An accident form must be completed. The accident book is held at reception.

In the absence of the Health and safety Manager you are to report the accident/incident or near miss to your sponsor.





Annex 1 Contractors Health and Safety Terms and conditions

Declaration

I verify I have read, understood and agree to comply with all the above requirements.

Delete as required:

Type of work undertaken: (Please select one)

- Building/Grounds/Equipment Maintenance
- Administrative
- Construction
- None of the above (Please state nature of work) _____

Duration of Work: (Please select one)

- One off event
- Service contract – All service contracts require a visit to Peak to review risk assessment and method statement prior to first day of contract works.

Will the planned work generate substantial waste?

- YES / NO
- If yes please be prepared to provide proof of your disposal plan.

Please confirm the following:

- | | |
|--|--------|
| • Peak has a copy of your public liability insurance | Yes/No |
| • Peak have copies of RAMS for all planned works to be undertaken | Yes/No |
| • All competence cards and registrations for high risk work complies and is in date in accordance with current regulations | Yes/No |

Print Name: _____

Company: _____

Signature: _____

Date: _____

Approved By: _____

Position: _____

Please complete and return annex 1 of the peak Scientific Contractors Health and Safety Handbook and any documentation as requested above. Please send all information to the following:

Charlie Street

cstreet@peakscientific.com

Facilities Manager

Peak Scientific Instruments Ltd.

Fountain Crescent

Inchinnan Business Park

Inchinnan PA4 9RE

Glasgow Scotland UK

Appendix 1 CONTRACTORS' SAFETY INFORMATION

To be completed on day of arrival:

Your sponsor/ is: _____ Contact Details _____

The person in charge of First Aid is: _____ Contact Details _____

Key Contacts:

Sponsor/POC _____

Facilities Manager Charlie Street **cstreet@peakscientific.com** 07818 576 747

Please detach and hand to sponsor on arrival:

List of employees working at Peak:

Name	Company	Competencies in date

Permit to work open

Yes/No (If Applicable)

Permit to work closed

Yes/No (If Applicable)



Peak Scientific HQ

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For a full list of our worldwide
office locations, please visit:

Web: www.peakscientific.com

Email: marketing@peakscientific.com