



Quarries National Joint Advisory Committee (QNJAC)

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## **Contractors' Road-Map to Safety**

**March 2011**

**Checklists and references to assist contractors and their clients to meet health and safety requirements in quarries.**


















**Approved by the Quarries National Joint Advisory Committee (QNJAC)**

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# Contractors' Roadmap to Safety



 <p>Guidance Documents</p>	   	<p><b>Pre-Site Assessment Information</b> This is information which a contractor should supply to the Site Operator before any site work commences.</p> <p><b>Work Specific Site Requirements</b> This is information which a contractor should supply to the Site Operator before any site work commences.</p> <p><b>Basic Site Induction List</b> This is information which a Site Operator should supply to the contractor before any site work commences.</p> <p><b>Pre-Task Controls</b> This is information which a contractor should supply to the Site Operator before any site work commences.</p>
 <p>Best Practices</p>		<p><b>Best Practices</b> (<a href="http://safequarry.com/BestPractice">http://safequarry.com/BestPractice</a>)</p>
 <p>Incident Alerts</p>		<p><b>Incident Alerts</b> (<a href="http://safequarry.com/IncidentReports">http://safequarry.com/IncidentReports</a>)</p>
 <p>More Information</p>	      	<p><b>HSE Quarry Website</b> (<a href="http://www.hse.gov.uk/quarries">http://www.hse.gov.uk/quarries</a>)</p> <p><b>SafeQuarry.com</b> (<a href="http://www.safequarry.com">http://www.safequarry.com</a>)</p> <p><b>British Aggregates Association</b> (<a href="http://www.british-aggregates.co.uk">http://www.british-aggregates.co.uk</a>)</p> <p><b>Coalpro Health &amp; Safety - The Confederation of UK Coal Producers</b> (<a href="http://www.coalpro.co.uk/hs.shtml">http://www.coalpro.co.uk/hs.shtml</a>)</p> <p><b>Mineral Products Association</b> (<a href="http://www.mineralproducts.org">http://www.mineralproducts.org</a>)</p> <p><b>Aggregates &amp; Recycling Information Network</b> (<a href="http://www.agg-net.com">http://www.agg-net.com</a>)</p> <p><b>Institute of Quarrying</b> (<a href="http://www.quarrying.org">http://www.quarrying.org</a>)</p>

# Pre-Site Assessment Information

This is information a contractor should make available to the Site Operator prior to commencing any site works

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Site / Client \_\_\_\_\_ Signature \_\_\_\_\_

Project Description \_\_\_\_\_ Full Name \_\_\_\_\_

The "Quarry Passport" is regarded as the preferred demonstration of the minimum level of Industry Safety Awareness

Provided?

1. Company Liability Insurances .....

2. Vehicle Insurances .....

3. Company Structure .....

4. Operatives Competency and Worthiness .....

5. Risk Assessment (Example) .....

6. Example Safe Working Procedure or Method Statement

7. PPE Availability and Usage .....

8. Health and Safety Policy .....

9. Environmental Policy & Permits .....

10. Plant & Equipment Calibration Register or Certification .....

11. Electrical Equipment PAT Testing Certification .....

12. Lifting Equipment Register or Certification .....

13. COSHH Information .....

14. Occupational Health Policy .....

15. CPD (Continuing Professional Development) if available .....

# Work Specific Site Requirements

This is information a contractor should make available to the Site Operator prior to commencing any site works.  
The Site Operator should agree with these requirements.

Company Name \_\_\_\_\_

Date \_\_\_\_\_

Site / Client \_\_\_\_\_

Signature \_\_\_\_\_

Project Description \_\_\_\_\_

Full Name \_\_\_\_\_

SWP / RA for working with:	Applicable?	SWP Provided?
1. Electricity .....	<input type="checkbox"/>	<input type="checkbox"/>
2. Water .....	<input type="checkbox"/>	<input type="checkbox"/>
3. Operational Plant .....	<input type="checkbox"/>	<input type="checkbox"/>
4. Height .....	<input type="checkbox"/>	<input type="checkbox"/>
5. Noise .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Machinery .....	<input type="checkbox"/>	<input type="checkbox"/>
7. Cranes .....	<input type="checkbox"/>	<input type="checkbox"/>
8. Drilling / Blasting .....	<input type="checkbox"/>	<input type="checkbox"/>
9. Abrasive Wheels .....	<input type="checkbox"/>	<input type="checkbox"/>
10. Asbestos .....	<input type="checkbox"/>	<input type="checkbox"/>
11. Hand Tools including Vibratory .....	<input type="checkbox"/>	<input type="checkbox"/>
12. Confined Spaces .....	<input type="checkbox"/>	<input type="checkbox"/>
13. Manual Handling .....	<input type="checkbox"/>	<input type="checkbox"/>
14. Lifting .....	<input type="checkbox"/>	<input type="checkbox"/>
15. Isolation Procedures .....	<input type="checkbox"/>	<input type="checkbox"/>
16. Permit to Work .....	<input type="checkbox"/>	<input type="checkbox"/>

# Basic Site Induction List

This is information the Site Operator should make available to the contractor prior to any site works commencing

Company Name \_\_\_\_\_

Date \_\_\_\_\_

Site / Client \_\_\_\_\_

Signature \_\_\_\_\_

Project Description \_\_\_\_\_

Full Name \_\_\_\_\_

Received?

1. Emergency Procedures .....

2. Signing In/Out Rules .....

3. Site Specific Rules .....

4. Key Site Contacts .....

5. Site Structure .....

6. Welfare and First Aid Facilities .....

7. House Keeping Rules .....

8. Environmental & Waste Planning .....

9. Site Drugs & Alcohol Policy .....

10. Authorised Equipment .....

11. COSHH .....

12. Behaviour on Site .....

13. Site Requirements for PPE .....

14. Site Communications Policy .....

15. Authorisation and Appointments Plan .....

16. Vehicle and Pedestrian Routes / Plan .....

17. Incident Reporting Procedures (accidents / near miss) .....

18. Co-ordination of Work Activity on Site .....

19. Time Limitation on Works .....

20. Blasting Times .....

# Pre-Task Controls

This is information a contractor should make available to the Site Operator prior to commencing any site works.  
These controls should be agreed by the Site Operator

Company Name \_\_\_\_\_ Date \_\_\_\_\_

Site / Client \_\_\_\_\_ Signature \_\_\_\_\_

Project Description \_\_\_\_\_ Full Name \_\_\_\_\_

Provided?

1. Identify Job or Task to be undertaken .....

2. Safe Working Practices & Risk Assessment .....

3. Competence of Company and Operatives .....