Quarries National Joint Advisory Committee (QNJAC)

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)

Version 1: 23 March 2011
## Pre-Site Assessment Information
This is information which a contractor should supply to the Site Operator before any site work commences.

## Work Specific Site Requirements
This is information which a contractor should supply to the Site Operator before any site work commences.

## Basic Site Induction List
This is information which a Site Operator should supply to the contractor before any site work commences.

## Pre-Task Controls
This is information which a contractor should supply to the Site Operator before any site work commences.

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## Best Practices
(http://safequarry.com/BestPractice)

## Incident Alerts
(http://safequarry.com/IncidentReports)

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## HSE Quarry Website
(http://www.hse.gov.uk/quarries)

## SafeQuarry.com
(http://www.safequarry.com)

## British Aggregates Association
(http://www.british-aggregates.co.uk)

## Coalpro Health & Safety - The Confederation of UK Coal Producers
(http://www.coalpro.co.uk/hs.shtml)

## Mineral Products Association
(http://www.mineralproducts.org)

## Aggregates & Recycling Information Network
(http://www.agg-net.com)

## Institute of Quarrying
(http://www.quarrying.org)
Pre-Site Assessment Information

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site / Client</td>
<td>Signature</td>
</tr>
<tr>
<td>Project Description</td>
<td>Full Name</td>
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</tbody>
</table>

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.

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</tr>
</thead>
</table>

SWP / RA for working with:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>SWP Provided?</th>
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<tbody>
<tr>
<td>1. Electricity</td>
<td></td>
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<tr>
<td>2. Water</td>
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<tr>
<td>3. Operational Plant</td>
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<td>4. Height</td>
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<td>5. Noise</td>
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<td>6. Machinery</td>
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<td>7. Cranes</td>
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<td>8. Drilling / Blasting</td>
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<td>9. Abrasive Wheels</td>
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<td>10. Asbestos</td>
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<tr>
<td>11. Hand Tools including Vibratory</td>
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<tr>
<td>12. Confined Spaces</td>
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<td>13. Manual Handling</td>
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<td>14. Lifting</td>
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<td>15. Isolation Procedures</td>
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<tr>
<td>16. Permit to Work</td>
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</tbody>
</table>
Basic Site Induction List

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

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

Received?

Company Name ___________________________ Date ________________
Site / Client _____________________________ Signature ________________
Project Description ________________________ Full Name ________________
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.

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1. Identify Job or Task to be undertaken
2. Safe Working Practices & Risk Assessment
3. Competence of Company and Operatives

Provided?