

WEYMOUTH HARBOUR – CONTRACTOR MANAGEMENT

The following process is to be followed when planning work at Weymouth Harbour:

Permission to Work

Weymouth Harbour operates a permit to work system.

All contractors must contact the Harbour Office to obtain a permit before commencing any work. The following guidelines should help with the process.

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?

- Does the work activity require access to a restricted area?
- 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)?
- Does the contractor hold the appropriate insurance to carry out the work activity in the harbour environment?
- Have all employees received appropriate training to carry out the work activity?

Identify Hazards and Assessing the Risks

Weymouth Harbour expects all contractors to carry out and record suitable and sufficient risk assessments in accordance with Health and Safety at Work Legislation.

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?

All contractors will be expected to implement a safe system of work.

Contractors should note that separate permits are required in relation to:

- All hot works - cutting and welding
- Working at height
- All lifting operations
- Diving operations (under separate regulations)

These requirements apply to both contractors working directly for the Harbour Authority and contractors working on behalf of berth holders, whilst working in the harbour area.

Becoming an Authorized Contractor

Contractors who regularly work at Weymouth Harbour should apply to the harbour to become an authorised contractor.

Once the application is accepted the contractor is added to the authorised contractor database, given a unique reference number and an 'authorised contractor certificate'. The contractor only needs to notify Weymouth Harbour when they will be working on the harbours estate.

General Contractor Responsibilities

All contractors working at Weymouth Harbour will, without exemption, comply with Weymouth 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 'Clearance To Work Permit' or 'Authorised Contractor Certificate' and any specific permits (if applicable) are in place before commencing any work
- Ensure all employees are provided with suitable and sufficient personal protective equipment
- Contact the Harbour Office before starting any work and contact the office on completion.
- Report immediately any incidents to Weymouth Harbour

Reporting Accidents and Incidents

Contractors must report the following accidents or incidents to Weymouth Harbour:

- All serious accidents must be reported immediately.
- Any incidents/accidents where an injury is sustained.
- If there is a dangerous occurrence, for example, scaffold collapse or serious equipment failure.

Contact: +44 (0)1305 838423

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