

Contractors Authorisation to Work, ID & Fire Register

Important Notice to all Contractors

By signing our Authorisation to Work Register, you accept responsibility for complying with our Health and Safety regulations whilst on our site.

Only the authorised work is to be carried out.

Your Contractor's Pass must be worn at all times. You must also retain your Authorisation to Work and any accompanying Permits to Work at all times.

On leaving our site your Authorisation to Work and Pass must be returned to the point of issue.

You must also sign the Authorisation to Work register to confirm that you have left the area in a safe and tidy condition.

Thank you for your co-operation

Issue Date / Time	Contractor's Name	Contractor's Company	Tel. No.	Number of keys issued	Working Alone / No. in team	Electrical - Specify	Welding/Grinding/ Cutting/ Hot Work	Lifts & Hoists / Roof Work / High Level above 2m	Confined Spaces	Working at Height	Internal / External Window Cleaning	Mechanical Maintenance - Specify	Building Maintenance - Specify	Any Other Duties - Specify	Vehicle Reg.	Contractor's Signature on receipt of Authorisation	Pass No.	Date and Time Out	Contractor's Signature on Departure	Key(s) Returned (✓)	Additional PTW Returned (✓)	Date and Authorising initials on Departure
Expires:	Site Contact / Work Area															Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials
Issue Date / Time	Contractor's Name	Contractor's Company	Tel. No.	Tick the type of work to be carried out. N.B. Shaded work types may require an additional Permit to Work										Vehicle Reg.	Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
Expires:	Site Contact / Work Area			Working Alone / No. in team Electrical - Specify Welding/Grinding/ Cutting/ Hot Work Lifts & Hoists / Roof Work / High Level above 2m Confined Spaces Working at Height Internal / External Window Cleaning Mechanical Maintenance - Specify Building Maintenance - Specify Any Other Duties - Specify											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
CONTRACTOR'S PASS				• HEALTH & SAFETY All work to be carried out within the Health and Safety at Work Act 1974 and other statutory provisions.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
Specific Details of Work to be carried out and any Hazards involved in doing so. Specific Permits-to-Work may be required.				• FIRE & EMERGENCY On hearing the Fire Alarm leave the building by the nearest fire exit and proceed to the Assembly Point.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
ADDITIONAL PERMIT MAY BE REQUIRED BEFORE WORK COMMENCES				• ACCIDENT / INJURIES Report all accidents, injuries, near-misses & illnesses to your host.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
Authorised signatory for permission to start work				• COSHH This site is subject to COSHH regulations.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
Authority Number				• PERSONAL PROTECTIVE EQUIPMENT ALWAYS wear the PPE provided. Inform safety contact or employer if PPE is damaged or unsuitable.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
Time				• SMOKING SMOKING IS NOT ALLOWED IN ANY AREA.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	
				Please return your Authorisation to Work and your Contractor's Pass to point of issue on leaving and sign out. Thank you.											Please read notes below and opposite before signing		Date Out Time Out	I Declare Work Area Safe & Tidy			Date Initials	

- NOTICE TO CONTRACTORS**
- Contractors shall comply with all relevant HSE legislation, Company Policies and safe systems of work. Copies of Public and Employer Liability Insurance, risk assessments, method statements, policy statements and certification etc. must be provided on request.
 - All persons within a contractor's control must be competent to undertake their work in a safe and responsible manner.
 - All plant or equipment brought onto site must be suitable and maintained in accordance with all relevant Regulations and Approved Codes of Practice.
 - Contractors are not permitted to alter anything provided for use or interfere with any plant or equipment on the site, unless authorised by the Company's Site Representative.
 - A safe system of work shall be agreed with the Company's Site Representative prior to commencing any work and this must not be changed without their permission.
 - Accidents, near misses and incidents must be reported immediately to the Company's Site Representative and documented accordingly. In the event of injury or illness assistance should be sought from a first aider immediately.
 - Contractors are responsible for ensuring that all persons under their control are aware of the Fire and Emergency procedures and location of any appropriate portable fire appliances nearest to their work area.
 - Any means of escape must not be obstructed without prior permission from the Company's responsible person. In such cases temporary, alternative arrangements must be agreed and implemented.
 - The following high risk activities may be subject to a Permit To Work: hot work, demolition, excavation, asbestos, confined spaces, electrical work above 240V, work at height or other specified work.
 - Faulty tools and equipment must not be brought onto site. If faulty equipment is identified it must be removed and repaired / replaced immediately.
 - 110V CTE electrical tools should be used wherever possible. 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 otherwise ungrounded.
 - All portable and transportable electrical equipment, pressure systems and work at height equipment must be tested / inspected and hold valid certification.
 - Suitable Personal Protective Equipment must be worn as necessary, properly maintained and stored correctly when not in use.
 - Contractors should view the Asbestos Register prior to commencing work. If for whatever reason this register is unavailable, you should assume that asbestos is present and take necessary precautions.
 - All waste produced as a result of contractor activity must be disposed of using a licensed waste carrier in accordance with all relevant HSE legislation, site rules and procedures.
 - Hazardous substances must be used, stored and disposed of in accordance with COSHH Regulations and all other relevant health, safety and environmental legislation. COSHH assessments and safety data sheets must be made available for all hazardous substances.
 - Contractors are responsible for ensuring that all persons under their control are aware of action to be taken in the event of a spillage and the location of suitable spill kits nearest to their work area. In the event of a spillage immediate action must be taken to prevent pollution.

Your signature on receipt confirms that you have read and understood the health and safety notes on both the front and reverse of your Authorisation to Work, and that you agree to abide by all our policies and regulations.

