



Health and Safety

Managing Construction Work
- Contractor

Minimum Standard

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1 Aims and Principles

This Minimum Standard applies to all construction work, irrespective of the size of the project or duration and must be read in conjunction with the Control of Contractors - Minimum Standard and other Minimum Standards referred to.

This Minimum Standard is intended to cover only the duties of the Contractor under the Management in Construction (Jersey) Regulations, 2016. The duties of other key parties under the Regulations are set out in the following Managing Construction Work- Minimum Standards:-

- Client
- Health and Safety Project Coordinator
- Designer
- Principal Contractor

The aim of this Government of Jersey (GoJ) Minimum Standard is to provide guidance on the steps which should be taken by any department which acts as a Contractor or departments which engage Contractors.

Departments must develop their own procedures which detail the specific arrangements to be implemented to ensure these requirements are met. The procedures must include the standards set out in this document or be of an equivalent or higher standard.

2 Legislation and Guidance

[Health and Safety at Work \(Jersey\) Law, 1989](#)

[Management in Construction \(Jersey\) Regulations, 2016](#)
("Construction Regulations")

3 Definitions

See Appendix A for definitions under the Construction Regulations.

4 Who this Minimum Standard Applies to

- Government of Jersey (GoJ) and States' employees
- Voluntary staff or those on honorary contracts where there is no implied contract of



employment

Where those persons:

- Provide services as a contractor in relation to construction work; or
- Engage contractors to carry out construction work

5 Links to other GoJ Policies, Minimum Standards and Guidance

a) Policies

Government of Jersey - Health and Safety Policy

b) Minimum Standards

Managing Contractors

Managing Construction Work – Client

Managing Construction Work – Health and Safety Project Coordinator

Managing Construction Work – Designer

Managing Construction Work – Principal Contractor

All Minimum Standards which cover specific hazards relevant to construction work

c) Other Internal Guidance

Further guidance may be available from other departments who are involved with construction work.

For assistance with preparing departmental procedures, contact should be made with your department Health and Safety Manager/Adviser “Professional”.

6 Role and Responsibilities

The role and responsibilities of contractors are clearly set out under the Construction Regulations.

Appendix B details the responsibilities a contractor has for each project type.

Where a department assumes the role of contractor under the Construction Regulations,



the department's procedures must clearly set out the roles and responsibilities of all those individuals involved with the work.

7 Check Client Awareness of Duties

All contractors are required to check that the client is aware of their duties under the Construction Regulations.

As the Client will be another department of the GoJ, it is reasonable to assume that they are fully aware of their responsibilities under the Construction Regulations, which are detailed in the GoJ Minimum Standard, Managing Construction Work – Client and therefore no specific action is required to be taken in respect of this.

8 Plan, Manage and Monitor Work

Contractors must plan, manage and monitor their own work and that of others to ensure it is carried out safely and that health risks are also addressed.

The amount of effort required should be proportionate to the size and complexity of the project and the nature of the risks involved. Where contractors identify unsafe practices, they must take appropriate action to ensure health and safety.

On projects involving more than one contractor, every contractor must coordinate the planning, management and monitoring of their own work with that of the principal contractor and other contractors and, where appropriate, the designer and/or health and safety project coordinator

9 Safe Work Method Statements

Safe work method statements (SWMS) must be prepared for works which are defined as high-risk work – see Appendix C.

A SWMS consists of the following:

- a risk assessment which includes the hazards associated with the work and the control measures which will be put in place to manage the risks
- a method statement detailing how the work will be carried out safely and includes information such as training requirements, equipment to be used, sequence to be followed and control measures to be used at each stage including PPE

Any risk assessments and method statements produced should be prepared using the



department's template.

10 Training and Supervision

The contractor must provide adequate training to all persons involved with the work, which covers health and safety aspects as well as the necessary practical/ technical skills to ensure the work is carried out safely.

Depending on the risks to health and safety involved, and the skills, knowledge, training and experience of the employees concerned, an appropriate level of supervision must be provided.

Employees will require closer supervision if they are young, inexperienced or are starting a new work activity.

Other factors which should also be considered when assessing the appropriate level of supervision include the attitude and level of the individuals' safety awareness, the degree of risk associated with the work and level of reliance on the individual to adopt safe working practices (e.g. use of a fall arrest system versus edge protection for work at height), physical agility etc.

11 Welfare Facilities

Where there is no Principal Contractor involved with the construction work i.e. where the contractor is the sole contractor, the contractor must ensure that all persons who work on the construction site have access to adequate welfare facilities, including adequate toilet and washing facilities with hot and cold running water, drinking water, a rest room/ area to sit, make drinks and eat food, and somewhere to change, dry and store clothing and personal protective equipment.

The precise type and nature of welfare facilities required will depend on factors such as:

- the nature of the work to be carried out and the health risks associated with it, for example, work with contaminated land or very dirty work such as sewer maintenance will usually require the provision of showers
- the distance workers will have to travel to the welfare facilities
- the duration of the work
- whether the project is confined to a single site or spread across a number of different locations, e.g. road repairs, cable laying etc.
- the number of people who will use them.



Welfare facilities should be easily available to people working on the site and in almost all cases, be provided on the site itself.

Toilets

So far as is reasonably practicable, flushing toilets and hot and cold running water for hand washing, connected to mains water and drainage systems, should be provided. Where this is not possible, toilets with a built-in water supply and drainage tanks should be used. Portable chemical toilets are a last resort, and are only acceptable where it is not reasonably practicable to provide more suitable facilities.

The number of toilets required will depend on the number of people on site and the type of facilities provided. Where portable toilets are provided, a ratio of 1 toilet to 7 persons is recommended if the portable toilets are emptied once a week. Men and women may use the same toilet if it is in a lockable room and partitioned from any urinals, otherwise separate toilets should be provided. Adequate supplies of toilet paper should always be available.

All toilets must be adequately ventilated, lit and maintained in a clean condition. The frequency of cleaning will depend on usage – basic daily cleaning may not always be sufficient.

Washing facilities

Washing facilities should be provided next to the toilets. These should include:

- a supply of clean hot and cold running water. If mains water is not available, water supplied from a tank may be used
- soap or other suitable means of cleansing
- towels or other suitable means of drying.

Rest areas

Rest facilities should provide shelter from wind and rain and shade from direct sunlight. They should have adequate numbers of tables and chairs and be heated. There must also be a readily available supply of drinking water for all workers.

Provision for making hot drinks and heating up food should be provided whenever reasonably practicable.

Transient construction sites

Where the construction work is short duration (e.g. less than a week) or carried out while moving over a continuous geographical area (e.g. cable laying projects) arrangements still need to be made for welfare facilities.

Construction work carried out while moving over a continuous geographical area, such as major roadworks or cable-laying projects, still requires access to suitable welfare facilities



to be provided. A self-contained welfare facility should be provided or a towable portable toilet where this is not reasonably practicable.

12 Assessing Health Risks

The contractor must assess and control the risks from the working activities to the health of employees.

Whilst not exhaustive, the main health risks in construction include:

- musculoskeletal disorders, for example, back and other muscle and joint injuries from handling and lifting loads
- hand-arm vibration syndrome due to the use of vibrating tools
- dermatitis from exposure to hazardous substances such as cement based products, solvents etc.
- noise-induced hearing loss caused by exposure to high levels of noise from, for example, power tools, operation of plant etc.
- asbestos-related diseases due to inhalation of airborne asbestos fibre following disturbance of an asbestos-containing material
- other respiratory diseases due to exposure to hazardous construction dusts

These risks should be included in the risk assessment and method statement and other relevant documentation, such as COSHH assessments, should be prepared.

13 Check Client Appointment of Principal Contractor

As the Client will be another department of the GoJ, it is reasonable to assume that they are fully aware of the requirement to appoint a Principal Contractor on projects which involve 2 or more contractors.

This is clearly set out in the GoJ Minimum Standard, Managing Construction Work – Client.



14 Cooperation and Communication with the Principal Contractor

Where a Principal Contractor has been appointed, the contractor must cooperate in planning and managing the work to ensure proper coordination of the work, underpinned by good communication and that risks are properly controlled.

Suitable steps should also be taken to ensure all employees are aware of, and comply with any information and instructions, including site rules and any specific directions given by the principal contractor, needed to carry out their work safely.

Whilst the contractor should ensure that there is good communication with the principal contractor on health and safety matters, there is a specific requirement for contractors to:

- inform the principal contractor of any difficulties in implementing or complying with any part of the construction phase plan
- inform the principal contractor of any accident, illness or dangerous occurrence at the site

15 Details of Subcontractors

On Minor Construction Projects, details of any subcontractors appointed must be provided to the principal contractor by the contractor.

16 Health and safety File

Any information which is relevant to the Health and Safety File must be provided to the principal contractor by the contractor.

The information required will usually be identified by the client at an early stage in the project and the contractor will be notified by the principal contractor.

Further details of the type of information required for a Health and Safety File is included in the Minimum Standard – Managing Construction Work – Health and Safety Project Coordinator.

17 Client Appointment of Health and Safety Project Coordinator

On Major Construction Projects, all contractors are required to ensure that the Client has



appointed a Health and Safety Coordinator.

As the Client will be another department of the GoJ, it is reasonable to assume that they are fully aware of this requirement which is detailed in the GoJ Minimum Standard, Managing Construction Work – Client and therefore no specific action is required to be taken in respect of this.

APPENDIX A - DEFINITIONS

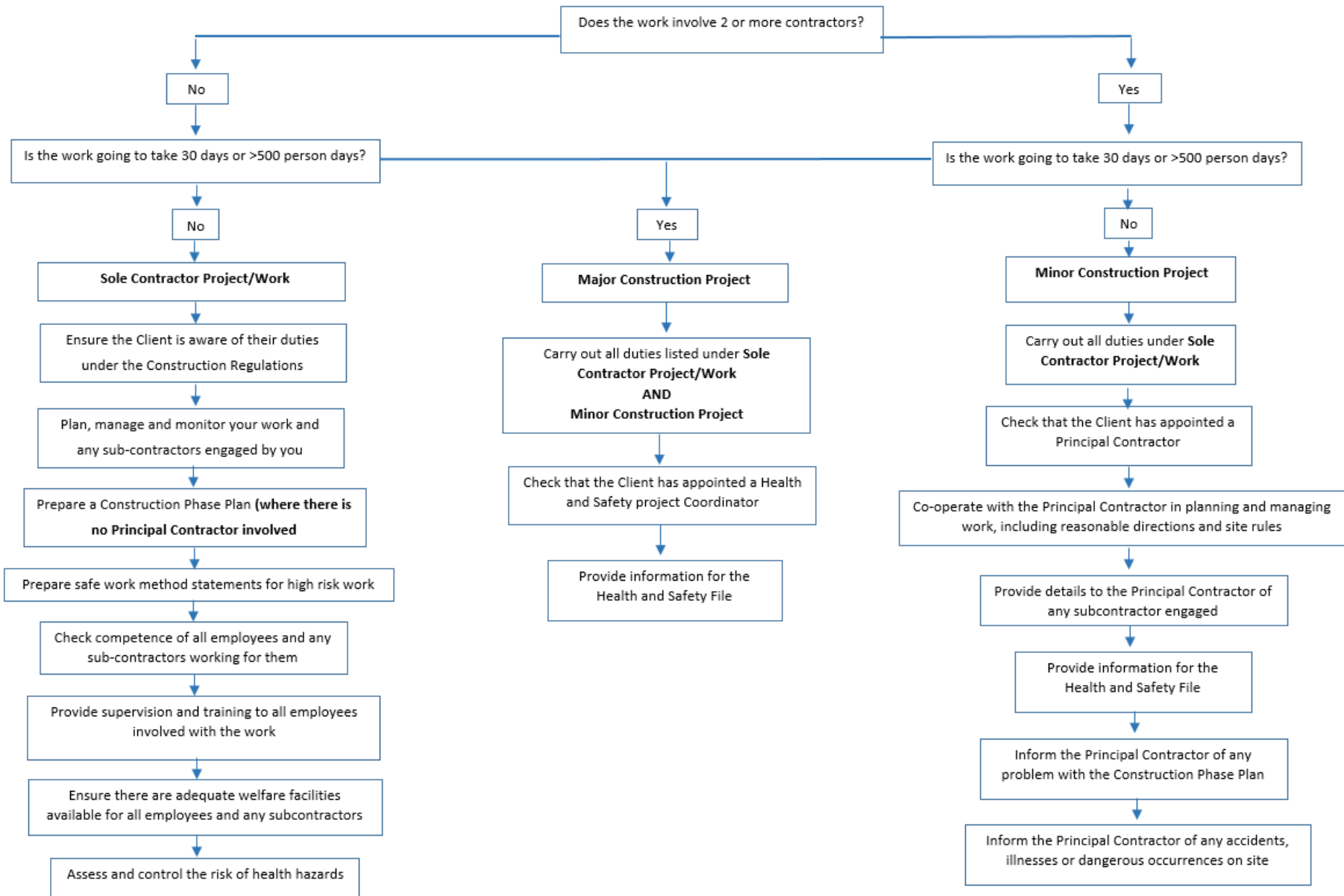
For a complete set of definitions and full text descriptions refer to the Management in Construction (Jersey) Regulations 2016

Construction Work	<p>Any work of construction, alteration, conversion, fitting out, commissioning, repair, maintenance, de commissioning, and demolition or dismantling of any structure.</p> <p>This includes assembling pre-fabricated parts of a structure, any work on any service, any excavation or site preparation.</p>
Contractor	<p>An external company or internal group which carries out, manages or controls construction work</p>
Construction Phase Plan	<p>Document prepared by the Principal Contractor which records the health and safety arrangements, site rules and any special measures for the construction work</p>
Commercial Client (Client)	<p>For the purposes of this Minimum Standard, the Commercial Client is the States' Employment Board.</p> <p>However, executive responsibility for HS&W and therefore the duties of the Client contained in the Construction Regulations are delegated to department Chief Executives or Tiers 1 and 2 management who can delegate the duties to the appropriate competent person(s) within their department.</p>
Designer	<p>An individual or group, external or internal to the GoJ, involved in the preparation of designs and specifications for construction work.</p> <p>This extends to anyone making changes to the design, working methods or materials and could include clients, surveyors, contractors and other officers of the GoJ</p>
Health and Safety Project Coordinator (HSPC)	<p>Can be an individual or group, external or internal to the GoJ, appointed by the client department to coordinate health and safety during the pre-construction and construction phases of the project.</p>

APPENDIX A - DEFINITIONS

	The person/organisation must have a sound knowledge of H&S in construction, a thorough knowledge of the design process and relevant experience in the site processes likely to be involved in the project, including future maintenance, refurbishment and demolition.
Health and Safety File	<p>Contains information arising from a construction project which is likely to be needed to ensure the safe use, maintenance and demolition of the structure.</p> <p>The file is prepared/updated by the Principal Contractor on Minor Construction Projects or the HSPC on Major Construction Projects.</p> <p>If required, the Client should update the H&S File on Single Contractor Project/Works of less than 30 days/500 man hours using information provided by the contractor.</p>
Major Construction Project	Construction work of more than 30 working days or involving more than 500 person days of construction work
Minor Construction Project	Construction work in which more than one contractor is involved
Pre-Construction Information	Information in the Client's possession or easily obtainable which is relevant to the construction work
Principal Contractor	An individual or group, external or internal to the GoJ appointed by the Client to plan, manage and co-ordinate construction work in order that risks are properly controlled
High-risk Construction Work	See Appendix C
Risk Assessment and Method Statement (Safe Work Method Statement)	<p>A risk assessment is a document which includes the hazards associated with the work and the control measures which will be put in place to manage the risks</p> <p>A method statement details how the work will be carried out safely and includes information such as training requirements, equipment to be used, sequence to be followed and control measures to be used including PPE</p>

APPENDIX B – CONTRACTOR RESPONSIBILITIES



APPENDIX C – HIGH-RISK CONSTRUCTION WORK

High risk construction work: means construction work involving:

- work at height
- work on masts, towers, or pylons, used for telecommunications or for radio or television transmission
- demolition
- the disturbance or removal of asbestos
- structural alterations that require temporary support to a structure to prevent its collapse
- a confined space
- excavation into a hillside or re-profiling of an existing slope (whether man-made or natural)
- excavation where it is to a depth greater than 1.2 metres
- the construction of tunnels
- the use of explosives
- work on or near pressurised gas distribution mains or pressurised gas consumer piping
- work on or near chemical, fuel or refrigerant lines
- work on or near energised electrical installations or energized electrical services
- work in an area that may have a contaminated or flammable atmosphere
- hot work (i.e. any work involving burning, welding, cutting, grinding, using fire or spark-producing tools or is otherwise capable of producing a source of ignition)
- work using pre-cast concrete or other forms of pre-fabricated structural elements
- work on or adjacent to roadways used by road traffic
- work on a construction site involving mobile plant that is capable of movement through the action of motors or engines
- work in an area where there are artificial extremes of temperature
- work in, over or adjacent to water, or another liquid, where there is a risk of drowning
- diving
- lifting operations using cranes
- work where a cofferdam or caisson is constructed, placed in position, substantially added to, altered or dismantled.