

## Guidance for contractor safety at stores

What information does the store need from contractors?<sup>bp</sup>  
What information do you need to provide?



*When a contractor reports to a petrol station:*

- All contractors should sign the site visitor log sheet.
- All contractors should produce a valid Safety Passport:
  - Check the photo ID is a correct likeness
  - Check the expiry date – if out of date contact the Maintenance Centre on 01908 853636
- All contractors should have a method statement with them – how they intend to do the work safely.
- The contractor should produce and complete a clearance certificate for the works and include the important parts from their method statement including:
  - The type of works and duration.
  - Location – where they will be working
  - Equipment and tools they intend to use, including PPE.
  - Barriers or Protection Measures, if applicable.
- You need to explain any site specific hazards that may occur during their works e.g. another contractor working in the vicinity or an expected tanker delivery. Ensure the contractor puts these details on the clearance certificate – this is evidence that you informed them of these risks / restrictions.
- When both the contractor and Site Manager are in agreement **BOTH** parties must sign the clearance certificate. At the completion of the works the Site Manager should sign off the clearance cert that the works have been completed and the work area is clear and tidy.  
The contractor will take the clearance cert with them when they leave site.

### *What do I do when problems occur?*

Contractors don't want to sign in – *refuse to let them start work and call the Maintenance Centre.*

Contractors cannot produce their safety passports – *refuse to let them start work and call the Maintenance Centre.*

Contractors don't produce a method statement and / or clearance certificates – *refuse to let them start work and call the Maintenance Centre.*

You cannot agree the scope of works with the contractor and are not able to agree – *refuse to let them start work and call the Maintenance Centre.*

The works were not completed to your satisfaction – *phone the Maintenance Centre or log a comment on the Works Verification screen on eMaintenance.*

**PLEASE NOTE: THE STORE TEAM IS LEGALLY RESPONSIBLE FOR ALL WORK CONDUCTED AT THE STORE, SO DO NOT LET CONTRACTORS TAKE A CHANCE ON YOUR SITE.**

**WHEN IN DOUBT CALL YOUR RTM, THE MAINTENANCE CENTRE CALL DESK or THE GLOBAL ALLIANCE HSSE MANAGER, MARTIN RACKLEY, ON 07715 704666, IMMEDIATELY.**

