



Universidade do Minho
Administrator's Office

Memo
ADM-05/2017

Safety, Health and Environmental Guide for Contractors

As part of the Occupational Safety, Health and Environment it is imperative to establish Safety, Health and Environmental Rules for the University of Minho (UMinho). These rules are applicable to the entire academic community, as well as contractors that might come to work at UMinho under contract, provision of services, agreements, commissions, deliveries or other type of temporary work that might take place in the facilities of UMinho. Each company, as well as the ones in charge within its structure, is responsible for the delivery and presentation of this document to its workers and the subcontractors working under them.

Therefore, the Safety, Health and Environmental Rules established at UMinho are presented below:

1. The authorization for contractors to enter UMinho's facilities is granted through UMinho intranet for each Unity and it is monitored by Campi Management;
2. The company hired must inform UMinho in writing concerning the possibility of subcontracting the execution of the works;
3. The contractors and their workers agree to comply with the applicable national and Community legislation, as well as all the guidelines provided by the qualified inspection agencies and the demands contained in this document, allowing UMinho a complete freedom of inspection, direct or indirectly;
4. Before entering the facilities of UMinho, the following documentation must be provided:
 - a) License or Certificate;
 - b) Copy of the workplace accident insurance's receipt;
 - c) Copy of the civil liability insurance's receipt;
 - d) Identification of the workers that will execute work;
 - e) Date of the beginning of the work and its possible deadline;
 - f) Medical fitness certificate of the workers that will execute the work;
 - g) Training certificate on occupational safety and the task that will be performed;
 - h) Record of the delivery of personal protection equipment;
 - i) In the case of foreign workers – employment contract and residence permit or authorization to remain in national territory;
 - j) Security procedures adopted concerning the works that will be executed;
5. In case it is necessary to use equipment to execute the work, the EC certificate, the last record of maintenance, the civil liability insurance policy and an updated payment receipt must be presented;
6. All contracted workers must respect the safety guidelines and wear the identity card with their personal name and the company's name in a visible place at all times.
7. The contracted workers must wear the appropriate personal protection equipment (PPE) for each task. This equipment must be in a good state of preservation and ready to be used. The workers must always wear the safety footwear with a protective insole and toecap. The following equipment must be used when necessary and warranted:
 - a) Lifeline and safety harness;

- b) Protective helmet;
 - c) Earplugs;
 - d) Protection mask
 - e) Safety glasses;
 - f) Reflective vest;
 - g) Protective gloves;
 - h) Other equipment not specified and essential to execute the work;
8. The works that must be executed should be properly fenced and signposted to prevent people from entering/walking across the worksite;
 9. The place where the works are executed must be kept clean and neat;
 10. It is strictly prohibited to smoke where the works are executed;
 11. The consumption of alcoholic beverages is strictly prohibited. Any contracted worker that is seen consuming alcoholic beverages or is found in a clear inebriated state will be told to suspend the work immediately and will be reported to the company responsible so the worker can be replaced immediately;
 12. The ones responsible for the execution of the works must report any emergency situation by calling the number **253 60 10 10** or **112**;
 13. The occupational safety and health team of UMinho verifies the validity of the documents and inspects the work conditions;
 14. All the waste from the works executed by the contractors are their responsibility. The waste must be disposed in accordance with the existing legislation and as established in the contract between UMinho and the contractor, and the environmental rules followed by the university;
 15. The contractors are responsible for the elaboration, implementation and presentation of waste management instructions/internal procedures;
 16. The contracted workers must be aware and trained in waste prevention and management;
 17. The waste produced must be correctly separated to ensure maxim use and reuse of surplus materials, whenever possible;
 18. When construction and demolition waste (CDW) is produced, the treatment legally required for this type of waste must be ensured;
 19. When handling chemicals, these must be accompanied by safety data sheets in Portuguese and handled using the PPE set for the purpose. The suitable means to pack/store and contain draining or spillages must be provided;
 20. The performance of noisy tasks that might disturb UMinho's academic activities must be planned for moments of the day in which the number of people expose to the noise is the minimum possible. The use of absorbent materials to reduce the noise must be encouraged and/or silencers and noise barriers must be installed, whenever possible;
 21. The efficient use of water and energy is advised.

University of Minho, 24 January 2017

The Administrator

José Fernandes