



Wellbeing, Health, Safety & Environment (WHS&E) Contractor Code of Practice

Applicable to Partners and their Contractors
accessing KCOM's Physical Infrastructure

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Business Area: Networks

Version: 001

Classification: Commercial in Confidence

Definitions of Terms Used:	
WHS&E	Wellbeing, Health, Safety & Environment.
Partner	Organizations not working on behalf of KCOM who have contractually agreed to have access to KCOM's Physical Infrastructure.
Contractor	Any organization contracted to carry out works on behalf of KCOM's Partners on KCOM's Physical Infrastructure.

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1 Introduction & Scope

This document is to be read in conjunction with the KCOM Physical Infrastructure Access Operations Manual.

This document details KCOM's Wellbeing, Health, Safety and Environment (WHS&E) Code of Practice for partners and their contractors. It applies to all partners and their contractors who require access to any KCOM asset.

The aim of this document is to ensure high standards of WH&S and environmental control are always applied and that there is clear communication between KCOM and its partners about any work activity being undertaken.

Partners will take full responsibility for ensuring and managing the Health and Safety of their employees. They will ensure:

- Employees, agents, sub-contractors, and any managed suppliers comply with all relevant HSE legislation, KCOM's WHS&E Code of Practice and KCOM Physical Infrastructure Access Operations Manual.
- Any plans, processes, arrangements, and procedures applicable to the work being undertaken are being complied with.

Partners must sign onto this document prior to commencing any work on KCOM's Physical Infrastructure. In the event of any discrepancies or queries these must be fed back into KCOM to address collaboratively.

1.1 Health & Safety Requirements

All Partners are required to take care of their own WH&S and that of others by:

- Ensuring persons undertaking tasks on a KCOM Asset, have the required skills, knowledge, experience, and training to safely undertake the task they are performing
- Following all rules and instruction provided, taking reasonable care of the WH&S of themselves and those who may be affected by their acts or omissions.
- Assessing and controlling risks in their work environment as per their processes.
- Stopping and reporting any task where WH&S is compromised.
- Adhere to the requirements under their Health and Safety Policy.
- Have suitable and sufficient Risk Assessments and Method Statements in place for the task they are conducting.
- Undertaking a point of work risk assessment prior to using any KCOM Physical Infrastructure.
- Reporting any issues or damages to KCOM Physical Infrastructure in line with KCOM's requirements as set out in the Operations Manual.

1.2 Environmental Requirements

All partners and their contractors must ensure all work carried out complies with their Environmental policy and its requirements.

2 Health and Safety Accreditation

Partners and their contractors must:

- Ensure that all its employees have the required skills, knowledge, training, and experience to carry out their work.
- Submit evidence of operatives training via the whereabouts.

Partners should refer to Section 5.2 of the KCOM Physical Infrastructure Access Operations Manual for the specific Safety and Craft training requirements.

3 Management of Work Activities

3.1 Commencement of Work Activities

Before commencing any work on KCOM Physical Infrastructure, the partner must ensure all works correspond to a whereabouts which will have been submitted to KCOM prior to commencement.

The partner and its contractors have all the necessary safety equipment, tools, equipment, and materials to complete the works as proposed.

3.2 Notification of Hazards / Network Defects to KCOM

KCOM expects as an act of courtesy, that any partner working on the network, who identifies any safety issues, defects, or damages prior to, during or after completion of work, reports such issue to KCOM.

Partners should refer to Section 5.3.5 (Reporting of Issues) and 5.3.5.1 (Third Party Damage) of the KCOM Physical Infrastructure Access Operations Manual for full reporting procedure.

3.3 Risk Assessment and Method Statements

All contractors are required to have suitable and sufficient risk assessments and method statements / safe systems for the work they are undertaking, which they must comply with. Partners and their contractors are responsible for the provision of all required equipment and PPE and that equipment and PPE is supplied, used, and maintained in line with legal requirements.

3.4 Area of Activity

Partners and their contractors must ensure they comply with relevant legislation and Approved Codes of Practice relevant to their area of activity.

3.5 Working on or Near KCOM Assets.

Partners and their contractors must familiarize themselves with KCOM Assets within their vicinity of work.

The Partner must inform the relevant KCOM contact of any accidental damage or interruption to KCOM's services. If a third-party causes damage to KCOM's Physical Infrastructure or apparatus, then KCOM will pursue action against the third party to recover our costs.

Cabling activities which disturb network duct seals must be suitably reinstated to prevent the ingress of gas, water, and vermin. Where the above is not completed to satisfactory standard KCOM may require the contractor to revisit site to complete the work to the correct standard.

3.6 Working on or Near Utility Services

Partners and their contractors must ensure they comply with relevant legislation, Approved Codes of Practice, HSG etc. when working on or near utility services.

3.7 Asbestos

KCOM recognizes there may be asbestos ducting and prefabricated asbestos jointing chambers on the network.

If the partner or its contractor comes across an asbestos jointing chamber, typically identified by its rounded corners, the partner can proceed with work if the work does not disturb the walls.

If the partner comes across black ducting on the KCOM network and cannot positively identify this, they should not disturb the ducting and report this into KCOM.

KCOM will undertake all necessary testing and remedial works to make all identified asbestos assets safe.

Any asbestos ducting or chamber that is discovered must be reported into KCOM via the Network Adjustment Process.

In the event a suspected asbestos material is disturbed, work must stop immediately and reported into KCOM and the Partner.

It is important that the Partner and their Contractors carry out a full risk assessment prior to using any KCOM Physical Infrastructure.

3.8 Housekeeping

Partners and their Contractors should always observe good housekeeping standards.

Tools, material, and equipment must be stored in such a way that they do not pose any risk to Members of the Public.

Work areas are to be left in a clean and tidy state.

4 Appendix A – WHS&E Contractor Code of Practice- Acknowledgement of Receipt

Contractor Name / Company	
Address	
Telephone No.	

<p>I hereby acknowledge receipt of KCOM'S WHS&E Code of Practice for Contractors</p> <p>I have read the Code of Practice. I understand it and as a condition of the contract will ensure compliance with its requirements.</p>			
Signed		Date	
Position			
On behalf of			
<p>Please e-mail your completed acknowledgement to the issuer of this document.</p>			

5 Summary of changes

Version	Changes	Final Approval	Date Approved
001	New document created which supports the KPIA model	LW	28/02/2023