

Coronavirus (COVID 19) instruction for contractors

Contractors who are to carry out essential work on the FANUC UK Ltd. premises are required to comply at all times with the following instruction for the protection of health for all parties on the premises.

Prior to authorisation to work on the FANUC premises evidence will be required of a COVID 19 assessment/self- assessment arranged by the contractor's employer having been completed. Should a contractors employer assessment not have been completed there will be a requirement to complete a FANUC questionnaire; where possible this should be completed prior to coming to site as part of the work planning process between both parties, or at the time of initial entry to the premises – without evidence to demonstrate that the risk of infection being brought to site has been removed so far as is reasonably practicable, contractors will not be permitted to carry out work.

Healthy working Instruction and guidance

Note: The following instruction and guidance is COVID 19 specific and additional to standard contractor guidelines issued by FANUC UK Ltd.

Task planning:

- Safe/social distancing: Where more than one contractor is required to carry out work it will be expected that work is planned so that the current requirement for 2 metre distancing between workers and FANUC staff can be complied with where practicable. Where the required safe distancing cannot be maintained it will be requirement that a suitable face mask, e.g. single use/sessional IIR fluid repellent surgical type mask and visor are worn
- Work planning for tasks involving more than one person should also, where contact is unavoidable, look to workers working together as fixed teams or partnering to reduce contact with co-workers. Back-to-back or side-to-side working should also be employed whenever possible.
- Should assistance from FANUC UK staff be required a formal request to a FANUC manager shall be made.

Personal protective equipment:

- Even in cases where work planning and any accompanying risk assessment and method statement may not have identified any circumstances requiring COVID 19 related personal protective equipment to be worn, it will be a FANUC UK requirement that contractors bring to site with them a suitable face mask, (see above) and appropriate gloves, as a minimum requirement for situations or events arising that are not covered in task related documents.
- Contractors will be responsible for ensuring that used disposable items of PPE are placed in dedicated waste receptacles for disposal.
- Contractors are responsible for disinfection and safe storage of reusable items of PPE.

Work equipment:

- Items of FANUC work equipment shall not be used by contractors unless authorised by a FANUC UK manager
- Should the shared use of work equipment be authorised it will be a requirement that equipment is cleaned prior to and after use with antibacterial wipes.

General building instruction/information:

- To reinforce the safe distancing regime in place there are floor markings laid down in main areas of the building and social distancing maps displayed
- There is a cleaning contract regime in place across the working day for frequently cleaning and disinfecting objects and surfaces that are touched regularly in communal/common areas of the building

Welfare arrangements:

- Use of welfare facilities for breaks shall be by prior arrangement with a FANUC manager
- There is an expectation on the part of all parties that sufficient consideration is given to safe distancing when using canteen, toilet and washing facilities

Fire safety:

- The fire alarm for the building is continuing to be tested and information as to scheduling will be provided.
- Social distancing requirements would be suspended in the event of an emergency evacuation

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I/we fully understand and agree to comply with the above FANUC UK Ltd. COVID 19 healthy working instructions

Name(s):		Date:
Company:		
Name:		
Signature:		Date: