This document provides essential HSEQ information to contractors on what is expected from those carrying out tasks for Lerwick Port Authority.



Our relationships with contractors will demonstrate:

- **Helpfulness –** delivery of quality services in a professional, friendly manner, our actions make a difference.
- **Skill and dependability –** we are adept, experienced and versatile.
- **Safety and Environmental awareness –** embedded into our way of working.
- **Engagement –** listening and recognising when action is required, we do the right things for the right reasons.
- **Commitment –** taking pride in our service and investing for the future to sustain the Authority for future generations.

BRITAIN'S 'TOP' PORT



CONTACT US

Any questions about the information contained within this document should be directed to our HSEQ team who will be happy to assist.

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GUIDANCE FOR CONTRACTORS

ISO 9001 SGS ISO 14001 SGS ISO 45001 SGS UKAS MANAGEMENT SYSTEMS 0005

LERWICK PORT AUTHORITY







Lerwick Port Authority is required to meet numerous legislative, regulatory and customer requirements when conducting its business.

In order to meet these requirements, the Authority has in place a robust HSEQ Management System which encompasses the requirements of the Port Marine Safety Code, ISO 9001:2015, ISO 14001:2015 and 45001:2018



As a contractor for the Authority, you have the ability to influence positively, or negatively, how we perform. We, therefore, need your help to ensure we remain compliant and provide an excellent service to our stakeholders. By following the simple guidelines in this document, you can help the Authority to continue to provide a port that Shetland can be proud of.

HEALTH AND SAFETY

All contractors are required to meet their obligations under the Health and Safety at Work etc. Act 1974 and any other relevant regulatory and legislative requirements which apply to them. This includes your responsibilities to those not employed by you, but who may be affected by your acts or omissions.

The Authority reserves the right to carry out Health and Safety inspections without prior notice, and if necessary stop operations should unsafe practices be discovered. You may be required to provide copies of your relevant documentation to demonstrate compliance.

- Hazards must be identified, risk assessed and controlled
- Provide appropriate PPE and ensure it is worn
- Ensure good housekeeping is observed
- Drive carefully and observe speed limits
- Never allow staff to work under the influence of alcohol or drugs
- Have adequate first aid provision
- Report hazardous situations
- Challenge at-risk behaviour, STOP and report an unsafe activity
- Always remember that members of the public may be in the vicinity—control your work area

ENVIRONMENT AND QUALITY

The Authority uses its HSEQ Management System to ensure that the quality of service reaches the desired standard. We have also identified the environmental aspects of our activities and have implemented control measures to reduce their impact on the environment.



As one of our contractors, you play an essential role in both ensuring the Authority performs well environmentally, and in the overall quality of our service provision.