Subcontractors Health, Safety, Environment, Quality and Sustainability Conditions
HSEN-RM-0078

Issue 6.0
"Zero Harm is our vision for safety. We are committed to practices that result in no accidents or injuries."

Zero Harm is our commitment to eliminating any injuries or deaths as a result of our activities. That means no serious or disabling injuries, no long-term harm to health, and aiming for an Accident Frequency Rate (AFR) of zero.

Here's how we are achieving Zero Harm:

**Eliminating fatal risks**

We identify fatal risks and establish Zero Harm design, management and behavioural protocols to eliminate them.

**Eliminating hazards**

We identify and plan out potential hazards in all activities we undertake.

**Maintaining Zero Harm day to day**

We manage, monitor, review, audit and provide assurance systems geared towards Zero Harm.

**Keeping the public safe from harm**

We manage and maintain Zero Harm levels of separation, security, monitoring and stewardship to safeguard members of the public from exposure to hazards.

**Keeping all our people healthy**

We conduct health checks and health risk assessments for our employees to ensure that working in our business doesn’t cause harm to anyone’s health.

**Working with our customers and supply chain**

We enlist the support and co-operation of customers to achieve Zero Harm, as well as insisting that our supply chain engage in Zero Harm practices.

**Making safety personal**

All our businesses and the people within them understand that safety isn’t something that is provided for them - it’s a personal responsibility. On site and off, safety comes from all of us. None of us will ever walk past something unsafe.
## GOLDEN RULES

Balfour Beatty Construction Services UK, referred to as “the Company” throughout this document, operates around the principles of four Golden Rules. These rules underpin all that we do as we strive to create a business that will deliver Zero Harm:

- **Be fit for work**
- **Always receive a briefing before starting work**
- **Report all unsafe events and conditions**
- **Stop work if anything changes**

### Issue No | Description of Revision | Date
--- | --- | ---
1 | 1\(^{st}\) Issue of Subcontractors HSE Conditions. | 18 Oct 2013
2 | Full review of conditions by Health, Safety & Environment, Quality, Temporary Works and Sustainability Functions. | 15 Nov 2013
2.1 | Minor amendments – Front page updated with Quality and Sustainability. "Internal – Balfour Beatty" removed from footer. URL for external facing supply chain access to Plant Standards incorporated. | 21 Jan 2014
2.2 | Minor amendment. Versioning error corrected between front page and footer information. No change in content. | 10 Feb 2014
2.3 | Section 6.1 updated with clarification of requirements for provision of Supervision with SMSTS competency. New section 6.2 included. | 19 Feb 2014
2.4 | Web link to supply chain documents in Section 3.5 corrected | 25 Feb 2014
3.0 | Revision No changed to Issue number in this table. Minor grammatical amendments. Section 7.1 updated with correct timescales for HSE Inspections and Toolbox Talks. Section 10 – Risk Management, updated to clarify that subcontractors may use the BB Template or their own template for Work Package Plans (Method Statements) so long as the minimum requirements detailed in Appendix 3 are covered. Clarification that the subcontractor must produce his own Work Package Plans (Method Statements) and Risk Assessments. Section 13.1 added, detailing that subcontractors shall be members of Constructing Better Health (CBH) National Scheme. 44.8, 44.9 and 44.10 Safety Nets and Soft Landing Apparatus, exclusion zones and debris netting included from Working at Height Procedure. | 31 Mar 2014
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<tr>
<th>Issue No</th>
<th>Description of Revision</th>
<th>Date</th>
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<tbody>
<tr>
<td>4.0</td>
<td>Appendix 4 SMSTS/SSSTS Applicability added to clarify competency requirements for Supply Chain. Section 44 - clarification that relevant Regional / Delivery Unit / Sub Sector Director must approve ladder use, via the Project Lead. Section 25 and 26 made consistent wrt reference to Plant and Equipment Specification sheets. Clarification of ALLMI competencies for lorry loader lifting operations, prohibitions updated and clarification of medical requirements. Section 18 Fire Prevention – Competencies of Fire Safety Co-ordinator and Fire Wardens updated. Prohibitions brought in line with company procedure. Work at Height prohibitions brought in line with company procedures. Implementation date for CBH extended to 31\textsuperscript{st} March 2015.</td>
<td>17 Jul 2014</td>
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<tr>
<td>5.0</td>
<td>Reference to Code of Practice for Demolition BS 6187:2011 corrected in section 22.1. Qualification for Demolition Plant operative corrected in 22.4. Prohibitions in section 26 Mobile Vehicles, Plant and Equipment updated. New sections 45.4 and 45.5 added regarding shrouded control requirements for MEWPs from 01\textsuperscript{st} October 2015. Appendices 2 and 3 updated. New section 25.0 added to clarify Confined Spaces competency requirements. Removal of requirement for Constructing Better Health membership (Section 13). Section 19.0 First aid updated to clarify number of training dates for first aid competencies. Prohibition updated in Section 27 Static Plant and Equipment. Exposure Prohibition and requirements updated in Section 29 Hand Arm Vibration. Scaffolding section now incorporated within Work at Height Section 45. Prohibitions, protection measures and safety netting requirements updated in Work at Height Section 45.</td>
<td>11 May 2015</td>
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<tr>
<td>5.1</td>
<td>Physical Plant Exclusion zone requirements added to Section 20 Lifting Operations. Section 55 Quality Management reviewed and fully updated.</td>
<td>03 Jun 2015</td>
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<td>5.2</td>
<td>Section 7.2 updated to include “all workers” rather than just “Safety Critical Workers”. Section 13.5 updated to include “evidence of appropriate health surveillance programme as acceptable demonstration of health information management. Removal of reference to CBH from Section 26. Mobile Vehicles, Plant and Equipment. Link to Supply Chain documentation updated. Section 10 Risk Management fully updated in line with the revised Company Risk Management process.</td>
<td>17 Mar 2016</td>
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1. **DEFINITIONS**

1.1. *The Company*, for the purposes of this document, is the Contractor referred to within the Subcontract, Consultancy Agreement or Design Agreement.

1.2. The Subcontractor, for the purposes of this document, is the Subcontractor, Consultant or Designer referred to within the Subcontract, Consultancy Agreement or Design Agreement.

2. **PURPOSE**

2.1. *The Company* is committed to delivering high standards of Health, Safety and Environment to its customers and on all of its projects and recognises the contribution of its subcontractors in supporting and delivering this objective. This document is designed to promote a positive and responsible attitude towards HSE issues. It is not intended to be exhaustive, but must be considered the minimum standard acceptable to *the Company* on projects, or areas under its control. *The Company* HSE policies are included in appendices and form part of these conditions.

2.2. Subcontractors must bring the content of this document and Policies to the attention of all personnel employed or under their control on *Company* projects and ensure they are actively complied with.

3. **APPLICATION**

3.1. The use of the “Subcontractors Health, Safety, Environmental, Quality and Sustainability Conditions” is mandatory on all *Company* projects and must be complied with by all Subcontractors who undertake work on behalf of *the Company*. Failure to do so may result in the termination of the subcontract.

3.2. The contents of this document are in line with statutory duties. Where *the Company* have imposed conditions which may appear more stringent than those implied by statute, these conditions take precedent. This document must therefore be recognised as a condition of contract.

3.3. The Subcontractor must comply with the *Company’s* “best practice” mission, safety stand downs, initiatives and procedures. This is inclusive of the Zero Harm Initiative. In this respect, the Subcontractor is deemed to have made due allowance for all relevant time, cost and resources to achieve compliance.

3.4. The Subcontractor will comply with all *Company* Policies as detailed within the subcontract/agreement.

3.5. The Subcontract will comply with the *Company’s* Plant and Equipment Specification Sheets (Plant Standards), which are available to download at: [http://www.balfourbeatty.com/suppliers/important-documents-for-suppliers/](http://www.balfourbeatty.com/suppliers/important-documents-for-suppliers/)
4. **HEALTH, SAFETY AND ENVIRONMENTAL LEGISLATION**

4.1. The Subcontractor has a statutory obligation to conduct their undertakings in compliance with United Kingdom and the Republic of Ireland legislation and must further ensure that all works are carried out in accordance with relevant Codes of Practice and Guidance issued by health, safety and environmental authorities.

4.2. The “Subcontractors Health, Safety, Environmental, Quality and Sustainability Conditions” cannot alter the Subcontractor’s statutory obligations. However it should be noted that it is a condition of contract that those statutory obligations are fulfilled.

4.3. All statutory registers, notices and certificates applicable to the subcontractor’s site activity must be maintained and be readily available for inspection by the Company.

5. **CONTRACT AWARD**

5.1. On contract award, and prior to commencing on site, the Subcontractor will attend a start up meeting where health, safety and environmental arrangements will be confirmed, in detail (note: competence, duties and responsibilities must be defined and resolved pre-award).

6. **MANAGEMENT AND SUPERVISION**

6.1. SMSTS qualification is a mandatory requirement required for anyone who ‘puts people to work’ and/or who supervises a safe system of work on a Balfour Beatty project. This role may, with the prior agreement of the Project Lead, be fulfilled by Balfour Beatty Personnel. Refer to appendix 4 and Section 10 Risk Management for further details.

6.2. SSSTS is the minimum accepted qualification for a working supervisor/ganger/charge-hand who is responsible for ensuring the safe system of work is maintained following commencement of the works. This is a mandatory requirement for our supply chain.

6.3. The Subcontractor must identify within their work package full details of the names, number, competencies and typical experience levels of all designers, supervisors and managers.

6.4. The subcontractor’s intended management structure will be included within the subcontract documentation.

6.5. Details are required of certification and training achievement to recognised standards with particular reference to the ability to demonstrate competence to manage HSE issues within the scope of the package.

6.6. Where a subcontractor is awarded a substantial or critical package it may be that for the sake of effective HSE management they will become responsible for the co-ordination of supervision and work within a portion of the project or required to co-ordinate a specific aspect of HSE on behalf of the project during their works.

6.7. Where required to do so this will be identified to the subcontractor during the tender process and staff of appropriate competence must be provided to discharge these responsibilities.
7. CONSULTATION, COMMUNICATION AND GOLDEN RULES

7.1. Subcontractors are required to comply with and make their employees aware of the Company Health Safety and Environmental Consultation arrangements which operate on all Company projects.

- All subcontractors will receive details of project specific risks and other relevant health and safety information in the form of a Project Management Plan (PMP) within their subcontract order.
- Everyone will receive a project specific induction.
- Employee Safety Reps will be appointed and consulted with.
- Health and safety will be discussed as the first item at ALL operational meetings.
- Supervisors and managers from the Company and Subcontractors assisted by their respective safety advisor will conduct HSE inspections, briefings, awareness sessions and weekly tool box talks.
- Everyone will receive a Daily Activity Briefing at the start of their shift.
- Everyone will receive a task specific briefing on the planned safe system of work.
- We have an open door policy and everyone is encouraged to discuss in confidence any health, safety and environmental concerns with the management team.
- Health, safety and environmental concerns may also be raised anonymously using the Observation Cards.
- Everyone is also able to discuss health, safety, environmental, quality and sustainability concerns using a confidential telephone number on 0207 963 2020 or by emailing HSE@balfourbeatty.com.

7.2. The Company operates on the principles of four Golden Rules.

Be fit for work

- Advise your Supervisor/ Manager prior to starting work if you have any health issues (mind and body) which mean you are unfit to work.
- All workers must produce evidence of ‘fitness for work’ prior to starting work.

Always receive a briefing before starting work

- Only start work once you have been briefed and fully understand the task, associated risks, controls and rules.
Follow all rules.

Report all unsafe events and conditions

• Take care of yourself and others at all times, positively intervening when something is not safe or correct.

Stop work if anything changes

• Ensure that work stops and your Supervisor/Manager is informed when there are changes to the planned safe system of work, or if you are concerned that the activities are unsafe.

7.3. Subcontractors should make any provision necessary to ensure non-English speaking employees can understand all information necessary to carry out their duties in a safe manner. Each non-English speaking gang must be supervised by a bi-lingual supervisor (bi-lingual in English and the appropriate foreign language) who will be responsible for instructing them in the safe systems of work.

8. **SENIOR MANAGEMENT ENGAGEMENT**

8.1. Subcontractor management will be expected to either undertake Senior Managers Tours or accompany the Company’s Senior Managers on their Tours to demonstrate leadership and reinforce and recognise good performance and visibly support safety initiatives.

8.2. Subcontractor management are also expected to attend HSE planning and coordination meetings and events.

9. **HEALTH AND SAFETY ADVICE**

9.1. The Subcontractor must have access to health and safety advice, either in-house, or from a consultant. The Subcontractor’s nominated safety advisor must be a member of IOSH with evidence of their competency and contact details provided to the Project Lead prior to commencement on site.

9.2. The Subcontractor’s safety adviser is required to thoroughly inspect their works (fortnightly, dependant on risk) and leave a detailed report with the Project Lead identifying any areas of concern and recommendations for remedial action. In addition, the safety adviser will carry out any briefings or toolbox talks that are necessary and this must be noted in his report.

9.3. The Subcontractor’s management is responsible for immediately implementing the safety adviser’s recommendations and formally confirming satisfactory close out to the Project Lead in writing.
10. RISK MANAGEMENT

10.1. Subcontractors must comply with the Company’s Work Package Plan (Method Statement) and Task Briefing Sheet procedure. The minimum requirements for a Work Package Plan (Method Statement) are contained within Appendix 3 – Work Package Plan Appraisal. The Company has a range of templates that sub-contractors may use, however so long as the Subcontractors Work Package Plan (Method Statement) and Task Briefing Sheet covers the requirements within Appendix 3, their own system should be used. If a Subcontractor uses the Company’s documentation all relevant members of the Subcontractors team must be trained in their use and attend the Company’s Setting People to Work training course.

10.2. The minimum competency for those producing, reviewing and authorising risk assessments, Work Package Plans (Method Statements) and Task Briefing Sheets is:
   - Site Manager Safety Training Scheme (SMSTS) or IOSH Managing Safety qualification,
   - Supervisor / Manager CSCS card

10.3. The minimum competency for the Subcontractors person on site who is responsible for ensuring the safe system of work is fully implemented and briefed to the workforce is:
   - Site Manager Safety Training Scheme (SMSTS) or IOSH Managing Safety qualification,
   - Supervisor or Manager CSCS card

10.4. The minimum competency for cascading the content of the Task Briefing Sheet and for maintaining the safe system of work is:
   - Site Supervisor Safety Training Scheme (SSSTS)
   - Supervisor CSCS Card

10.5. Risk management techniques must be applied in accordance with the ‘hierarchy of controls’ (Eliminate/Minimise/Mitigate).

10.6. All activities must be subject to a formal, documented, project specific risk assessment to determine the appropriate Health, Safety and Environmental controls for any operation.

10.7. The risk assessment must address hazards to anyone who may be affected by the operation in addition to those who are engaged in the operation.

10.8. The Subcontractor’s Work Package Plan (Method Statement) must provide a sufficiently detailed and task / environment specific sequence of work including logistics, movement of plant, management of deliveries and distribution/removal of materials to demonstrate that the work has been adequately planned.

10.9. The Subcontractor’s Work Package Plan (Method Statement) must contain details of supervision to be provided and those who are appointed into specific health and safety roles.


10.10. Where applicable, the Work Package Plan (Method Statement) must include a scale drawing or sketch showing the extent of the work space, the location of delivery lorries/plant and vehicle access points and suitably sized holding areas. Physical space for plant and vehicle operations and interfaces must be considered for every specific location and required operations at that location.

10.11. Work Package Plans (Method Statements) and risk assessments must be produced by the subcontractor and submitted to the Project Lead for approval 2 weeks prior to the commencement of programmed works, or sooner dependant upon the Client Requirements and/or agreed approval process.

10.12. Risk assessments and Work Package Plans (Method Statements) must be continuously reviewed and updated as circumstances change and operatives re-briefed on any changes.

10.13. All subcontract Supervisors must be fully briefed and be issued with a copy of their SSoW including Work Package Plan and Task Briefing documentation by their employer for works for which they are responsible for supervising. They must also be briefed and issued with other associated documentation (such as the PVPMP, Lift Plan, Permits etc.) by the Company.

10.14. Subcontractor Work Package Plans (Method Statements) and associated Risk Assessments must be reviewed at an interval not exceeding 3 months, or when circumstances change, whichever is soonest.

10.15. All operatives must receive a Task Briefing from their supervisor at intervals not exceeding 2 weeks (or less should circumstance change) which will advise them of:-

- The risk they face in carrying out the task.
- The control measures they must adopt to ensure the task is conducted in safety.
- The emergency procedures.
- Who they must consult should circumstances change.
- Details of the supervisor for the works and any nominated duty holders (e.g. Responsible Person for breaking ground, Confined Space – “Top Man”).

10.16. Workforce briefings must contain only the information pertinent to the individuals carrying out the task. The Workforce briefing must comprehensively cover all relevant hazards and significant residual risks and must be in a format which is easily explained to the operatives through a series of task briefings. Workforce briefings must not contain any information that is not in the Work Package Plan (Method Statement).

10.17. A record of such briefings uniquely referenced to each Work Package Plan (Method Statement) must be maintained by the subcontractor and made available to the Company on request.
10.18. Subcontractors must appoint a responsible person to identify all hazardous substances, which they are likely to import onto site, or are liable to produce/create on site. COSHH assessments must be carried out for all of these substances and a copy of these assessments given to the Project Lead.

11. **SUB-SUBCONTRACTING**

11.1. Where a package includes for the provision of a 2nd tier subcontractor, or the subcontractor wishes to sub-let part of his work, written agreement prior to any contract award must be obtained from the Company.

11.2. The 2nd tier subcontractor must be assessed to ensure they are competent and have adequate resources to complete the work. The assessment of any 2nd tier subcontractor used for sub-let work must be at least to the standard of the Company HSE assessment. A copy of this assessment should be forwarded to the Company within an agreed time period for review and approval.

11.3. The Subcontractor is required to include, and will be deemed to have included, copies of the Company’s “Subcontractors Health, Safety, Environmental, Quality and Sustainability Conditions” in any subcontract that they may award and to make compliance with this document a condition of any such subcontract. Evidence of such should be provided to the Company when requested or as required by the Subcontract.

12. **HSE INCIDENT REPORTING**

12.1. All incidents that result in injury or harm to the environment, including near misses, must be reported to the Company Project Lead / Facility Manager immediately and the details of the injury recorded on an Incident Report Form held by the Project Lead / Facility Manager and must be investigated by the Subcontractor and action taken to prevent a recurrence.

12.2. Where incidents are reportable under RIDDOR a copy of the statutory report must be provided to the Project Lead / Facility Manager.

12.3. The Subcontractor must provide copies of their internal incident investigation report to the Project Lead / Facility Manager within a reasonable timescale and co-operate fully in any investigation conducted by the Company. The Company requires initial investigation details for all accidents within 24 hours.

13. **OCCUPATIONAL HEALTH**

13.1. Subcontractors shall identify all occupational health hazards associated with their works and evaluate the risk posed.

13.2. Subcontractors shall identify workers performing tasks that require exposure monitoring and health surveillance and ensure that it is provided meeting at least the minimum legal requirements.

13.3. Subcontractors shall ensure that their employees are fit for work.
13.4. Subcontractor employees shall advise the Project Lead of any issues related to their fitness that might impact on their ability to perform their work activities.

13.5. All subcontractors must ensure that the relevant management health information and associated documentation is available to the Company upon request (i.e. Fitness for Task Certificate, evidence of appropriate health surveillance programme).

14. **ALCOHOL AND DRUGS**

14.1. Drug and Alcohol testing may be undertaken on any project or at any premises under its control as part of the Company’s Induction Procedure or as part of a random programme to discourage individuals being under the influence of drugs or alcohol at work, or where there are reasonable grounds to suspect individuals may be under the influence of drugs or alcohol or following an incident.

14.2. No alcohol or drugs may be used, possessed or supplied on any site (including offices and welfare facilities) and personnel must never be unfit to work through alcohol or drug use. This will be made clear at site induction briefings.

14.3. Anyone suspected of being under the influence of alcohol or drugs will be removed from the workplace and the subcontractor must ensure that the individual(s) remains on site available for testing. Failure to remain on site for testing will invoke immediate disciplinary procedures.

14.4. Where a project is covered by the Transport and Works Act the Subcontractor must make themselves familiar with their statutory duties and they should be aware that specific organisations such as Network Rail have a mandatory policy of screening for alcohol and drugs through routine and random testing.

14.5. When requiring any medication the subcontractor’s employee must find out if there may be a side effect likely to impair their work performance and safety from the drug or any medication concerned whether prescribed or available without prescription and advise the Project Lead.

15. **DISCIPLINARY PROCEDURE**

15.1. The Company takes its rules and standards very seriously and any breach will result in a relevant level of disciplinary action being taken.

15.2. We will always look to system and root cause failures in all incidents but where a breach is wilful it will be dealt with appropriately.

15.3. All Subcontractors need to be aware that following a breach of an HSE rule or standard they may be subject to disciplinary action which may include being excluded from site.

15.4. Disciplinary action will not be taken as immediate reaction to an incident but will follow a thorough investigation. Whilst the investigation is completed however an individual may be suspended from work.
16. EMERGENCY PROCEDURES

16.1. The Company’s Project Lead will establish a set of emergency contingency arrangements for accidents, fire, gas leaks, environmental pollution, summoning the emergency services and evacuation, etc.

16.2. These arrangements will be briefed during induction and will be displayed on site. Subcontractors must ensure that everyone under their control is informed of the emergency procedures applicable to the site or facility.

16.3. Subcontractors must produce their own emergency contingency arrangements, approved by the Project Lead, for their specific operation or activities, e.g. use of MEWPs, confined spaces, etc.

17. ENTRY INTO PREMISES OR ONTO SITE

17.1. On initial arrival, or after an extended period away from site, Subcontract employees must report to the Project Lead or his designated representative and receive an induction before entering site or commencing work. Evidence of appropriate skills will require to be presented to the Company, prior to acceptance into Site.

17.2. Subcontract employees will access workplace using designated routes.

17.3. Lone working is positively discouraged, however, should there be a necessity for lone working strict operational control procedures must be implemented in line with our procedures which encompasses training.

17.4. All weekend or night time working must be agreed by prior arrangement with the Company Project Lead. Specific written work schedules must be in place and named competent supervisors for both the Company and the Subcontractor to be in attendance at all times.

18. FIRE PREVENTION

Competence

Fire Safety Coordinator must have successfully completed a Fire Co-ordinator training course.

Fire Warden(s) must have successfully completed a Fire Marshal training course and be adequately trained in fire safety (including fire extinguisher training) and have sufficient status and authority for the effective execution of their duties and responsibilities

Hot Works Responsible Person holds a CSCS card commensurate with the role, Gas Safety (if applicable) and fire extinguisher training, and has previous hot works experience.

Prohibitions

- Hand bells and klaxons are prohibited for use as fire alarms.
Deliberate burning of material is prohibited on all Projects/Offices/Depots and Factories.

Storage of fuel in plastic containers is prohibited.

Jubilee clips are prohibited for connecting flexible gas supply hoses.

Storage of gas and flammable liquids inside, under and on buildings is prohibited.

Portable Halogen lamps are prohibited.

Smoking is prohibited except in designated areas.

The use of compressed gas welding equipment without flash back arrestors is prohibited.

The use of non-LPS (1207 or 1215) temporary protection materials in construction and refurbishment as a temporary protective cover is prohibited.

Storage of additional or unnecessary cylinders (including empty) at the workplace is prohibited.

The use of LPG as a fuel at an office or welfare facility (excluding caravans) is prohibited.

Requirements

18.1. In addition to complying with the Fire Precautions (Workplace) Regulations, it is also a requirement that Subcontractors comply with The Joint Code of Practice titled "Fire Prevention on Construction Sites".

18.2. *The Company* applies and enforces the Code of Practice therefore Subcontractors must make suitable provision within their tender. It should be noted that there is a requirement that all flexible temporary protective coverings used on internal finished surfaces or fittings must conform to the Loss Prevention Standard LPS 1207 and LPS 1215 (this being a fire protection standard).

18.3. Dependent upon the size and complexity of the project, the site specific fire prevention arrangements may be compiled in a Fire Safety Plan and co-ordinated by a Fire Safety Co-ordinator who will advise the Subcontractor accordingly.

18.4. On contracts where there is a fire risk from the works activity a Hot Work Permit regime will be enforced.
19. **FIRST AID**

**Competence**

*First Aider* must possess a valid First Aid at Work certificate (3 days).

*Appointed Person* must possess a valid Emergency First Aid for Appointed Persons certificate (0.5 days).

**Requirements**

19.1. First aid facilities will be provided under the control of a First Aider or appointed person at every site. Subcontractors will be expected to provide a number of first aiders appropriate to their manpower and nature of the project to support the common arrangements whose name and location should be prominently displayed on the site notice board.

19.2. This and the common arrangements will be confirmed to Subcontractors by completion of the “Subcontractors Quality, Safety and Environmental Summary” prior to finalising the subcontract.

20. **LIFTING OPERATIONS**

**Competence**

*Appointed Person* competent and holds a valid CPCS Appointed Persons qualification except for Lorry Loaders where an ALLMI Appointed Person card is acceptable.

*Crane Supervisor* competent and holds a valid CPCS Crane/Lifting Supervisor qualification except for Lorry Loaders where an ALLMI Crane Supervisor card is acceptable.

*Slinger / Signaller* competent and holds a valid CPCS Slinger/Signaller qualification except for Lorry Loaders where an ALLMI Slinger/Signaller card is acceptable.

*Crane Co-coordinator* Holds a valid CPCS Crane Supervisor qualification with previous experience of the role in similar circumstances.

*Crane Operator* competent and holds a valid CPCS (RTITB for overhead travelling cranes in factories and Depots) qualification for type of equipment except for Lorry Loaders where an ALLMI card is acceptable.

*Overhead Crane Operator* competent and holds a valid RTITB qualification for type of equipment.

*Excavator Operators* competent and holds a valid CPCS card for the category of excavator they are operating. This card must include CPCS lifting operations training (A58C/A59C or A10/12). From 2008 for 360 excavators and from 2010 for 180 excavators lifting was included in the CPCS syllabus. Operators holding cards that pre-date this will require supplementary CPCS training. They must also be trained in the use of any lifting accessories, be familiar with the use of the equipment, Rated Capacity Indicator and Lifting Duty Charts.
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**Piling Rig Operators** competent and holds a valid CPCS card for the category of rig they are operating.

**Telehandler Operator** competent and hold a valid CPCS card for the category of telehandler they are operating. Standard CPCS telehandler training does not include rotating telehandler equipment or operating with suspended loads.

**Fork Truck Operator** competent and hold a valid CPCS card for the category of fork truck they are operating. RTITB cards are acceptable only in factory operations.

**Hoist Erector** NVQ levels two or three in Hoist Installation.

**Hoist Operator** over 18 and has undertaken training by the hoist supplier and holds a valid CPCS A20 Category card.

**Static Lifting Equipment Operator** Holds familiarisation training for the static lifting equipment operated.

20.1. For Basic Lifts only an individual can undertake more than one of the duties above where they have the required competency.

**Prohibitions**

- The use of non hydraulic hoist mechanisms in crawler cranes is prohibited.
- Mobile cranes are prohibited from extracting sheet piles.
- The use of open sling hooks (without safety catches) is prohibited

- The use of all types of forks fitted to or suspended from 360 excavators and the backhoe of a 180 excavator is prohibited.
- The use of excavators, telehandlers and lift trucks for lifting personnel is prohibited.
- The use of Lorry Loaders for lifting personnel is prohibited.
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- The use of Gin Wheels not fitted with an automatic brake is prohibited.
- The use of Swivel Hoists is prohibited.
- Lifting operations with the bucket attached to the excavator is prohibited.
- The use of radio controlled glass lifting accessories is prohibited.
- The slinger/signaller is prohibited from acting as the crane operator, except in the case of lorry loader lifting.

Requirements

20.2. The subcontractor must consult with the Company Project Lead before commencing lifting operations on site.

20.3. A competent CPCS Lifting Operations Appointed Person must be nominated to plan lifting operations on site. This person will be provided by the Subcontractor, unless otherwise agreed. Documented evidence of competence will be required. A Lift Plan must be provided for appraisal for each lift. The Crane Supervisor must brief those involved on the contents of the Lift Plan.

20.4. Key personnel must be appointed for lifting duties i.e. Lift Supervisor, crane operator and slinger/signaller. These persons must be trained and competent to carry out their duties and must be in possession of a CPCS accredited competence record card. Where a red (Trainee) CPCS card is presented the holder must also provide evidence that they are working towards the achievement of a blue (Competent Operator) CPCS card.

20.5. Physical Plant Exclusion zones must be established around operational mobile plant and vehicles. This must have some form of physical barrier in place. Actual zones will be dependent on the plant/vehicle and any physical restrictions such as the proximity of fixed or temporary structures. The details of the zones must be identified in the Work Package Plan (Method Statement) or other briefing document as appropriate and all of the work teams been briefed on the use of exclusion zones and the safe system of work required for entry.

20.6. For exceptional tasks mitigated through robust safe systems of work, that require workers to enter zones, for example, kerb laying, disconnecting attachments, slinging loads, off loading materials from fork lift trucks or lorry beds, a safe system of work must be in place. The safe system must be site specific and activities must be conducted with clear communication between the plant operator or vehicle driver and workers performing the task.

20.7. Lifting Accessories must have a unique colour coded identification or comply with the Company requirements.
20.8. Assessment of ground bearing capacity and outrigger pad/haul road and pavements/piling mat design must be carried out by a competent person. The Temporary Works Coordinator, in consultation with the Appointed Person, is responsible for ensuring that there is an engineering assessment of the ground bearing capacity and a design of the outrigger pads/haul roads and pavements/piling mats. The pressures imposed on the ground should be calculated or obtained from the crane manufacturer. This should take account of all routes that may traversed.

20.9. The Company requires completion of a Lifting Appliance Checklist prior to any lifting appliance commencing work. This will require all statutory certificates and registers for the lifting equipment and lifting accessories to be readily available for inspection. A 4 yearly test/overload test is required for all Lorry Loaders.

20.10. Where 4 yearly overload testing is not carried out, the crane owner must be able to demonstrate that there is a “Defined Written Scope” for the thorough examination of the crane. There must be a “Declaration of Compliance” from the independent company carrying out the thorough examinations. (Note: this does not apply to lorry loaders which still require the 4 yearly static overload testing).

20.11. Independent inspection organisation used for the periodic thorough examinations must be accredited by UKAS and be members of The Safety Assessment Federation (SAFed). Individual engineer surveyors must be independent of those carrying out regular maintenance of the equipment.

20.12. Crane operators must be subject to a medical examination a minimum of:

- Up to the age of 45 every three years,
- Up to the age of 46-59 biennially
- Over 60 annually.

20.13. External crane suppliers must organise the medicals for crane drivers they employ.

20.14. Where the crane or part of the load being lifted can enter prohibited space, such as over a public highway or adjacent to overhead lines, the crane must be fitted with zone limiting devices. The limiting devices must limit both slewing and derricking as required.

20.15. Loads suspended from telehandlers must only permitted if designed and included in the manufacturers operating instructions and whilst using proprietary attachments designed for the machine for this purpose.

20.16. Truck mounted forklifts and other small forklifts used by delivery companies must not be used on construction sites. Deliveries must be restricted to a suitable hard standing segregated compound.
21. LIFTING WITH EXCAVATORS

Prohibitions

- The use of forks fitted to or suspended from excavators is prohibited.
- The use of excavators for lifting personnel is prohibited.

Requirements

21.1. When planning a lifting operation the subcontractor must consider whether an excavator is the most appropriate machine for the task. The Company Plant standards for excavating equipment must be complied with.

21.2. Rated Capacity Indicators (RCI) must not be relied upon for establishing the weight of the load. The RCI must be calibrated at least annually.

21.3. A Lift Plan must be in place for all excavator lifting operations.

21.4. In order to prevent undue lateral twisting to shackles, the master link must be able to hang freely and an in-line swivel shackle must be used.

21.5. When lifting with excavators the bucket must be removed, ensure the shackle attached to the lifting point is free hanging, and place a swivel shackle between the load and the lifting point.

21.6. Where a quick hitch is permanently mounted on an excavator then the thorough examination for the excavator must also cover the quick hitch. If the quick hitch is moved from one machine to another it is classed as an accessory and should be thoroughly examined every 6 months.

22. DEMOLITION

22.1. Demolition requires detailed planning and co-ordination of site activities throughout the whole process. The work may involve controlled collapse, mechanical or manual demolition techniques in any location from a Greenfield site to a City Centre, therefore pre-planning and implementation of control measures are required through a systematic and structured approach. A safe system of work must be developed in line with the Code of Practice for Demolition BS 6187:2011.

22.2. Demolition Contractors must be a current member of the National Federation of Demolition Contractors (NFDC). Evidence of membership, competency and adequacy of resources must be provided to the Company prior to placing an order.

22.3. A full time demolition supervisor must be employed and based on the project by the demolition contractor to oversee and manage all demolition activities on site. The minimum competency level is (CCDO) Gold Card Demolition Supervisor.
22.4. Competent demolition operatives and plant operatives are persons holding the appropriate cards i.e. Certificate of Competence of Demolition Operatives (CCDO) for demolition operatives and CPCS Blue Competence Card – Demolition Plant for operatives (Category D90). A copy of each demolition operative’s competency card should be retained in the safety file records on site.

22.5. A demolition plan must be presented to and approved by Project Lead prior to works commencing on site. (This may include the customer/customers representative, Principal Designer and the HSE).

23. ASBESTOS

23.1. On projects where the presence of asbestos is known, the Company will advise Subcontract management. Specialist Contractors, who are approved and licensed by the Health and Safety Executive for the type of work to be undertaken, will carry out the works. The Company HS&E Function must be involved to ensure that a sufficient assessment is carried out and all necessary notifications are made and controls established prior to work commencing.

23.2. On project where the presence of asbestos has not been confirmed, but where the nature of the work could give rise to uncharted asbestos finds (i.e. refurbishment work or excavating on brown field sites), a protocol must be established in conjunction with the Company’s management, to advise all personnel of the possibility of encountering uncharted asbestos and the immediate action to be taken. This will include stopping work, advising management, sealing and identifying the area and arranging for samples to be taken for analysis.

23.3. Asbestos must not be removed from site without prior agreement of the Company’s site management. Asbestos waste must be treated as Hazardous/Special Waste and disposed by of a registered carrier in the manner agreed with the Enforcing Authority (EA/SEPA) to a specified licensed tip.

23.4. Everyone working on or influencing work on refurbishment/demolition projects or where there is a foreseeable risk of encountering asbestos must have received UKATA or IATP asbestos awareness training undertaken within the previous 12 months. The use of on-line (e-learning) is ideally suited to meet the requirement of annual refresher training in the 2nd year when supported by face to face initial training and subsequent face to face training every other year.

24. LPG, HFL AND COMPRESSED GASES

Prohibitions

- Storage of HFL in plastic containers is prohibited.
- Jubilee clips are prohibited for connecting flexible gas supply hoses.
- Storage of gas and flammable liquids inside, under and on buildings is prohibited.
- The use of compressed gas welding equipment without flash back arrestors is prohibited.
• Storage of additional or unnecessary cylinders (including empty) at the workplace is prohibited.

• The use of LPG as a fuel at an office or welfare facility (excluding caravans) is prohibited.

Requirements

24.1. Any Subcontractor bringing LPG, HFL and compressed gas onto site must adhere to the following:

• Cylinders must be stored outside in a safe and secure compound, at an agreed location, not less than six metres from any building and stored in an upright manner. In addition they must be stored at least twenty metres away from timber framed constructions. The compound must be divided to separate full and empty cylinders and contents be clearly marked and include warning: HIGHLY FLAMMABLE – NO SMOKING.

• Oxygen cylinders must not be stored alongside flammable gasses and HFLs.

• Cylinders in use on site must be secured upright.

• Cylinders must be fitted with the correct regulator, hoses, crimped connections and, where used with burning/welding gear, gauges and flashback arrestors.

• A programme of planned inspection of all equipment must be initiated and equipment must only be installed and used by competent persons.

• Suitable and sufficient numbers of fire extinguishers must be provided at locations where LPGs, HFLS and compressed gasses are used and stored.

24.2. The use of tar boilers must be agreed with the Project Lead. A specific risk assessment must consider location, operation, supervision and emergency procedures. Tar boilers authorised for use must have temperature gauges, thermal cut off mechanisms and must not be left unattended whilst lit.

24.3. The use of compressed gasses for testing must comply with the Mechanical Safe Systems of Work procedure.

25. CONFINED SPACES

Competence

• **Confined Space Coordinator** Holds an accredited City and Guilds National Occupational Standard 6150-03/53 and 6150-14/54 Confined Space qualifications.

• **Medium Risk Confined Space Entry Team** Holds an accredited City and Guilds National Occupational Standard 6150-02/52 Confined Space qualification
26. MOBILE VEHICLES, PLANT AND EQUIPMENT

Prohibitions

- Fuelling of plant by means of transferring fuel from one vehicle to another is prohibited.
- Reversing Vehicles out of the site is prohibited.
- Directing Traffic on a public highway is prohibited.
- The use of licenced articulated tippers is prohibited without the express approval of a Company Director.
- The use of forks fitted to excavators is prohibited.
- All non-licensed, road going tippers, rigid or articulated, are prohibited.
- The use of 1 Tonne dumpers is prohibited, without the express approval of a Company Director.
- All terrain vehicles (ATVs) e.g. quad bikes are prohibited, without the express approval of a Company Director.
- Carrying of passengers is prohibited in plant unless a specifically designed seat and restraint system is provided.
- The carrying of spare buckets suspended from the teeth of an attached bucket is prohibited.

Competence

**Plant, Vehicle and Pedestrian Coordinator (PVPC)** Must have sufficient knowledge and experience to identify and manage the risks associated with effective plant/people interface. They must hold, as a minimum, the CITB Site Management Safety Training Scheme (SMSTS) and have a level of seniority which allows them to carry out their role without compromise.

**Plant and Vehicle Marshals (PVM)** All Plant and Vehicle Marshals must be trained to an appropriate level on a recognised course (Pre and Post exam questionnaires, minimum 4 hours duration) and the training must be repeated at intervals of no more than three years. PVMs must be over the age of 18, have demonstrated a strong mature personality and be physically fit. They must be subject to a ‘fitness for task’ health assessment.
26.1. Subcontractors who utilise mobile plant must:

- Nominate a Plant, Vehicle and Pedestrian Coordinator with the responsibility for the planning and coordination of mobile plant.

- Plan traffic movement to segregate vehicles and pedestrians and eliminate the need to reverse.

- Provide the correct items of plant taking full account of the work activity and site conditions. All plant brought onto site must be of good mechanical condition and be properly maintained in addition to complying with our current Plant Standard.

- Nominate a Plant and Vehicle Marshall with the responsibility for the marshalling their vehicles and plant including deliveries.

26.2. Where available, Plant and Equipment Specification Sheets must be complied with when selecting and using plant and equipment.

27. STATIC PLANT AND EQUIPMENT

Prohibition

- Static Plant that requires the use of a starting handle is prohibited.

27.1. Large stationary items of plant such as hoists, batching plants, crushers, etc., are not permitted on to site without the approval of the Project Lead. The Subcontractor must receive approval on the selection, siting, erection, operating procedures, inspection schedules, maintenance procedures and ultimate dismantling of the plant.

27.2. Where available, Plant and Equipment Specification Sheets must be complied with when selecting and using static plant.

28. TOOLS AND EQUIPMENT

Prohibition

- Craft knives with snap off blades are prohibited.

Requirements

28.1. Tools and equipment must be inspected before each use and receive formal planned maintenance in line with the manufacturer’s instructions. Records must be made available upon request.
28.2. **Knives** - All utility knives must either have captured or automatically retractable blades or, where only fixed blade knives are the only practical alternative, they must not have a pointed end and must be holstered when not in use.

29. **HAND ARM VIBRATION**

Exposure Prohibition

- Any persons engaged in a health surveillance programme and diagnosed with HAVS symptoms in severity stages (late 2V/3V/4V and/or late 2SN/3SN) or who suffer from Raynaud’s disease/Raynaud’s phenomenon of non-occupational origin using the Stockholm Workshop scales are prohibited from using vibrating tools/equipment.

Requirements

29.1. Any employee (direct, subcontract or agency) exposed to hand-arm vibration must be engaged in a health surveillance programme.

29.2. Where an assessment of exposure from vibrating tools demonstrates the works will be below 75 points (using the HSE Calculator) the works must be reviewed every eight weeks, minimum, or more regularly where a change in work practices or tool selection may impact on potential vibration exposures. Where a reassessment of the risk identifies exposures higher than 75 points an auditable, accurate and tamper proof HAV management system solution must be put in place.

29.3. Where the Assessment of Exposure from Vibrating Tools form demonstrates the works will be above 75 points an auditable, accurate and tamper proof HAV management system solution must be deployed to record and control exposure.

30. **NOISE**

30.1. Subcontractors must, wherever possible, provide silenced plant/equipment and enforce the use of covers, baffles and noise suppressants on *Company* projects.

30.2. Subcontractors must discuss with the Project Lead the location and use of noisy equipment such that precautions can be taken to protect people not directly engaged in the activity. Additionally, where appropriate, create hearing protection zones.

31. **MANUAL HANDLING**

31.1. Subcontractors must ensure that all relevant personnel are instructed in the project specific requirements for manual handling and are trained in basic handling techniques.

32. **OPEN EDGES AND OPENINGS**

Prohibitions

- Netlon type fencing as an edge protection barrier is prohibited.
32.1. All edges and openings at excavations, slabs, floors, decking, etc., must, at all times, be effectively protected to prevent persons or materials falling through. Edge protection must conform to EN13374 and be approved by the Project Lead. All openings must be clearly marked.

32.2. Dependent upon the contents of their work package, subcontractors may be required to take control of areas or elements of the works, where such areas include openings etc. They must establish, control, implement and monitor effective measures to ensure that the requirements above are maintained at all times.

33. PERSONAL PROTECTIVE EQUIPMENT

33.1. Mandatory PPE required at all locations must comply with our PPE Standard (See Appendix 2).

34. TEMPORARY WORKS

34.1. BB must ensure the safe design, construction, use, maintenance and removal of all Temporary Works on all their projects. This is irrespective of project size and complexity.

34.2. The arrangements for minimising and controlling risks throughout the temporary works life-cycle are set out in the BB temporary works procedures. The project lead is responsible for ensuring that a BB Temporary Works Coordinator (BB TWC) is appointed. The BB TWC is responsible for ensuring that all design and construction work is carried out in accordance with the agreed TW procedures. All suppliers (designers, sub-contractors, third parties etc) are bound by and must work in accordance with the BB TW procedures.

(Similar arrangements will need to be followed on all joint venture projects through the joint venture procedures and the JV TWC).

34.3. In essence the agreed TW procedures are controls to ensure that:

- the Temporary Works Procedures are understood.
- all Temporary Works, are identified and classed, together with their associated delivery dates, designers and checking organisations.
- all Temporary Works are designed and checked by competent people. Demonstration of their competence to discharge their professional responsibilities will be required.
- all construction materials, components and the physical construction of the Temporary Works are inspected and approved to ensure their compliance with the design. This will be done through the Temporary Works Supervisor (where appointed). All approvals will be undertaken by the Temporary Works Co-ordinator.
- all changes are referred to and approved by both the Temporary Works Designer and the Checking Engineer.
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- risk assessments are undertaken for the Temporary Works life-cycle; their design, construction, use, modification, maintenance and subsequent removal.

- the systems and procedures are effectively and correctly being implemented through defined audits and reviews with improvements undertaken where identified.

34.4. We expect the Subcontractor to co-operate with the above and to provide all necessary documentation to allow this process to be completed in a timely and efficient manner.

35. SCAFFOLDING

35.1. Scaffolding requirements now form part of Work at Height Section 45 below.

36. TEMPORARY ELECTRICS

Prohibitions

- Radios other than as part of the site communication system are prohibited.

- Radiant space heaters are prohibited unless with the consent of Project Lead.

- Heaters without thermal overload are prohibited.

- Multiway plug and socket adapters are prohibited unless with the consent of Project Lead.

- 3KW heaters used in conjunction with a 13-amp plug and socket – fixed heaters must be wired directly into the wall socket are prohibited.

- Tubular heaters not fitted with a wire cage are prohibited.

- Halogen Lamps are prohibited.

- Portable and hand held tools for use with voltages above 110v are prohibited unless no alternative equipment is available, and providing the equipment is centre tapped to earth, armoured cabled and additional RCDs fitted.

- 240V chargers for cordless power tools are only permitted following approval by Project Lead and only then in agreed designated locations.

Requirements

36.1. Project Lead must be consulted on Subcontractor electrical requirements. Subcontractors must ensure that all temporary electrical systems (Site establishment and on site 110v power systems) are installed and commissioned by competent persons and that certificates are produced on commissioning and thereafter every three months following inspection of site electrics.
36.2. All portable electric tools must be inspected prior to each use and be Portable Appliance tested every three months. Suitable records must be maintained and made available when requested.

36.3. All office portable electrical appliances must be inspected at 12 monthly intervals.

36.4. All generators must be suitably earthed with the following exceptions:

- For small scale work of a duration less than one day, portable generators with outputs up to 10kVA need not be earthed, provided that they are only used with Class II (double insulated, or all insulated) tools and equipment.

- Small, single phase generators used for 110v supplies (ratings up to 5kVA) need not be earthed if all of the equipment used is double insulated, or it supplies only one item of earthed equipment and the equipment is bonded with the frame of the generator.

37. **TRAINING AND COMPETENCE**

**Requirements**

37.1. It is mandatory for everyone engaged on our projects to be in possession of a recognised skills card e.g. CSCS, CPCS scheme commensurate with their job role. Anyone wishing to undertake work on our Project will be required to provide original evidence of their recognised skills prior to admittance to the project.

37.2. *The Company* will from time to time host training sessions on site. Subcontract employees must attend these training sessions if requested to do so. Time costs associated with this type of training will be borne by each subcontractor.

37.3. Subcontract personnel must have received appropriate recognised training and certification and be sufficiently experienced to discharge their responsibilities.

38. **UNACCOMPANIED WORKERS**

**Competence**

Lone workers need to be sufficiently experienced, have attended the Lone Working Personal Safety half day training course and fully understand the risks and precautions to their scope of activity. They should be competent to deal with circumstances that are new, unusual or beyond the scope of training, for example when to stop work and seek advice from a supervisor or how to handle aggression.

Further training and briefing may be required, such as first aid and personal safety awareness.

**Requirements**

38.1. Where there is a requirement for persons to work unaccompanied then an appropriate safe system of work should be developed and approved Project Lead.
38.2. A means of communication (telephone or radio) must be provided and a system established whereby the unaccompanied worker reports at regular defined times.

39. **UNDERGROUND SERVICES/EXCAVATIONS**

**Utility Mapping Company**

The Utility Mapping Company must be full members of The Survey Association and accredited to ISO 9001 which includes underground utility surveying as part of their accredited scope. Where Ground Penetrating Radar (GPR) is used, the company must be a member of EuroGPR and must hold an OFCOM GPR licence.

**Supervisor of Excavation Team**

A Supervisor must be appointed when there is more than one excavation operation taking place on site. The individual must be competent and adequately trained for the task being undertaken. The appointment should be formal and the individual fully aware that they are undertaking this role and must hold the relevant qualifications detailed in the table below, appropriate to the type of work being undertaken. The Supervisor of the Excavation Teams may supervise more than one Responsible Person.

**Responsible Person in Excavation Team**

Within every team of people who are required to excavate, or work within an excavation, or on or near underground utilities, an individual must be appointed as the person responsible for implementing the safe system of work.

The individual must be competent and adequately trained for the task being undertaken. The appointment should be formal, the individual fully aware that they are undertaking this role and must hold the relevant qualifications detailed in the table below, appropriate to the type of work being undertaken.

The training associated with the responsible person role should include, in addition to the below, safe digging techniques and the action in the event of an emergency.

The responsible person must ensure that:

- The conditions of any Permit to Break Ground are followed.
- Safe excavation techniques are applied.
- The ground is scanned for utilities as work proceeds.
- Exposed utilities are supported/protected as necessary.
- Work is stopped if circumstances change.

The responsible person must be in attendance when work is carried out under a permit to break ground.

Work must stop if the person is not in attendance.
Excavation Team

Those tasked with excavating around underground utilities must be competent, adequately trained and briefed for the task being undertaken and must hold the relevant qualifications detailed in the table overleaf, appropriate to the type of work being undertaken.

<table>
<thead>
<tr>
<th>Designation</th>
<th>All New Roads and Street Works Act Projects</th>
<th>Non NRSWA Service Location &amp; Works Inside Exclusion Zone</th>
<th>Works outside Exclusion Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utility Coordinator</td>
<td>NRSWA Supervisor or IOSH RD8000 and TX3</td>
<td>NRSWA Supervisor or IOSH RD8000 and TX3</td>
<td>NRSWA Supervisor or IOSH RD8000 and TX3</td>
</tr>
<tr>
<td>Excavation Supervisor (only required when &gt;1x excavation gangs)</td>
<td>NRSWA – Supervisor</td>
<td>NRSWA – Supervisor</td>
<td>SMSTS</td>
</tr>
<tr>
<td>Responsible Person (working supervisor)</td>
<td>NRSWA – Supervisor CAT3+ and generator</td>
<td>Utility Excavations (Category 1 &amp; 2)* or NRSWA – Operative CAT3+ and generator</td>
<td>SSSTS</td>
</tr>
<tr>
<td>Operatives breaking ground</td>
<td>NRSWA – Operative</td>
<td>Utility Excavations (Category 1 &amp; 2)* or NRSWA – Operative</td>
<td>Relevant CSCS Card</td>
</tr>
</tbody>
</table>

Requirements

39.1. Before breaking ground Subcontractors must consult the project Utility Co-ordinator to determine the presence and system of work relating to underground services such as electricity, telecommunication, gas, water, etc. and request a Permit to Break Ground.

39.2. The work must be carried out and supervised only by competent persons who have been appropriately trained in the dangers and controls applicable to underground services and the operation of service location equipment. Records must be maintained on site for inspection.

39.3. Survey equipment must be Radio Detection RD8000 with TX3 transmitter and re-scanning avoidance detection must be CAT3+ with generator as a minimum.

39.4. Tracer tape will be installed at the correct depth above utilities and a survey conducted to verify its integrity.

39.5. All trial hole works and works within exclusion zones must be undertaken using non contact methods unless a written concession to use conventional excavation methods is obtained from the Project Lead. Conventional excavation must use electrically insulated tools.

39.6. The higher risk the utility presents, the wider the exclusion zone should be, minimum exclusion = 1.0 m – where the environment does not allow the minimum exclusion zone (ie city centres) then a detailed highly supervised system of work is required, which is approved by Senior Operational Management.

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39.7. Safe systems of work for excavations must include excavation support, designed by temporary works where applicable, edge protection details and access/egress arrangements.

40. OVERHEAD POWER CABLES

40.1. No work shall be started in the vicinity of overhead power cables without the approval of the Company Project Lead and until all precautions and protection as stipulated in the HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Power Lines" and the Company Overhead procedure have been taken.

41. WELFARE FACILITIES

41.1. The Company is committed to provide a high standard of welfare facilities and accommodation on all of its projects. Subcontractors are required to support this policy by assisting in maintaining them in a safe and clean condition and in particular, the canteen must not be used to store materials, deposit clothing, or for smoking. Any person found to be mis-treating the welfare facility will be liable to summary removal from site and possible prosecution. If a subcontractor has any concerns regarding the welfare facilities provided he should immediately draw it to the attention of the Company Project Lead and also raise the issue in the Site Safety Committee.

41.2. Facilities provided by a Subcontractor must be to an acceptable standard under current construction regulations. In particular:

- All accommodation must have suitable lighting, heating, and high and low level ventilation and fire precautions.
- All accommodation must be maintained in a clean and tidy condition.
- Messrooms must have adequate seating and tables to accommodate all persons for whom the facility is provided and there must be a means of heating food and boiling water.
- Drying rooms must be a separate room from the mess facility and they must be provided with adequate heating and a means of hanging clothes and lockers for safeguarding personal belongings.
- Gas rings and open electric fires are prohibited.
- Toilets (WC and urinals) must be provided, as most suitable and sufficient washing facilities, including hot and cold water, soap and towels in sufficient number and capacity to allow all operatives to avail themselves of the facilities prior to taking meals and breaks. Separate facilities must be provided for female staff.

42. HOUSEKEEPING

42.1. Subcontractors must keep their work area free from the risk of slips, trips and falls at all times and remove all waste to a designated area.
43. PUBLIC INTERFACE

43.1. Where any subcontracted activity is to be carried out in an area accessible to the public, the subcontractor must produce a site specific Works Package Plan (Method Statement) and Risk Assessment, including a procedure detailing the controls which are to be applied to ensure the safety of the public.

43.2. The subcontractor will ensure that they conform to the project specific requirements regarding maintaining the integrity of the site boundary.

43.3. Where any proprietary barriers are provided by the subcontractor, they will be erected in accordance with the manufacturers’ instructions or subjected to temporary works design.

44. WOODWORKING MACHINERY

44.1. Subcontractors must only authorise joiners/carpenters to operate woodworking machinery or with Company permission, apprentices who have been CITB trained in the use of the machine and who are working under supervision.

44.2. Chain saws are not permitted onto site without the permission of the Company Project Lead. They will only be permitted when their use is essential and not as a convenience tool to cut light or medium timbers. Subcontract management must only authorise competent trained persons to use chain saws and they must ensure that all necessary safe system of work and protective clothing is provided and worn.

44.3. Where possible the use of engineering control measures for airborne dust should be employed. The first line of defence should not be PPE; it should be the provision of, where appropriate, dust collection bags and extraction at source.

45. WORKING AT HEIGHT

Prohibitions

The use of following items are prohibited on all Company properties and projects for work at height:

- Stilts.
- Hop Ups.
- Kick Stool Steps.
- Plastic/GRP Modular Crash Deck/Working Platform System
- Exiting or entering a MEWP when it is in an elevated position or operating at height is prohibited.
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- Driving MEWPs from outside the platform without a prior task specific risk assessment and where not allowed through the manufacturer’s instructions is prohibited.
- The use of step up devices when erecting/dismantling scaffolding is prohibited.
- The throwing ("bombing") of materials or objects from height is prohibited.
- "Unprotected traversing at an exposed edge" whilst erecting, dismantling and altering scaffolding is prohibited
- The use of Netlon for Work at Height Exclusion Zones is prohibited.

Requirements

45.1. A risk assessment and a work package plan (method statement), task briefing sheet produced for all work at height specifying the type of access and workplace provided to prevent persons and materials falling. The work package plan (method statement) must be submitted to and approved by the Company. Those engaged in the operation must receive a task briefing in the contents of the risk assessment and work package plan (method statement). Records of such briefings must be maintained by the subcontractor on site.

45.2. The working procedure adopted to undertake the works must take into account emergency procedures to be implemented in the event of a fall. Personnel must demonstrate competence in such matters.

45.3. Before allowing any power operated mobile work platform to operate Management/ supervision should complete the Company checklist available from the Project Lead. Subcontractors must ensure that all statutory inspections are carried out and a planned maintenance programme is applied. Regardless of the type of access or work platforms provided, it must be erected, operated and maintained by persons who are competent and formally trained and certificated. Due consideration must be given to the emergency recovery of persons from such work platforms.

45.4. From 01st October 2015 all booms & scissor lifts (MEWP category 1a, 3a & 3b) must have shrouded protection to the platform controls designed in such a way as to guard against sustained involuntary operation of the MEWP.

45.5. From 01st October 2015 all boom type MEWPs (MEWP category 3B) must be fitted with a CE marked "SECONDARY GUARDING" device to minimise the risks associated with entrapment of those in the platform. These systems may be electronic such as SkySiren or SIOPS pressure sensitive systems or mechanical such as Sanctuary.

45.6. Anyone using a MEWP must wear an appropriately attached safety harness complete with restraining lanyard. The only exceptions to this implicit requirement are where it can be demonstrated, through appropriate Risk Assessment that either anyone using a scissor lift type platform is not overreaching or where the MEWP is working adjacent to open water and there is a risk of drowning (life jackets must be worn).
45.7. All working at height equipment must display a valid inspection tag (scafftag or similar).

45.8. Suitable protection measures must be put in place (e.g. Tool tethering, fans, exclusion zones etc) where there is a significant risk of tools or materials being dropped from above head height onto people below.

45.9. A rescue plan and sufficient competent personnel to effect a rescue in reasonable time must be in place at all times when such platforms are in use.

45.10. Safety Nets and Soft Landing Apparatus must be used in conjunction with fall prevention measures. These measures must be considered through a robust risk assessment. Personal protection such as harnesses and lanyards must only be used where collective protective measures are not suitable. In certain circumstances the use of a combination of both collective and personal protective systems may need to be considered.

45.11. A safety exclusion zone must be set up below netting erection works. All net clips must be securely fixed to the net to prevent accidental release during installation or dismantling.

45.12. All safety netting must be overlaid with an appropriate fine-mesh debris netting. Consideration must be given to the type of materials likely to fall, eg fixings or tools, when choosing the overlay debris netting. Debris falling into the net must only be retrieved by a FASET trained operative.

45.13. Scaffolding contractors must be a member of NASC. High standards of management and supervision are required on all scaffolding works and the subcontractor must provide within the package an overall manager who has been specifically instructed and holds demonstrable competence to ensure these standards are implemented and maintained. Erection drawings should be on site and in the possession of the erection Supervisor prior to commencing the work and must be available at the time of handover and when any inspections are undertaken.

45.14. Unless a scaffold is a basic configuration described in recognised guidance e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers’ guidance for system scaffolds, the scaffold should be designed by calculation by a competent person, to ensure it will have adequate strength and stability. All scaffolding should be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers’ erection guidance for system scaffolds. All scaffold design details will be provided to the Company. Any person who erects or dismantles a scaffold must be trained and currently certificated to the Construction Industry Scaffolder’s Record Scheme (CISRS).

45.15. Before allowing any mobile scaffolding tower to be used, Subcontractors must ensure that it is suitable for its intended purpose including advance guard rail systems, that the erection instructions are on site, and that the operatives erecting, dismantling and altering the scaffold are competent and have received formal training (PASMA) and be able to demonstrate this on request. Toe boards and double guardrails will always be in use, irrespective of platform height. Scaffold must be close boarded to prevent people, material or tools falling, and must be kept clear at all times to allow free access of 600mm. No gaps in platform greater than 25mm. Scaffold towers which are identified as incomplete or unsafe must be rectified or otherwise dismantled.
45.16. Erecting, altering or dismantling scaffolds must be carried out in compliance with the National Access & Scaffolding Confederation Guidance Note “The Use of Fall Arrest Equipment Whilst Erecting, Altering or Dismantling Scaffolding”. This lays down the criteria for the erection/dismantling sequence and the compulsory use of fall restraint/arrest equipment. The “Beta Guard” or similar advanced guardrail type system, designed to provide collective protection must be used with all scaffolds.

45.17. Tube and fitting scaffold standards must not be humped above waist height. System scaffold humps must be as small as practicable (dependent upon the system’s smallest unit) but must not be more than 4m (i.e. the largest available unit).

45.18. A person who has passed a CISRS Basic Scaffold, two-day Inspection Course is deemed competent to inspect basic scaffold structures (as defined by TG20) and simple designed scaffold only. All other scaffold structures must be inspected by one of the following:

- An Advanced Scaffolder who was not involved in erection of the structure
- A person who has passed a CISRS Advanced Scaffold Inspection course
- A temporary works designer, scaffold designer or structural engineer

45.19. Persons who are required to carry out inspections of System Scaffolds must, in addition to the above, attend a product training course for the specific system and hold certification for that scaffolding system.

45.20. The "Scaftag" system operates on all projects and must be fitted to all scaffolds and mobile towers. These must be completed by authorised competent persons.

46. YOUNG PERSONS

46.1. Persons under the age of 18 years will only be allowed on site with the express permission of the Company’s Project Lead. All requests must be in writing, prior to the individual attending site and should include details of the visit, works to be undertaken, anticipated duration on site and supervision details.

47. ENVIRONMENTAL ASPECTS

47.1. The Company operates an environmental management system certified to ISO 14001 which provides a framework for managing and controlling the environmental aspects applicable to its works. Subcontractors are required to either have their own ISO 14001 certified management system or to manage the operations on our Projects in accordance with the Company certified system. As a minimum Subcontractors must comply with the Company Environmental Procedures. Further advice on this can be obtained from the Company Project Lead.

47.2. Subcontractors are required to identify significant environmental aspects and impacts in their risk assessments and document control measures in their work package.
48. ENVIRONMENTAL NOISE/VIBRATION

48.1. Where reasonably practicable every effort must be made by the Subcontractor to provide the quietest available equipment.

48.2. All plant must be shut down/switched off when not in immediate use.

48.3. Where possible equipment/plant should be located away from site boundaries so it is less likely to cause a nuisance to third parties.

48.4. Subcontractors working outside usual site hours must liaise with the Project Lead regarding environmental controls for plant and equipment operations.

49. POLLUTION PREVENTION AND REPORTING

49.1. All incidents must be immediately reported to the Company Project Lead.

49.2. Subcontractors must identify any activity which has the potential to pollute and they must implement procedures to eliminate or minimise the risk.

49.3. Emergency response training must be provided to all plant and refuelling operatives, as a minimum.

50. WASTE AND MATERIALS

50.1. Subcontractors must contribute to our site waste management plan (SWMP) and identify potential waste streams that could arise during their works, along with estimated total quantities of each waste type that will be produced and their planned disposal route.

50.2. Subcontractors must comply with the site waste segregation strategy, including the avoidance of cross-contamination of segregated (non-mixed) skips.

50.3. Where subcontractors make their own arrangements for waste storage and disposal they must provide records of all transfers from the project and provide regular reports on the type and quantity of waste reused, recycled, otherwise recovered, or disposed of to landfill.

50.4. Subcontractors will be expected to demonstrate a ‘duty of care’ for all waste transfers.

50.5. Where the subcontractor is storing, processing or using waste on a project, a permit, license or exemption may be required from the Environmental Regulator. All conditions within the permit, license or exemption must be adhered to.

50.6. Sub-Contractors should design, specify and procure materials, products and services with the greatest circular-economy benefits and take all reasonable steps to minimise waste, reduce packaging and give preference to materials and products with the greatest re-used or recycled content and provide documented evidence to Balfour Beatty.
50.7. Where possible sub contractors should employ closed loop waste systems which utilise the waste product from one process or product in another product or process. This can be part of the same construction project or can be through collaboration with other projects / organisations which use the waste as their raw material.

50.8. The use of packaging should be minimised and where appropriate made from materials that can be reused, recycled, or recovered wherever feasible including the use of take back and collection services for their materials and associated packaging for subsequent reuse, recycling or recovery.

50.9. Supplier and subcontractors shall make available all relevant information associated with primary, secondary and tertiary packaging in accordance with the Packaging Waste Regulations. Suppliers will be required to take back any packaging deemed excess or non-compliant at their own expense.

50.10. Suppliers of recycled aggregate must be in full compliance of the duty of care requirements of the Waste Management Regulations or the WRAP Quality Protocol. Delivery documentation shall state that the product was produced under a quality protocol.

50.11. Demolition and Deconstruction subcontractors should consider maximising the recovery of materials and resources; minimising demolition arising's through recycling and identifying reuse opportunities; the production/supply of construction materials from recovered demolition arising's; design modification to limit amount of demolition (such as façade retention and other existing structure reuse); and input into new design proposals to assist future demolition.

51. **DUST AND EMISSIONS**

51.1. Best practicable means must be used when planning and undertaking works to reduce or prevent emissions to air.

51.2. Water or other means of suppression must be used to prevent dust generation.

51.3. Wagons must be sheeted when they are delivering or carrying dusty materials off-site or within site.

51.4. Non Road Mobile Machinery (NRMM) for use on Balfour Beatty sites must have been purchased after 2010 and / or have a net power between 37kw and 560kw. NRMM used on sites must meet EU Directive 97/68/EC standard for Nitrogen Oxides (NOx) and Particulate Matter (PM) emissions. NRMM covers a large variety of engine installations in machines used for purposes other than for passenger or goods transport such as excavators, bulldozers, front loaders, back loaders.

51.5. NRMM Exemptions (Reviewed Annually). The model is exempt from the emission controls and can be used if:

- A model of the required equipment type is not available with an engine that meets the requirement and there is no other similar compliant equipment type or model that could be used to perform the same task.
A model of the required equipment type is available with an engine that meets the requirements but it can be demonstrated that this is not available in the UK supply chain in sufficient quantity for the task; and there is no other similar compliant equipment type or model that could be used to perform the same task.

It can be demonstrated that the equipment is used for a period of no greater than 30 days. Please note: this is a one off 30 day period for each site. Once the 30 day period has been used it does not restart by taking the equipment off site and then bringing it back.

In addition, retrofitting to mitigate for both PM10 and NOx must be robustly considered (or if it is not possible to retrofit for both pollutants, just for PM10) before an exemption will be granted. Robust consideration can be demonstrated through the provision of a quote or similar evidence. An exemption without some form of retrofit will only be granted in special circumstances.

51.6. NRMM types granted exemptions include:

- Hydraulic Power Packs 60-450kW Average Power rating
- 2.5 tonne telescopic handlers 55-130kW Average Power rating
- Mobile Cranes 140-216kW Average Power rating
- Generators 50-200kW Average Power rating

52. WATER

52.1. Subcontractors must not discharge or abstract water without permission. This includes discharging over land.

52.2. Subcontractors are only to wash out concrete at designated areas.

52.3. Subcontractors must take all reasonable steps to minimise water usage including:

- using products with lower embodied water;
- reducing water use during construction and or delivery;
- enabling water efficiency in use; and
- co-operate and co-ordinate with others including contractors, sub-contractors and consultants, engaged in connection with the Works in furtherance of this clause

52.4. Suppliers of cement, bricks, concrete blocks, steel, rebar, cabling, glass, plaster, timber, PVC, asphalt and aggregates must quantify and provide details of embodied water (cradle to gate) to project teams.
53. **ENERGY AND CARBON**

53.1. Subcontractors must take all reasonable steps to minimise energy usage including:

- reducing energy use during construction and or delivery;
- enabling energy efficiency in use i.e. providing instructions for more energy efficient use;
- developing a suitable management plan to monitor, manage, report and feedback on the performance for the above component(s); and
- co-operate and co-ordinate with others including contractors, sub-contractors and consultants, engaged in connection with the Works in furtherance of this clause.

53.2. Suppliers of cement, bricks, concrete blocks, steel, rebar, cabling, glass, plaster, timber, PVC, asphalt and aggregates must quantify the embodied carbon (cradle to gate) of the materials and provide details to project teams.

53.3. Suppliers of Fleet, Plant and Equipment must provide details of fuel and energy use to Balfour Beatty.

53.4. We expect suppliers to evidence and validate any claims and on request suppliers will also be required to provide us with all relevant documents relating to the embodied carbon of the products and services provided, either in the form of an LCA, Environmental Product Declaration (EPD) or carbon analysis and provide any relevant data so we can assess the impact of the product or service. This will be determined in relation to the scale of the carbon impact of the product or service. We would also expect to be kept updated on any carbon savings or losses associated with any changes in the manufacturing process.

54. **ECOLOGY AND ARCHAEOLOGY**

54.1. Subcontractors must protect existing vegetation and habitats. Access to restricted areas will be prohibited.

54.2. Subcontractors must stop work and report any unexpected wildlife or archaeology.

54.3. Subcontractors are expected to follow the advice of the archaeology or ecology specialists.

55. **TIMBER PROCUREMENT**

55.1. Subcontractors must ensure that all the timber they use including packaging is legally and sustainably sourced and provide documented evidence to Balfour Beatty.
55.2. The Company will only accept procurement and use of timber and timber products from independently verified, legal and sustainable sources, such as those certified under the Forest Stewardship Council ("FSC"), Programme for the Endorsement of Forest Certification ("PEFC") or that the forest of origin is licensed by the EU Forest Law Enforcement Governance and Trade ("FLEGT") scheme.

55.3. In addition a copy of your relevant current Chain of Custody (COC) certificate number relating to the material supplied must be provided on your delivery documentation and subsequent invoice to satisfy Balfour Beatty Group policies and applicable projects Ecohomes / BREEAM audits and assessments.

55.4. For reused or reclaimed timber brought to site but not specifically purchased, a statement or other guarantee that the timber is reused or reclaimed should be provided on delivery.

55.5. All treated timber supplied must have a certificate of treatment supplied and issued to the site at the time of delivery.

55.6. Failure to comply with these requirements will result in the delivery being rejected or returned (at your company's expense), as non-compliant.

55.7. All timber packaging supplied from outside the UK from other EU countries or Switzerland must be bark-free or kiln-dried and marked "KD" to meet the EU Protected Zone requirements set out in the EU Plant Health Directive, or must be ISPM15 compliant. All wood packaging from Portugal must either be ISPM15 compliant or otherwise marked to show that it was manufactured in another EU member state. Wood packaging from outside the EU or Switzerland must be ISPM15 compliant.

56. QUALITY MANAGEMENT

56.1. The Company operates a Quality Policy that requires the implementation of a Business Management System across its operations that conforms to ISO 9001. Accordingly, subcontractors are required to co-operate and comply with the policy.

56.2. The subcontractor shall identify their representative(s) responsible and accountable for all Quality related activities. The representative(s) must be demonstrably competent in the activities that they are being asked to manage.

56.3. Subcontractors are to provide Quality Plans, Programmes, Inspection & Test Plans (ITPs) and any associated quality records as identified in the Tender and the subcontractor pre-award meeting.

56.4. Subcontractors shall provide ITPs for their contract works, or come under the relevant Company ITP, as agreed at their Pre-commencement Meeting.

56.5. Subcontractors ITPs must identify the following, as a minimum:

- What is to be inspected/tested
- Against what specified criteria and/or requirement
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- Who is to be involved
- When and how often
- How will it be recorded
- Identify responsible person for sign off

And must also include where appropriate the following:

- Competence requirements for each activity
- Design sign offs and approvals
- Any other approvals required e.g. planning & end user
- Off Site Fabrication Inspection & Test requirements
- Identification and traceability of material and information including unique coding
- Factory Acceptance tests and release requirements
- Shipping, transportation, movement and lifting requirements
- Storage, packaging, protection and preservation requirements (at all stages of the ITP)
- Material receipt requirements
- Sampling requirements e.g. by attributes through ISO 2859
- Any acceptance criteria that uses statistical techniques e.g. CUSUM in concrete
- Life cycle and CDM requirements
- Final test, sign off and commissioning requirements
- Quality records requirements

56.6. Subcontractors may be issued with the Company ITP template to enable them to prepare this documentation, in accordance with Company requirements, where their own template is inadequate.

56.7. ITPs produced by subcontractors, either using their own template or the Company template, shall be checked and verified as acceptable by an appropriate member of the Company Project Management Team prior to any subcontracted works commencing, with a signature on the front sheet to evidence approval.
56.8. The Subcontractor shall strive for delivering an inspection and test process that supports a "Right First Time" delivery and reduces or eliminates defects and re-work. Additionally the Subcontractor shall support any Quality related cultural and or technical initiatives and events established by the Project or the Company. This will include “Take PRIDE” (Personal Responsibility In Delivering Excellence).

56.9. The Subcontractor will build on the Balfour Beatty four Quality Commitments through tool box talks and on site leadership actions. The four commitments are aimed at all who work on the Project. They are:

- I have the right information
- I understand what is required
- I have the right tools and materials
- I know what is required to finish, handover and protect my work

56.10. The Subcontractor shall ensure any non-conforming product, process or service are immediately notified to The Company. Additionally where a non-conformance or delay is raised or realised that adversely affects our customer's interests, the Subcontractor is expected to conduct a root-cause analysis investigation on the reasons for the delivery of a poor quality product, process of service and confirm corrective and preventive actions.

56.11. The Subcontractor shall undertake the works in accordance with this document, the agreed inspection and test regimes and any other Quality related items as defined within the Pre-start Subcontractors meeting.

56.12. The Subcontractor shall drive for continuous improvement as well as the on-going review and proposing of innovation and best practice. Where required the Subcontractor shall support Collaborative Planning and Lean Visual Management activities related to the works.

56.13. The Subcontractor shall ensure all records are completed as required by their contract and the agreed ITPs. The final ITP record package shall be checked and verified as acceptable by an appropriate member of the Company Project Management Team prior to final acceptance of the Subcontracted works.

56.14. Failure to comply with an agreed Quality or ITP process may result in reduced or delayed subcontractor payments.

56.15. Completed Records shall be retained by the Subcontractor in accordance with the contractual requirements to verify compliance with the Contract and any formal agreements with The Company.

57. **SUSTAINABILITY**

57.1. Subcontractors must work in accordance with the Balfour Beatty project specific sustainability action plan.
Subcontractor’s Health, Safety, Environmental, Quality and Sustainability Conditions

57.2. Subcontractors must provide specific sustainability data in the format and frequency identified during the subcontractor pre-award meeting.

58. SUPPLY CHAIN DEVELOPMENT

58.1. Balfour Beatty has a minimum expectation that Sub-contractors will have a sustainability and sustainable procurement policy.

58.2. Sub-contractors are expected to have a sustainability champion and be able demonstrate how they are changing behaviours of their employee’s to improve sustainability outcomes.

58.3. Subcontractors are expected to improve the sustainability knowledge amongst their teams and we encourage them to become active members of the Supply Chain Sustainability School and work towards bronze, silver and gold level accreditation as a demonstration of competence. www.supplychainschool.co.uk.

58.4. Sub-contractors are expected to identify opportunities to improve sustainability outcomes and share with Balfour Beatty to improve the way we deliver our projects and achieve the goals of our UK Sustainable Procurement Policy Statement.

59. PAYMENT

59.1. Subcontractors must pay their suppliers on time and in accordance with the contract conditions. We have demonstrated our commitment to payment on time by signing up to the Prompt Payment Code and will publish our performance. We expect our suppliers and subcontractors to commit to the principles of this code as a minimum and would encourage them to publish their performance.

60. SUPPLIER DIVERSITY

60.1. Subcontractors are required to provide details to Balfour Beatty of attributable spend with Local suppliers (Local is considered to be within a 50 mile radius of the project unless otherwise defined)

60.2. Subcontractors who are not classified as Small or Medium Sized Enterprise’s (SME’s) are required to provide details to Balfour Beatty of attributable spend with SME’s.

60.3. Subcontractors must openly advertise any remaining supply chain opportunities (i.e. where no contractual arrangements have been agreed by the date of the main contract award).

60.4. All Suppliers and sub-contractors shall at all times have in place, and keep updated, an appropriate Diversity & Inclusion Policy which reflects and compliments the relevant statutory provisions relating to diversity and equality Law in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise and which includes details of their approach to monitoring, recruitment, bullying and harassment and training.
61. DEVELOPING TALENT

61.1. Suppliers and sub-contractors are required to provide details to Balfour Beatty of programmes and policies in place to promote local employment, including graduate programmes, apprenticeships and use of local labour, in particular for those economically inactive and disadvantaged groups or individuals as well as any attributable outcomes achieved.

61.2. Sub contractors are encouraged to sign up to the 5% Club as a demonstration of commitment to work toward having a minimum 5% of our UK workforce enrolled on formalised apprentice, sponsored student and/or graduate development schemes within five years. http://www.5percentclub.org.uk/.

62. LABOUR STANDARDS

62.1. In performing its obligations under the agreement, the Supplier shall [and shall ensure that each of its subcontractors shall]:

- Comply with all applicable laws, statutes, regulations and codes from time to time in force including but not limited to the Modern Slavery Act 2015, United Nations Global Compact and the International Labour Organization, International Labour Standards;

- Afford their employees the freedom to choose to work for them. Employees should be free to leave the supplier after reasonable notice is served. Suppliers and Sub-contractors should not use forced, bonded or non-voluntary prison labour;

- Demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression;

- Impose working hours on their staff which are compliant with national laws or industry standards;

- Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place;

- Work within the laws of their country;

63. MODERN SLAVERY

63.1. All suppliers and subcontractors are required to provide details to Balfour Beatty of the steps they are taking to ensure Modern Slavery and Labour Exploitation are not taking place in its supply chains or in any part of its business.

63.2. Suppliers and subcontractors are required to notify Balfour Beatty as soon as it becomes aware of any instance of Modern Slavery or Labour Exploitation taking place in its supply chains or in any part of its business.
63.3. Supplier and subcontractors are required to:

- Maintain a complete set of records to trace the supply chain of all Goods and Services provided to Balfour Beatty.
- Implement annual supplier and subcontractor audits, either directly or through a third party auditor to monitor performance

64. COMMUNITY ENGAGEMENT

64.1. Sub-contractors are required to engage positively with the local community, minimise disruption to local people by actively supporting the Involved (community investment) Plan of the project or through their own plan and providing suitable evidence.

64.2. Subcontractors must discuss with the Project Lead the location and use of noisy equipment such that precautions can be taken to protect local communities and people not directly engaged in the activity.

65. ETHICAL SOURCING

65.1. When sourcing you will consider the materials, labour, products and services themselves and the ethical records of the companies behind them (to ensure the most ethical companies are rewarded and the least ethical are not) based on the following issues recognising the need for active due diligence and an approach of continual improvement;

65.2. Code of Conduct - Suppliers and subcontractors shall ensure that all factories and premises used in the manufacture and supply of products and services are compliant or can demonstrate they are working towards meeting our Balfour Beatty Code of Conduct.

65.3. Bribery & Corruption - Procure materials, products and services only from suppliers demonstrating and implementing zero tolerance to bribery and corruption, regardless of country of operation and avoid sourcing from Oppressive Regimes;

65.4. Sustainable Development - Evaluate and address together the economic, social and environmental sustainability challenges and impacts of sourcing labour, materials, products and services.

65.5. Social Value - Consider the economic, social and environmental value that is provided and agree a plan to deliver and report on this over the course of the sub-contract;

65.6. Data & Digital - Provide specifications that include social and environmental requirements in addition to technical characteristics and economic indicators, such that these will form part of a digital footprint of goods/services, suited to supporting BIM and collaborative working;

65.7. Traceability & Transparency - Demonstrate a traceable and transparent supply chain for labour, materials, products and services;
65.8. **Health, Safety and Wellbeing** - Benefit the health, safety and wellbeing of all stakeholders including the natural environment;

65.9. **Legality of Materials** - Demonstrate materials are of legal origin;

65.10. **Commodity Materials** - Source commodity materials (such as aggregates, bricks, timber and steel) from the country of operation and/or project/site location, unless there is an environmental, social and economic argument to do otherwise; reduce ‘materials miles’ where possible, or at least show this issue has been given due consideration;

65.11. **Complex/Manufactured Products** - Optimise social, environmental and economic impacts and opportunities of complex/manufactured products over their entire lifecycle;

65.12. **Certification & Accreditation** - Specify and procure using credible and recognised responsible sourcing and certification schemes, where available;

65.13. **Openness & Communication** - Foster and communicate a business culture of openness, collaboration and accountability in order to achieve and demonstrate the principles of ethical sourcing.

66. **MATERIAL SPECIFIC REQUIREMENTS**

66.1. Where it is identified that a material is required which is contrary to the requirements set out in this document and no suitable alternative is available, then a Concession must be sought from the Project Manager/Project Environment or Sustainability Manager, supported by a Materials Justification Report, prior to acquisition.

66.2. **Failure to seek approval may result in the material or product being removed, disposed of and replaced, with the full cost borne by the supplier.** Retrospective approval will only be considered in exceptional circumstances.

66.3. **Suppliers of Steel Products or Components.** All steel for publicly funded projects must confirm its purchase point and report in accordance with the Public Contracting Regulations to meet the requirements of the Most Economically Advantageous Tender requirements noted.

66.4. **Suppliers of Reinforcement Bar or Reinforced Concrete containing Reinforcement Bar.** We expect all suppliers of Reinforcement Bar to be aware that Balfour Beatty Ltd are a member of the UK Steel’s Charter for British Sustainable Steel. It is a specific requirement that only carbon steel reinforcement (for use in concrete) adhering to the Framework Standard for Responsible Sourcing (BES 6001) is supplied by our suppliers, or associated agents. All steel reinforcement must be specified to comply with BS 4449 or BS 4483.

66.5. **The supply of loose cut and bent bar must be fully traceable, contain 98% Recycled Content, be CARES & ECO Approved to BS 8666 and is to be obtained from firm(s) holding valid certificates of approval.**
66.6. Any manufacture of pre-assembled MAG welded fabrications must use reinforcement bar in a specified size range to the relevant requirements of BS7123 and CARES Quality and Operations Assessment schedules 6 and 10 using tack welds and semi-structural joints produced under factory conditions.

66.7. All deliveries are to pre-slung and accessible from ground level with full certified lifting equipment. Flat woven webbing slings provided must be to current BS EN 1492-1:2000 standard and have CE Marking and Certification. This must be provided with each delivery or upon request as required by site.

66.8. **Suppliers of Dimensional Stone.** Responsible sourcing of natural stone / primary aggregate products must be evidenced through compliance with a recognised responsible sourcing scheme (e.g BES6001), certified by a third party. We expect suppliers to be active members in either the Ethical Trading Initiative (ETI Stone Group), TFT Responsible Stone Program, or the United Nations Global Compact and be members of the Stone Federation GB.

66.9. Products supplied should therefore be able to show a clear chain of custody from source to point of use. EU sourced stone will have the appropriate CE Marking and Certification provided with each delivery.

66.10. All commercially exploited (UK) primary aggregate shall include the current HMRC aggregate levy charged at the appropriate rate where applicable.

66.11. **Suppliers of Recycled Aggregates.** Suppliers of recycled aggregate must be in full compliance of the duty of care requirements of the Waste Management Regulations or the WRAP Quality Protocol. Delivery documentation shall state that the product was produced under a quality protocol¹. The Key requirements of the Quality Protocol are that aggregates must be produced under a factory production control system (quality management system) for them to be considered as non waste products. Quality System in Place, Test Results – not just recent, should include back log over past year and demonstration of frequency; Quality Plan in place.

66.12. The Quality Protocol includes the following main requirements:

   i.  Definitive list of acceptable waste input materials

   ii. Aggregates produced to a European (EN) standard or other recognized specification e.g. Highways Agency Specification for Highway Works

   iii. Quality controls for inspection and testing and dealing with non conforming products

   iv.  Good practice for transporting storing and handling recycled aggregates.

66.13. **Recycled Aggregates - Key Watch Points.**

   • Producer must be able to provide a copy of their Factory Production Control Manual. This applies to imported recycled aggregates and aggregates produced on site

   • Waste acceptance procedures must be defined and responsible persons identified
• The material produced must conform to one of the standards listed. A formal inspection and testing plan should be defined with sampling, test methods and testing frequencies specified.

• Testing results must be provided to demonstrate compliance with the appropriate standard.

• Sites receiving recycled materials must ensure delivery documentation includes a clear product description and specification and a statement that the material has been produced in compliance with the Quality Protocol (the statement of compliance with the Quality Protocol can be included on invoices or on an initial quote).


In the case of unhealthy materials, as far as is reasonably practicable, the supplier shall substitute the material for a healthier alternative.

Give preference to products / materials where treatment applications are applied off site.

<table>
<thead>
<tr>
<th>Material/Product</th>
<th>Limits of VOC, Formaldehyde and other Emissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form release agents</td>
<td>· 350g/l VOC content OR water based</td>
</tr>
<tr>
<td>Gloss paint for external or high wear use</td>
<td>· &lt;50% VOC content OR Accredited under the Finnish M1 label</td>
</tr>
<tr>
<td>Primers</td>
<td>· &lt;50% VOC content OR Accredited under the Finnish M1 label</td>
</tr>
<tr>
<td>Sealants</td>
<td>· Water based OR Accredited under the German Blue Angel Eco-Labelling Scheme</td>
</tr>
</tbody>
</table>
| Particle boards, Fibreboards, MDF and Plywoods | · Zero-formaldehyde boards  
· Isocyanate bound boards  
· Accredited under BS EN 13986:2002  
· OR accredited under the German Blue Angel Eco-labelling Scheme  
· OR accredited under the Nordic Swan Eco-labelling scheme |

66.15. Suppliers of Heavy Metals and Brominated Fire Retardants

Heavy metals and brominated fire retardants Suppliers and subcontractors shall, as far as is reasonably practicable, minimise the concentrations of heavy metals and brominated fire retardants in products and packaging being supplied.

The level of certain heavy metals and brominated fire retardants in electrical and electronic equipment is controlled by the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2006 (as amended).

The level of certain heavy metals in packaging is controlled by the Packaging (Essential Requirements) Regulations 2003 (as amended).
Construction Services UK

The total content of the heavy metals Cadmium, Hexavalent Chromium Lead and Mercury in packaging or in any packaging components must not exceed 100ppm:

Suppliers and subcontractors shall keep details on the substances and materials associated with products and services supplied.

66.16. Other Materials

Sub contractors must source products and materials responsibly, taking into account environmental and social impacts and where applicable ensure they are compliant with recognised and credible standards for ethical sourcing i.e. BES6001 or as otherwise defined by Balfour Beatty (More information can be found in our Material Selection Strategy)

Subcontractors should avoid supplying or using materials with a high environmental, social, health or reputational risk, or those that are likely to be limited due to forthcoming legislative requirements.

Where possible sub contractors and suppliers should provide declarations on the embodied impacts of their products, by reference to bespoke Environmental Product Declarations (EPD) or documents such as the BRE Green Guide to Specification or other credible Life Cycle Analysis based tool

67. RED LIST

67.1. The following shall not be used within the delivery of any BBUK contract or construction of any of our works under any circumstances.

- Alkylphenols
- Asbestos
- Chlorofluorocarbons (CFCs)
- Formaldehyde (added) The requirement is to eliminate the formaldehyde content in bound boards and products used in internal fit-out and structures.
- Hydrochlorofluorocarbons (HCFCs) - The requirement is to eliminate HCFC use in line with UK legislation
- Polychlorinated Biphenyls (PCBs)
- Phthalates
- Short Chain Chlorinated Paraffins
- Wood treatments containing creosote, arsenic or pentachlorophenol

68. GREY LIST

68.1. The following are materials where BBUK seeks primarily to avoid, or where no suitable alternative is available, to minimise their use.

68.2. Non-FSC or PEFC Timber - The requirement is to Procure 100% of timber products including packaging from recognised responsible sources preferably FSC or PEFC in line with our procedure for Responsible Timber Procurement

68.3. Cement and Virgin Aggregates - The requirement is to maximise the use of cement replacement products in concrete mixes and to maximise the use of Recycled Concrete Aggregate (RCA).
68.4. **Scarce Minerals** - The requirement is to substitute the use of scarce minerals wherever possible otherwise apply the principles of the waste hierarchy to ensure use is reduced or minerals are reused or recycled.

68.5. **Hazardous Chemicals** - The requirement is to eliminate the use of hazardous chemicals covered by the Stockholm and OSPAR Conventions, whilst ensuring management in line with the European Chemicals Regulations. The following have been identified as being harmful to living creatures and where possible alternatives shall be sought.

- Bisphenol A (BPA)
- Cadmium
- Chlorinated polyethylene
- Chlorosulfonated polyethylene (CSPE)
- Chlorobenzene
- Chloroprene (neoprene)
- Chromium VI
- Chlorinated Polyvinyl Chloride (CPVC)
- Halogenated flame retardants (HFRs)
- Lead (added)
- Mercury
- Perfluorinated Compounds (PFCs)
- Polytetrafluoroethylene Chloride (PVDC)
- Hydrofluorocarbons (HFC’s)
- Aldrin
- Chlordane
- p,p’-Dichlorodiphenyltrichloroethane (DDT)
- Dieldrin
- Endrin
- Heptachlor
- Hexachlorobenzene (HCB)
- Mirex
- Polychlorinated biphenyls
- Polychlorinated dibenzo-p-dioxins
- Polychlorinated dibenzofurans
- Toxaphene

**Polyvinyl Chloride (PVC)** - The requirement is to eliminate the use of PVC in permanent applications, and minimise its use in temporary applications. Permanent works include: flooring, cabling, trunking, ducting, skirting, roofing (incl. preparatory systems), rainwater and drainage products, pipework, cladding, windows, wall covering, signage, baggage systems and display stands.
Balfour Beatty is committed to a safe and healthy working environment where everyone on site is valued, treated with respect and consulted on their health and Safety and their environment. At this location effective consultation will be promoted and carried out on three tiers.

**Tier 1:**
- Everyone will be consulted on health, safety and environmental issues at induction.
- Employee Safety Representatives will be appointed, and consulted with. This appointment will be published locally.
- Management will arrange regular HSE communication and consultation sessions.
- Health, Safety and the Environment will be discussed as the first item at all operational meetings.

**Tier 2:**
- Regular HSE Committee Meetings will be held with Employee Safety Representatives, the minutes of which will be displayed on notice boards.
- Employee Safety Representatives will be encouraged to discuss HSE issues with the workforce.
- Supervisors will conduct regular health, safety and environmental toolbox talks.

**Tier 3:**
- Everyone will receive a Daily Activity Briefing at the start of their shift.
- Everyone will receive a task specific briefing on the planned safe system of work.

We have an open door policy and everyone is encouraged to discuss in confidence any health, safety and environmental concerns with the management team.

Health, safety and environmental concerns may also be raised anonymously using Observation Cards.

Everyone is also able to discuss health, safety and environmental concerns using the confidential telephone number 0207 963 2020 or by emailing HSE@balfourbeatty.com.
APPENDIX 2 – PERSONAL PROTECTIVE EQUIPMENT
Personal Protective Equipment Standard

PERSONAL PROTECTIVE EQUIPMENT

This common standard defines the requirements for Personal Protective Equipment when working or visiting Balfour Beatty Construction Services UK sites.

PROHIBITIONS

- The wearing of rigger boots is prohibited
- The wearing of shorts, skirts or cut offs is prohibited

MANDATORY

The following minimum standards of PPE must be provided and worn at all times:

- Appropriate coloured Safety helmet with, where applicable through risk assessment, suitable chin strap;
- High visibility jacket or vest Class 2 (or Class 3 when required by a project specific risk assessment) in yellow unless noted otherwise below.
- Safety footwear (incorporating toe and mid-sole protection and provides support to the ankle);
- Gloves (specific to the work activities);
- Light eye protection incorporating prescription lenses where necessary;

Site personnel must keep their torsos covered at all times. Arms must also be covered when required by risk assessment.

High visibility trousers must be worn when identified as a control measure following a project specific risk assessment.

SAFETY HELMET COLOUR SCHEME

In order to differentiate between types of individuals on Projects the following colour scheme is applicable for Safety Helmets

- Black Helmet  Supervisors
- White Helmet  Management
- Blue Helmet  Operatives
- Orange Helmet  Slinger/Signaller
- Red Helmet  Plant and Vehicle Marshal
- Yellow Helmet  Inexperienced Workers/Trainees/Young Persons/Visitors

Where a person undertakes a First Aid role as part of their duties a green sticker must be affixed to their helmet.

Slinger/Signallers and Plant and Vehicle Marshals must wear their respective coloured helmets whilst undertaking the specific role.

These colour schemes are not applicable on Network Rail projects. The Network Rail Policy Requirements section below must be followed on all projects where Network Rail is the Customer.
Personal Protective Equipment Standard

PROJECT/ROLE SPECIFIC

Works on Public Highways:

The following minimum standards of PPE must be provided and worn at all times:

- Appropriate coloured Safety helmet with, where applicable through risk assessment, suitable chin strap
- High visibility jacket or vest (Class 3);
- High visibility trousers;
- Safety footwear (incorporating toe and mid-sole protection and providing support to the ankle);
- Gloves (specific to the work activities);
- Light eye protection incorporating prescription lenses where necessary;

Slinger / Signaller:

In addition to compliance with the General requirements above the following minimum standards of PPE must be worn at all times when undertaking this role:

- Orange Safety helmet with, where applicable through risk assessment, suitable chin strap;
- Orange High visibility jacket or vest (Class 3) labelled “Slinger Signaller”
- Orange High visibility trousers.
- Orange High visibility Gloves

Plant And Vehicle Marshal

In addition to compliance with the General requirements above the following minimum standards of PPE must be worn at all times when undertaking this role:

- Red Safety helmet with, where applicable through risk assessment, suitable chin strap;
- Orange High visibility jacket or vest (Class 3) labelled “Vehicle Marshal”
- Orange High visibility trousers.
- Orange High visibility Gloves

Locating Utilities and Working in Exclusion Zones around Utilities

In addition to compliance with General requirements above, the following PPE is mandatory:

- One piece full cover flame retardant coverall, of a new generation Protex fabric e.g. ‘Protal’, including protection to arms, legs and hands.
- All high visibility clothing plus any clothing designed to protect personnel against the elements must also be flame retardant.
- Flame retardant gloves
- Any other member of the team that could be inspecting or supervising the work area must also wear flame retardant clothing and gloves.
Personal Protective Equipment Standard

Working Over Or Adjacent To Water

All personnel working over, or near to water, and at risk of falling in must, as a minimum, wear a retro reflective life jacket designed to keep the wearer afloat in the water face up. The following standards of life jackets must be worn at all times:

- Life jacket - BS EN ISO 12402-2, 12402-3, 12402-4 (designed to support an unconscious person in the water and turn them face upwards, either by built-in buoyancy, or by automatic inflation); or
- Life jacket - BS EN ISO 12402-5 (designed to support a conscious person in the water and should only be used by those who are competent swimmers and who are near to the bank or shore, or who have help and a means of rescue close at hand).

ADDITIONAL REQUIREMENTS

Other items of Personal Protective Equipment that may be required following a task specific risk/COSHH assessment are:

- Medium or high impact eye protection: e.g. goggles, face-shields, visors;
- Chin straps for safety helmets;
- Body protection: e.g. conventional or disposable overalls, chain mail aprons, Kevlar impregnated clothing;
- Wellington style boots
- Hand and arm protection: e.g. gauntlets, mitts, wrist-cuffs, armlets;
- Foot and leg protection: e.g. gaiters, leggings, spats;
- Hearing protection: e.g. disposable / reusable ear plugs, ear defenders;
- Fall Protection: e.g. harnesses; lanyards; with inspection records
- Cold and wet weather protection: e.g. padded and/or waterproof jackets and leggings, thermally protected gloves and socks;
- Respiratory protection (RPE): e.g. disposable filtering face-piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus, compressed-air escape breathing apparatus.

Where a person undertakes multiple duties on site with potentially differing PPE requirements their principle role will determine the PPE to be worn. These requirements will be communicated via induction or DABs/NABs to those impacted.

The minimum standard disposable filtering face piece for particulates is FFP3 – unless identified by a risk assessment of the need for a higher standard.

All wearers of filtering face piece RPE must be Face Fit-Tested.
The Network Rail Policy covers the wearing of general PPE (head protection, foot protection and high visibility clothing) when working on or near the line and on the lineside. It does not apply to other locations such as within buildings and neither does it include task specific PPE, which must be specified in the safe method of work.

When using authorised walking routes on or near the lineside, personnel must wear a minimum of high visibility upper body clothing with reflective tape to comply with Railway Group Standard GO/RT 3279 and BS EN 471 Class 1.

Anywhere else on or near the lineside, personnel must wear a minimum of:

- Safety helmet that complies with BS EN 397 and which is fitted with a chinstrap where there is a risk of the helmet falling off. Safety helmets worn on or near the line side to be white in colour, except under the following circumstances where the individuals’ safety helmet shall be blue in colour:
  - Individual is issued a Track Visitors Permit (TVP)
  - Individual is in receipt of a Personal Track Safety (PTS) card with a green square symbol on it; or
  - The provision of NR/PRC/MTC/SE0089 – Individual is included on the Infrastructure Maintenance New Starters Mentoring (Passport) Scheme.

- The name or logo of an individual’s Sentinel Sponsor (or other name or logo agreed with Network Rail) may be marked upon a safety helmet. Such markings shall not exceed 10% of the safety helmets visible surface area.

- Safety footwear that complies with BS EN ISO 20345 and which has a covered protective toecap, mid sole protection and provides support to the ankle.

- High visibility orange body clothing with reflective tape to comply with Railway Group Standard GO/RT 3279 and BS EN 471 Class 2. The outer layer of the upper body high visibility clothing must be clearly marked on the back with the individual’s Sentinel sponsor’s logo or other logo agreed with Network Rail. (Full length waistcoats, long sleeved jackets, or similar garments that comply with the standard are suitable, but mini vests are not. Sentinel sponsors should supply the garment marked with their logo and the only other logos that may be agreed at the discretion of the Network Rail Project Manager are those which denote a particular project and contract. This type of logo should be printed directly onto the background material between the vertical retro reflective bands on the rear of the garment). The use of high visibility trousers or over trousers which comply with GO/RT 3279 and BS EN 471 Class 1 is also mandatory.
APPENDIX 3 – WORK PACKAGE PLAN APPRAISAL
## Work Package Plan

### Work Package Details

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Project No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Name (If applicable)</td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td>Rev No:</td>
</tr>
<tr>
<td>Description of Package</td>
<td></td>
</tr>
<tr>
<td>Programme Dates</td>
<td>Start</td>
</tr>
</tbody>
</table>

### Document Appraisal

<table>
<thead>
<tr>
<th>Appraised By</th>
<th>Name</th>
<th>Signed</th>
<th>Title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewed By (Orange/High Risk)</td>
<td>Name</td>
<td>Signed</td>
<td>Title</td>
<td>Date</td>
</tr>
</tbody>
</table>

#### Accepted
- Work may proceed

#### Not Accepted
- Work may **NOT** proceed until further control measures, as indicated, are in place.

### Content

<table>
<thead>
<tr>
<th>Work Package Details</th>
<th>N/A</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has the package of work been clearly defined to allow sufficient planning and Risk Assessment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has a specific sequence of works been clearly defined in sufficient detail including deliveries?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Has a detailed Risk Assessment been produced?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have all risks in relation to the work package been identified along with suitable control measures?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Are details and signature of the assessor included on the Risk Assessment?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have health and safety roles and responsibilities of Supervisors been detailed in WPP (Subcontractors) or as specified in PMP (Direct)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Are the personnel required to complete the activities clearly identified, including supervision?</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Has the number and competence of operatives and supervisors been identified and adequate for intended works including PVMs, Slinger/Signallers etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the type of equipment to be used identified, including any specific requirements?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are the materials and tools to be used identified in sufficient detail (e.g. logistics, deliveries, movement on site)?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Have any risks associated with falling tools or materials been identified and adequate control measures detailed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTENT</td>
<td>N/A</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Have the relevant COSHH assessments been provided?</td>
<td></td>
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</tr>
<tr>
<td>Is the Manufacturers’ information in accordance with the COSHH assessments?</td>
<td></td>
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</tr>
<tr>
<td>Is the standard of PPE to be worn identified, including any non mandatory PPE?</td>
<td></td>
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<tr>
<td>Have applicable drawings/sketches, etc been identified?</td>
<td></td>
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<tr>
<td>Have the requirements for any permits been identified, and details of how these will be controlled and provided?</td>
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</tr>
<tr>
<td>Are the specific Installation Inspection Check Lists and Test Certificates to be completed for the work package identified?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SITE DETAILS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are there specific arrangements for the movement of personnel around site and have the on-site controls been taken into consideration?</td>
<td></td>
<td></td>
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<tr>
<td>Are the details in line with the Project PVPMP/Traffic Management Plan and has consideration been given to movement around the site?</td>
<td></td>
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<tr>
<td>Has loading / unloading been considered (if applicable)?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Have the site location and layouts specific to the work at each location been identified, including details of sufficient space for plant &amp; vehicle operations/interfaces, relevant lay down areas, storage areas and safe places?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Are appropriate protection and isolation measures detailed (if applicable) e.g. fencing, and the responsibility for implementing and maintaining these measures?</td>
<td></td>
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</tr>
<tr>
<td>Have clear communication routes been identified and are contact details available for all relevant parties?</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Have all foreseeable emergencies been identified and are appropriate arrangements detailed, (e.g. working at height, fire, environmental, release of gas, etc) including escape, evacuation and muster arrangements?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have interfaces with the public and other workers been considered?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have welfare arrangements been considered?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>BRIEFING</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has the WPP (Method Statement) been broken down into Task Briefing Sheets?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there detail on frequency of briefings (maximum of 2 week intervals)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there detail on how, when and who will brief operatives prior to setting them to work complete with a method of acknowledging understanding?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has consideration been given to the correct level of detail to be included in such briefings so that information is clear and concise for operatives to understand?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have associated Work Instructions or any additional information included been reviewed for suitability as part of the work package (if applicable)?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX 4 – SMSTS – SSSTS APPLICABILITY

<table>
<thead>
<tr>
<th>Role</th>
<th>Competence</th>
<th>Responsibility</th>
<th>Guidance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>SMSTS*</td>
<td>Puts people to work and/or who supervises a safe system of work on a Balfour Beatty project</td>
<td>BB Employee / working on behalf of BB</td>
</tr>
<tr>
<td>Works Manager</td>
<td>SMSTS*</td>
<td>Puts people to work and/or who supervises a safe system of work on a Balfour Beatty project</td>
<td>BB Employee / working on behalf of BB</td>
</tr>
<tr>
<td>Foreman / Supervisor (Non working supervisors)</td>
<td>SMSTS*</td>
<td>Puts people to work and/or who supervises a safe system of work on a Balfour Beatty project</td>
<td>Supply Chain role for large works; but can be BB employee</td>
</tr>
<tr>
<td>Ganger / Chargehand (Working supervisors)</td>
<td>SSSTS</td>
<td>Ensures the safe system of work is maintained following commencement of the works</td>
<td>Supply Chain (2man+) must provide a supervisor for their works</td>
</tr>
<tr>
<td>General Operative / Tradesman</td>
<td>CSCS</td>
<td>Ensures the safe system of work is maintained following commencement of the works</td>
<td>All operatives must be supervised. If Supply Chain then Supply Chain or BB SSSTS Supervisor required</td>
</tr>
</tbody>
</table>

SMSTS* = For supply chain **only** we will accept a NEBOSH National Certificate in Construction Health and Safety.