



JN Bentley Ltd

QES Information

(Quality, Environmental & Safety)

Requirements for Suppliers

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1.0 Introduction

This booklet is issued to companies (hereafter “suppliers”) supplying any of the following to J N Bentley Ltd (JNB):

- Services
- Personnel
- Materials
- Plant or equipment
- Goods

It outlines the JNB safety and other rules and procedures which the supplier is required to follow when undertaking work on behalf of JNB.

The booklet is produced primarily for use of the supplier’s management and supervisory staff who are required to ensure that the rules and procedures are brought to the notice of all the supplier’s employees.

If there is any doubt or misunderstanding about the contents of the booklet, the supplier should consult the appropriate representative of JNB for clarification. Where the supplier requires special consideration, precautions, or more detailed guidance on safety procedures, this should be discussed with JNB’s representative (usually project Quantity Surveyor or site supervisor) prior to works commencing.

JNB retains the right to stop any supplier operation or activity, including any use or preparation for use of plant/equipment, etc if it is considered that there is an uncontrolled hazard to the safety and health of any person or to the environment. JNB will not accept any responsibility for any costs incurred as a result of such action

The supplier and supplier’s employees are required to comply with any written or verbal instructions given by a company representative or QES Advisor in respect of health, safety, and environmental practices

The responsibility for ensuring that suppliers’ employees understand and comply with the relevant safety procedures rests with the supplier.

2.0 Policy

2.1 Supplier – Duties & Responsibilities

Suppliers shall ensure:

- that their employees and appointed suppliers are fulfilling their duties and responsibilities;
- that their appointed Designers are undertaking their Legal quality, environmental, health and safety duties and that their specifications are in line with current codes of practice, including The Equality Act 2010 and Security requirements;
- their appointed Designers comply with the supplier's own procedures or with JNB BIMS procedures for Control of Design, Temporary Works and Document Control as applicable ;
- that controls detailed in the initial Suppliers Works Information are provided to the site supervisor for incorporation into the Contract Management Plan;
- that when appointed by JNB as Principal Contractor, no construction work starts without a Construction Phase Health and Safety Plan being in place which has been checked, agreed and signed off in line with client requirements;
- that during any Design Changes, their designers are carrying out their duties and providing updated design risk assessments when there are significant changes to the hazards and risks either for the construction phase or for future maintenance;
- that they promote sustainability by ensuring their designers consider:
 - designing out materials and substances that are hazardous or environmentally harmful;
 - products and components that are manufactured with less environmental omissions;
 - materials that are obtained from registered, sustainable sources;
 - minimising waste creation by i) reusing, ii) recycling existing products and materials
 - products and materials that assist in reduction of energy usage
- organise, co-ordinate and manage frequent project progress meetings with their respective supplier (designers, material suppliers etc) and, when necessary, with the JNB appointed site supervisor;
- attendance at other organised meetings and workshops as required by JNB;
- a regular report on actions and status is provided to the JNB site supervisor as required; and
- any necessary actions to be implemented are communicated to the key parties, to prevent risk and ensure QES compliance

2.2 Anti – Bribery Policy

Suppliers shall comply with the Bribery Act 2010 and adhere to JN Bentley Ltd's Anti Bribery Policy which includes the following:

Offering Bribes

JNB **expressly prohibits** the promising or giving of any financial or other advantage to another person where it is intended that this will bring about the improper performance by another person of a relevant function or activity, or that this will reward improper performance.

JNB **expressly prohibits** the promising or giving of any financial or other advantage to another person where it is believed that the acceptance of this itself constitutes the improper performance of a relevant function or activity.

Accepting Bribes

JNB **expressly prohibits** the requesting, agreeing to receive, or receiving of any financial or other advantage with the intention that a relevant function should be performed improperly as a result of it or as a reward for performing the relevant function improperly.

The improper performance of a relevant function in anticipation of receiving financial or other advantage is also **expressly prohibited**.

Bribing a Public Official

JNB **expressly prohibits** the bribing of a UK or foreign public official in order to obtain or retain business or an advantage in the conduct of business.

Hospitality and Business Gifts

JNB prohibits the giving or receiving of hospitality/business gifts and similar where the intention is to receive or confer an advantage in return. The following should be followed in relation to all hospitality/business gifts:

Business gifts should not be given without the permission of a Director/Operations Manager. When selecting approved business gifts caution should be taken to ensure they are appropriate i.e. not too large, personal in nature or one of a series of gifts

All hospitality must be proportionate. Guidance should be sought from a Director/Operations Manager on what is considered proportionate; this advice will relate to the level of expenditure that is appropriate, that the hospitality is in keeping with JNB image and consideration has been given to who is attending

Business gifts or hospitality should not be accepted by any employee without authorisation from a Director/Operations Manager

Cash gifts are expressly prohibited

A full copy of the JN Bentley Ltd.'s Anti-Bribery Policy is available on request.

3.0 Contractual obligations for suppliers carrying out role of contractor in as defined in the CDM regulations

3.1 Before commencing work on site, the supplier is required to:

- Sign and return JNB Supplier QES Undertaking
- Provide design risk assessments where design forms part of the sub-contract works;
- Advise JNB in writing if you intend to engage or appoint any other contractor;
- Ensure that you and your employees have been made fully aware of any hazards associated with the work, and that the appropriate safety procedures and equipment will be used.
- Ensure that personnel are suitably trained & competent to carry out their work.
- Supply the site supervisor with your risk assessments and method statements (in good time and at least three days prior to start of the work activity), detailing:
 - how the work will be carried out safely ;
 - how to ensure the work meets the specification and relevant OSS;
 - the inspection and testing planned to ensure the completed work meets the requirements;
 - any Environmental aspects and associated controls required

Guidance on the content of risk assessments and method statements can be found in appendix C of this document.

All Suppliers will ensure that persons employed to carry out the task have seen and understood the risk assessments and method statements and records of this (signatures) are passed on to the **JNB** site supervisor.

- 3.1.1 **COSHH:** the supplier must provide the site supervisor with a list of all hazardous substances and provide specification/assessment sheets and storage requirements (eg gas cylinder cages) for all such materials to be used on site and brief all persons using the substance/s on the hazards and specific controls.
- 3.1.2 Suppliers must ensure that employees have the necessary medical clearance where specifically required by the client or operation (e.g. National Water Hygiene Card for work on clean water storage / treatment sites; SHEA Gas training etc) as detailed in the Client specific documentation or contract specific Contract Management Plan (construction phase health & safety plan equivalent).
- 3.1.3 Where necessary (eg when transferring from waste water related activities to clean water working etc) suppliers must ensure that personnel, plant, equipment, tools and vehicles are disinfected (or changed) before arriving on site to prevent cross contamination.
- 3.1.4 Where applicable suppliers must provide a Site Waste Management Plan (SWMP) for predicted waste and update with actual waste information as the project progresses(template SWMP can be found on www.netregs-swmp.co.uk/ SWMP data sheet.)
- 3.1.5 The supplier is to provide evidence of competency for all personnel working on their sites. These competencies should be from a nationally recognised assessment scheme/training programme such as CSCS, CPCS, ECS, CISRS, and IPAF etc.
- 3.1.6 Supplier employees must attend a Site Induction* (see clause 4.1 for minimum standard for Induction Training)

* (this will normally be provided by the JNB Site supervisor. However, in some cases, the supplier may be required to provide an induction. The inductions must be to the JNB standard. Records of inductions by means of signatures of persons inducted must be passed on to the JNB Site supervisor. Details of standard induction inclusions can be seen in section 4.1.

3.2 **WHILST CARRYING OUT THE SUB-CONTRACT WORKS**, suppliers must:

- 3.2.1 Comply with the requirements of the Health & Safety at Work Act 1974, and all other Acts, Regulations, and Codes of Practice, as they apply to your operations.
- 3.2.2 Comply with all common law obligations to your employees and others who may be affected by your operations, including the general public.
- 3.2.3 Comply with the requirements of this document, and employ only safe working systems during the execution of your work.
- 3.2.4 Take charge of any safety equipment issued to you, ensure its correct use, and return it in working order.
- 3.2.5 Supply personal protective equipment and clothing to your employees as the work requires. As a minimum the following shall be worn:

SAFETY HELMETS, GLOVES*, HIGH VISIBILITY CLOTHING AND SAFETY FOOTWEAR (INCLUDING STEEL OR COMPOSITE TOE AND MID-SOLE PROTECTION) SHALL BE WORN AT ALL TIMES.

ADDITIONAL PERSONAL PROTECTIVE EQUIPMENT SHALL BE WORN IN LINE WITH CLIENT SPECIFIC, REGULATORY OR RISK ASSESSMENT REQUIREMENTS.

*Gloves must be suitable to protect against the expected hazard and may only be removed for specific tasks that are rendered either impracticable or more hazardous by their use, and ONLY following risk assessment with the express authorisation of the JN Bentley site supervisor or designated deputy.

All PPE must be in good condition, in date (where applicable) and worn correctly (eg boots and high vis fastened, hats correctly orientated etc)

- 3.2.6 Only permit suitably licensed or certificated personnel to drive vehicles or operate plant.
- 3.2.7 Comply with JNB Ltd's quality procedures and instructions as laid down in the specification and/or bill of quantities.
- 3.2.8 Ensure all site workers attend the daily pre-work briefing.
- 3.2.9 Ensure that, where workers feel that they are faced with serious and imminent danger they shall stop work immediately and report to the Site supervisor. The Site supervisor will reassess the task and will apply control measures to reduce the risk to the lowest level possible. Examples include, discovery of asbestos, structural instability, uncharted services etc.
- 3.2.10 Not use semi-automatic quick hitches on, nor supply them to, JNB sites.
- 3.2.11 Follow the requirements relating to workplace tools and equipment included in 4.26.
- 3.2.12 Co-operate with any arrangements on site intended to enable effective co-operation and consultation between all suppliers and workers on site.
- 3.2.13 Immediately report any health safety environmental or damage incidents to the site supervisor or nominated representative, and ensure supplier employees/suppliers do so also. Incident reporting must be encouraged so proactive measures can be implemented to prevent incidents.
- 3.2.14 Ensure that all new personnel on site are fully trained, competent, receive a site induction in accordance with the requirements of clause 4.1 and are briefed on task specific risk assessments prior to starting work

3.2.15 Conform to JNB's rules (including 10 Golden Rules, Appendix B) together with any other client or local rules.

3.2.16 Comply with the following site regulations relating to all vehicles:

- No commercial vehicle or plant may reverse on site without supervision
- Vehicles will enter and leave from site at designated points only
- Seat belts must be worn where fitted

3.2.17 Ensure that all personnel report to the site supervisor daily before any work commences

3.2.18 Provide copies of Environmental documentation (i.e. copies of Waste Management/Exemption Licenses, Waste Carriers Licenses, Waste Transfer Notes, hazardous waste Consignment Notes) where required to the site supervisor.

3.2.19 Ensure that all waste created as a result of your activity is disposed of in accordance with the Waste (England and Wales) Regulations 2011 or Waste (Scotland) Regulations 2012 as applicable..

3.2.20 Ensure that, where applicable the SWMP is updated at least every three months (*ideally monthly*) as the project progresses

3.3 **ON COMPLETION OF WORK SUPPLIERS ARE REQUIRED TO:**

- Submit as built drawings for all work carried out
- Supply operating instructions and maintenance requirements, as applicable, for all items incorporated into the works
- Supply records of all tests and inspections made
- Supply letter of conformity that all work conforms to the specification and/or Bill of Quantities
- Where required provide a Site Waste Management Plan for actual waste created during the project

Note: Item 3.3 is required to complete the Health and Safety File as required by the Construction (Design and Management) Regulations 2015. Failure to provide this information in a timely manner could result in final payment being delayed.

4.0 Operational Requirements

4.1 Minimum standard for Induction Training

- Welcome and introduction
- Contract description and site layout (include car parking, access routes, vehicles, pedestrians, and security procedures)
- Contract major risks/precautions
- Key appointments/designations and JNB role
- Contract overview health and safety plan / objectives / targets
- A summary of legal responsibilities of employer, employee and self-employed
- Golden Rules and general site rules
- Environmental rules
- Incident reporting and first aid arrangements
- Fire and emergency evacuation arrangements/identification of fire extinguishers
- Welfare facilities
- Site communication arrangements for reporting safe/unsafe acts/conditions / receiving safety information
- Any other issues relating to the significant hazards/control measures of recipients e.g. risk assessment detail, safety method statement arrangements, toolbox talks, health issues etc
- Environmental aspects and impacts
- Disclosure of any medication or medical condition that may affect worker safety, or that of others affected by his or her actions

The Supplier must ensure that adequate arrangements are in place to ensure that all persons undergo induction training before commencing work on the project.

4.2 First Aiders

All contractors shall ensure that they provide adequate first aid cover when working on JNB sites to satisfy the requirements of The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and Guidance (HSE Publication L74).

The first aider must have a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW)

4.3 Competent Persons

Suppliers must ensure that only persons certificated under the following nationally recognised mobile plant training schemes operate mobile plant on any J N Bentley site: CPCS, Lantra, ITTSAR, AITT, NPORS, RTITB IPAF or NPTC.

Mobile plant shall include, but is not limited to: Tower cranes, track mounted cranes, wheeled cranes, crawler cranes, draglines, piling rigs, dumpers, dump-trucks, forklifts, rough terrain forklifts, telescopic handlers, excavators, hoists, mobile elevating work platforms, loading shovels, bulldozers, tractors, graders, scrapers, compactors/rollers (ride-on), pavers, concrete pumps, lorry loaders, trenchers, crushers/screeners, skip loaders, HIABs, trenchers, and quad bikes.

Suppliers must also provide nationally recognised certificates of competency for scaffolders (including persons erecting system or tower scaffolds), demolition operatives, Appointed Persons and signallers/slingers etc.

4.4 Tool Box Talks Training

JNB shall, at regular intervals, issue Toolbox Talks that are relevant to ongoing site activities. Suppliers shall ensure that these talks are delivered to their employees in order to maintain good QES awareness throughout the project.

4.5 **Mandatory and Advisory Signage**

All safety Signs and markings erected by the supplier to warn of any risk of danger, mandatory requirements, prohibitions, or safe conditions, must conform to the requirements of **The Health and Safety (Safety Signs & Signals) Regulations 1996**.

4.6 **Operational Safety Standards (OSS)**

JNB, as part of its ongoing commitment to improve QES performance and to ensure the safety of everyone involved on our projects, has developed a series of Operational Safety Standards.

Operational Safety Standards concisely set out key safety processes, conditions and behaviours expected for a series of tasks. Adherence to the standards will help to ensure worker safety on JNB sites.. Copies of Operational Safety Standards are appended to this document.

We have produced a pocket sized A6 booklet of the key requirements of the operational standards to assist site supervisors, If you require a copy for your foreman / lead hands for work on a JNB site please request a copy from our site supervisor

Compliance with these standards is a mandatory requirement for everyone involved in a JNB Project unless an equivalent, auditable standard is presented to and approved by the JNB site supervisor prior to works commencing.

4.7 **Work in Confined Spaces**

Requirements are detailed in OSS 108 Safe Working in Confined Spaces in Appendix A.

4.8 **Cartridge Operated Fixing Tools**

Suppliers who intend using cartridge operated fixing tools must produce a Risk Assessment and Method Statement for using such equipment.

The RA/MS shall detail:

- Authorised users including details of training
- Storage arrangements for machines and cartridges
- Control measures for issue and return of equipment
- Limitations on the type of work undertaken
- Safety precautions required during use
- Use of appropriate PPE.

Authorised persons must be properly trained in the safe use of the equipment. No persons under the age of 18 shall be permitted to use cartridge operated tools.

Miss-fires, penetration through the fixing material or all other incidents/near misses must be reported to JNB Ltd.

Additional general requirements are detailed Operational Safety Standard OSS 106 Safe Use of Plant & Equipment(PUWER) in Appendix A

4.9 **Overhead, Mobile, Crawler & Tower Cranes**

Requirements are detailed in OSS 102 Lifting Operations Using Cranes and Excavators in Appendix A.

4.10 **Lifting Accessories & Manually Operated Lifting Equipment**

Requirements are detailed in OSS 102 Lifting Operations Using Cranes and Excavators and OSS

4.11 Demolition/Dismantling

Suppliers employed to undertake demolition/dismantling work, must:

- Prior to commencing obtain authorisation from a representative of JNB Ltd.
- Plan the activity in such a manner as to prevent danger or, where not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable.
- Prepare a detailed Risk Assessment/Method Statement and a written record of the process of demolition or dismantling before work begins. Ref: Construction (Design and Management) Regulations 2015. (CDM)
- Ensure the methodology with associated risk controls are communicated to those undertaking the activity
- Ensure the activity is supervised to ensure the methodology and risk/hazard controls are implemented and are suitable and sufficient.

Particular attention should be given to ensuring that:

- 'Live' services in the area have been isolated and made safe
- Suitable and sufficient warning notices and barriers have been erected
- Unintended collapse is eliminated by installing adequate temporary support, shoring etc
- Emission of dust/fume is adequately controlled
- Safe access and working positions are provided for all personnel involved in the work
- The danger of injury to other personnel or damage to plant or equipment is minimised

4.12 Electricity

Requirements are detailed in OSS 103 Working on or Connecting to live electrical systems and OSS 106 Safe Use of Plant and Equipment (PUWER) Appendix A

4.13 Excavations & Openings

Requirements are detailed in OSS 101 Excavations/Breaking ground in Appendix A

4.14 Fire Prevention

Requirements are detailed in OSS 116 Fire Safety Appendix A

4.15 Welfare Facilities

Supplier shall provide all necessary first aid facilities as required by the **Health and Safety (First Aid) Regulations 1981**.

Welfare facilities that comply with the requirements of Schedule 2 of the **Construction (Design and Management) Regulations 2015** will generally be provided on site by JNB and made available for use by The Supplier.

Where JNB's facilities are shared by the supplier, the supplier must assist with keeping these facilities clean and tidy. If it is felt that supplier personnel are not respecting the facilities provided, JNB reserves the right to withdraw use of facilities and will require the supplier to provide its own welfare facilities at the supplier's expense.

If JNB are not providing welfare facilities for the use of the supplier, JNB will advise the supplier within the terms of the order. In this case, the supplier must make his own provisions and ensure that suitable facilities are available on site for the duration of the supplier's works.

4.16 Forklift Trucks

Requirements are detailed in OSS 106 Safe Use of Plant and Equipment in Appendix A.

4.17 Scaffolding

Requirements are detailed in OSS 104 Management of Scaffold in Appendix A.

4.18 Working at Heights

Requirements are detailed in OSS 109 Safe Use of Working at Height Equipment and OSS 104 Management of Scaffold in Appendix A.

4.19 Housekeeping & Removal of Materials

The supplier is responsible for ensuring high standards of housekeeping during all work activities and must keep their work areas tidy and not allow rubbish or scrap to accumulate. If a storage area is required, an approach should be made to JNB so that any request can be considered and, where appropriate, an area allocated for this purpose.

Waste of a hazardous nature must be disposed of in accordance with statutory requirements and is the responsibility of the supplier.

Flammable rubbish must be disposed of properly at the end of each shift, or more regularly if necessary.

Spillage control procedures are to be developed as necessary and the need to maintain a safe and tidy work area is to be included in all site inductions. Consideration to Source, Pathway, Receptor information shall be given to prevent spilled materials reaching any watercourse or drainage on site

The spillage of diesel or other such substance and the subsequent clean up methodology shall be notified to the JNB site supervisor as soon as possible. In the event of any substance entering a watercourse or drain the Environment Agency and/or the local Water Company shall be informed. Any contact with these agencies shall only be made by JNB Ltd authorised representatives.

4.20 Machinery Guarding

Requirements are detailed in OSS 106 Safe use of Plant and Equipment in Appendix A.

4.21 Noise and Vibration

Noise - Excessive noise is recognised as a major factor in work induced hearing loss. Suppliers are required to ensure that where noise exposure has the potential to reach levels detailed in the Control of Noise at Work Regulations (2005) suitable and sufficient measures are in place to prevent harm to all persons likely to be affected .

Hearing protection zones must be clearly identified and suppliers must ensure that their employees are provided with, and use, suitable hearing protection when working in these zones.

Where suppliers bring plant or machinery on to JNB's premises they must ensure that noise levels produced are as low as is reasonably practicable and that all requirements of the **Control of Noise at Work Regulations 2005** are met.

Suppliers must advise JNB if they anticipate excessive noise levels from their operations so that all reasonably practicable precautions can be taken to protect persons who may be affected. Necessary action to implement all aspects of The Control of Noise at Work Regulations 2005 must be made.

Vibration - Suppliers must ensure that any handheld plant or equipment used on a JNB site is supplied with accurate information relating to the vibration outputs of the equipment. When completing RA/MS for work involving such equipment they shall ensure that assessments are made and recorded to ensure that workers are not exposed to levels of vibration likely to cause harm and that the duration such activities are monitored for compliance

Suppliers are to ensure compliance with the requirements laid out in the **Control of Vibration at Work Regulations 2005**.

Suppliers are to ensure that any mobile plant used on JN Bentley sites has accurate manufacturer supplied information relating to vibration outputs that ensures the daily Exposure Limit Value (ELV) of 1.15m/s² is not exceeded. When completing RA/MS for work involving mobile plant the supplier shall ensure that assessments are made and recorded to ensure that workers are not exposed to levels of vibration likely to cause harm including reference to control measures such as but not restricted to:

- *Ensure seat is adjusted to suit the driver.*
- *Only use haul roads that are maintained in good order*
- *Review, and reduce where possible, the length of time machines need to be operated*
- *Ensure drivers spend time out of the machine at break times etc*
- *Ensure the vehicles are maintained in good order and serviced regularly*
- *Ensure tyres, where applicable, are not worn and are at the correct pressure*

4.22 Permits to Work

Requirements are detailed in OSS 004 Preparation and Issue of Permits to Work in Appendix A.

4.23 Personnel Carriers

When the carriage of personnel by crane or other access equipment i.e. cherry-pickers is required, the personnel carrier must be suitably tested and have a current test certificate/certificate of conformity. All lifting accessories must have current certification which shall be immediately available. Further requirements for the use of Mobile Elevating Work Platforms (MEWPs) etc are included in OSS 109 Safe Use of Working at Height Equipment and for man-riding operations are included in OSS102 Lifting Operations using Cranes and Excavators.

All cranes or other access equipment used for carrying personnel must be provided with a dead man's handle facility to ensure that the brake is applied when the control lever is released. Crane hooks must be fitted with safety catches or equivalent.

At no time should the crane or other access equipment be allowed to be used in a free fall situation. Cranes must have power lowering capabilities for carrying personnel.

Limit devices must be fitted to the cranes or other access equipment to ensure that the carrier cannot be raised above the over hoist limit of the equipment.

Excavators must not be used for man-riding operations

4.24 **Safety Harnesses**

When working at height where it is not practicable to provide a standard working platform and where additional collective control measures are not practicable, safety harnesses must be worn. When working on open steel or erecting/dismantling scaffolding above the first lift, a securely attached harness must be worn where uncontrolled fall from height hazards exist.

Safety harnesses must be worn by operatives working from boom lift type MEWPS.

Safety harnesses must meet the appropriate British Standard and be properly maintained and regularly inspected in line with the requirements of 367.

4.25 **Transport**

Suppliers must not bring vehicles on to company premises unless they are roadworthy and conform to current legal requirements. Vehicles required for travel on public access roads must comply with the standards detailed under the Road Traffic Act 1991.

Loads shall be within the safe weight limit for the vehicle and should not project beyond the vehicle body in such a manner as to present a hazard to other vehicles, pedestrians, or adjacent structures.

Personnel must not get on or off any vehicle whilst it is in motion.

When reversing on site all vehicles must operate an audible warning device and be under the control of a banksman.

4.26 **Supplier Plant & Equipment**

Suppliers will ensure that all plant and equipment used on JNB's premises or work sites are safe to use and maintained to an acceptable standard.

All necessary test and examination certificates must be available for inspection at all times and shall be retained in line with statutory requirements.

All mobile plant, as defined in OSS 106, shall have daily pre-use inspections in line with manufacturers' instructions, records of which shall be given to the JNB site manager on a weekly basis.

Suppliers shall carry out pre-use checks on all equipment

In addition, for equipment such as chainsaws, cut off saws, road saws, rip saws, reciprocating saws, Hilti guns, grabs, ladders and any other item of workplace equipment likely to cause major injury or worse shall be inspected weekly. Records of weekly inspection shall be given to the JNB site manager on a weekly basis.

Suppliers may provide their own records of daily and weekly inspection, if the JNB site manager deems they are suitable/equivalent to the JNB inspection templates included in Appendix D. If the supplier's records of inspections are not deemed equivalent the supplier shall provide records using the JNB format.

The use of 9-inch (and larger) grinders on JNB sites is prohibited without express authorisation, in writing, by either a JNB Director or a JNB Operations Manager, prior to the task commencing.

Further requirements relating to PUWER are detailed in OSS 106 Safe Use of Plant and Equipment (PUWER) (see Appendix A)

4.27 Use of Gas & Oxygen Equipment

Where suppliers bring their own equipment onto JNB's premises, such equipment must comply with relevant statutory requirements and/or British Standards.

The equipment used by suppliers must be properly maintained and be available for inspection by JNB before work commences, and at reasonable intervals during the work. Suppliers must comply with OSS106 and manufacturer's instructions and relevant training. All hose connections must be permanently attached i.e. ferrules. Jubilee clips are not acceptable means of securing hoses.

Storage

- Gas cylinders should not be stored for excessive periods of time. Only purchase sufficient quantities of gas to cover short-term needs
- Rotate stocks of gas cylinders to ensure first in is first used
- Store gas cylinders in a dry, safe place on a flat surface in the open air. If this is not reasonably practicable, store in an adequately ventilated building or part of a building specifically reserved for this purpose
- Gas cylinders containing flammable gas should not be stored in part of a building used for other purposes
- Protect gas cylinders from external heat sources that may adversely affect their mechanical integrity
- Gas cylinders should be stored away from sources of ignition and other flammable materials
- Avoid storing gas cylinders so that they stand or lie in water
- Ensure the valve is kept shut on empty cylinders to prevent contaminants getting in
- Store gas cylinders securely when they are not in use. They should be properly restrained, unless designed to be freestanding
- Gas cylinders must be clearly marked to show what they contain and the hazards associated with their contents
- Store cylinders where they are not vulnerable to hazards caused by impact, eg from vehicles such as fork-lift trucks, plant etc

Gas cylinders can also be stored on gas bottle trolleys specifically designed for that purpose, usually secured by a chain. These trolleys (complete with gas bottles, shall be returned to the gas storage area when not in use.

Before constructing a temporary gas compound or using an existing gas storage area, suppliers must obtain authorisation from JNB.

Oxygen and fuel gas cylinders shall be kept separate

Cylinders must never be stored, nor used, in a horizontal position

All gas cylinders must be handled with care and they must not be misused or abused. They must be properly shut off when not in use.

Great care must be taken to ensure that gas equipment, including hoses, is not allowed to cause obstruction of roadways, walkways, manholes, ladders, or other means of access where they can cause tripping hazards or be damaged. Hoses not in use should be coiled up and put in a safe place to minimise damage or harm.

Where any operation involves the use of gas or oxygen equipment in a confined space, a Permit to Work procedure must be in place. All requirements of The **Confined Spaces Regulations 1997** and OSS 108 shall be followed.

During meal breaks and at stopping times, hoses and equipment must be removed from confined spaces. Oxygen or gas cylinders must not be taken into confined spaces for use or storage.

At the end of each working day a safe procedure for turning off and disconnecting gas and oxygen supplies must be followed.

4.28 **Control of Substances Hazardous to Health**

Requirements are detailed in OSS 113 Managing & Using Hazardous Substances. Where close fitting respiratory protective equipment (RPE) is required evidence of current and mask specific face fit testing must be provided.

4.29 **Asbestos**

Where any work involves the handling of asbestos, suppliers must conform to the requirements of the **Control of Asbestos at Work Regulations 2012** and the relevant Code of Practice – L143. Asbestos removal will only be undertaken by suppliers licensed for the purpose as required by the **Regulations**. Suppliers must provide, on request, copies of licence for work with asbestos insulation or asbestos coating issued by the Health and Safety Executive and any conditions attached to that license.

Before any asbestos is removed, suppliers must ensure that appropriate sampling and analysis of asbestos fibres is carried out by a suitably qualified analyst's report, sub-suppliers must then make an assessment of asbestos exposure and agree a safe system of work with JNB's site representative before works commence.

4.30 **Drugs & Alcohol Policy**

JNB regards health and safety as a core business value. As such, the effective management of drug and alcohol abuse is an integral part of these values.

Any worker who is reasonably suspected of being under the influence of drugs or alcohol must leave site immediately and will be suspended from working on our sites until they can prove they are fit for work again.

As part of JNB Ltd's Drugs and Alcohol Policy (copy available on request) there is potential that random testing will be carried out on any persons on our sites. If a site is selected where your employees are working they *will* be required to undergo the test in accordance with our policy and results will be provided to you.

Any worker who tests positive will be requested to leave site immediately and will not be allowed to work on a JNB site until further testing has been completed. JNB reserves the right to permanently exclude persons who either test positive for drugs or alcohol or refuse to submit to drug & alcohol testing when required, from JNB sites.

Any worker who refuses to have a test taken will be suspended from work immediately and must leave site.

Drug and alcohol tests will be carried by an independent body by urine samples or as a breath test using an Alcometer (etc) as applicable.

4.31 **Avoidance of Overhead and Underground Services**

Requirements are detailed in OSS 111 Avoidance of Services.

4.32 **Water**

Water for suppliers, unless otherwise stated, will be provided free of charge at the nearest available stand pipe. Suppliers must make suitable arrangements for the onward conveyance of such water.

4.33 **Temporary Works**

Guidance on supplier responsibilities with respect to temporary works is provided in Appendix E

5.0 Operational Controls

5.0 Manual Handling

Lifting shall be mechanised so far as is reasonably practicable. The supplier shall undertake manual handling assessments and provide appropriate training. Materials and consumables shall be packaged / decanted etc. to facilitate ease of handling.

Where significant manual handling operations have been identified the site supervisor shall ensure that a suitable and sufficient assessment of risk is carried out prior to the operation being undertaken.

Manual handling assessments take into consideration the task, the load, the individual, the environment, and any other factors, which may affect safe lifting and carrying (for example the use of personal protective equipment).

Assessments must be reviewed when there is a significant change in:

- The activity or process
- The working environment
- The number of personnel available and/or the physical ability of personnel to manually handle loads
- The nature of the load(s) to be handled

Reassessment may also be required where near miss/incident/absence statistics show that the original control measures are/were not sufficiently effective.

The supplier will ensure that operations reduce the risks from manual handling so far as is reasonably practicable. The general hierarchy of control measures to achieve this includes:

- Elimination of the need for lifting, (e.g. delivery company to off load/deliver to place of use/storage, use of fork lift/crane to move the load, etc
- Provision of automated or mechanical aids such as trolleys, chutes, and purpose designed lifters
- Changing the layout of the job to reduce the distances loads are carried
- Reducing the number of times, a job has to be done
- Manual handling technique training provided to employees carrying out manual handling activities, with suitable PPE used.

5.1 Hot Work

A permit to work system (as detailed in OSS 004 Preparation and Issue of Permits to Work) must be adopted where hot work generating heat, sparks or flame have the potential to cause a fire. The precautions to be taken and reflected in the permit shall include:

- Before starting work, ensure the surrounding area is cleared of all moveable combustible materials
- Where work takes place by a wall or partition check the other side for combustible materials
- Protect combustible materials that cannot be removed
- Have suitable extinguishers at hand
- Check work area during work and at least one hour after work has finished
- Restrict hot working times so that all hot work is finished by a safe period before the end of the day
- The wearing of Flame Retardant clothing by all persons undertaking or in the immediate vicinity of hot works operations.

5.2 Emergency Procedures

A clear and unambiguous emergency plan shall be developed and communicated to all persons on site regardless of the nature and duration of the work they are undertaking. The emergency plan shall include in addition to relevant points above:

- The location of the assembly points
- The appointed fire marshal
- The means for ensuring roll calls are carried out
- The means of communicating with emergency services and liaising with them on site
- The means of communication and co-operation between the supplier and other building occupants in the event of an emergency

Written emergency procedures must be displayed in prominent locations and brought to the attention of all persons working on or visiting that site.

6.0 Checking and Corrective Action

6.1 QES Site Inspection and Monitoring

JNB regularly completes inspections of all projects to ensure continued improvement in performance. The Supplier shall co-operate fully with the visits and shall rectify any issues raised in a timely manner as required by the site supervisor

6.2 **Reporting of Health and Safety Incidents (injuries and near misses), instances of occupational ill health, dangerous occurrences (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 RIDDOR) and damage only incidents**

All incidents whether Health Safety Environmental or Damage related must be reported to the Site supervisor directly or by an equivalent means at the earliest available opportunity. Information and lessons learned from incident investigations must be communicated to the JNB project team and shared with the operatives involved.



J N Bentley Ltd

Operational Safety Standards (OSS) Requirements for Suppliers

(Requirements for Suppliers Rev L - Appendix A)

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Operational Safety Standard 001

Compliance with Site and Golden Rules

OSS 001: Compliance with Site and Golden Rules

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|-----------|---|----------------------|------------|----------------|------------|-------|--------|
| Revision: | D | Date of Last Review: | 01.10.2017 | In Force From: | 01.03.2008 | Page: | 1 of 1 |
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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |

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| 1.0 | Processes and Records |
| 1.1 | Anyone working on site shall be reminded of Site Rules and Golden Rules as part of site induction. |
| 1.2 | Site Rules and Golden Rules shall be displayed in all mess facilities (or inside vans for transient working). |
| 1.3 | Site Rules shall be extended to incorporate additional project or client specific requirements. |
| 1.4 | Any JN Bentley employee who breaches Site Rules or Golden Rules will be challenged and the breach recorded as an unsafe act. The consequences of breaches will be determined during the review of the incident. |
| 1.5 | Site Rules and Golden Rules shall be communicated to all subcontractor(s) and supplier(s) on a regular basis (at least annually) and compliance with these rules is a condition of any orders placed. Site/client-specific requirements will be communicated on a project by project basis as appropriate. |
| 1.6 | Any subcontractor breaking the Golden Rules should expect to be challenged. Where there is no good reason or a poor attitude is displayed, individuals shall be asked to leave site. |
| 1.7 | Other supplier(s) (including delivery drivers) shall be introduced to relevant rules when they arrive on site. Other supplier(s) breaking the Golden Rules should expect to be challenged. Where there is no good reason or a poor attitude is displayed, individuals shall be asked to leave site. |

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| 2.0 | Conditions |
| 2.1 | Sites shall be planned with consideration of the requirements of both Site Rules and Golden Rules. |
| 2.2 | Site conditions must not hinder the implementation of either Site Rules or Golden Rules. |
| 2.3 | Where it is expected that foreign workers will be employed on projects, translated versions of the Site Rules and Golden Rules shall be provided. |

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| 3.0 | Behaviours |
| 3.1 | Everyone must comply with the Site Rules and Golden Rules at all times. |
| 3.2 | Workers shall challenge co-workers where they are not complying immediately and record a near miss. |
| 3.3 | Individuals shall accept challenge relating to Site Rules and Golden Rules. |



Operational Safety Standard 002

Preparation, Communication and Use of Risk Assessments and Method Statements (RA/MS)

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|-----------|---|----------------------|------------|----------------|------------|-------|--------|
| Revision: | C | Date of Last Review: | 01.10.2017 | In Force From: | 01.04.2008 | Page: | 1 of 2 |
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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |

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| 1.0 | Processes and Records |
| 1.1 | Before a project commences the constituent activities shall be considered and scheduled with a list included in the Contract Management Plan (CMP). |
| 1.2 | The list of activities shall be reviewed as the project progresses, where significant changes occur and in any event at 4 weekly intervals as part of the CMP review. |
| 1.3 | For the activities included in the list above, risk assessments (RA) must be prepared using the current company Risk Assessment/Method Statement Template (BIMS 02-04.3), held in the document library. |
| 1.4 | Where the risk assessment identifies the need for a method statement (MS) this must be prepared using the company Risk Assessment/Method Statement Template (BIMS 02-04.3 - the latest version shall be stored in the document library), or by approved supplier as applicable. |
| 1.5 | Personnel shall only prepare RA/MS for activities that are within the scope of their experience and capability. Where the activity is unfamiliar, specialist advice shall be sought. |
| 1.6 | RA must identify initial and residual risk levels with the aim of reducing the residual risk level to the lowest level practicable. |
| 1.7 | RA must consider in detail, hazards and risks that can be reasonably associated with specific activities. When developing risk assessments and method statements (RA/MS), the author shall refer to the Management Risk Assessments which identify generic risks common to the company's operations (It should be noted that the risks identified within the Management Risk Assessments are not exhaustive. Any project-specific risks must be identified by (at the very least), visiting the location(s) of where the works are to take place during RA/MS development and immediately prior to works commencing). |
| 1.8 | RA/MS must be prepared taking into account site conditions, the competency of the workforce and any potential conflicts with adjacent activities, e.g. weather conditions, position of adjacent activities etc. |
| 1.9 | Control measures must form the basis of the MS, which shall describe the task using pictures and sketches as appropriate in sequence and in detail. Where a MS is not required, residual risks and control measures must be communicated to persons carrying out the activity. |
| 1.10 | RA/MS must be prepared following consultation with other interested parties, e.g. Foreman, Lead Hand, client or supplier, as appropriate. |
| 1.11 | RA/MS must be prepared in GOOD TIME, and at least 3 days before the work activity commences. |



Operational Safety Standard 002

Preparation, Communication and Use of Risk Assessments and Method Statements (RA/MS)

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| 1.12 | MS shall be discussed with those carrying out the task during development and the final version shall be communicated before work commences. A record of those involved in the discussion/communication shall be kept. |
| 1.13 | RA/MS from third parties must be reviewed and accepted by the Site Supervisor before the task commences. |
| 1.14 | Review of the third party RA/MS shall be recorded on the Subcontractor Method Statement Review Form (BIMS 02-04.7) or the Electrical Risk Assessment & Method Statement Review Sheet if applicable (BIMS 02-04.8). |
| 1.15 | All 'live' RA/MS shall be reviewed at least weekly and where there is a significant change to the activity / task. Changes shall be discussed and communication recorded as in clause 1.12 above. A record of the review shall be attached to the RA/MS. |
| 1.16 | Where required, communication will consider workers for whom English is not their first language. |
| 1.17 | RA/MS associated with making plant collection/deliveries or undertaking servicing and repairs of plant/vehicles on site shall be managed by the JN Bentley Plant Department. A copy of the RA/MS will be carried by the supplier and be made available for inspection by the Site Supervisor as requested. |

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| 2.0 | Conditions |
| 2.1 | All current RA/MS must be displayed in the welfare unit or work area so they are available to the Operatives carrying out the task. |

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| 3.0 | Behaviours |
| 3.1 | A Site Supervisor shall not allow Operative(s) to undertake activities unless the required control measures have been effectively communicated and implemented. |
| 3.2 | Operative(s) shall not undertake activities unless control measures, including MS have been communicated to them. |
| 3.3 | Operative(s) shall challenge control measures including the content of the MS where they are unsure or can suggest a safer way of undertaking an activity/task. |
| 3.4 | Operative(s) shall follow control measures listed in risk assessments. |
| 3.5 | When undertaking an activity, if anything occurs that might affect working methods (e.g. changes in weather, ground conditions, light, adjacent activities, uncharted services etc.), Operative(s) shall stop work and notify the Site Supervisor. |



Operational Safety Standard 003

Incident Reporting and Investigation

OSS 003: Incident Reporting and Investigation

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| Revision: | C | Date of Last Review: | 01.10.2017 | In Force From: | 01.08.2008 | Page: | 1 of 4 |
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| 0 | General |
| 0.1 | Any deviation from this Standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES. |
| 0.2 | This standard should be read in conjunction with BIMS 03-01 Occupational Health, Safety & Environmental Incident Reporting and Investigation and its appendices and associated forms, BIMS 03-03 Alerts, client-specific incident reporting and investigation procedures. |

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| 1.0 | Processes and Records |
| 1.1 | Fatal/Likely Fatal Injury - Major Incident Investigation: Refer to Appendix C BIMS 03-01 |
| | Treat the casualty if safe to do so. |
| | Initiate emergency response plan, contacting appropriate emergency responders. |
| | Suspend site activity. |
| | Assess parties involved for alcohol/drug related impairment (contact HR as appropriate). |
| | Secure the area of the incident and prevent third party access. |
| | Inform Operations Manager/Operations Director, Engineering Director and QES Manager by phone. |
| | Operations Director to inform Board and initiate N.O.K. contact. |
| | Initiate a record of timings of events and contacts made and received. |
| | The Operations Director (or delegate) will contact the client and inform them of the incident. |
| | Record names of all witnesses and persons otherwise involved. |
| | Segregate witnesses. |
| | Any press or third party contact to be referred to Operations Director/Engineering Director. |
| | Operations Director to appoint Investigation Team. |
| | Operations Director (or delegate) ONLY may authorise site restart. |
| | QES Manager/Engineering Director will notify the HSE. |
| | Director led incident investigation commences – same day (see BIMS 03-01 Appendix A). |
| | Within 7 days: initial investigation findings reviewed. |
| | Within 14 days: Action plan established. |
| | Within 28 days: Action plan reviewed and signed off by Health & Safety Steering Group. |
| | Within 6 months: All actions implemented and compliance review undertaken. |



Operational Safety Standard 003

Incident Reporting and Investigation

OSS 003: Incident Reporting and Investigation

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| 1.2 | RIDDOR/Likely RIDDOR Incident – Full Investigation: Refer to Appendix A BIMS 03-01 |
| | Treat the casualty if safe to do so. |
| | Initiate emergency response plan, contacting emergency responders as appropriate. |
| | Suspend activity in affected area. |
| | Assess parties involved for alcohol/drug related impairment (contact HR as appropriate). |
| | Secure the area of the incident and prevent third party access. |
| | Site Supervisor to inform Contracts Manager/Operations Manager and QES Manager by phone. |
| | Operations Manager to inform Operations Director. |
| | Initiate a record of timings of events and contacts made and received. |
| | The Operations Manager (or delegate) will contact the client and inform them of the incident. |
| | Record names of all witnesses and persons otherwise involved. |
| | Operations Manager to appoint Investigation Team. |
| | QES Manager (or delegate) will inform the HSE. |
| | Operations Manager led incident investigation commences – within 24hr of the incident. |
| | Operations Manager or (delegate) to complete the Incident Report and Investigation Form (BIMS 03-01.1). |
| | Operations Manager to issue completed Incident Report and Investigation Form to Health & Safety Steering Group and QES Manager within 14 days of the incident. |
| | Operations/Engineering Director to sign off incident report and investigation form within 28 days. |
| | Operations Manager to ensure timely close out of actions. |
| 1.3 | Medical Treatment/Lost Time Injury/Serious Near Miss – Root Cause Investigation: Refer to Appendix A BIMS 03-01 |
| | Treat the casualty if safe to do so. |
| | Facilitate additional treatment as required. |
| | Assess parties involved for alcohol/drug related impairment (contact HR as appropriate). |
| | Photograph area of incident before restarting work. |
| | Site Supervisor to inform Contract Manager and QES Advisor. |
| | Contracts Manager to attend site and take statements from relevant parties. |
| | Electronic incident report to be generated same day. |
| | Following consultation with the Engineering Director or QES Manager/Lead QES Advisor, the Operations Manager or Director can authorise an alternate level of investigation. |



Operational Safety Standard 003

Incident Reporting and Investigation

OSS 003: Incident Reporting and Investigation

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| | Contracts Manager to hold root cause analysis to determine immediate/underlying and root cause. |
| | Contracts Manager to report findings of root cause analysis to QES within 7 days of the incident. |
| | Incident report to be finalised and closed out by Contracts Manager within 28 days. |
| | Contracts Manager to ensure timely close out of actions. |
| 1.4 | First Aid Injury – Standard Investigation: Refer to Appendix A BIMS 03-01 |
| | Treat the casualty. |
| | Site Supervisor to complete the electronic incident report form by the end of the following day. |
| | Site Supervisor to close out the report with action taken to prevent re-occurrence within 28 days. |
| | Contracts Manager to report findings of root cause analysis to QES within 7 days of the incident. |
| | Incident report to be finalised and closed out by Contracts Manager within 28 days. |
| | Contracts Manager to ensure timely close out of actions. |

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| 2.0 | Records and Conditions |
| 2.1 | RIDDOR reportable incidents – An electronic incident report shall be generated with containing basic information. In addition, all associated documents will be stored in dedicated folder access to which will be restricted to the QES Manager, Operations Managers and Directors. |
| 2.2 | Non-reportable incidents - an electronic incident report shall be generated containing information relevant to the level of investigation required. |
| 2.3 | Incident records shall comply with the Data Protection Act to ensure confidentiality of information. |
| 2.4 | As a minimum incident reports shall contain: <ul style="list-style-type: none">• Date, time and place of the incident.• Name and role of injured person (as applicable).• Details of the injury/illness* and what first aid was given (as applicable).• What happened to the person immediately afterwards.• The name of the First Aider.• The action(s) taken to prevent re-occurrence. * In addition, for reportable disease the following information is required: <ul style="list-style-type: none">• Date of diagnosis of the disease.• Name or nature of the disease.• Date on which the disease was reported to the enforcing authority.• The method by which the disease was reported. |
| 2.5 | Site Supervisors will have the following immediately available to facilitate incident response: <ul style="list-style-type: none">• Means of providing first aid.• A camera or means to take photographs.• Witness statement proformas.• An emergency/injury response plan.• Access to BIMS 03-01 and associated forms. |



Operational Safety Standard 003

Incident Reporting and Investigation

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| 3.0 | Behaviours |
| 3.1 | All persons shall report incidents immediately. |
| 3.2 | All persons shall co-operate with incident investigations. |
| 3.3 | Site Supervisors shall discuss incidents and learnings with their teams with a focus on causes and actions to prevent re-occurrence. |

OSS 003: Incident Reporting and Investigation



Operational Safety Standard 004

Preparation and Issue of Permits to Work

OSS 004: Preparation and Issue of Permits to Work

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| Revision: | C | Date of Last Review: | 01.10.2017 | In Force From: | 01.06.2009 | Page: | 1 of 2 |
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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | A Permit to Work is a document that is used as a control measure for certain hazardous activities. The Permit to Work document provides a checklist to ensure that controls are in place before the activity commences (Permits to Work do not replace risk assessments or method statements). |

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| 1.0 | Processes and Records |
| 1.1 | <p>Permits to Work shall be used as a control measure where activities involve the following types of hazardous task:</p> <ul style="list-style-type: none">• Confined space entry.• Excavations (refer to OSS 101 Excavations/Breaking Ground).• Hot work (gas welding/cutting, electric arc welding, brazing, gas soldering, flat roofing using tar boilers etc.).• Work on live electrical installations.• Work within 6m of HV overhead services. <p>NB: Permits to Work may be used as a control measure for other activities (e.g. work on fragile roofs).</p> |
| 1.2 | Permits to Work may also be required from third parties (e.g. statutory undertakers) or clients. |
| 1.3 | The requirement for Permits to Work shall be identified at the Contract Review, set out in the Contract Management Plan and reviewed regularly. Permits shall be listed in relevant risk assessments and method statements as a control measure. |
| 1.4 | Permits to Work shall be prepared using the company standard templates (the latest versions of which shall be stored in the document library) unless an alternative format is specified by the client. Electrical permits will be in the current format specified in BIMS 02-16. |
| 1.5 | The requirement for Permits to Work shall be briefed to Operative(s) during the site induction and as part of the daily briefing. |
| 1.6 | Permits to work shall be issued by the Site Manager, Foreman or other delegated person who holds either the 5 day Site Management Safety Training Scheme (SMSTS) certificate or the 2 day Site Supervisor Safety Training Scheme (SSSTS) certificate. Permit to Work issuers shall be named on the permit register, however, electrical permits can only be issued by those authorised under BIMS 02-16. |
| 1.7 | Prior to commencement of an activity requiring a Permit to Work, the permit shall be signed /accepted by the issuer and recipient. The recipient shall be the person supervising the activity. |
| 1.8 | The Permit to Work issuer and recipient shall not be the same person. |
| 1.9 | Permits to Work for confined space entry and hot work shall remain open for the duration of the activity, but no longer than a working shift, and shall clearly state start and completion times. |



Operational Safety Standard 004

Preparation and Issue of Permits to Work

OSS 004: Preparation and Issue of Permits to Work

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| 1.10 | With the exception of electrical permits, Permits to Work for other activities longer than one day's duration may be issued for an extended period, but shall be reviewed at the start of each shift prior to start of works and shall be re-issued on a weekly basis (maximum). |
| 1.11 | On completion of an activity requiring a Permit to Work, the permit shall be cleared/cancelled by the recipient and issuer. |
| 1.12 | Where the supervisor for an activity requiring a Permit to Work changes, the original permit shall be cleared/cancelled and a new permit shall be issued to the new supervisor. |

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| 2.0 | Conditions |
| 2.1 | The original permit must be issued to the supervisor of the task (the person overseeing the works at the work face) and remain in the control of the supervisor at the works' location for the duration of the works. |
| 2.2 | A copy of the permit is to be retained by the permit issuer for their own record keeping. |
| 2.3 | A second copy of all Permits to Work shall be kept in the site safety file. |
| 2.4 | Upon completion of the works, the closed original permit shall be handed back to the Site Manager by the Supervisor for filing in the site file. |
| 2.5 | All changes and amendments are to be made only on the original permit and no work shall be undertaken on the provision of a copy of a permit. |

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| 3.0 | Behaviours |
| 3.1 | Where a Permit to Work System has been identified as required for a work activity, the Site Supervisor(s) shall not allow Operative(s) to undertake the activity unless a permit is in place and suitably understood by those undertaking the task. |
| 3.2 | Where a Permit to Work system is in use for a work activity, Operative(s) shall not carry out the activity until they have received, read and understood a permit signed by the authoriser and until all of the control measures listed on the permit, are in place. |
| 3.3 | Operative(s) shall challenge control measures included within the Permit to Work where they are unsure or can suggest a safer way of undertaking a work activity. |
| 3.4 | When undertaking an activity, Operative(s) shall stop work and notify the Site Manager or Supervisor or Electrical AP if anything occurs that may affect working methods or controls identified within the Permit to Work. |



Operational Safety Standard 100

Site Establishment and Maintenance

OSS 100: Site Establishment and Maintenance

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |

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| 1.0 | Processes and Records |
| 1.1 | Site set up requirements shall be established at the QES Review based on the nature of the proposed scheme and expected personnel. Consideration shall be given to the number of cabins required. Where reasonably practicable additional land should be sought to avoid the need to double-stack cabins. Should double-stacking be used then the loadings for the cabins and stairs shall be detailed in the temporary works schedule. Cabin suppliers shall prepare a lift plan which must be accepted by the Site Supervisor a minimum of 3 days prior to delivery. |
| 1.2 | A risk assessment and method statement shall be developed for the site set up and maintenance which shall be briefed to all persons involved in the task. It shall be reviewed and where necessary updated and re-briefed for site maintenance purposes. |
| 1.3 | Prior to project commencement a suitable plan must be produced depicting the site set up and welfare arrangements in relation to the proposed scheme, which shall be included in the Contract Management Plan (CMP). |
| 1.4 | Visitors to sites shall be made aware of the site set up arrangements at the visitor's induction. |
| 1.5 | Signing in registers shall be maintained to record visitors attending site. |
| 1.6 | Records shall be retained for the duration of the project. |
| 1.7 | The end of working day check sheet shall be completed. |
| 1.8 | A rota system for maintenance and cleaning of site welfare facilities shall be established. |

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| 2.0 | Conditions |
| | Signage |
| 2.1 | Suitable signage shall be erected to provide the following: <ul style="list-style-type: none">• Warning to members of the public.• Display the Site Rules and Golden Rules.• Pedestrian and traffic routes.• Designated storage areas.• Muster points, i.e. phone, fire assembly.• CDM boundaries.• F10.• Public Liability insurance certificate. |



Operational Safety Standard 100

Site Establishment and Maintenance

OSS 100: Site Establishment and Maintenance

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| | <ul style="list-style-type: none">• 'No Smoking' signage.• List of 'Be Heard' representation and contact details.• Communication of site hazards, e.g. excavations.• Emergency information, i.e. address details and names of first aiders. |
| 2.2 | Posters shall be displayed in cabins in accordance with the JN Bentley Site Set Up Pack. |
| 2.3 | Signage shall be relevant and maintained in a legible, clean and orderly condition. |
| | Site Security |
| 2.4 | The site boundary and compound areas shall be suitably fenced and secured. Fencing shall be erected and maintained in an orderly manner. |
| 2.5 | Site is to be secured to avoid accidental/nefarious access by non-JN Bentley personnel; during the day, people are to close the gate behind them and on busier sites consideration given to the need for a gate person. Additional overnight security such as CCTV and guards to be considered in CMP in line with out of hours policy. |
| | Welfare - Sanitary Conveniences including Washing Facilities |
| 2.6 | Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. |
| 2.7 | Sanitary conveniences shall be maintained in a clean and orderly condition. |
| 2.8 | Where practicable, male and female conveniences shall be provided separately. Shared facilities must be all lockable cubicles only (no urinals). |
| 2.9 | Lockable showers with changing facilities shall be provided if required by risk assessment. |
| 2.10 | Washing facilities shall be provided the vicinity of any changing/drying rooms. |
| 2.11 | Washing facilities shall include: <ul style="list-style-type: none">• A supply of clean hot and cold, or warm water (which shall be running water so far as is reasonably practicable).• Where water is hot enough to cause injury warning signage should be displayed.• Soap or other suitable means of cleaning.• Means to protect, cleanse and restore skin, including sun protection as required.• Paper towels or other suitable means of drying.• A bin for the disposal of waste paper towels. |
| 2.12 | Rooms containing washing facilities shall be sufficiently ventilated and lit. |
| 2.13 | Washing facilities and the rooms containing them shall be kept in a clean and orderly condition. |
| | Welfare - Drinking Water |
| 2.14 | An adequate supply of drinking water (and cups etc.) shall be provided. |



Operational Safety Standard 100

Site Establishment and Maintenance

OSS 100: Site Establishment and Maintenance

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| 2.15 | Water supplies in the welfare cabins/toilets shall be marked either with a 'Drinking Water' or 'Non Drinking Water' sign as applicable. Waste water from cabins shall be collected and suitably disposed of. |
| | Welfare - Changing Rooms |
| 2.16 | Suitable and sufficient changing facilities shall be provided or made available at readily accessible places. |
| 2.17 | Changing rooms shall: <ul style="list-style-type: none">• Be provided with seating.• Include, where necessary, facilities to enable a person to dry any such special clothing and their own clothing and personal effects.• Ensure that dirty and clean areas are segregated.• Ensure that dirty areas are accessible without first entering clean areas. |
| | Welfare - Messing Facilities |
| 2.18 | Suitable and sufficient mess cabins shall be provided or made available at readily accessible places. |
| 2.19 | Welfare areas shall: <ul style="list-style-type: none">• Include a suitable smoking area a suitable distance away from non-smokers.• Be equipped with an adequate number of tables and adequate seating with backs for the number of persons at work likely to use them at any one time.• Include suitable arrangements to ensure that meals can be prepared and eaten.• Include the means for boiling water.• Include means to refrigerate food and drinks.• Be maintained at an appropriate temperature.• Be sufficiently ventilated and lit. |
| | Storage |
| 2.20 | Storage units shall be provided. They must: <ul style="list-style-type: none">• Be sufficiently secure.• Contain racking, drip trays etc. to ensure that the contents can be stored safely.• Contain hooks, storage bins etc. to ensure all lifting accessories can be stored correctly.• Be suitably ventilated and lit.• Include clearly identifiable quarantine areas, to ensure that defective/faulty products, materials and equipment are segregated to prevent use. Quarantine areas shall be clearly identified. |
| 2.21 | Storage areas shall be: <ul style="list-style-type: none">• Maintained in an orderly condition, with safe access to and/or between stored items.• Well planned and laid out to avoid (high frequency, low risk hazards) slips, trips and manual handling hazards. |



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Site Establishment and Maintenance

OSS 100: Site Establishment and Maintenance

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| 2.22 | Safe loading/unloading areas shall be established to provide gradients on which expected vehicles can operate safely. |
| | Parking/Traffic Routes |
| 2.23 | Demarcation of sufficient parking and traffic routes shall be provided and where practicable one way systems shall be provided to minimise reversing. |
| 2.24 | When reversing vehicles, requirement for turning areas and vehicle marshals shall be considered. |
| 2.25 | Site plant parking shall be separate from vehicle parking. |
| 2.26 | Parking areas and traffic routes shall be designed such that the risk of vehicle collision with pedestrians, other vehicles/plant, and other structures is minimised. |
| 2.27 | Where required, suitable lighting shall be erected to pedestrian routes and parking areas. |
| 2.28 | Parking areas and traffic routes shall be maintained in an orderly condition. Reverse parking shall be enforced. |
| | Effective Communication |
| 2.29 | A suitable area for site communications will be established to hold briefings. Information shall be displayed in accordance with the JN Bentley Site Information Board and Company Information Poster. The site poster pack shall be displayed, when this is not practicable it must be made readily available. |
| 2.30 | Information displayed shall be up to date and well maintained. |
| | Maintenance of Site and Facilities |
| 2.31 | The site and all welfare facilities shall be maintained in a safe and orderly condition. |

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| 3.0 | Behaviours |
| 3.1 | All persons shall assist in maintaining a high standard of site establishment, including following an established rota system as required. Issues must be reported and, if practicable, corrected immediately. |
| 3.2 | All persons shall use welfare facilities as intended. |
| 3.3 | The Site Supervisor, or delegate, shall check the site set up weekly, arrange maintenance as required and ensure that end of day and weekly checks etc. are carried out. |



Operational Safety Standard 100a

Electricity Supplies for Site Welfare Facilities

OSS 100a: Electricity Supplies for Site Welfare Facilities

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | Wherever practicable semi-permanent electricity supplies for site welfare and storage facilities shall be provided via a connection to the District Network Operator (DNO) supply (either by new connection or connection to an existing supply on site). |

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| 1.0 | Processes and Records |
| 1.1 | Electricity supply requirements shall be established as early as possible in the project and no later than at the pre-start QES Review, based on the size of the welfare set-up and the duration of the project. |
| 1.2 | The layout plan for site welfare and storage facilities (reference OSS 100 1.3) shall indicate supply connection points, cable routes and where applicable the position of the generator. |
| 1.3 | New connections to the DNO supply shall be completed by an electrical contractor from the company's approved supplier list, which is registered with either the NICEIC or ECA. |
| 1.4 | Temporary generators shall be hired from an organisation from the company's approved supplier list that is registered with either the NICEIC or ECA, and shall be fitted with an on/off timer at the point of hire. |
| 1.5 | The connection from the incoming supply or generator shall be made and tested by a trained and competent operative who holds suitable Electro-Technical Certification Scheme (ECS) or JIB accreditation (NB: this is not required for all-in-one units that have an integral generator). |
| 1.6 | All cabins shall be electrically tested by the hire company annually. Records of the tests shall be provided by the hire company on delivery and the copies retained on site. |
| 1.7 | For hire periods of less than 9 months, the unexpired period of test of the cabins shall be deemed to cover the hire period. Where the hire period is envisaged to be greater than 9 months, the temporary accommodation shall be provided with a full 12 month test. |
| 1.8 | The electrical installer (competent operative) must issue a signed safety certificate to confirm that the electrical installation has been designed, constructed, inspected and tested in accordance with BS 7671 (the IEE Wiring Regulations) prior to energisation. |
| 1.9 | Where multiple cabins and/or multiple phases from a 3-phase supply are used the electrical installer (competent operative), must prepare a single line diagram for the installation and leave a copy of this on site with the Site Manager. |
| 1.10 | An earth loop impedance test shall be carried out on the socket circuit in each cabin every 3 months during the site Portable Appliance (PA) Testing. Records of the test shall be provided by the tester with copies retained on site. If the earth loop impedance test fails the Site Manager shall prevent use of the affected circuit, until a satisfactory earth has been re-established. The Site Manager shall notify the Plant Department of the failure. |
| 1.11 | The Site Manager shall ensure that all Residual Current Devices (RCDs) are tested on a weekly basis, and shall maintain a record of these tests on the End of Day and Weekly QES Checksheet. Where an RCD fails to operate a warning notice saying 'RCD FAULT - DO NOT USE THE ELECTRICS IN THIS CABIN' shall be put in the affected cabin(s) until the fault has been rectified. |



Operational Safety Standard 100a

Electricity Supplies for Site Welfare Facilities

OSS 100a: Electricity Supplies for Site Welfare Facilities

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| 1.12 | <p>An inspection of the whole installation shall be carried out by a competent operative at periods no greater than 12 months.</p> <p>The following tests must be included in accordance with BS 7671 (the IEE Wiring Regulations):</p> <ul style="list-style-type: none">• Earth loop impedance for all circuits.• RCD operating time.• Inspection of all permanently fixed appliances. <p>The Site Manager shall prevent the use of any circuits which fail during the BS7671 tests.</p> |
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| 2.0 | Conditions |
| 2.1 | The maximum impedance for the earth connection shall be 100 Ohms (tested during installation by a competent person – refer 1.5, 1.6 and 1.8 above). |
| 2.2 | The maximum earth loop impedance recorded on any power ring circuit in the welfare facilities shall be 1.44 Ohms (tested during PA Testing and the periodic test and inspection as applicable). |
| 2.3 | All electrical cables associated with the supply to the site facilities shall be armoured and buried to a minimum depth of 600mm below ground and marked OR secured above ground in such a way as to prevent accidental damage and minimise the potential for malicious damage. |
| 2.4 | Where an RCD fails to operate a warning notice saying 'RCD FAULT – DO NOT USE THE ELECTRICS IN THIS CABIN' shall be put in the affected cabin(s) until the fault has been rectified. |
| 2.5 | <p>Where a temporary generator > 10kVA is used, the generator shall be provided with an earth connection according to the following hierarchy:</p> <ul style="list-style-type: none">• Earth connection to an existing earth in a building or to an existing structure (e.g. structural steelwork or metal water pipes).• Earth connection to an earth mat buried to a minimum depth of 600mm below ground.• Earth connection to an earth electrode (rod / spike) to a minimum depth of 1m below ground. <p>Refer to separate JN Bentley tool box talk for the installation of earth mats and rods</p> <p>Temporary generators < 10kVA do not require an earth connection.</p> |
| 2.6 | <p>Where an all-in-one cabin is used with an integral generator > 10kVA, the hirer shall supply and JN Bentley shall install an earth electrode (rod/spike) to a minimum depth of 1m below ground. There is no requirement to test the earth impedance on installation provided best endeavours have been used to follow the JN Bentley tool box talk for the installation of earth mats and rods.</p> <p>Refer to separate JN Bentley tool box talk for the installation of earth mats and rods.</p> |
| 2.7 | All-in-one cabins with an integral generator < 10kVA do not require an earth electrode. |
| 2.8 | The generator compartment shall NOT be used for storing ANY materials or PPE, unless designed to do so. |
| 3.0 | Behaviours |
| 3.1 | Site electricity supplies shall not be used without appropriate test certification. |
| 3.2 | No persons shall work on site electrical supplies unless suitably trained, competent and authorised. |



Operational Safety Standard 101

Excavations/ Breaking Ground

OSS 101: Excavations / Breaking Ground

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | Fall prevention edge protection will be one of the following: <ul style="list-style-type: none">• A substantial barrier at the edge of an excavation capable of preventing a person or persons' unintended fall into an excavation.• A physical demarcation barrier set back at a sufficient distance from the excavation such that a person falling against it would not fall into the excavation. |
| 0.4 | Definitions: <ul style="list-style-type: none">• TWS – Temporary Works Schedule• TWC – Temporary Works Co-ordinator• TWD – Temporary Works Designer Competent Person – A person who can demonstrate such practical and theoretical knowledge and experience as is necessary to ensure safe conditions are achieved/maintained. |
| 0.5 | This document should be read in conjunction with BIMS 02-13 Management of Temporary Works, OSS 004 Preparation and Issue of Permits to Work, OSS 108 Confined Spaces and OSS 111 Avoidance of Overhead and Underground Services. |

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| 1.0 | Processes and Records |
| 1.1 | All excavations shall be designed and/or specified by a competent person (TWC and/or TWD) who shall be formally appointed to the scheme in the Contract Management Plan. |
| 1.2 | The TWC shall clearly identify ALL excavations that fall into risk category 3 and 4 (BIMS 02-13 table 1) and those excavations that require design by calculation (BIMS 02-13 table 2). |
| 1.3 | A risk assessment must be prepared for all excavations. Where necessary, and in all TW category 3 and 4, this shall be accompanied by a method statement that is briefed to all persons involved in the task. |
| 1.4 | Copies of current service plans must be on site, with the Operatives, before excavation works commence. Plans must be at a sufficiently detailed scale and centred on the site. |
| 1.5 | Locations of all underground services must be spray marked on the ground, and supplemented with pegs, cones etc. indicating service locations, placed outside the excavation footprint, before commencing excavation works. |
| 1.6 | Owners of all overhead electric cables within the site area (or within 6m of the site boundary) must be contacted before site works commence. Any instructions shall be incorporated into task specific risk assessments and method statements (e.g. isolation of cables, goal posts etc.). |



Operational Safety Standard 101

Excavations/ Breaking Ground

OSS 101: Excavations / Breaking Ground

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| 1.7 | Risk assessments shall specify the safe angle of repose for the ground type where a battered excavation is proposed, otherwise a system of shoring must be used, which shall be designed and specified by a competent person (TWD). |
| 1.8 | Risk assessments shall consider: <ul style="list-style-type: none">• The protection of personnel inside an excavation (battered or shored) from rolling / falling material.• The protection of persons (including members of public) outside the excavation from fall from height or slip failure. |
| 1.9 | A permit system shall be implemented for all ground-breaking activities. Refer to OSS 111. |
| 1.10 | Risk assessments for excavations on traffic routes must consider segregation of the work area from traffic, including the deployment of, e.g. temporary vertical concrete barriers, water filled barriers, etc. |
| 1.11 | The risk assessment shall detail any assumptions made in relation to ground conditions, ground water and surcharge. |
| 1.12 | For all cases outlined in 1.1 above, the TWC must issue a 'Permit to Proceed' prior to first use. Once the initial Permit to Proceed has been issued, excavation inspection will be undertaken in accordance with sections 1.13 and 1.14. |
| 1.13 | All excavations must be inspected by a competent person: prior to first use, at the start of every shift; after any event likely to have affected the stability of the excavation or any part of it (e.g. changing weather conditions); and after any fall of rock, earth, or other material. These pre-use inspections shall be recorded in the 'General Comments' section of the site diary. |
| 1.14 | Site Manager(s) must record weekly Statutory Inspections of excavations. |
| 1.15 | Sheet piling operations shall be planned and undertaken in line with JN Bentley guidance note 'Sheet Pile Installation and Extraction'. |

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| 2.0 | Conditions |
| 2.1 | For TW category 3 and 4 excavations, the current 'For Construction' design information or justification including any phase diagrams or construction sequences shall be available on site prior to construction. |
| 2.2 | All excavations must be supported or profiled to the specified safe angle of repose before any persons can commence work in them. |
| 2.3 | Shoring systems must take account of permanent and temporary imposed loading conditions (e.g. loads imposed by storage of materials, traffic loads, adjacent buildings, hydraulics, snow etc.). |
| 2.4 | Materials, plant and equipment shall be stored at least 1.5m away from the edge of an excavation and such that they do not impose additional loading onto the excavation unless considered and controlled as part of initial design. |



Operational Safety Standard 101

Excavations/ Breaking Ground

OSS 101: Excavations / Breaking Ground

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| 2.5 | Where trench supports are used, they must extend a minimum of 150mm above the adjacent ground level. |
| 2.6 | If the access to a battered excavation is steeper than 1:4, steps must be provided. |
| 2.7 | Access to shored excavations must be provided adopting the following hierarchy: <ul style="list-style-type: none">• Staircase; then• Scaffolding with ladders; and lastly• Tied ladders. |
| 2.8 | Vehicles and plant shall be kept away from excavations wherever possible so as not to surcharge the sides of the excavation or alter the work atmosphere with exhaust emissions. Highly visible baulks or barriers shall be fixed in position as stop-blocks where necessary. |
| 2.9 | To prevent people falling into excavations, the minimum requirements for edge protection are as follows: (Hierarchy also applies to pre-existing slopes and cuttings where access adjacent to the edge is planned): <ul style="list-style-type: none">• Battered sides with a slope that is shallower than 1:4 - No edge protection required.• Battered sides with a slope between 1:4 and 1:2 - Edge demarcation.• Battered sides with a slope that is steeper than 1:2 - Fall prevention edge protection.• Supported excavations up to a depth of 1m - Fall prevention edge protection.• Supported excavations deeper than 1m - Fall prevention edge protection.• Stepped excavations of depth > 1m such that falls are likely to result in injury should have suitable fall prevention edge protection installed. |
| 2.10 | In addition to edge protection all excavations > 1m deep shall, when unattended, be protected by anti-climb fencing to prevent access by unauthorised persons (e.g. Heras-type fencing double clipped or deer fencing, existing secure site boundary etc.). |
| 2.11 | 'Deep Excavation' signs shall be erected on all sides of excavations greater than 1m depth. |
| 2.12 | For excavations deeper than 1.5m that are not well ventilated, gas monitoring shall be undertaken 10 minutes prior to entry and continuously whilst Operative(s) are working inside. NB: This does not automatically designate the excavation as a confined space. See OSS 108. |
| 2.13 | Gas monitors shall be bump tested prior to each day's use. |

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| 3.0 | Behaviours |
| 3.1 | All persons shall report any change noted in the key assumptions relating to ground conditions, ground water and surcharge loading (refer 1.11 above), to the TWC. |
| 3.2 | Personnel working to construct the excavation (including batters and/or shoring) must work in accordance with the RA/MS for that activity. |



Operational Safety Standard 101

Excavations/ Breaking Ground

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| 3.3 | Other personnel must not enter excavations until the final batter is profiled or shoring is in place and complete and the TWC has, where required, issued a Permit to Proceed. |
| 3.4 | No persons shall enter or leave an excavation other than by the proper means of access/egress. |
| 3.5 | No person shall enter a poorly ventilated excavation until the air quality has been tested and monitored. |
| 3.6 | No person shall work on the 'exposed' side of edge protection unless wearing a harness and lanyard that is secured to a suitable anchorage point. |
| 3.7 | No person shall, alter, modify or make substitutions to excavation support or shoring systems or their components without the express permission of the TWC. |



Operational Safety Standard 102

Lifting Operations Using Cranes and Excavators

OSS 102: Lifting Operations Using Cranes and Excavators

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with BS 7121 Code of Practice for Safe Use of Cranes any relevant client-specific requirements. |
| 0.3 | When excavators are used for lifting they become cranes, in addition lorry loaders and telehandlers are types of crane. All references to cranes in this document should be taken to include lorry loaders and telehandler or excavators when used for lifting. |
| 0.4 | When planning areas to be used for lifting operations, consideration shall be given to BIMS 02-13 Temporary Works. |
| 0.5 | <p>Glossary of terms:</p> <p>Basic lift - lifting operation where the load characteristics are considered straightforward and there are no significant hazards within the working area or on the access route for the crane to the working area.</p> <p>Intermediate lift - lifting operation where significant hazards have been identified with the load or with the working area or access route of the crane.</p> <p>Complex lift - lifting operation where significant hazards have been identified with the load or with the working area or access route of the crane, and involves:</p> <ul style="list-style-type: none">• More than one crane lifting the load.• Cranes using non-standard/specialist equipment or attachments.• The lifting of people.• Exceptional hazards including:<ul style="list-style-type: none">- the potential to clash with other mobile plant.- lifting over hazardous or occupied areas etc. |

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| 1.0 | Processes and Records |
| 1.1 | A Lift Plan is required for all lifting operations. Lift Plans must be prepared by an Appointed Person with suitable experience appropriate to the lift being planned. The Lift Supervisor will ensure the Lift Plan is followed. The Lift Plan must be briefed to all persons involved with the lifting operation. |
| 1.2 | JN Bentley Lift Plans must be prepared using the appropriate company standard template (the latest version of which shall be held in the document library). The correct duty chart and specification sheet for the crane shall be copied within or appended to the Lift Plan. |
| 1.3 | Lift Plans including those from third parties must be prepared/submitted at least 3 days before the lifting activity. |
| 1.4 | If the lift cannot be undertaken in accordance with the Lift Plan the lift shall be stopped until a suitable Lift Plan is prepared by the Appointed Person. |
| 1.5 | Where lifting operations are to be planned and carried out by third parties (e.g. subcontractors/suppliers or contract lifts), the Site Supervisor shall provide the third party with all relevant information, e.g. ground conditions, positions of buried and overhead services, positions of building foundations etc. |



Operational Safety Standard 102

Lifting Operations Using Cranes and Excavators

OSS 102: Lifting Operations Using Cranes and Excavators

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| 1.6 | The Lift Plan for the activity shall record specific details of the crane to be used for lifting, and consider the weight of the load, the position of the load in relation to the crane tracks/wheels, the lifting capacity at the radius required, the prevailing ground conditions and the lifting accessories required. |
| 1.7 | The requirement and use of taglines shall be identified in the Lift Plan. |
| 1.8 | Lift Plans shall consider obstacles, e.g. overhead cables and incorporate appropriate control measures, e.g. goal posts in accordance with Guidance Note GS6 Avoiding danger from overhead power lines. |
| 1.9 | Lift Plans shall consider travelling with loads as a separate hazard and a factor of safety of 1.5 shall be applied to the net load to allow for shock loading of equipment and accessories. |
| 1.10 | All excavators used for lifting must be fitted with hose burst check valves on the boom and have a plated lifting point. In addition, for loads greater than 1 tonne a Safe Load Indicator (SLI) or overload indicator must be fitted. |
| 1.11 | All cranes/excavators used for lifting require a current Certificate of Thorough Examination in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER). A copy of the Certificate of Thorough Examination shall be available on site. |
| 1.12 | <p>The following documentation should be available on site:</p> <ul style="list-style-type: none">• Legible duty charts.• Operator's manual.• Certificate of Thorough Examination in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER). In the case of lifting equipment that is less than 1 year old a Certificate of Conformity must be available.• Current test certificates for any lifting accessories.• A Daily Plant Check Sheet. |
| 1.13 | The Safe Working Load (SWL) of the hook block or quick hitch should be included in the Lift Plan. |
| 1.14 | All lifting accessories shall be marked with a SWL and shall have a current test certificate, evidence for which must be available on site. In addition, JN Bentley accessories shall be tagged with the current safe lift colour tag from the JN Bentley system. Accessories shall be subject to pre-use checks by a competent slinger. |
| 1.15 | <p>Responsibilities for the following roles shall only be assigned to persons whose training is in date and shall be included in the Lift Plan:</p> <ul style="list-style-type: none">• The Appointed Person.• The Crane Co-ordinator (as applicable).• The Lift Supervisor.• The Slinger/Signaller.• The Crane Operator. <p>If any of the above are agency staff, a competence assessment must be completed prior to the lift commencing (see the document library).</p> <p>When it is a contract lift, copies of competency certificates shall be obtained and held on site.</p> |



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| 1.16 | Where an excavator is being used for lifting, the driver shall have completed an appropriate 'Lifting with Excavators' course. |
| 1.17 | Where specialist lifting accessories, e.g. flying forks etc. are required, approval must be sought via the Permit to Deviate process. |
| 1.18 | Specialist lifting accessories shall only be fitted to quick hitches which have bucket cylinder ram check valves installed. |
| 1.19 | The Lift Plan shall give consideration to ensuring that the Crane Driver has appropriate rest periods, taking into account the full length of the working day including driving time. |
| 1.20 | Where cranes are to be used for man-riding operations, the last thorough examination must have been within 6 months. Excavators shall not be used for man-riding operations. |
| 1.21 | Lifting accessories used for man-riding operations shall be: <ul style="list-style-type: none">• Designated for that use only.• Subject to thorough examination by a competent person prior to first use.• Subject to pre-use and weekly checks. |
| 1.22 | Where cranes have been assembled on site e.g. crawler or tower cranes, competent persons shall provide a certificate confirming that the crane has been assembled and tested in accordance with the manufacturer's instructions, which shall be available on site. |
| 1.23 | Each shift, cranes/excavators must be inspected by the Operator before being used. Checks shall be in accordance with the manufacturer's instructions and shall be recorded on the relevant plant check sheet with any defects reported to the site supervisor who will determine whether the fault requires suspension of use. |
| 1.24 | Lorry loader deliveries shall be treated as basic lifts with the responsibility lying with the supplier (or delegated third party, i.e. deliverer) and will not usually require the preparation of a Lift Plan. |
| 1.25 | For deliveries of site cabins, stores units and any other welfare facilities etc. the supplier is to provide a Lift Plan prepared by a trained and competent Appointed Person. The Site Supervisor will ensure that the conditions stipulated in the Lift Plan are provided. |
| 1.26 | Complex lifts, as defined in section 0.5, may only be undertaken with the prior written authorisation of an Operations Director or the Engineering Director and must be planned and developed following consultation with a suitably trained, competent and experienced Appointed Person. |

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| 2.0 | Conditions |
| 2.1 | All conditions stipulated in the Lift Plan and temporary works schedule/design shall be met. |
| 2.2 | The area surrounding the lift shall be orderly with signs and barriers deployed in accordance with the Lift Plan. |



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| 2.3 | The Crane Operator and Slinger/Signaller shall be in positions where they can communicate effectively. Where 2-way radios are required these shall be on discrete frequencies. |
| 2.4 | Crane/excavator windows and rear view mirrors/cameras shall be clean to ensure that good all round visibility is maintained. |
| 2.5 | A copy of the Lift Plan must be kept in the cab of the crane/excavator. |
| 2.6 | Where fitted, outriggers shall be fully extended (or extended in accordance with the Lift Plan if different) and locked, before lifting operations commence. Outrigger mats shall be checked to ensure they conform to the Lift Plan details. |
| 2.7 | A 600mm wide clearance between travelling, slewing, rigging or de-rigging cranes and any fixture (guard rail, adjacent building etc.) must be maintained; where this is not practicable, any place where a person might be trapped shall be enclosed by barriers. |
| 2.8 | Wind conditions shall be assessed before works commence and shall be monitored with an anemometer, whether crane mounted or hand held throughout the duration of the activity. Maximum wind speeds for particular models and types of crane shall be verified by the Crane Driver using the manufacturer's instructions. No lifting operations shall be carried out in wind conditions exceeding the maximum allowed speeds detailed in the crane manufacturer's instructions. Where items with a large surface area are to be lifted e.g. shutters, the wind speed at which lifting operations cease may need to be reduced. |
| 2.9 | Excavators/cranes used for static lifting shall be sited on stable ground within the safe operating gradient of the manufacturer's instructions. |
| 2.10 | Where the crane/excavator will travel during the lifting operation, the route chosen must be stable, within the manufacturer's safe operating gradient and free from obstructions. Failure modes for sliding, overturning, and over-burdening the ground must be considered and where appropriate controlled. Refer to Engineering Guidance Note (EGN) 1 on the document library. |
| 2.11 | Buckets shall be removed prior to any lifting operations. |
| 2.12 | Lifting accessories shall be stored either in the site store or in the crane equipment locker, in such a way as to prevent damage. |
| 2.13 | Where a lifting accessory is found to be unfit for use or has the wrong coloured tag it shall be quarantined and marked 'Do Not Use' to prevent further use. Where a JN Bentley accessory is found to have no tag, a current certificate of thorough examination or conformity must be confirmed prior to use. |
| 2.14 | Crane rigging/de-rigging will be undertaken in line with manufacturer's guidance/instructions and detailed in the relevant risk assessment/method statement. |
| 2.15 | To prevent over-turning of cranes and/or excavators during lifting operations crane pads and pick and carry routes shall have edges protected by a highly visible and/or physically robust barrier. |
| 2.16 | Wheeled excavators must not be used for pick and carry operations. |



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| 3.0 | Behaviours |
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| 3.1 | No one shall carry out any lifting operations without a Lift Plan. |
| 3.2 | All Operative(s) involved in a lifting operation shall be briefed on, understand and follow the Lift Plan. |
| 3.3 | Where fitted, safe load indicators shall be switched on and checked for operation prior to use. Action must be taken in response to warning signals. Normally the lift shall be halted, made safe and the Appointed Person informed. |
| 3.4 | Loads shall only be attached to certified lifting points by trained and authorised Slinger/Signallers. |
| 3.5 | The Crane Operator shall only take direction from one Slinger/Signaller during lift operations. The Slinger/Signaller will be identified by way of a red JN Bentley hard hat. |
| 3.6 | Crane/Excavator Operators and Slinger/Signallers shall carry out a test lift no more than 1m from the ground to check the balance of a load. |
| 3.7 | No person shall stand or walk under a load, or enter a crush zone. |
| 3.8 | Where use of taglines has been identified in the Lift Plan, the Lift Supervisor must designate the persons to handle the lines. |
| 3.9 | Operatives shall not stand nor walk within the slewing radius of the counterweight of the crane/excavator. |
| 3.10 | Loads shall not be lifted over people, including: <ul style="list-style-type: none">• Live highways.• Occupied buildings.• Railways.• Public rights of way etc. |
| 3.11 | Operators shall not use cranes or excavators to drag loads. |
| 3.12 | The Slinger/Signaller will confirm with the operator that the machine has been isolated (switched off or dead man activated) prior to approaching the crane/excavator. |
| 3.13 | Lifting accessories shall not be adapted or modified. |
| 3.14 | All suspected damaged and faulty equipment shall be quarantined and reported to the Site Supervisor. |
| 3.15 | Log books shall be completed by Appointed Persons and Plant Operators to maintain competency. |
| 3.16 | Crane Operators and/or Slinger/Signallers shall ensure that nobody is in physical contact with any lifting equipment and/or accessory including hook block, chains, slings etc. during the lifting or lowering of loads. |



Operational Safety Standard 103

Work On or Connecting To Live Electrical Systems

OSS 103: Working On or Connecting To Live Electrical Systems

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | Particular attention is drawn to the Electricity at Works Regulations, which states: "No person shall be engaged in any work where technical knowledge or experience is necessary to prevent danger or injury, unless he possesses such knowledge or experience, or is under such degree of supervision as may be appropriate having regard to the nature of the work." |
| 0.4 | Electrical Systems. An assembly of electrical fitting, apparatus and equipment, whether permanent or temporary, installed for the conveyance, control, measurement or use of electricity and connected to a permanent or temporary electrical supply. |
| 0.5 | "Live" means electrically energised or charged. In most instances this means the equipment is or has been connected to an electrical supply, whether permanent or temporary, and has not been proven to be dead. Dead means zero potential or not electrically energised or charged. Where there is any doubt whether an electrical installation is live or dead, it shall be treated as live. Voltage designations are: <ul style="list-style-type: none">• High Voltage (HV) - exceeds low voltage.• Low Voltage (LV) - not exceeding 1000V ac or 1500V dc between conductors, or 600V ac or 900V dc between conductors and earth.• Extra Low Voltage (ELV) - not exceeding 50V ac or 120V dc whether between conductors or to earth. |
| 0.6 | The JN Bentley Electrical Safety Rules and Code of Practice (BIMS 02-16) shall be used as a basis for work activities involving work on electrical installations. Adherence to this document does not negate the need to comply with any client electrical safety rules or codes of practice. |
| 0.7 | The company has appointed electrically designated persons as defined in the JN Bentley electrical safety rules and code of practice. This designation is recorded in the training history on CMS. |
| 0.8 | An Electrical Engineer will be named for each project to manage the overall electrical safety in accordance with the JN Bentley Electrical Safety Rules and Code of Practice (BIMS 02-16) and specific client requirements. |

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| 1.0 | Processes and Records |
| 1.1 | All activities that involve installation of, or work on electrical systems, including fault diagnosis, shall be planned in advance to ensure that site-specific risks are identified and removed where possible. All tasks will be covered by a risk assessment and where applicable, a method statement. The RA/MS shall detail control measures to mitigate risks. |
| 1.2 | Site specific risks may also include: <ul style="list-style-type: none">• The presence of asbestos/asbestos containing materials in existing substations, switch rooms or switch gear.• The presence of polychlorinated biphenyls (PCBs) in transformers and capacitors. This should be identified by the client in accordance with current regulations. |
| 1.3 | Work on electrical systems shall be undertaken by one of the company's Authorised or Instructed Persons, or by trained and competent Operative(s) that hold suitable Electro-Technical Certification Scheme (ECS) or JIB accreditation. At induction all persons employed to work on electrical installations shall provide evidence of competency. |



Operational Safety Standard 103

Work On or Connecting To Live Electrical Systems

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| 1.4 | Where the work being carried out by one of the company's approved subcontractors is not covered by the client's, or JN Bentley Electrical Safety Rules, the subcontractor shall provide written declaration of their company's Safe Systems of Work being of a comparable standard to BIMS 02-16, as detailed in Appendix F. |
| 1.5 | Whenever work is carried out on or near live electrical equipment, (e.g. live exposed terminals/conductors) then one or more persons on site shall current first aid training. |
| 1.6 | Work shall not be carried out upon any HV equipment, other than that under the direct supervision of a Senior Authorised Person (HV). |
| 1.7 | For any panel or Motor Control Centre (MCC) modification works, the following steps are to be undertaken: <ul style="list-style-type: none">Request information for the apparatus to be worked on including drawings, survey reports, etc.All relevant information obtained is to be reviewed internally and communicated to subcontractors.Works shall be carried out in accordance with OSS 103 'Panel & MCC Modification Procedure' guidance note. |
| 1.8 | Risk assessments and method statements from subcontractors working on or connection to live electrical systems shall be reviewed in good time, and at least 3 days before works commencing, using BIMS form 02-04.8. |

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| 2.0 | Conditions |
| 2.1 | Access to substations and switch-rooms shall be restricted to Authorised Persons, persons identified in a Transfer of Control/Permit to Work/Limitation of Access Document or a person working directly under their supervision (e.g. visitor). |
| 2.2 | The HSE electric shock (first aid procedure) poster shall be provided in work locations where work on live and potentially live electrical installations is being undertaken. |
| 2.3 | Permits to Work and/or Limitation of Access documents shall be displayed in the area of works. |
| 2.4 | For any panel or MCC modification works, the following steps are to be undertaken: <ul style="list-style-type: none">During detailed design, an assessment of the equipment and O&M information shall be carried out to verify its accuracy. The extent of this assessment shall ensure that all hazards are identified and mitigated.Safe Systems of Works for panel and MCC modifications shall be adequately detailed to include activities such as drilling or forming holes (visual confirmation of the entire route MUST be established prior to works commencing). |

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| 3.0 | Behaviours |
| 3.1 | All persons shall follow control measures contained within the RA/MS, permits and warning notices. |
| 3.2 | Covers, warning notices, lock off padlocks and barriers shall not be tampered with. |
| 3.3 | All persons shall report damage to an electrical installation to the Site Manager and the associated Electrical Engineer. |
| 3.4 | Whilst modifying panels or MCCs, intrusive works into unidentified areas shall not be undertaken. |



Operational Safety Standard 104

Management of Scaffold

OSS 104: Management of Scaffold

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client specific requirements. |
| 0.3 | <p>Definitions:</p> <p>Basic Scaffold As defined in BIMS 02-13.4</p> <p>Designed Scaffold Any scaffold that does not meet the criteria for Basic Scaffold requires a design by calculation</p> <p>Traditional Scaffold Tube and fitting scaffold structure (this can be either basic or designed)</p> <p>System Scaffold Prefabricated system comprising of either a modular or frame design (this can be either basic or designed)</p> <p>Scafftag Proprietary product for recording inspection history, capabilities and site specific hazards associated with a scaffold structure</p> <p>Laddertag Proprietary product for recording inspection history on ladders</p> <p>Fall Arrest Equipment Equipment including lanyard and harness that mitigates the effect of a fall from height to prevent serious injury</p> <p>Fall Restraint equipment Equipment including lanyard and harness that prevents falls from height</p> <p>Suitable anchor point A tested piece of equipment to which fall arrest or fall restraint lanyards can be attached</p> <p>TWS – Temporary Works Schedule TWC – Temporary Works Coordinator TWD – Temporary Works Designer</p> |
| 0.4 | <p>Reference Documents</p> <p>GE700 CITB publication</p> |

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| 1.0 | Processes and Records |
| 1.1 | The use of scaffolding on JN Bentley sites should be undertaken in line with BIMS 02-13 Temporary Works and forms. |
| 1.2 | <p>Planning for scaffold shall consider the working at height hierarchy of preventative and protective measures as follows:</p> <ul style="list-style-type: none">• Avoid work at height.• Prevent falls.• Mitigate the distance and consequence of potential falls.• Give collective protection priority over personal protection. |



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| 1.3 | If scaffold is required, advance planning shall ensure that site specific risks and the tasks to be undertaken are considered (i.e. ground conditions, buried and overhead services, voids, cellars, access restrictions, adjacent excavations, traffic routes, proposed loadings etc.). |
| 1.4 | All tasks that require the use of scaffold shall be covered by a risk assessment and where applicable a method statement. The RA/MS shall detail control measures to mitigate risks including but not limited to loading arrangements, inspection requirements, fall restraint/arrest protection, emergency rescue and PPE. All method statements shall include a full description of the scaffold including size, location, number of boarded lifts, number of working lifts, sheeting status and loading classification in line with current scaffolding standards. |
| 1.5 | Access to scaffold structures must be provided adopting the following hierarchy: <ul style="list-style-type: none">• Staircases.• Ladder access bays with single lift ladders.• Ladder access bays with multiple lift ladders.• Internal access ladder with protected ladder trap.• External ladder using a safety gate. |
| 1.6 | All scaffolds that do not meet the criteria for Basic Scaffold must be designed by a competent person (the TWD). |
| 1.7 | Where the potential exists for electric shock from overhead lines a written assessment (GS6 assessment) shall be obtained from the electricity supply company indicating safe working distances/clearances, prior to scaffold erection. The recommendations of which shall be implemented and recorded in the associated RA/MS. |
| 1.8 | All traditional scaffold erection, modification and dismantling operations, shall be undertaken by trained and competent contractors who hold Construction Industry Scaffolders Record Scheme (CISRS) accreditation appropriate to the complexity of the structure being built etc. All system scaffold erection, modification and dismantling operations shall be carried out by, or under the supervision of a competent person who has attended an approved CITB, manufacturer's or supplier(s) training course. |
| 1.9 | Induction records shall include a copy of the Scaffold Contractor's CISRS/PASMA card appropriate to the complexity of the scaffold structure. Scaffold supervisors must hold and provide a copy of their CISRS 5 day scaffold supervisor training card. |
| 1.10 | Where scaffold erection is by a subcontractor this shall be instructed via a subcontract order (not a plant order) using form BIMS 02-13.4 Scaffold Design Brief on the document library. |
| 1.11 | When a scaffold structure is erected by a subcontractor(s), the TWC shall ensure that a Handover Certificate is obtained from the subcontractor(s) and a completed Scaffoldtag shall be attached to the scaffold prior to use. |
| 1.12 | When a system scaffold structure is erected by JN Bentley personnel, a Scaffoldtag shall be completed by a competent scaffold inspector and attached to the scaffold prior to use. |
| 1.13 | Prior to allowing use of a traditional or system scaffolds erected by third parties the TWC shall confirm that: <ul style="list-style-type: none">• a handover certificate has been received.• the scaffold has been erected as per the design or the manufacturer's instructions. |
| 1.14 | Prior to using system scaffold erected by JN Bentley Operatives the TWC shall issue the Permit to Proceed confirming it has been erected in accordance with the manufacturer's instructions. |
| 1.15 | Handover Certificates and Permits to Proceed (BIMS 02-13.6) shall be retained in Section 1 of the Site Engineering File. |



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| 1.16 | JN Bentley Operative(s) shall not erect system scaffold in excess of 4m working platform height. System scaffold greater than 4m shall only be erected by trained and competent Operatives. |
| 1.17 | Once the initial Permit to Proceed or Handover Certificate has been issued, scaffold inspection will be as per 1.19 and 1.20. |
| 1.18 | Inductions, RA/MS briefings and daily briefings shall include specific information regarding the safe use of scaffold structures as appropriate. |
| 1.19 | Pre-use visual scaffold checks shall be undertaken daily by a competent person before work starts. |
| 1.20 | Weekly inspections or inspection after an event likely to have affected the scaffold's stability or structural integrity, such as adverse weather conditions, shall be undertaken by a competent and authorised person and Scafftags/Laddertags shall be updated. Inspections shall be recorded as a Statutory Inspection. |
| 1.21 | All harnesses and lanyards shall be subject to pre-use checks that are recorded on the Harness Inspection Register; weekly inspections by a competent person that shall be recorded on the harness register and 3-monthly thorough examinations by a competent person, certification for which must be available on site. |
| 1.13 | Prior to allowing use of a traditional or system scaffolds erected by third parties the TWC shall confirm that: <ul style="list-style-type: none">a handover certificate has been received.the scaffold has been erected as per the design or the manufacturer's instructions. |

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| 2.0 | Conditions |
| 2.1 | For designed scaffolds the current 'For Construction' drawings and evidence of relevant tests shall be retained on site e.g. anchor pull-out and ground-bearing tests etc. |
| 2.2 | Scaffold loading bays shall be designed and constructed to prevent falls of persons and materials from height. They must have clear signage to provide users with clear information regarding safe working loads. |
| 2.3 | System scaffold structures shall be erected in accordance with manufacturer/supplier designs and instructions, which shall be available on site. |
| 2.4 | Copies of service plans shall be on site and checked prior to the erection of any scaffold structure. |
| 2.5 | During adverse weather (e.g. high winds, snow, frost) access to scaffold structures shall be prevented until the risks have been assessed and the scaffold re-inspected. |
| 2.6 | The risk of trips shall be minimised. Scaffold boards/walkways shall be as flat as practicable with no raised/overlapping boards or protruding board clamps. |
| 2.7 | Brick guards shall be fitted where scaffold structures are to be loaded. |
| 2.8 | Handrails and toe boards shall be fitted to internal free edges where there is a risk of workers, materials or equipment falling. |
| 2.9 | Loose materials, tools or equipment shall not be stored adjacent to an unprotected edge. |
| 2.10 | Traffic routes shall be designed such that the risk of vehicle collision with scaffold structures is minimised. |
| 2.11 | Warning signage, including prohibition of access, shall be clearly displayed in a prominent position, adjacent to ALL points of access. |



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| 2.12 | Scafftags shall be attached to the scaffold structures at all access points and shall display evidence of inspection and class of use. Laddertags shall be attached to all access ladders and shall display evidence of inspection. |
| 2.13 | All points of access shall be provided with a means to prevent unauthorised access when the scaffold is not in use and at the end of a shift. |
| 2.14 | Prior to use, all scaffold components shall be stored safely in a designated area. |
| 2.15 | To prevent injury, all tools used for scaffold erection shall be stored safely to prevent them falling from height. |
| 2.16 | Where there is a risk that boards may move due to position, traffic or adverse weather conditions, scaffold boards shall be fixed in place. |
| 2.17 | During scaffold erection and dismantling, all components shall be stored in a manner preventing them from falling. |

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| 3.0 | Behaviours |
| 3.1 | No person shall alter, modify or substitute scaffold/scaffolding components without the express permission of the TWC and they must have the necessary competencies and qualifications to do so, e.g. addition of sheeting, rubble shoots, unplanned loading out etc. |
| 3.2 | All persons shall report any changes in the assumed ground conditions on which the scaffold is erected (both prior to and during erection or during use), to the TWC. |
| 3.3 | All persons shall only access scaffold structures that display a current Scafftag. When scaffolds/ladders are not in use, scafftags to display 'Do Not Use'. |
| 3.4 | All persons shall ensure that scaffold access walkways are kept tidy. |
| 3.5 | When working at heights of 4m or greater, where collective fall protection is not employed, all persons involved in scaffold erection, modification or dismantling shall wear a full body fall arrest harness with a fall arrest lanyard (not greater than 1.75m long) attached to a suitable anchor point. For heights less than 4m from which a fall would be likely to result in injury, fall restraint harnesses and lanyards shall be worn and attached to a suitable anchor point. |
| 3.6 | No-one shall throw or drop ("bombing") scaffold components. Materials should be passed from hand to hand or raised and lowered in a controlled manner (light line or gin wheel and rope etc.). |
| 3.7 | Scaffold structures shall only be loaded in line with the design parameters. |
| 3.8 | Access to scaffold structures shall only be by designated routes/access points. |



Operational Safety Standard 105

Lone Working

OSS 105: Lone Working

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | Working alone increases the general level of risk encountered and therefore shall, as a matter of principle be avoided whenever practicable. |
| 0.4 | Lone Working - persons are to be considered to be working alone if they work by themselves without close or direct supervision and have neither visual nor audible communication, with someone who can summon assistance in the event of an injury or illness, for a period of more than one hour. |

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| 1.0 | Processes and Records |
| 1.1 | All tasks that require lone working shall be identified within Management Risk Assessments, site-specific risk assessments and, where applicable, a method statement. The site-specific RA/MS shall detail control measures to avoid or mitigate the risks associated with lone working activities; this should include emergency procedures and emergency contact arrangements (including call outs/out of hours working). |
| 1.2 | The RA/MS shall identify a 'buddy' for the lone worker and the means of 2-way contact (mobile telephone or radio). The RA/MS shall specify intervals and method for reporting-in and the escalation procedure following a failure to report/make contact. |
| 1.3 | Lone working shall not be permitted in the following situations/for the following activities: <ul style="list-style-type: none">• Derelict structures.• Confined spaces.• Where the lone worker could come into contact with a live electrical conductor.• Work areas on, over or adjacent to water.• Working at height where the risk level will be increased by lone working, e.g. working off a ladder that requires footing.• Diving operations.• Excavations.• Mobile plant.• Areas where there is an increased risk of violence, abuse or harassment.• Unlit or poorly lit conditions.• Extreme weather.• Areas where hazardous atmospheres can be reasonably expected. |
| 1.4 | Lone working shall not be undertaken by: <ul style="list-style-type: none">• Pregnant Women.• Young workers (under 18).• Workers with incapacitating medical conditions. |



Operational Safety Standard 105

Lone Working

OSS 105: Lone Working

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| 1.1 | All tasks that require lone working shall be identified within Management Risk Assessments, site-specific risk assessments and, where applicable, a method statement. The site-specific RA/MS shall detail control measures to avoid or mitigate the risks associated with lone working activities; this should include emergency procedures and emergency contact arrangements (including call outs/out of hours working). |
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| 2.0 | Conditions |
| 2.1 | The lone worker and the 'buddy' shall have copies of the task specific RA/MS detailing general control measures as well as contact and emergency arrangements. |
| 2.2 | Means of 2-way communication must be available and shall be tested before lone work commences to ensure correct operation and reliability. |
| 2.3 | Suitable arrangements shall be in place for responding to out of hours working and call outs, including the provision for requesting assistance where required. |
| 2.4 | Operatives shall have suitable arrangements in place to ensure/obtain sufficient detail is available to them when arriving on site to carry out work safely, including out of hours working. |
| 2.5 | A first aid kit must be available to lone workers. |
| 2.6 | Planning of work activities shall take into account tasks considered to be lone working and controls shall be implemented accordingly. |
| 2.7 | Where English language instructions are not adequately understood, arrangements shall be in place to ensure understanding of task specific and safety critical information prior to lone working taking place. |

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| 3.0 | Behaviours |
| 3.1 | Operatives shall only undertake lone working activities after control measures identified within the RA/MS have been communicated to them. |
| 3.2 | Operatives shall challenge control measures included within the content of the RA/MS where they are unsure or can suggest a safer way of undertaking a lone working activity. |
| 3.3 | When undertaking a lone working activity, Operative(s) shall stop work and notify the 'buddy' if anything occurs that may affect working methods as identified within the RA/MS. |
| 3.4 | If communication fails, operatives shall immediately stop the activity and contact their buddy through alternative means. |
| 3.5 | Lone workers shall contact the 'buddy' at the agreed contact intervals including out of hours and call outs. Where work carries over the agreed timescales, contact must be made with the 'buddy' and new intervals agreed and implemented. |
| 3.6 | The 'buddy' shall attempt to contact the lone worker within 5 minutes of the agreed contact interval and at a minimum of every 5 minute intervals until contact is re-established. |
| 3.7 | If contact with the lone worker is not established within 15 minutes of the agreed interval the 'buddy' shall instigate the emergency action plan. |



Operational Safety Standard 106

Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)

OSS 106: Safe Use of Plant and Equipment

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | <p>Definitions:</p> <ul style="list-style-type: none">• Mobile Plant - Any work equipment which is self-propelled, including excavators, dumpers, tractors etc. Specific requirements relating to the use of mobile elevating work platforms (MEWPs) is detailed in OSS 109.• Equipment - For the purposes of this standard, equipment is any work device, which does not fall into any of the other categories, generators, vibrating plates, pumps, personal gas monitors, brush cutters etc. Specific requirements relating to the use of ladders is detailed in OSS 109.• Power Tools - Any tool, usually hand operated, which is powered by either electricity whether 110v, battery or petrol/diesel engine, e.g. drills, circular saws, Stihl saws, grinders etc.• Hand Tool - Any tool or implement designed for manual operation, including hammers, chisels, hand saws, screwdrivers etc.• Low Risk Items - Pumps, portable generators, strimmers, hand drills, breakers, jet washers, pipe cutters, bolt cutters, needle guns, whackers, trench compactors, "rammax" etc.• High Risk Items (Handheld) - Any item of work equipment, not including mobile plant, the (mis)use of which could reasonably be expected to result in a reportable injury, e.g. amputation, fractures (other than fingers or toes) and over 7 day lost time injuries etc. (e.g. cut-off saws, road saws, chainsaws, nail guns, grabs, ladders, grinders, circular saws etc.).• Training Requirement - The operator requirements for individual plant, tools and equipment are categorised as training, instruction or familiarisation. Site Supervisors shall ensure that only suitably competent people are permitted to use plant, tools and equipment on site. Details of these requirements can be found in OSS 106 guidance note on the document library. |
| 0.4 | <p>Shall be read in conjunction with:</p> <ul style="list-style-type: none">• Management Risk Assessment.• OSS 106 guidance note (which replaces the JN Bentley Work Equipment Guide). |

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| 1.0 | Processes and Records |
| 1.1 | All mobile plant, equipment and electrical power tools shall comply as a minimum with European conformity (CE marked). Hand tools do not require CE marking. |
| 1.2 | JN Bentley employees may only use JN Bentley-owned or hired power tools. |
| 1.3 | All JN Bentley mobile plant, equipment and power tools shall be issued with a unique plant reference number by the Plant Department. Issue records and maintenance history will be centrally held by the Plant Department. |



Operational Safety Standard 106

Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)

OSS 106: Safe Use of Plant and Equipment

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| 1.4 | All tasks that require the use of mobile plant, equipment and electrical power tools shall be covered by a risk assessment and, where applicable, a method statement. The RA/MS shall detail control measures to mitigate risks including those of injury and occupational ill health. |
| 1.5 | <p>All mobile plant operators must have a current CPCS* card or equivalent specific to the item of plant to be operated, this shall be confirmed by the Site Supervisor at induction.</p> <p>In addition, for newly trained or non-JN Bentley Operators, a competency assessment shall be undertaken utilising tool box talk 58, records of which shall be held in the Site Safety File.</p> <p>CPCS* - other accepted competence cards for mobile plant include:</p> <ul style="list-style-type: none">• Lantra.• Independent Training Standard Scheme and Register (ITTSAR).• Association of Industrial Truck Trainers.• National Plant Operators Registration Scheme (NPORS).• Road Transport Industry Training Board (RTITB).• National Proficiency Tests Council (NPTC). |
| 1.6 | For high risk items (see section 0.2) evidence of training must be provided prior to use. A competency assessment must also be undertaken for unfamiliar or infrequently used pieces of work equipment. |
| 1.7 | For low risk items of plant, site supervisors shall confirm operator's familiarity prior to authorising use on site. |
| 1.8 | All hired mobile plant, equipment and electrical power tools shall be checked on delivery for damage and suitability prior to acceptance. Certification shall be checked and copies shall be maintained in the Site Safety File. |
| 1.9 | All mobile plant (including those provided by subcontractor(s)) shall be subject to daily pre-use checks and weekly inspections that shall be recorded. Issues highlighted on check sheets shall be actioned by the Site Supervisor. |
| 1.10 | All equipment and power tools (including those provided by subcontractor(s)) shall be subject to pre-use inspections. |
| 1.11 | A PUWER register recording weekly inspections shall be completed for all high risk items. Subcontractors shall provide an equivalent traceable record. |
| 1.12 | Where users cannot provide evidence of current training, in line with OSS 106 guidance note, for a piece of equipment or electrical power tool, authorisation for its use shall be by way of the Permit to Deviate. |
| 1.13 | <p>Electrical power tools, domestic appliances in welfare units and IT/office electrical accessories shall be subject to formal inspection and testing (PAT). Inspection and testing frequencies required are:</p> <ul style="list-style-type: none">• Office equipment (including welfare and site office equipment) - 12 months.• Site equipment - 3 months. <p>A label indicating test and retest dates shall be affixed to each appliance and accessory. New electrical equipment shall be dated when it was first put into service until the next round of formal inspections.</p> |
| 1.14 | <p>The following items may not be used on JN Bentley sites:</p> <ul style="list-style-type: none">• Angle Grinders sized 9 inches or above.• Mechanical scissor grabs.• Semi-automatic quick-hitches.• Fork sleeve attachments to telehandlers. |



Operational Safety Standard 106

Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)

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| 2.0 | Conditions |
| 2.1 | All manufacturer installed protective devices, e.g. guards, markings and warning devices (including emergency stops) etc. shall be present and free from alteration prior to using the piece of work equipment. |
| 2.2 | The use of 240v power tools is not permitted on JN Bentley sites. |
| 2.3 | Whip checks shall be fitted at all joints on all compressed air lines. |
| 2.4 | Operating instructions/manuals for mobile plant, equipment and electrical power tools shall be available to the Supervisor and user. Plant and equipment shall be used and maintained in line with manufacturer's instructions / guidance which shall be available on site. Advice relating to safe use shall be incorporated into risk assessments. |
| 2.5 | Plant, equipment, electrical power tools and hand tools shall be stored in such a way as to prevent damage. |
| 2.6 | Where electrical cables or air/hydraulic hoses are present in the work area, these shall be routed to ensure that trip hazards are minimised. |
| 2.7 | Where fitted, the Roll-Over Protection Structure (ROPS) on mobile plant shall be correctly installed with all safety pins in place, as applicable. |
| 2.8 | Where mobile plant, equipment, electrical power tools or hand tools have been found to be unfit for use, they shall be quarantined to prevent further use. |
| 2.9 | When not in use, mobile plant shall be parked on level ground with keys removed including isolator keys to prevent unauthorised operation. If Mechlocks or any other immobilisation devices are fitted, these shall be engaged. |
| 2.10 | Any plant or equipment found to be unfit for use must be segregated and marked 'Do Not Use'. |
| 2.11 | Where the use of work equipment has the potential to generate harmful dust, dust suppression must be used. |

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| 3.0 | Behaviours |
| 3.1 | Users of mobile plant, equipment, power tools and hand tools must wear the PPE and/or RPE detailed in the task specific risk assessment. |
| 3.2 | Seatbelts must be worn where fitted. |
| 3.3 | Safety devices shall not be tampered with, removed or bypassed. |
| 3.4 | Operatives shall only use mobile plant, equipment and power tools that they are trained, competent and authorised to use. |
| 3.5 | Operatives shall carry out and record pre-use checks on mobile plant prior to use. |
| 3.6 | Operatives shall carry out a visual inspection on work equipment, power and hand tools prior to use. |
| 3.7 | Operatives/users shall always report damage or faults however minor prior to use. |
| 3.8 | Mobile plant shall only be driven on designated routes and operated in a manner which will not cause danger to others on site. |
| 3.9 | Operative(s) shall ensure that mobile plant not currently in use is parked on level ground with keys removed, including isolator keys, to prevent unauthorised operation. If Mechlocks or any other immobilisation devices are fitted, they shall ensure that these are engaged. |
| 3.10 | No operative shall attempt repairs to broken or damaged mobile plant, equipment, power tools or hand tools unless trained and authorised to do so. |



Operational Safety Standard 108

Safe Working in Confined Spaces

OSS 108: Safe Working in Confined Spaces

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.13) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | <p>Definitions:</p> <ul style="list-style-type: none">• Confined Space - A confined space must have both of the following defining features:<ul style="list-style-type: none">○ It must be a space which is substantially (though not always entirely) enclosed; and○ One or more of the specified risks must be present or reasonably foreseeable.• "Specified risk" means:<ul style="list-style-type: none">○ Serious injury to any person arising from a fire or explosion.○ The loss of consciousness of any person at work arising from an increase in body temperature.○ The loss of consciousness of any person at work arising from gas, fume, vapour or lack of oxygen.○ The drowning of any person at work arising from an increase in the level of liquid.○ The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid. <p>Once classified as a confined space, it shall remain classified as such unless the risk has been removed and not just mitigated.</p> |
| 0.4 | No entry shall be undertaken in an explosive atmosphere. |
| 0.5 | Confined space entry as a principle shall be avoided wherever reasonably practicable. This principle shall be upheld from design stage through to final construction. |
| 0.6 | <p>Reference documents:</p> <ul style="list-style-type: none">• Safe Work in Confined Spaces ACoP (L101).• Water UK - The Classification & Management of Confined Space Entries.• OSS 004 Preparation and Issue of Permits to Work. |

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| 1.0 | Processes and Records |
| 1.1 | The presence of a confined spaces shall be determined by using the Confined Space Classification Decision Tool (see document library). |
| 1.2 | <p>Prior to working, planning shall be undertaken that as a minimum will identify location and risk classification of confined spaces. Risk classifications are:</p> <ul style="list-style-type: none">• Low - equivalent to NC1.• Medium - equivalent to NC2/3.• High - equivalent to NC4. |



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| 1.3 | A task-specific risk assessment shall be prepared for all confined space activities. This shall be accompanied by a method statement that is briefed to all persons involved. A copy of the RAMS shall be held at the point of work together with the Permit to Enter and tally sheet. | | | | | | | | | | | | |
| 1.4 | <p>Risk assessment and control measures shall consider:</p> <ul style="list-style-type: none">(a) Supervision.(b) Competence and physical fitness for confined spaces working.(c) Communications.(d) Testing/monitoring the atmosphere.(e) Gas purging.(f) Ventilation.(g) Removal of residues.(h) Isolation from gases, liquids and other flowing materials.(i) Isolation from mechanical and electrical equipment.(j) Selection and use of suitable equipment.(k) PPE and RPE.(l) Portable gas cylinders and internal combustion engines.(m) Gas supplied by pipes and hoses.(n) Access and egress.(o) Fire prevention.(p) Lighting.(q) Static electricity.(r) Smoking.(s) Emergencies and rescue.(t) Limited working time. | | | | | | | | | | | | |
| 1.5 | <p>An emergency/rescue plan shall be included in the risk assessment/method statement document. Where emergency arrangements involve third parties their suitability and availability will be confirmed prior to entry taking place.</p> <p>Rescue arrangements required for each classification of confined space are:</p> <table><tr><td>Low</td><td>NC1</td><td>Self-rescue arrangements to be provided by trained and competent operatives who shall as a minimum have completed an approved 1 day confined space working course.</td></tr><tr><td rowspan="2">Medium</td><td>NC2</td><td></td></tr><tr><td>NC3</td><td>Self-rescue/assisted rescue arrangements to be provided by trained and competent operatives who shall as a minimum have completed an approved 1 day confined space working course or to be provided by a specialist confined space contractor, stationed on site full time during the activity, as appropriate.</td></tr><tr><td>High</td><td>NC4</td><td></td></tr></table> <p>As a minimum the emergency/rescue plan shall consider:</p> <ul style="list-style-type: none">(a) Rescue and resuscitation equipment.(b) Raising the alarm and rescue.(c) Safeguarding the rescuers.(d) Fire safety.(e) Control of plant.(f) First aid.(g) Public emergency services.(h) Training.(i) Access arrangements. | | Low | NC1 | Self-rescue arrangements to be provided by trained and competent operatives who shall as a minimum have completed an approved 1 day confined space working course. | Medium | NC2 | | NC3 | Self-rescue/assisted rescue arrangements to be provided by trained and competent operatives who shall as a minimum have completed an approved 1 day confined space working course or to be provided by a specialist confined space contractor, stationed on site full time during the activity, as appropriate. | High | NC4 | |
| Low | NC1 | Self-rescue arrangements to be provided by trained and competent operatives who shall as a minimum have completed an approved 1 day confined space working course. | | | | | | | | | | | |
| Medium | NC2 | | | | | | | | | | | | |
| | NC3 | Self-rescue/assisted rescue arrangements to be provided by trained and competent operatives who shall as a minimum have completed an approved 1 day confined space working course or to be provided by a specialist confined space contractor, stationed on site full time during the activity, as appropriate. | | | | | | | | | | | |
| High | NC4 | | | | | | | | | | | | |



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| 1.6 | A Permit to Enter system shall be implemented for all confined space activities using the company standard template (unless a suitable alternative format is specified by a subcontractor or client). | | | | | |
| 1.7 | All persons planning and/or undertaking confined space entry must have current accredited training suitable for the expected conditions and tasks. | | | | | |
| 1.8 | Evidence of Operative's confined space entry training shall be maintained on the company's training record system. Evidence of subcontractor training shall be provided prior to commencement of work and maintained in the Site Safety File. | | | | | |
| 1.9 | An assessment of competence shall be undertaken prior to entry using OSS guidance note GN108. Only competent persons may enter a confined space. | | | | | |
| 1.10 | First aid equipment shall be immediately available for all confined space entries. | | | | | |
| 1.11 | A Top Man shall be present for all confined space entries. Where more than one access/egress point exists, a Top Man shall be provided at each with suitable 3-way communication in place and tested. | | | | | |
| 1.12 | <p>10 minutes prior to confined space entry taking place, the atmosphere of the confined space shall be tested for a minimum of 5 minutes to comply with the following:</p> <table><tr><td>Workplace Exposure Limits</td></tr><tr><td>Oxygen >19% by volume and <23% by volume</td></tr><tr><td>Flammable gas <1% by volume (20% LEL)</td></tr><tr><td>Hydrogen Sulphide <5 ppm</td></tr><tr><td>Carbon Monoxide <30 ppm</td></tr></table> <p>Atmosphere shall be monitored and recorded (on the permit) at a maximum hourly interval throughout confined space works, and prior to entry/re-entry.</p> | Workplace Exposure Limits | Oxygen >19% by volume and <23% by volume | Flammable gas <1% by volume (20% LEL) | Hydrogen Sulphide <5 ppm | Carbon Monoxide <30 ppm |
| Workplace Exposure Limits | | | | | | |
| Oxygen >19% by volume and <23% by volume | | | | | | |
| Flammable gas <1% by volume (20% LEL) | | | | | | |
| Hydrogen Sulphide <5 ppm | | | | | | |
| Carbon Monoxide <30 ppm | | | | | | |
| 1.13 | Where escape sets and rescue equipment (e.g. tripods, davits) are required these shall be provided with current evidence of test and shall be inspected prior to use. | | | | | |

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| 2.0 | Conditions |
| 2.1 | Access/egress and ventilation points shall be suitably signed and securely fenced. |
| 2.2 | Access/egress provisions shall be sufficient to prevent falls and allow emergency evacuation. |
| 2.3 | Where the only means of access/egress is by lowering somebody using tripod, davit and winch, a secondary winch shall be fitted or immediately available. |
| 2.4 | Gas monitors shall be bump tested prior to each day's use, be fully charged prior to operation and recharged after use. |
| 2.5 | Escape sets shall be of sufficient duration/capacity to facilitate safe emergency egress. |



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| 2.6 | Escape sets shall be fully charged and be readily accessible to operatives within the confined space. |
| 2.7 | Plant and equipment that can generate hazardous fumes/emissions shall not be used in confined spaces and shall not be positioned adjacent to confined space access/egress points or other ventilation points. |
| 2.9 | Gas monitors shall remain in position as stipulated by the risk assessment throughout the confined space activity. |
| 2.10 | Forced ventilation shall be used where natural ventilation does not allow safe working conditions. |
| 2.11 | All equipment to be used in confined spaces shall be subject to pre-use checks. Harness checks shall be recorded on the harness register. |
| 2.12 | Weekly inspections of breathing apparatus, tripods, winches, intrinsically safe equipment, gas monitors, harnesses etc. shall be recorded on PUWER or LOLER registers. |

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| 3.0 | Behaviours |
| 3.1 | All persons shall follow control measures contained within the task specific RA/MS and the confined space entry permit. |
| 3.2 | No person shall be involved in a confined space operation unless suitably trained and competent. |
| 3.3 | No person shall enter a confined space, even in an emergency or to rescue a colleague, unless authorised to do so. |
| 3.4 | All Operatives shall notify their supervisor if they are not medically/physically fit to enter a confined space if they suffer from any condition which may be exacerbated by a confined space entry (e.g. asthma, bronchitis, claustrophobia etc.). |
| 3.5 | All persons entering a confined space shall act on instructions given by a trained and competent Top Man. |
| 3.6 | The Top Man shall ensure permits are obtained from and cancelled by the Site Supervisor (or delegate). |
| 3.7 | All persons shall cease work and exit the confined space when conditions change, gas detectors alarm and/or on the instruction of the Top Man. |
| 3.8 | At no point will a Top Man move away from the confined space they are in charge of, or allow themselves to be distracted from their Top Man duties. |



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| 2.6 | Escape sets shall be fully charged and be readily accessible to operatives within the confined space. |
| 2.7 | Plant and equipment that can generate hazardous fumes/emissions shall not be used in confined spaces and shall not be positioned adjacent to confined space access/egress points or other ventilation points. |
| 2.9 | Gas monitors shall remain in position as stipulated by the risk assessment throughout the confined space activity. |
| 2.10 | Forced ventilation shall be used where natural ventilation does not allow safe working conditions. |
| 2.11 | All equipment to be used in confined spaces shall be subject to pre-use checks. Harness checks shall be recorded on the harness register. |
| 2.12 | Weekly inspections of breathing apparatus, tripods, winches, intrinsically safe equipment, gas monitors, harnesses etc. shall be recorded on PUWER or LOLER registers. |

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| 3.0 | Behaviours |
| 3.1 | All persons shall follow control measures contained within the task specific RA/MS and the confined space entry permit. |
| 3.2 | No person shall be involved in a confined space operation unless suitably trained and competent. |
| 3.3 | No person shall enter a confined space, even in an emergency or to rescue a colleague, unless authorised to do so. |
| 3.4 | All Operatives shall notify their supervisor if they are not medically/physically fit to enter a confined space if they suffer from any condition which may be exacerbated by a confined space entry (e.g. asthma, bronchitis, claustrophobia etc.). |
| 3.5 | All persons entering a confined space shall act on instructions given by a trained and competent Top Man. |
| 3.6 | The Top Man shall ensure permits are obtained from and cancelled by the Site Supervisor (or delegate). |
| 3.7 | All persons shall cease work and exit the confined space when conditions change, gas detectors alarm and/or on the instruction of the Top Man. |
| 3.8 | At no point will a Top Man move away from the confined space they are in charge of, or allow themselves to be distracted from their Top Man duties. |



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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard Permit to Deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | <p>This document is to be read in conjunction with:</p> <ul style="list-style-type: none">• OSS 109 Guidance Note – Working At Height-Podium Steps• HSE-INDG405 Top Tips for Ladder and Stepladder Safety <p>Definitions:</p> <p>Mobile Access Platforms</p> <p>Mobile access platforms are used as an alternative to ladders, scaffolds and cradles. The range of equipment includes mobile elevating work platforms (MEWP) and mast climbing work platforms (MCWP).</p> <p>Mobile Access Towers</p> <p>Mobile lightweight aluminium structures such as towers and podium platforms.</p> <p>Lightweight Staging</p> <p>Consists of two or more supports that can either be folding or fixed that support scaffold boards or proprietary staging to form a working platform.</p> <p>Ladders and stepladders</p> <p>The range of ladders can include standing ladders, pole ladders, extension ladders and stepladders made from aluminium, GRP or wood.</p> <p>Collective Protection</p> <p>A safeguard that provides protection to more than one person e.g. netting, airbags etc.</p> |
| 0.4 | Where work involves working from traditional or system scaffold, refer to OSS 104 Management of Scaffold. |
| 0.5 | To understand the interactions between task specific hazards and work at height equipment refer to the Management Risk Assessment. |

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| 1.0 | Processes and Records |
| 1.1 | <p>All activities that involve the use of work at height equipment shall be planned in advance to ensure that site specific risks are identified (e.g. working on mobile access towers, working on fragile surfaces, working on ladders/stepladders, working from MEWPS/MCWPs, working close to excavations, working around chambers/manholes, working around open tanks, working on lightweight staging, working on the backs of delivery vehicles or other plant).</p> <p>Planning shall consider the working at height hierarchy of preventative and protective measures as follows:</p> <ul style="list-style-type: none">• Avoid working at height - i.e. can the work be brought to ground level?• Prevent falls - select the most appropriate equipment for the work and to prevent falls.• Reduce the distance and consequence of any falls.• Give collective protection priority over personal protection. |



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| 1.2 | <p>All tasks that involve working at height activities shall be covered by a Risk Assessment and where applicable a Method Statement. The RA/MS shall detail control measures to mitigate risks including but not limited to:</p> <ul style="list-style-type: none">• Suitability of working at height equipment.• Access and egress.• Competency.• Weight limits.• Loading arrangements.• Edge protection.• Falling objects.• Exclusion zones.• Inspection requirements.• Fall restraint/arrest protection.• Emergency rescue.• PPE. |
| 1.3 | <p>The following shall be considered when selecting appropriate work equipment for working at height:</p> <ul style="list-style-type: none">• Working conditions and risks to the safety of the persons at work.• Access and egress and distances to be negotiated.• Distance and consequences of any potential fall.• Duration and frequency of use of the work equipment.• Need for and ease of evacuation and rescue in any emergency.• Any additional risks posed by the installation, use, or removal of the work equipment, and any evacuation or rescue from it.• Proximity of live electrical equipment.• Potential weather conditions - wind, rain, snow, ice. |
| 1.4 | <p>Risk assessments relating to the use of MEWPs shall include the risks of crushing and contact with fixed objects both above and adjacent. Control measures shall be included to mitigate the risks.</p> |
| 1.5 | <p>All hired mobile access plant and related equipment shall be checked on delivery for damage and suitability prior to acceptance. Certification and user instructions shall be checked. All plant and equipment for and associated with the lifting of persons (i.e. MEWPs, MCWPs, harnesses, lanyards, etc.) must have a current certificate of thorough examination (within the last 6 months), copies of which shall be kept in the Site Safety File.</p> |
| 1.6 | <p>Inductions, RA/MS briefings and daily briefings shall include specific information regarding the safe use of work equipment selected for working at height.</p> |
| 1.7 | <p>Induction records shall include a record/copy of competency cards appropriate to work equipment being used, e.g. IPAF (MEWPS), PASMA (Mobile Towers). Please refer to Training Guide for Work at Height Equipment in the document library.</p> |
| 1.8 | <p>Statutory Inspections of Mobile Towers shall be recorded, including subcontractors. These inspections must be carried out before first use and every subsequent 7 days that the tower is erected. Inspections of scaffold towers must be carried out by a competent (PASMA or equivalent trained) person.</p> <p>A scaffold tower must be also re-inspected following any significant alterations, following severe weather (external towers) or any event with the potential to have caused it damage.</p> |



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| 1.9 | All other work equipment used for work at height activities, such as hop-ups etc. shall be subject to daily pre-use visual inspection and weekly formal inspection, by a competent person, that shall be recorded on the PUWER register (or for subcontractor(s), in an equivalent traceable records system). JN Bentley records shall be maintained in the Site Safety File. |
| 1.10 | A daily plant check sheet shall be completed by the Operator or other competent person for MEWP/MCWPS. Records shall be maintained in the Site Safety File. |
| 1.11 | Users of harnesses must be trained in the use of the harness and in carrying out visual pre-use inspections which shall be recorded. |
| 1.12 | Pre-use checks and weekly inspections of harnesses shall be recorded using the Harness Inspection Register on the document library. 3-monthly thorough examinations by a competent person must be undertaken, with current certification held on site. |
| 1.13 | Where the potential exists for electric shock from overhead lines, a written assessment (GS6) shall be obtained from the electricity supply company prior to working underneath or within 6 meters, and a signed Overhead Cable Work Permit in place. |
| 1.14 | Class 1 ladders and step ladders shall be used on sites (tag colour code - blue). For light trades (painter, electrician etc.) class 2 working indoors European Standard EN 131 ladders and stepladders may be used (tag colour code - green). Class 3 domestic ladders and step ladders shall not be used under any circumstances at work. |

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| 2.0 | Conditions |
| | Mobile Elevating Work Platforms (MEWPs) |
| 2.1 | Where fitted, outriggers shall be used in accordance with manufacturer's instructions. |
| 2.2 | All users shall only use the designated disembarkation point and shall not access or egress a raised platform unless a risk assessment has been undertaken that concludes that there is no other safer method (including emergency situations etc.). |
| 2.3 | All users shall not stand on the platform or cage mid/hand rail. |
| 2.4 | All users shall wear a fall restraint harness and lanyard when using boom type platforms that are attached to a designed attachment point. Lanyards must ONLY be secured to the designated anchorage point within the basket or cage. |
| 2.5 | MEWPs shall only be operated on terrain for which they are designed. |
| 2.6 | MEWPs shall under no circumstances be allowed to swing into or over traffic or live traffic routes. |
| 2.7 | The area around the MEWPs shall be cordoned off to ensure the safety of other workers. |
| 2.8 | MEWP platforms/cages shall not be attached by any means to a permanent structure. |
| 2.9 | MEWPs shall not be used as a crane or a prop to support other structures or machines. |
| 2.10 | MEWPs working over water shall be subject to specific risk assessments to determine whether lanyards and harnesses are necessary. |



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| 2.11 | All work with MEWPs must include a written emergency plan to cover rescue of Operative(s) from a raised basket in the event of a mechanical failure and the rescue of a suspended operative including specific guidance on suspension trauma. |
| 2.12 | All tools and equipment must be secured within the basket to prevent them falling to the ground below. |
| 2.13 | MEWPs should only be used within the designated safe working area. |
| 2.14 | MEWPs must be lowered before being moved. |
| 2.15 | MEWPs must only be operated by suitably trained and competent individuals (IPAF or equivalent). |
| Mobile Access Towers | |
| 2.16 | Mobile access towers must only be erected or dismantled by or under the direct supervision of a competent (PASMA trained) person using the advance guardrail or 3T (through-the-trap) approved erection methods. |
| 2.17 | Mobile access towers shall only be erected and dismantled in line with the manufacturer's instructions which must be made available to the erector prior to commencement of work. |
| 2.18 | <p>Before moving a tower, Operators shall:</p> <ul style="list-style-type: none">• Reduce the height to a maximum of 4 meters.• Check that there are no power lines or other obstructions overhead.• Check that the ground is firm, flat and free from potholes. <p>Towers shall not be moved:</p> <ul style="list-style-type: none">• Using powered vehicles - push or pull with manual effort from the base only.• While there are people or materials on the tower.• In windy conditions. |
| 2.19 | Towertags shall be used on mobile towers and podium steps and updated weekly. |
| 2.20 | All mobile towers shall have toe boards fitted on the working platform. |
| Lightweight Staging | |
| 2.21 | <p>Lightweight staging shall be:</p> <ul style="list-style-type: none">• Free from trip hazards or gaps through which persons or materials could fall.• Fitted with toe boards and handrails.• Kept clean and tidy, e.g. do not allow mortar and debris to build up on platforms.• Loaded so as not to give rise to a risk of collapse or to any deformation that could affect its safe use.• Erected on firm level ground to ensure equipment remains stable during use. |
| 2.22 | Scafftags shall be used on lightweight staging. |



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| | Ladders and Stepladders |
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| 2.23 | Ladders and stepladders shall only be used in low risk situations when a risk assessment has shown that the use of alternative equipment is not practicable. |
| 2.24 | Ladders and stepladders shall only be worked from in one position for a maximum of 30 minutes and only where the work allows the maintenance of a minimum of three points of contact with the ladder. |
| 2.25 | Ladders shall be set at an angle of 75° (a ratio of 1 unit of length out to 4 units of length up). |
| 2.26 | All ladders shall be fixed or tied to prevent slipping, either near the top or if that's not possible, at the bottom. |
| 2.27 | Footing ladders shall only be used as a last resort. |
| 2.28 | Ladders shall extend at least 1 metre above the landing place. |
| 2.29 | Laddertags shall be used on ladders and stepladders. |
| 2.30 | Ladders shall be visually inspected before each use and weekly with the weekly inspection recorded on the ladder tag. |
| 2.31 | Laddertags shall be used to indicate that weekly inspections have been undertaken on all ladders and stepladders, with the insert removed if the ladder is not to be used or not in use. |
| 2.32 | Ladders/stepladders without a ladder-tag shall not be used. |
| 2.33 | Where plant or equipment for work at height, have been found to be unfit for use, it/they shall be segregated, immobilised and marked 'Do Not Use' to prevent further use. |
| 2.34 | Painted timber ladders shall not be used under any circumstances. |
| 2.35 | Excess mud shall be removed from the soles of boots before using a ladder. |

| 3.0 | Behaviours |
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| 3.1 | When driving mobile work at height equipment, Operative(s) shall keep to designated routes and drive in a manner not to cause danger to others on site. |
| 3.2 | Operators of mobile work at height equipment shall ensure that equipment is parked on level ground with keys removed to prevent unauthorised operation. Operators of MEWPs shall ensure that they are stored in the lowered position when not in use. |
| 3.3 | Operatives shall only use equipment that they are trained, competent and authorised to use. |
| 3.4 | Safety devices shall not be tampered with, removed or bypassed. |
| 3.5 | All persons shall carry out a visual inspection on equipment prior to use. |
| 3.6 | All persons shall always report damage or faults however minor. |



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| 3.7 | No person shall erect or dismantle work at height equipment unless they are trained and competent to do so. |
| 3.8 | No person shall attempt repairs to broken or damaged equipment, unless trained and authorised to do so. |
| 3.9 | Access equipment shall only be used for its intended purpose. |
| 3.10 | All operators of mobile plant and other work at height equipment shall always wear the PPE listed in the RA/MS for the task to be completed. |
| 3.11 | All persons shall only use working at height equipment that is correctly positioned. |
| 3.12 | Operative(s) using ladders and stepladders shall always keep three points of contact. |
| 3.13 | All persons shall only access mobile access towers/ladders or stepladders/lightweight staging that display a current Scafftag/Towertag/Laddertag. |
| 3.14 | All persons shall only access work at height equipment only by designated routes/access points. |
| 3.15 | No person shall stand or work on the top 3 steps of a leaning ladder, or the top 3 steps (including a step forming the very top of a step ladder) unless they are specifically designed for this type of use, i.e. fitted with a suitable handhold. |

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| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard permit to deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | <p>This OSS refers to all surface or ground-breaking activity with potential to strike a service and includes any activities with the potential to contact overhead services.</p> <p>Definitions:</p> <ul style="list-style-type: none">• Services - Any potentially live pipe, cable, tank, panel.• Mapping of services - The process of identifying and marking the routes of all services within the work area.• Locating services - The process of proving the physical location of a service.• Permit to Dig - The permit required for activities involving ground or surface breaking as per section 1.21 (below).• Overhead Cable Work Permit - The permit required for works within 6m of an HV or uninsulated LV overhead electric cable (other than crossing under). |
| 0.4 | <p>Reference documents:</p> <p>HSG47 - Avoiding Dangers from Underground Services GS6 - Avoiding Dangers from Overhead Power Lines OSS 101 - Excavations OSS 002 - Risk Assessment OSS 004 - Preparation and Issue of Permits to Work BIMS 02-13 Management of Temporary Works</p> |

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| 1.0 | Processes and Records |
| | Obtain service plans from statutory undertakers |
| 1.1 | Service plans and as-built drawings, scaled to identify individual services, must be obtained from statutory undertakers and private owners prior to any works commencing. |
| | Visit site and obtain local knowledge |
| 1.2 | <p>Service surveys shall be undertaken by a competent person for all activities that break ground prior to activities starting on site. One or more of the following techniques shall be used prior to construction start on site:</p> <ul style="list-style-type: none">• GPR survey.• Survey by JN Bentley-trained engineer.• Survey findings shall be collated and passed to the construction team during project handover. |



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| | | Amend the design to avoid charted services all together if possible | | | | | |
| 1.3 | | The design must be reviewed on receipt of the service drawings to see if working around services can be mitigated. | | | | | |
| | | Is further mitigation required? | | | | | |
| 1.4 | | <p>Where hard surfaces e.g. concrete, bitumen etc. are to be broken out within 500mm of the line of a known/suspected service, breakers, peckers and road saws etc. may be used unless:</p> <ul style="list-style-type: none">• There is any indication that the service is shallow enough to be affected by the activity.• The survey information is inconclusive and the potential impact of damaging the service is serious injury or significant damage, disruption or cost etc.• Client-specific restrictions apply.• Once the hard surface has been suitably broken safe digging techniques, (i.e. vacuum excavator hand dig etc.) shall be used to identify the precise position of the service. | | | | | |
| 1.5 | | Where contact with the service is unavoidable, e.g. when encapsulated in concrete that has to be removed, it shall be isolated and re-routed prior to removal. | | | | | |
| 1.6 | | If a diversion of the service is practicable, then this shall be carried out prior to the works being undertaken. | | | | | |
| 1.7 | | GS6 shall be considered when designing the layouts of compounds and the positioning of cabins. | | | | | |
| 1.8 | | <p>A GS6 assessment must be undertaken by the distribution network operators where overhead electricity supply cables are present on site and/or within 6m of the site boundary.</p> <p>Consideration and impact of pole mounted equipment (e.g. transformers, breakers and cables shall be included).</p> | | | | | |
| 1.9 | | Works within 6m of an HV or uninsulated LV overhead electric cable (other than crossing under) shall be under the control of an Overhead Cable Work Permit. | | | | | |
| | | Trial excavations/prepare site information | | | | | |
| 1.10 | | <p>Trial holes shall confirm the location and line of underground services where they are present in, or reasonably likely to enter the area of the excavation. The following information shall be used to determine where trial holes shall be dug:</p> <ul style="list-style-type: none">• Service plans.• GPR surveys or survey by trained JN Bentley Engineer.• Surface features, e.g. trench scars, trench depressions, chambers, junction boxes, overhead poles, street furniture, marker posts for petroleum mains and high pressure gas mains.• CAT scan targets.• Tracer cables. | | | | | |
| 1.11 | | Additional trial holes shall be dug in locations where underground service congestion is likely to be encountered or where features may be present, e.g. valves, UPTs tapings, joints etc. | | | | | |
| | | RAMS Preparation | | | | | |
| 1.12 | | Risk assessments shall consider overhead and underground services where there is a possibility that these services could be encountered during the course of an activity. This shall be accompanied by a method statement that is briefed to all persons involved in the task. | | | | | |



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| | An emergency plan should be included in the method statement which details: <ul style="list-style-type: none">• Medical arrangements.• Contact and access arrangements for the service owner.• Additional immediate contingency actions and required equipment etc. |
| 1.13 | The permitted methods of excavating trial holes for service location are: <ul style="list-style-type: none">• Vacuum excavation.• Air pick.• Hand digging (using insulated shovels tested in accordance with BS2020 and other approved accessories). |
| 1.14 | The competence of those carrying out the work shall be assessed. |
| 1.15 | Where works are to expose existing services, state the techniques to be adopted. |
| 1.16 | Consider whether a temporary work design is required (this may include support for services crossing the excavation). |
| 1.17 | Statutory undertakers must approve working methods adjacent to gas pipes >2bar, HV cables, petrochemical mains, fibre optic cables prior to works commencing. |
| 1.18 | Overhead cable protection measures shall be included where required. |
| | Undertake site investigation works, proceed with permit process |
| | Review results of trial excavations and amend design |
| 1.19 | Records of trial hole locations and findings shall be maintained with service drawings and shall be used in preparation of task specific risk assessments. |
| | Handover |
| 1.20 | At project handover original service plans (<90days) shall be provided by client or designers to the construction team when activity involves excavation and where overhead services are within 6m of the site boundary. Service plans shall be: <ul style="list-style-type: none">• Grid referenced.• Scaled to be sufficiently detailed and clear to read.• Printed in colour. (Master service drawings shall be for reference only) |
| | Construction Works |
| 1.21 | A permit to dig is required for ALL ground-breaking activities. In addition, a permit will be required for surface penetration activities where there is a reasonable likelihood of service presence. |
| 1.22 | Where there is indication of existence of a service which is not shown on a drawing, the route must be determined. |
| 1.23 | For work closer than the minimum distance stated in 2.5 to any of the following, working methods including methods of support shall be approved by the apparatus owner and in accordance with TWD specification prior to work commencing: |



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| | <ul style="list-style-type: none">Gas pipes operating at 7bar and above;Underground HV cables;Petrochemical mains. |
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| 2.0 | Conditions |
| | Underground Services |
| | A Permit to Dig will be used |
| 2.1 | All underground services must be located and mapped by trained and competent engineers who have attended, as a minimum, the 2 day service location and mapping training using a vLoc Pro 2 cable and pipe location device. |
| 2.2 | The identified services must be spray marked and annotated to identify the type, location and line of the service. The line and location of services shall be maintained using pegs, cones or other non-conductive proprietary markers. |
| 2.3 | Cable avoidance tool (CAT 4+, eCAT 4+)/signal generator (or equivalent subcontractor provided device) shall be present and used by trained and competent person in accordance with manufacturer's instructions on site during excavation operations. |
| 2.4 | Insulated shovels/spades shall be provided for hand digging around live electrical/gas services. |
| 2.5 | Mechanical excavators shall not be used within 500mm of a buried service (or within the exclusion zone stipulated by the service owner if greater) unless written authorisation is received from the service owner and the service has been subjected to additional protection which will prevent damage. |
| 2.6 | Copies of service original plans shall be on site, with the Operative(s). |
| 2.7 | Flame retardant overalls/clothing shall be worn when working within the exclusion zones of live electric and gas services (detailed above), including hand digging operations. |
| 2.8 | Where surveys and service drawings etc. show NO EVIDENCE of buried services in the area to be excavated, mechanical excavators may be used. Task specific RA/MS must specify the safe digging methods to be adopted. |
| | Overhead Services |
| 2.9 | Where overhead services need to be crossed on site, goal posts shall be constructed and positioned in accordance with guidance note GS6 or as recommended (in writing) by the apparatus owner. |
| 2.10 | Where site vehicles are required to traffic adjacent to overhead cable routes, the cables must be fenced off in accordance with the GS6 assessment with physical barriers and visible red and white bunting/tape etc. in place, suitability positioned to be obvious to the machine operator. |
| 2.11 | Goal posts shall be red and white to aid visibility. |
| 2.12 | Warning signage shall be erected at crossing points of overhead services. |
| 2.13 | Information signage shall be erected detailing clearances stipulated by the apparatus owner. |
| 2.14 | Tipping of soil or materials shall not be permitted within the exclusion zone of overhead services. |



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| 2.15 | When tipping in close proximity to overhead services exclusion zones, a Traffic Marshal shall direct operations. |
| 2.16 | Stacking, offloading and/or storage of equipment or materials is not be permitted within 6m of overhead services. |
| 2.17 | The original permit for working under or within 6m of high voltage or uninsulated low voltage overhead electric cables must be issued to the task supervisor and retained at the work site. |

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| 3.0 | Behaviours |
| 3.1 | Everyone shall follow control measures contained within the RA/MS and any OSS associated with the task. |
| 3.2 | Where a Permit to Work has been specified for a work activity, Operative(s) shall not carry out the activity until all control measures are in place and the permit has been issued. |
| 3.3 | Plant Operators, Delivery Drivers etc. shall not drive under an overhead electric service other than by a designated route. |
| 3.4 | Operatives shall not work within the demarcated danger area beneath overhead electric service unless they have been issued with a permit. |
| 3.5 | Everyone shall challenge control measures where they are unsure or can suggest a safer way of undertaking the activity. |
| 3.6 | Operative(s) shall stop work and notify the Site Supervisor if anything occurs that may affect working methods or control measures identified in the RA/MS. |
| 3.7 | Operative(s) shall stop work and contact the Site Supervisor when unknown services are encountered during excavation. |
| 3.8 | Operatives shall stop work and notify the Site Supervisor immediately in the event of damage or potential damage to any service. |
| 3.9 | Users shall confirm that service location devices have up-to-date calibration prior to use. |



Operational Safety Standard 113

Managing and Using Hazardous Substances

OSS 113: Managing and Using Hazardous Substances

| | | | | | | | |
|-----------|---|----------------------|------------|----------------|------------|-------|--------|
| Revision: | B | Date of Last Review: | 01.10.2017 | In Force From: | 01.12.2008 | Page: | 1 of 2 |
|-----------|---|----------------------|------------|----------------|------------|-------|--------|

| | |
|-----|---|
| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard permit to deviate form (BIMS 02-04.14) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | Hazardous substances include: <ul style="list-style-type: none">• Substances used directly in work activities (e.g. paint, adhesives, concrete).• Substances generated during work activities (e.g. fumes from welding, soldering).• Naturally occurring substances (e.g. dusts, sewage, leachate etc.).• Biological agents (e.g. bacteria and other bio-organisms). |

| | |
|-----|--|
| 1.0 | Processes and Records |
| 1.1 | Selection and use of substances shall be considered at the design and planning stage and will follow the hierarchy of risk control for Control of Substances Hazardous to Health (CoSHH): <ul style="list-style-type: none">• Eliminate (including selection of less harmful products).• Segregate the task (move the task away from workers or workers from the task).• Control exposure by engineering means (e.g. provide ventilation in excavations or confined spaces).• Provide adequate PPE that will reduce the risk of exposure. |
| 1.2 | Any DSEAR Zones (Dangerous Substances and Explosive Atmospheres Regulations), incl. zone classification codes on site, should be highlighted in the project handover and QES review or where created by work activities it should be covered in the activity RA/MS. |
| 1.3 | The presence of hazardous substances shall be highlighted during site induction. Any DSEAR zones must be labelled on the site plan and at the zones themselves. |
| 1.4 | Risk assessments shall identify hazardous substances that are to be encountered during an activity (including client activities), and CoSHH assessments shall be appended to the risk assessment. |
| 1.5 | RA/MS should cover potential sources of ignition, and the location that substances are being used i.e. confined spaces, DSEAR zones with all control measures in place to reduce risk. |
| 1.6 | Task specific risk assessments will determine the PPE requirements for DSEAR zone working. |
| 1.7 | A register of all substances hazardous to health shall be maintained in: <ul style="list-style-type: none">• The site QES file (construction projects).• The office safety file (area offices). The register shall include all hazardous substances, including those provided by subcontractor(s) or third parties. |
| 1.8 | A CoSHH assessment shall be completed on the CMS database that shall record the initial assessment of the hazardous substances. |
| 1.9 | All CoSHH assessments shall be developed from a current safety data sheet and shall incorporate details including delivery, storage, preparation, use and disposal of the substance (i.e. those involved, working environment, quantities to be used or stored, detail about the task). |



Operational Safety Standard 113

Managing and Using Hazardous Substances

OSS 113: Managing and Using Hazardous Substances

| | | | | | | | |
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| | |
|------|--|
| 1.10 | CoSHH assessments for each substance on the register shall be available. |
| 1.11 | Where there is a requirement for engineering control measures (e.g. local exhaust ventilation (LEV) for fumes) these shall be set up and operated by competent persons, maintained in accordance with manufacturer's instructions and statutory requirements, and maintenance records shall be kept. |
| 1.12 | Where the risk includes a flammable or explosive gas (e.g. DSEAR zoned environments), all equipment entering the area shall be intrinsically safe (ATEX (ATmosphere EXplosibles) rated). |
| 1.13 | Where exposure monitoring is required it will be undertaken by suitably trained individuals with records maintained in the site file. |
| 1.14 | Fire, first aid and spill clean-up equipment/containment measures shall be included in site emergency planning with suitable equipment available. |
| 1.15 | Storage arrangements shall be planned to take account of potential spills, ventilation requirements, substances that may react with each other and fire precaution arrangements. |

| | |
|-----|--|
| 2.0 | Conditions |
| 2.1 | CoSHH assessments for current tasks shall be available on site. |
| 2.2 | Suitable and sufficient PPE and RPE shall be available to those undertaking the tasks and shall be maintained in good condition and worn correctly. |
| 2.3 | All hazardous substances shall be stored in accordance with both the manufacturer's instructions and the CoSHH assessment. Where there is no label on the substance it shall be quarantined and disposed of. |

| | |
|-----|--|
| 3.0 | Behaviours |
| 3.1 | All persons shall seek information from line management where they are unsure of procedures and control measures when working with a new or unfamiliar hazardous substance. |
| 3.2 | All persons shall follow control measures contained within RA/MS/CoSHH assessment. |
| 3.3 | All persons shall only use fire, first aid and spill clean-up equipment if they are trained and competent to do so. |
| 3.4 | All persons shall correctly wear the PPE and/or RPE as detailed in the RA/MS/CoSHH assessment. |
| 3.5 | People shall only use close-fitting RPE for which they have been face-fit tested. Non-beard wearers shall ensure that they are clean shaven when they are undertaking tasks for which close-fitting RPE is required. |
| 3.6 | All persons shall read the hazardous substance container labels to identify the health risk (e.g. harmful, toxic, irritant, corrosive, flammable, mutagenic, oxidising, explosive, etc.). |
| 3.7 | People shall only use substances from labelled containers. |



Operational Safety Standard 116

Fire Safety

OSS 116: Fire Safety

| | | | | | | | |
|-----------|---|----------------------|------------|----------------|------------|-------|--------|
| Revision: | D | Date of Last Review: | 01.10.2017 | In Force From: | 01.12.2009 | Page: | 1 of 3 |
|-----------|---|----------------------|------------|----------------|------------|-------|--------|

| | |
|-----|--|
| 0 | General |
| 0.1 | Any deviation from this standard must be approved in writing on the company standard permit to deviate form (BIMS 02-04.14, see document library) by an Operations Manager or Director prior to the activity or process commencing. A copy of the signed form shall be sent to QES and retained on a site. |
| 0.2 | This standard must be read in conjunction with any relevant client-specific requirements. |
| 0.3 | Competent responsible persons (as defined in the Regulatory Reform [Fire Safety] Order 2005) shall be appointed for company owned or leased offices. |
| 0.4 | Only Site Supervisors who have completed fire safety awareness training may assume the role of Fire Warden for JN Bentley sites. |

| | |
|-----|--|
| 1.0 | Processes and Records |
| 1.1 | In offices owned or leased by the company, fire safety risk assessments shall be undertaken and reviewed annually. |
| 1.2 | Site based fire safety risk assessments shall be undertaken prior to commencement of site works (and reviewed at least monthly). |
| 1.3 | Fire safety risk assessments shall be prepared using the company standard templates (the latest versions of which shall be stored in the document library). |
| 1.4 | Visitors should be accompanied at all times. Upon arrival, visitors to offices and sites shall be made aware of what to do in the event of a fire. |
| 1.5 | Signing in/induction registers shall be maintained to record a visitor's attendance to offices and sites. Information on the time of weekly fire alarm tests, escape routes and assembly point locations should be prominently displayed in all meeting rooms. |
| 1.6 | Competent Fire Wardens shall be appointed. Arrangements shall be made to ensure cover during periods of absence. The Fire Warden shall be named in the CMP, with cover arrangements to be listed there also. |
| 1.7 | Equipment that could cause fires shall be regularly tested / inspected and records maintained e.g. <ul style="list-style-type: none">• fixed electrical equipment - 5-yearly.• fixed gas appliances - annually.• portable appliances in accordance with the company schedule (maintained by the Plant Department). |
| 1.8 | All offices and sites shall have a method of raising the alarm and it shall be tested weekly. All inducted personnel and visitors to be made aware of this method. |
| 1.9 | Where present, Fire systems shall be tested by a competent person: <ul style="list-style-type: none">• alarm panels – annually (by external engineer).• call points – quarterly (by JN Bentley competent person).• smoke detection – quarterly (by external engineer).• sounders – annually (by external engineer). |



Operational Safety Standard 116

Fire Safety

OSS 116: Fire Safety

| | | | | | | | |
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| | |
|------|--|
| 1.10 | Fire extinguishers shall be tested/inspected annually. A label shall clearly display the date of test/inspection. |
| 1.11 | For offices and sites, fire drills shall be undertaken at periods defined by the fire safety risk assessment or at intervals not exceeding 6 months. |
| 1.12 | At offices owned or leased by the company, fire arrangement and test records shall be maintained in a Fire Warden's log contained in the office safety file. |
| 1.13 | Site based weekly inspections shall ensure that fire safety arrangements are being maintained. |
| 1.14 | Hot works activities shall only be undertaken under permit to work control. |

| | |
|------|--|
| 2.0 | Conditions |
| 2.1 | Flammable liquids and liquefied gas shall be stored in ventilated, lockable storage containers. |
| 2.2 | Fuel shall only be stored and/or transported in containers designed for this purpose. |
| 2.3 | Combustible materials shall be kept to a minimum and stored away from sources of ignition. |
| 2.4 | In offices owned or leased by the company, fire plan drawings shall be displayed adjacent to main fire panels. |
| 2.5 | Fire action notices displaying the means of raising the alarm, location of the assembly point and names of Fire Wardens shall be displayed adjacent to final exits. |
| 2.6 | All sites and offices must be able to contact the emergency services at all times. |
| 2.7 | Exit routes shall remain unobstructed at all times and should be inspected regularly. |
| 2.8 | Fire assembly points shall be positioned away from harm and clearly signed. |
| 2.9 | The following Fire Safety signage shall be displayed: <ul style="list-style-type: none">• Call-point signs (where they are fitted).• Fire extinguisher notices - including extinguisher type.• Running man signs (where fire safety risk assessment requires).• Fire exit and push-bar signs where fitted.• Keep clear signs to fire exit exterior.• Fire door keep shut signs.• Assembly point signs. |
| 2.10 | Fire extinguishers shall be located adjacent to final exits and other necessary locations identified in fire safety risk assessment. They can be either floor or wall-mounted and must be maintained in their designated position to be immediately available to aid escape in case of emergency. |
| 2.11 | Fire extinguishers on sites (including site offices, storage and welfare facilities) shall be dry powder unless the fire safety risk assessment determines otherwise. Pins and seals shall be fitted and intact. |
| 2.12 | Types of fire extinguishers in all permanent offices shall be determined by the office fire safety risk assessment. Pins and seals shall be fitted and intact. |



Operational Safety Standard 116

Fire Safety

OSS 116: Fire Safety

| | | | | | | | |
|-----------|---|----------------------|------------|----------------|------------|-------|--------|
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| | |
|------|---|
| 2.13 | 'No Smoking' notices shall be clearly displayed in all buildings (including temporary units and buildings under construction). Designated smoking areas should be provided and have suitable provision for the safe extinguishing and disposal of cigarette ends etc. |
|------|---|

| | |
|-----|--|
| 3.0 | Behaviours |
| 3.1 | Persons shall observe no smoking policies and only smoke in designated areas. |
| 3.2 | Persons shall follow fire evacuation procedures if the alarm is raised. |
| 3.3 | Persons shall obey instructions given by Fire Wardens. |
| 3.4 | In the event of an alarm, no-one shall re-enter offices or site facilities unless instructed by a Fire Warden or the Fire Brigade. |
| 3.5 | No-one shall interfere with equipment provided for fire prevention. |
| 3.6 | Where a signing in system is in use at office/site locations, all visitors must comply with its requirements. |



JN Bentley Ltd

Golden Rules, General Site Rules

(Requirements for Suppliers Revision L - Appendix B)



1 Daily Briefings

Hold one every shift before work starts.



6 Danger Zones

Do not enter danger zones around plant without a Thumbs Up!



2 Permits

All control measures listed are in place and permit signed before starting work.



7 Edge Protection

Nobody is on the 'wrong' side without fall arrest/restraint.



3 Routes

Use the correct pedestrian/vehicle/plant route.



8 Seatbelts

If one is fitted, you must wear it.



4 Lifting

**No approved lift plan,
no lift.**



9 Technology

Only use in agreed safe areas explained in your induction or daily briefing.



5 Buried Services

Must be marked and pegged to identify their location.



10 Incidents

Prevent it, sort it,
report it.

“If we cannot do it safely, we will not do it.”

Our 10 Golden Rules set out our basic standards that we expect everyone on our sites to meet at all times.

Non-compliance may result in disciplinary action or removal from site

Care.

Our Health & Safety Strategy

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Bentley

MMB
MURPHY MACDONALD
BOUTLEY



Site Rules



Site Inductions - You must have one before starting work

Risk Assessment/Method Statement - Understand it and sign it before starting work

COSHH assessments - Read and understand them before using the substance

Welfare facilities - Use them and maintain them as intended

Personal hygiene - Ensure a good standard before eating

Plant, tools and equipment - Check them prior to use

Site signage - Follow the requirements

Permits - Must be in place for:

- Confined Space entry
- Excavations (where required by OSS101)
- Hot Work
- Work on Live Electrical installations
- Other activities as required (eg work on fragile roofs or within 6m of O/H Electric Lines)

Company cars/vans - Only drive them if authorised

Waste disposal - Use the correct skip/bin and store them to discourage vermin

Housekeeping - Keep work and storage areas tidy

Clothing - No shorts, hats under helmets or removal of tops

Radios and iPods etc. - Do not use them on site

COSHH storage - Safe and away from potential environmental impact

Engines - Switch them off when not in use

Pollution - Prevent pollution to surface water drains and sewers etc.

Fires - Not allowed on site

J N Bentley / Mott MacDonald Bentley Site Rules have been developed in response to those situations that present hazards, in both Health & Safety and Environmental terms, to construction sites. JN Bentley and Mott MacDonald Bentley Site Rules exist for the protection of all persons working on or visiting site or affected by our site operations and in addition will help to minimise the impact our operations have on the local ecology.

Adherence to Site Rules is compulsory for all persons attending site and non-compliance may result in exclusion from site.

Disciplinary proceedings may be initiated against employees who either disregard site rules or who display a

JN Bentley Ltd

Example Risk Assessment / Method Statement

(Requirements for Suppliers Revision L - Appendix C)

Please Note:

A Risk Assessment and Method Statement (RA/MS) is a working document and should be tailored to each project. The following example of RA/MS is a guideline document only which outlines the main topics we might expect to see in RA/MS for activities being planned on our sites. The suggested headings should not be considered to be a definitive list. Suppliers may use the JNB template but JN Bentley Ltd accepts no responsibility for the suitability of risk control measures detailed in Supplier generated risk assessments.

General Information

| | | | |
|------------------------------|--|--------------|--|
| Contract Name: | | Contract No: | |
| Activity: | | Location: | |
| Initial RA / MS prepared by: | | Date: | |
| RA / MS Reference No: | | | |

Review and Revision Details

[illegible]

Section 1 - Risk Assessment - Health & Safety

| | | | | | |
|-------------------------|-------------------|--------|----------|-----------|-------------|
| SEVERITY | Fatality | MEDIUM | HIGH | VERY HIGH | VERY HIGH |
| | Reportable Injury | LOW | MEDIUM | HIGH | VERY HIGH |
| | Lost Time Injury | LOW | MEDIUM | MEDIUM | HIGH |
| | Minor Injury | LOW | LOW | MEDIUM | MEDIUM |
| J N Bentley Risk Matrix | | Remote | Possible | Likely | Very Likely |
| PROBABILITY | | | | | |

| Hazard | Person(s) at Risk | Risk Level | Control Measures | Residual Risk |
|---|--------------------|------------|------------------|---------------|
| 'SHOW STOPPERS' (Initial Risk Level Very High or High) | | | | |
| | | | • | |
| | | | • | |
| | | | • | |
| | | | • | |
| | | | • | |
| GENERAL | <div>EXAMPLE</div> | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 'HIGH FREQUENCY, LOW RISK' | | | | |
| | | | • | |
| | | | • | |
| | | | • | |
| | | | • | |
| | | | • | |
| HAZARDS TO HEALTH (E.g. Noise / Vibration / Respirable Hazards / COSHH) | | | | |
| | | | • | |
| | | | • | |
| | | | • | |
| | | | • | |

Section 2 - Risk Assessment - Environmental

| | | | | | |
|-------------------------|--------------------|--------|----------|-----------|-------------|
| SEVERITY | Category 1 Harm | MEDIUM | HIGH | VERY HIGH | VERY HIGH |
| | Category 2 Harm | LOW | MEDIUM | HIGH | VERY HIGH |
| | Category 3 Harm | LOW | MEDIUM | MEDIUM | HIGH |
| | Category 4 No Harm | LOW | LOW | MEDIUM | MEDIUM |
| J N Bentley Risk Matrix | | Remote | Possible | Likely | Very Likely |
| PROBABILITY | | | | | |

| Environmental Aspect | Environmental Impact | Risk level | Control Measures | Residual risk |
|--|----------------------|------------|------------------|---------------|
| Note: list in descending order of risk level | | | | |
| 'SHOW STOPPERS' (Initial Risk Level Very High or High) | | | | |
| <div>EXAMPLE</div> | | | | |
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| OTHER RISKS (Initial Risk Level Medium or Low) | | | | |
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| | | | | |
| | | | | |
| | | | | |

Section 3 - Risk Assessment - Quality

| | | | | | |
|-------------------------|----------|-------------|----------|-----------|-------------|
| SEVERITY | Severe | MEDIUM | HIGH | VERY HIGH | VERY HIGH |
| | Moderate | LOW | MEDIUM | HIGH | HIGH |
| | Minor | LOW | LOW | MEDIUM | MEDIUM |
| J N Bentley Risk Matrix | | Remote | Possible | Likely | Very Likely |
| | | PROBABILITY | | | |

| Quality Aspect | Quality Impact | Risk level | Control Measures | Residual risk |
|--|----------------|------------|------------------|---------------|
| Note: list in descending order of importance | | | | |
| 'SHOW STOPPERS' (Initial Risk Level Very High or High) | | | | |
| | | | | |
| | | | | |
| | | | | |
| OTHER RISKS (Initial Risk Level Medium or Low) | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

The following plant, equipment and power tools will be used during the course of this activity. Figures for noise and vibration output are in-use figures provided by the manufacturer, supplier or hirer.

Where vibration exposure times are calculated these will be based on the **2.5m/s² (100 points)** exposure limit value (ELV)

| Source of Hand Arm Vibration | Specific Use | Weighted Acceleration (m/s^2) | Maximum Permitted Exposure Time (mins) | Anticipated Daily Exposure Time (mins) |
|---|--------------|-----------------------------------|--|--|
| Whole Body Vibration (in Motion) Plant to be used | Plant Pe | n A | Control | s |
| <p>EXAMPLE</p> <p>Seat adjust to suit the operator Only use vibration if it helps the operator control the machine Minimise time spent on the machine Only use plant that is maintained in good order and serviced regularly Ensure tyres, where applicable, are not worn & at the correct pressure Comply with the JNB Working Time Policy</p> | | | | |

All plant operating on JN Bentley sites must have a manufacturer's provided exposure limit value (ELV) $\leq 1.15\text{m/s}^2$ (see manufacturer's instructions / manual)

Plant Tool and Equipment noise also affects people working adjacent to the operator: Keep a safe distance or wear ear defenders

| Noise Source | Specific Use | Noise Level dB(A) | Hearing Protection (Y/N) |
|--------------|--------------|-------------------|--------------------------|
| | | | |
| | | | |
| | | | |

The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file; the control measures required will be briefed to the personnel involved prior to work commencing.

| Hazardous Substance | COSHH Assessment Ref | Precautions / Risk Controls |
|---------------------|----------------------|-----------------------------|
| | | ▪ |
| | | ▪ |
| | | ▪ |
| | | ▪ |
| | | ▪ |

| Is a Methodology required? | Yes | No |
|--|-----|----|
| Following the detailed assessment of Hazards, risk and control measures, is a written Methodology required? | | |
| <p>If the answer is No the severity and consequence of an injury, environmental or quality incident must be low and control measures in the form of Site Rules, Golden Rules etc must be sufficient and adequately briefed to those involved in the task.</p> <p>If a written Methodology is not required then omit Section 9 (Approach / Methodology), only.</p> | | |

Method Statement

| | | |
|---|----------------------|---------|
| Section 6 | Scope | EXAMPLE |
| Section 7 | Relationships | |
| This method statement is intended to be used in conjunction with the following documents: <ul style="list-style-type: none"> • Site Manager's Drawing • Manufacturer's instructions • J N Bentley C... | | |

| | |
|--|--------------------------------------|
| Section 8 | Critical Pre-start Activities |
| Prior to work commencing on the activity, the following items must be completed: <ul style="list-style-type: none"> • E.g. Client permit / handover | |

| | |
|--|-------------------------------|
| Section 9 | Approach / Methodology |
| After completion of all the above pre-start activities, work will commence following the procedure below. If at any point something changes which requires amendments to the following procedure, work must be stopped and the risk assessment reviewed and methodology rewritten. Under no circumstances must work be carried on outside of this procedure. <ul style="list-style-type: none"> • | |

Section 10 Emergency procedures

Certain activities will require the development of specific emergency procedures. Examples include confined space entry, working from MEWP/MCWP, roof work, working in proximity to overhead power cables, working in areas that are hazardous to health e.g. presence of substances/chemicals whether they are present as part of Client operations or as part of our activities. This section shall be completed in these events and shall contain details of the procedure to be followed, the names of responsible persons, their roles and contact numbers/details

Procedure in response to a Safety Incident

Procedure in response to an Environmental Incident

Procedure in response to

EXAMPLE

Procedure in response to other Activity Specific incidents

Section 11 Personal Protective Equipment

In accordance with Company site rules, personnel must wear hard hats, safety boots and high visibility jackets / vests and gloves at all times in work areas. On some of our Frameworks; light eye protection is also mandatory. In addition to mandatory PPE; the work covered by this method statement also requires:

| | | | |
|-------------------------------|---------------------|-------------------------|--|
| Light eye protection | Face fitted RPE | Waterproofs | |
| Medium impact goggles | Safety wellingtons | Life Jacket / Preserver | |
| Hi-viz jacket / vest (yellow) | Harness | Gauntlets | |
| Ear plugs | Restraint Lanyard | Cut resistant gloves | |
| Ear muffs | Fall Arrest Lanyard | Other (describe) | |
| Other (describe) | Other (describe) | Other (describe) | |

Section 12 Permits to Work

The following Permits to Work will be required for this activity (refer to OSS 004);

| |
|--|
| |
| |
| |
| |
| |

Section 13 Labour

The following labour resources are expected to be utilised during the course of this activity.

| Job Title / Designation | Number | Specific Training / Competence Required |
|-------------------------|--------|---|
| <div>EXAMPLE</div> | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Section 14 Management and Supervision

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be monitored by the Site Supervisor with the assistance (where applicable) of the Site Engineer / Works Manager / Foreman / Lead Hands. Details as below:

| | | | |
|------------------------------|--|--------------|--|
| Site Supervisor Name: | | Role: | |
|------------------------------|--|--------------|--|

Section 15. Briefing

Before any work commences, the Site Supervisor will ensure that a briefing is provided for all personnel involved in carrying out this work activity.

The work activity briefing is intended to be a two-way process and all operatives are expected to challenge the proposed approach, particularly if they feel that a safer and more practical work method can be adopted.

All personnel will sign below to confirm that they understand the content of this risk assessment and method statement.

| Name (Print) | Name (signature) | Company | Date |
|--------------------|------------------|---------|------|
| <div>EXAMPLE</div> | | | |
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Section 16 Management of Change Record

| Date | Details of change to methodology / environment | Additional Hazards and Control Measures documented in RA (Sections 1 / 2 / 3) (Y / N) | Changed Approved by (sign) |
|------|--|---|----------------------------|
| | EXAMPLE | | |
| | | | |
| | | | |



JN Bentley Ltd

Example PUWER Daily & Weekly Inspections, LOLER Weekly Inspections & CoSHH Assessment

(Requirements for Suppliers Revision L - Appendix D)

The following examples are for guidance only and the suggested formats should not be considered as indicative of legal compliance but the appropriate use of the templates will constitute compliance with JN Bentley/MMB Management System requirements. Suppliers must make their own assessment of how to comply with legal requirements.



360 Excavator Daily Plant Check Sheet



| Contract name: | | Key: | ✓ In order / satisfactory / serviceable X Not in order / requires attention N/A Not Applicable <i>All boxes are to be filled in on a daily basis</i> | | | | | | |
|--------------------|---|--------------------|---|---|---|---|---|---|--|
| Contract no: | | | | | | | | | |
| Week ending | | Operator's name(s) | | | | | | | |
| Machine | | | | | | | | | |
| Plant number | | | | | | | | | |
| Item No: | Daily Checks | Days | | | | | | | |
| | | M | T | W | T | F | S | S | |
| 1 | Check the undercarriage – tracks, idler and main drive sprockets, footsteps and guarding | | | | | | | | |
| 2a | Check Automatic Quick Hitch for damage and safe operation | | | | | | | | |
| 2b | Check Manual Quick Hitch for damage and safe operation | | | | | | I | | |
| 3 | Check for damage around hydraulic cylinders, linkages and hydraulic hoses. Hoses to be clipped and secure | | | | | | | | |
| 4 | Check fluid levels – engine, hydraulic, transmission oils and coolant level. Check air filter. Check machine is greased | | | | | | | | |
| 5 | Check that hand-rails for cab and top of the engine compartment are secure. | | | | | | | | |
| 6 | Check that windows are clean and that mirrors are clean and adjusted correctly. | | | | | | | | |
| 7 | Check that the seat is adjusted for position and driver weight | | | | | | | | |
| 8 | Check the seat belt catch, webbing and anchor points to ensure they are not damaged and are secure. Operation of green beacon | | | | | | | | |
| 9 | Check windscreen wipers are operating and clearing windscreen adequately | | | | | | | | |
| 10 | Check lights, horn, safety decals, handholds and footsteps - Check function of control lamps, travel lights, working lights, | | | | | | | | |
| 11 | Check that all cab instruments and warning lamps are working | | | | | | | | |
| 12 | Check operation of Safe Load indicator (Protec) | | | | | | | | |
| Operators Initials | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

If an "X" is placed in any of the above boxes fill in the comments box (below) **AND** inform the Site Manager

| Item No: | Defect details / Comments |
|----------|---------------------------|
| | |
| | |
| | |

| | |
|--|---|
| Operator Declaration I declare that I have carried out the above checks at the frequency specified and have reported all faults and defects Signed: _____ Print Name: _____ | Site Manager Declaration I declare that I have reviewed and actioned the faults and defects identified by the operator. Signed: _____ Print Name: _____ |
| Plant Office Comments: <div style="text-align: right;">signed: _____</div> | |

LOLER REGISTER
REPORT OF WEEKLY INSPECTION OF LIFTING ACCESSORIES



| | | | | | |
|-----------------------|--|----------------------|--|-----------------------------------|--|
| CONTRACT NAME: | | CONTRACT REF: | | INSPECTION CARRIED OUT BY: | |
|-----------------------|--|----------------------|--|-----------------------------------|--|

| DATE OF INSPECTION | DESCRIPTION OF EQUIPMENT AND MEANS OF IDENTIFICATION | SWL | RESULTS OF INSPECTION | SIGNED | NEXT INSPECTION |
|--------------------|--|-----|-----------------------|--------|-----------------|
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THE WEEKLY INSPECTION OF LIFTING ACCESSORIES SHALL ONLY BE CARRIED OUT BY A SUITABLY TRAINED, COMPETENT AND AUTHORISED PERSON





































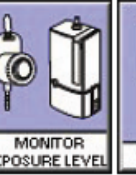


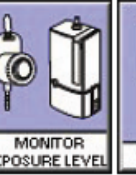


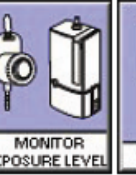

Subcontractor Weekly PUWER Inspection Register



| | | | | | |
|--------------------------------|--|-----------------------|--|----------------------------|--|
| Site Name and Contract Number: | | Subcontractor Company | | Inspection Carried out by; | |
|--------------------------------|--|-----------------------|--|----------------------------|--|

| Identification Number | Description of Equipment (Name, Type) | Results of Visual Inspection (OK / Faulty or Damaged) | Action Taken (N/A, Quarantined, Disposed of) |
|-----------------------|--|--|---|
| Eg JNB 001 | Eg Stihl Saw TS 410 | Faulty trigger | Quarantined for repair |
| | | | |
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|--------------------|--|-----------|--|
| DATE OF INSPECTION | | SIGNATURE | |
|--------------------|--|-----------|--|

| | | | | | | | | | | | | | | | | | | |
|---|--|---|---|---|---|------|---|---|---|---|---|---|---|--|---|--|--|--|
| JN BENTLEY | | JN BENTLEY | Main 01 | Sub | IMC | 8028 | | | | | | | | | | | | |
| Material/Process ESSO MOTOR GASOLINE (PETROLS) Supplier ESSO PETROLEUM COMPANY LIMITED Address Esso Research Centre Milton Hill, Abingdon Oxon. OX13 6AE 01235 521600 | | | Keyword Petrol Date 09/04/2010 Contents Gasoline-, Benzene <5%, | | <div style="border: 1px solid black; padding: 5px; text-align: center;"> HIGH HAZARD LIQUID </div> Exp Limit Gasoline- 1ppm 8hTWA WEL | | | | | | | | | | | | | |
| | | | Hazards <div style="display: flex; justify-content: space-around;">   </div> | | | | | | | | | | | | | | | |
| Health Risks HIGHLY FLAMMABLE HARMFUL: DANGER OF SERIOUS DAMAGE TO HEALTH BY PROLONGED EXPOSURE THROUGH INHALATION, IN CONTACT WITH SKIN AND IF SWALLOWED MAY CAUSE CANCER MAY CAUSE HERITABLE GENETIC DAMAGE HARMFUL: MAY CAUSE LUNG DAMAGE IF SWALLOWED MAY CAUSE EYE IRRITATION Do not breathe in vapour When using do not eat, drink or smoke Avoid contact with skin and eyes | | | Risk Assessment 5 Method: Pouring Area: Outside Exposure Time: Up to 1/2 hour daily | | Activity Comments Use RPE as interim pending monitoring or for one-off tasks. If LEV used, monitor to verify it controls to below the OEL | | | | | | | | | | | | | |
| Spillage VENTILATE AREA AND EXCLUDE ALL SOURCES OF IGNITION MARK THE AREA AND WARN ALL PERSONNEL DO NOT ALLOW UNCONTROLLED SPILLAGES TO ENTER MAINS DRAIN/SEWERS/WATER COURSES WEAR NITRILE GLOVES WEAR EYE PROTECTION IF SPLASH LIKELY WEAR RPE WITH ORGANIC FILTER (A) WEAR PROTECTIVE OVERALLS & CHEMICAL PROOF FOOTWEAR ABSORB IN SAND OR INERT ABSORBENT MATERIAL COLLECT INTO A CONTAINER, CLOSE LID DISPOSE OF USING SUITABLE PROCEDURE OR SEEK L.A. GUIDANCE | | | Control Measures <table border="1" style="width: 100%; text-align: center;"> <tr> <td> COVER SKIN KEEP SKIN COVERED</td> <td> PROTECT HANDS NITRILE</td> <td> EYE PROTECTION IF SPLASH LIKELY</td> <td> NATURAL VENTILATION AND</td> <td> VENTILATION PORTABLE OR</td> <td> DISPOSABLE EN405 FFA2</td> </tr> <tr> <td> NO SMOKING EATING OR DRINKING</td> <td> WASH BASIN WASH AFTER USE</td> <td> CHANGING AFTER USE</td> <td> CLOSE CONTAINER AFTER USE</td> <td> DISPOSAL</td> <td></td> </tr> </table> | | | |  COVER SKIN KEEP SKIN COVERED |  PROTECT HANDS NITRILE |  EYE PROTECTION IF SPLASH LIKELY |  NATURAL VENTILATION AND |  VENTILATION PORTABLE OR |  DISPOSABLE EN405 FFA2 |  NO SMOKING EATING OR DRINKING |  WASH BASIN WASH AFTER USE |  CHANGING AFTER USE |  CLOSE CONTAINER AFTER USE |  DISPOSAL | |
|  COVER SKIN KEEP SKIN COVERED |  PROTECT HANDS NITRILE |  EYE PROTECTION IF SPLASH LIKELY |  NATURAL VENTILATION AND |  VENTILATION PORTABLE OR |  DISPOSABLE EN405 FFA2 | | | | | | | | | | | | | |
|  NO SMOKING EATING OR DRINKING |  WASH BASIN WASH AFTER USE |  CHANGING AFTER USE |  CLOSE CONTAINER AFTER USE |  DISPOSAL | | | | | | | | | | | | | | |
| First Aid INHALATION - REMOVE TO FRESH AIR AND REST AFTER A SIGNIFICANT EXPOSURE CALL FOR MEDICAL ASSISTANCE IMMEDIATELY INGESTION - DO NOT INDUCE VOMITING INGESTION - GIVE PLENTY OF WATER IN SIPS INGESTION - GET IMMEDIATE MEDICAL ATTENTION EYE - IRRIGATE WITH WATER FOR AT LEAST 15 MINUTES SKIN - REMOVE CLOTHING & WASH CONTAMINATED AREA WITH WATER GET PROMPT MEDICAL ATTENTION | | | Considerations <table border="1" style="width: 100%; text-align: center;"> <tr> <td> MAINTENANCE</td> <td> MONITOR EXPOSURE LEVEL</td> <td> URINE TEST</td> </tr> </table> | | | |  MAINTENANCE |  MONITOR EXPOSURE LEVEL |  URINE TEST | | | | | | | | | |
|  MAINTENANCE |  MONITOR EXPOSURE LEVEL |  URINE TEST | | | | | | | | | | | | | | | | |
| Fire ISOLATED SMALL SCALE FIRE: POWDER - FOAM - CARBON DIOXIDE (CO2) DO NOT USE WATER LARGE FIRE: EVACUATE AREA, CALL FIRE BRIGADE OR FOLLOW SITE PROCEDURE WEAR SELF-CONTAINED BREATHING APPARATUS AND PROTECTIVE CLOTHING TOXIC FUMES ARE PRODUCED WHEN SUBSTANCE IS INVOLVED IN A FIRE KEEP CONTAINERS COOL WITH WATER SPRAY | | | Safety Data Sheet Reference Derived Safety Data 2009 This assessment was compiled by Sygol Limited from supplier's safety data sheets. Safety in the use of assessments is the responsibility of the subscriber. | | | | | | | | | | | | | | | |
| | | | Details If using engineering controls/non disposable PPE ensure maintenance (reg 9) Consider monitoring (COSHH reg 10) Consider urine checks (reg11) Printed 09/11/2010 | | | | | | | | | | | | | | | |

Exposure Scenario



| | | | |
|--|--------------------------------|---|--------------------------------|
| ID#: | 47702 | User making request: | Carolyn Dobson |
| Fax: | | Phone: | 01756706870 |
| Email: | carolyn.dobson@jnbentley.co.uk | | |
| Assessment code: | 8028 | Trade name: | ESSO MOTOR GASOLINE (PETROLS) |
| Supplier code: | 263 | Supplier: | ESSO PETROLEUM COMPANY LIMITED |
| Supplier Phone: | 01235 521600 | | |
| Keyword: | Petrol | Frequency of use: | Daily |
| Approximately how much of the material is used by one person in one working day: | 5L | How many people are directly exposed?: | 1 |
| Are any others exposed?: | N | How are they exposed?: | |
| Are there any susceptible workers?: | N | Susceptible Categories: | |
| Other info: | | Is this material being used outside of the normal temperature range?: | N |
| Additional work practices: | | | |
| Existing Control measures: | PPE | | |

Files Uploaded

| File Name |
|-----------|
|-----------|

Activities

| Act No. | Method | Area | Exposure |
|---------|---------|---------|----------------------|
| 5 | Pouring | Outside | Up to 1/2 hour daily |

Work Areas

| Work Area Code | Sub Area Code |
|----------------|---------------|
| 01 | |

COSHH Control Sheet



| | | | |
|--|-----------------------|--|-------------------------------------|
| REQUEST DETAILS | #ID: 47702 | | User making request: Carolyn Dobson |
| MATERIAL DETAILS | Assessment Code: 8028 | | HIGH HAZARD |
| Trade Name: ESSO MOTOR GASOLINE (PETROLS) | | Supplier: ESSO PETROLEUM COMPANY LIMITED | |
| ACTIVITY DETAILS | | | |
| Act No. 5 | Method Pouring | Area Outside | Exposure Up to 1/2 hour daily |
| SCENARIO DETAILS | | | |
| Additional Work Practices: | | | |
| Approximately how much of the material is used by one person in one working day: 5L | | | |
| Frequency of use: Daily | | How many people are directly exposed?: 1 | |
| Are any other people exposed?: N | | How are they exposed?: | |
| Are there any susceptible workers?: N | | Susceptible Categories: | |
| CONSIDERATIONS | | | Answer |
| Procedures to conduct exposure monitoring are in place. <i>Not considered requisite under this exposure scenario</i> | | | YES |
| Procedures to undertake urine tests are in place. <i>Not considered requisite under this exposure scenario</i> | | | YES |
| Has the elimination or substitution of this material been considered? <i>Considered requisite under this exposure scenario</i> | | | YES |
| Have you implemented the use of the engineering controls before resorting to the use of RPE? <i>Considered requisite under this exposure scenario</i> | | | YES |
| Are all personnel provided with necessary RPE, suitably trained in its correct use, maintenance, and storage and been fit tested where required? <i>Considered requisite under this exposure scenario</i> | | | YES |
| All actions to be taken in the event of an emergency have been considered | | | YES |

JN Bentley Ltd

Supplier Temporary Works Guidance

(Requirements for Suppliers Revision L - Appendix E)



Temporary Works Information for Suppliers

JN Bentley procedure BIMS02-13 Management of Temporary Works is available on request; the following is a précis of the document offering guidance to JN Bentley appointed suppliers on JN Bentley procedural compliance.

Temporary works (TW) are defined as (but not limited to) any process or structure which is required to complete the permanent works.

Examples include:

- Scaffolding
- Cofferdams
- Battered or supported excavations
- Falsework and formwork
- Crane bases
- Crane outrigger pads
- Piling mats/platforms
- Overpumping/dewatering operations
- Pipe testing related constructions
- Access/haul roads
- Demolition and dismantling operations
- Permanent works used or in a temporary state
- Temporary electrical or mechanical installations

Coordination of Temporary Works

An individual with responsibility for the implementation of the temporary works procedure (supplier or JNB) and for the coordinating of the temporary works design, provision, use and removal shall be appointed as Temporary Works Co-ordinator (TWC). This role will default to the JNB contract manager or JNB site manager (as appropriate) in the absence of a suitable appointment by the supplier. Only individuals with proven competency in temporary works coordination may fulfill this appointment.

Temporary Works categorisation

JN Bentley temporary works process requires that TW are categorised dependent upon the level of risk associated with their use (risk may be financial, environmental, safety or reputational etc.). The categorisation will dictate the level of design, checks and supervision required.

E.g. A scaffold bridge carrying pedestrians across a river is likely to have greater requirements than a 1 metre deep excavation in a green-field site.



Under JN Bentley Temporary Works Procedure, certain temporary works can be justified without calculation by the Temporary Works Co-ordinator who is appointed to that project.

The following list of temporary works (not exhaustive) will always require “Design by Calculation”.

- All scaffold except those defined as Basic by TG20:13
- Sheet piling or other shoring to excavations/Bored piles
- Protection to services under haul/access roads may need design/additional consideration
- Complex dewatering schemes especially where dewatering has potential to affect surrounding structures and/or other operations
- Formwork to walls over 2m high and formwork not sited on the ground
- Soffit Formwork
- Formwork which includes/incorporates pedestrian access platforms
- Falsework
- Piling mats
- Electrical connection of cabins/site welfare to existing electrical supplies
- Cranes bases for tower cranes
- Crane pads for mobile cranes
- Temporary bridges and their abutments
- Pipework test ends and temporary thrust blocks

For items not on this list, or if in any doubt as to whether a design by calculation is required the TWC shall consult the contracts manager, QES Advisor or a temporary works champion.

Design and Acceptance

Where required suitable temporary works designs shall be prepared and checked by competent people with copies appended to the task specific risk assessment and method statement prior to works commencing in line with OSS 002. Designers and checkers shall not be one and the same person. Designs must be provided to the TWC for review prior to installation / construction

Installation and Removal

The Temporary Works Co-ordinator (JNB or supplier) shall ensure that supplier temporary works are installed and removed in line with relevant design or guidance as appropriate. The TWC may require the use of permits to introduce hold points at key stages of the installation or removal.

Schedule

The supplier will, on request, provide a schedule of planned temporary work including such details as those listed below (see table headers)

| Ref | Location & Description | TW Category | Is Design by Calculation required? | Design brief BIMS02-13.3 | Designer Organisation and Name | Design acceptance BIMS02-13.3 | Permit to Proceed BIMS02-13.6 | Permit to Strike and dismantle BIMS02-13.6 | Temporary Works complete and removed from Site |
|-----|------------------------|-------------|------------------------------------|--------------------------|--------------------------------|-------------------------------|-------------------------------|--|--|
|-----|------------------------|-------------|------------------------------------|--------------------------|--------------------------------|-------------------------------|-------------------------------|--|--|

FURTHER INFORMATION RELATING TO THE MANAGEMENT OF TEMPORARY WORKS ON JNB SITES IS AVAILABLE IN BIMS 02-13 ON REQUEST AND ELECTRONICALLY ON SITE VIA THE JNB SITE SUPERVISER

JN Bentley Ltd

**Extract from the Abridged Version of the
Management Risk Assessment**

(Requirements for Suppliers Revision L - Appendix F)



Management Risk Assessment

Contents

| | Operational Tasks with an OSS | Operational Tasks without an OSS | Operational Activities involving Occupational Health risks |
|------|---|---|--|
| OSS | Activity/task | Activity/task | Activity/task |
| 100 | Site establishment and maintenance | Design and Installation of Temporary Works | Work involving Lead |
| 100a | Installing Electrical supplies to site welfare facilities | Liquefied Petroleum Gas and highly Flammable liquid storage (LPG/HFL) | Work involving Asbestos |
| 101 | Working in excavations | Loading and unloading of equipment and materials | Work involving the risk of Musculoskeletal injury |
| 102 | Mechanical Lifting operations | Demolition Activities | Work involving noise |
| 103 | Working on or connection to live electrical Installation. | Work on or adjacent to footpaths/highways | Work involving dust |
| 104 | Use of scaffolding | Bomb threats/discovery of UXB | Work involving Display Screen Equipment |
| 105 | Lone Working | Working excessive hours | Work involving vibration HAV/WBV |
| 106 | Use of mobile/heavy plant | Work in darkness or hours of darkness/night working | Work involving the risk of Legionella |
| 106 | Use of portable electrical tools | Drugs and Alcohol and working in areas of drug use (needles) | Work involving the risk of Leptospirosis (Weill's Disease) |
| 106 | Use of static and portable plant and equipment | Working on water treatment facilities and infrastructure | Working with radiation (ionising and non-ionising) |
| 108 | Working in Confined Spaces | Working on clean water supply facilities and infrastructure | Work involving the risk of skin disease |
| 109 | Working at height | Working on Fire Precautions systems (alarms, sprinklers etc) | Work in Radon Gas areas |
| 110 | Working with false work and formwork | Working with multi ethnic workforce | |
| 111 | Working near Overhead and Underground services | Working on Slopes (plant and operatives) | |
| 113 | Use of hazardous substances | Working on/near water | |
| 116 | Activities involving the risk of fire | | |

Management Risk Assessment

External Guidance Documents

| Reference | Approved Code of Practice | Reference | Approved Code of Practice |
|-----------|--|---|--|
| L5 | Control of Substances Hazardous to Health Regulations (CoSHH) 2002 | HSG17 | Safety in the use of abrasive wheels |
| L8 | Legionnaires disease – The control of legionella bacteria in water systems | HSG47 | Avoiding danger from underground services |
| L22 | Safe use of Work Equipment | HSG51 | The storage of flammable liquids in containers |
| L23 | Manual handling | HSG65 | Successful health & safety management |
| L24 | Workplace health, safety and welfare | HSG107 | Maintaining portable and transportable electrical equipment |
| L25 | Personal protective equipment at work | HSG140 | Safe use and handling of flammable liquids |
| L26 | Work with display screen equipment | HSG144 | The safe use of vehicles on construction sites |
| L74 | First aid at work | HSG150 | Health & Safety in construction |
| L82 | A guide to the Pipelines Safety Regulations 1996 | HSG151 | Protecting the public – Your next move |
| L101 | Safe working in confined spaces | HSG159 | Managing contractors – A guide for employers |
| L108 | Controlling noise at work | HSG168 | Fire safety in construction |
| L113 | Safe use of lifting equipment | HSG170 | Vibration solutions – Practical ways to reduce the risk of hand arm vibration injury |
| L117 | Rider operator lift trucks | HSG253 | The safe isolation of plant and equipment |
| L121 | Work with ionising radiation | HSG53 | Respiratory protective equipment at work – A practical guide |
| L132 | Control of lead at work | HSG247 | Asbestos – The licensed contractors guide |
| L138 | Dangerous substances and explosive atmospheres | <p>All of the external guidance documents listed here may be utilised to augment the JNB policy documents for the construction activities we undertake. All of the documents listed here are available for download from the Health & Safety Executive at http://www.hse.gov.uk/</p> <p>For additional guidance and advice, contact your local QES Advisor</p> | |
| L140 | Hand arm vibration | | |
| L141 | Whole body vibration | | |
| L143 | Managing and working with asbestos – Control of asbestos 2012 | | |
| L144 | Managing health and safety in construction | | |
| L114 | Safe use of woodworking machinery | | |