



JN Bentley Ltd

QES Information

(Quality, Environmental & Safety)

Requirements for Suppliers

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| Written By: | David Ridley | Doc Ref: | BIMS02-09.3 |
| | | Revision: | K |
| Reviewed By: | R Magagnin | Date: | November 2016 |
| Approved By: | David Bentley | Date: | January 2017 |

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| Rev | Date | Description of addition (A), Deletion (D) or Substitution (S) | Approved by |
|-----|---------------|--|-------------|
| A | 17/06/2009 | Initial drafting | D M Bentley |
| B | 23/09/2009 | Amended following review and comments. Section 2.0 – change details clarified. Section 5.1.5 – examples of nationally recognised training schemes added. Revised wording in paragraph. Section 6.3 – Plant specific examples of nationally recognised training schemes added. Section 6.36 - added to refer to OSS111 Avoidance of Overhead and Underground Services. OSS111 abridged version added to appendix A. Appendix C added - Supplier Guidance on suggested minimum requirements for RA/MS. | D M Bentley |
| C | 01/02/2010 | OSS108 abridged version added to appendix A OSS109 abridged version added to appendix A New format Golden Rules added | D M Bentley |
| D | 05/03/2010 | Appendix D added containing templates for PUWER & LOLER Weekly Inspection Register and CoSHH Assessment | D M Bentley |
| E | 06.08.10 | Amended for new BIMS WBV requirements added First Aider provision requirement amended Section 6.2 amended Section 6.3 deleted Renumbering undertaken Addition of requirement for the use of footwear with reinforced mid-sole protection | D M Bentley |
| | 02.02.11 | Additional minor amendments to clarify company expectations. | D M Bentley |
| F | 01.09.2011 | Changes to supplier inspection requirements relating to work equipment Updated Operational Safety Standards Anti-Bribery Policy details added New clause regarding water supply | D M Bentley |
| G | March 2013 | Reviewed and revised and new OSS added | N Rhymes |
| H | January 2014 | Addition of Temporary Works Information for Suppliers | R Magagnin |
| I | April 2014 | Removal of tables 1,2,3,4 and clarification of Temporary works instructions. | J Greenwood |
| J | December 2014 | Amendments to 4.26, 4.28 and Appendix A (OSS103) | R Magagnin |
| K | November 2016 | Supplier requirements re Modern Slavery Act added Amendment to 4.26 re fork attachments & scissor grabs OSSs updated (see amendment register for details) | R Magagnin |

1.0 Introduction

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

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

It outlines the safety 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 precautions, or more detailed guidance on safety procedures, he should discuss this with JNB's Safety staff prior to commencement of his work.

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

2.0 Policy

2.1 Supplier – Duties & Responsibilities

Suppliers shall ensure:

- that their appointed Suppliers are fulfilling their duties and responsibilities;
- that their appointed Designers (M&E etc) are undertaking their Legal HSE duties and specifications are in line with current codes of practice, including DDA and Security requirements;
- their appointed Designers comply with the performance criteria as stated in the latest edition of the Design Manual and achieve maximise credits under the BREEAM methodology;
- controls stated within the provided Initial Suppliers Works Information are adopted within the Construction 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;
- promote sustainability by ensuring their designers consider:
 - designing out materials and substances that are hazardous or environmentally deleterious;
 - products and components that are manufactured with less environmental omissions;
 - materials that are obtained from a sustainable source that is registered;
 - existing products and materials are either reused, recycled and/or with minimisation of waste in the construction process; and
 - products and materials that assist in reduction of energy usage
- organise, co-ordinate and manage frequent Project Progress Meetings with their respective Supplier (Designers, Supplier etc) and, when necessary, with the JNB appointed Site Manager;
- attend other organised meetings and workshops as necessary;
- provide a regular report on actions and status to the JNB Site Manager; and
- to communicate any necessary actions to be implemented 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 J N Bentley Ltd's Anti Bribery Policy which includes the following:

Offering Bribes

The company **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.

The company **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

The company **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

The company **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

The company 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/General 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/General 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 the company 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/General Manager

Cash gifts are expressly prohibited

A full copy of the J N Bentley Ltd's Anti-Bribery Policy is available if required on request.

2.3 Avoidance of Modern Slavery

We draw to your attention to the UK Modern Slavery Act 2015 and require that you familiarise yourself with its contents and comply with this legislation, as with all other legislation.

3.0 Contractual obligations for suppliers carrying out role of contractor in accordance CDM regulations

3.1 Before commencing work on site, you are required to:

- Sign and return JNB Supplier Health & Safety Undertaking;
- Provide designers with 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 hazard associated with the work, and that the appropriate safety procedures and equipment will be used
- Ensure personnel are to be suitably certificated to carry out their work.
- Supply the Site Manager 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 in a good workmanship-like and safe manner, in accordance with JNB Operational Safety Standard (OSS) 002 (Appendix A).
 - how you will ensure that your work meets the specification;
 - the method of checking your work and the tests carried out to ensure the completed work meets the specification; and
 - any Environmental Aspects

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 Manager.

- 3.1.1 **COSHH:** Supply the Site Manager with a list of all hazardous materials and provide specification/assessment sheets and storage requirements (eg gas cylinder cages) for all such materials to be used on site. Demonstrate that persons using the substance/s have been briefed on these assessments.
- 3.1.2 Ensure that you and your employees have the necessary medical clearance where specifically required by the client (e.g. National Water Hygiene Card for work on clean water storage / treatment sites).
- 3.1.3 Where appropriate, ensure that your Personnel, Plant, Equipment, Tools and Vehicles are disinfected to Prevent Cross Contamination before arriving on site.
- 3.1.4 Provide a Site Waste Management Plan (SWMP) for predicted waste when required (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 Attend a Site Induction, see clause 4.1 for minimum standard for Induction Training *

* (this will normally be provided by the JNB Site Manager. However, in some cases, you will be required to provide an induction for your own personnel. The inductions must be to the JNB Site Manager's standards. Records of inductions by means of signatures of persons inducted must be passed on to the JNB Site Manager. Details of standard induction inclusions can be seen in section 4.1.

3.2 WHILST CARRYING OUT THE SUB-CONTRACT WORKS, you 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.

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 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 AND with the authorisation of the J N Bentley Site Manager or designated deputy.**

- 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 Where workers feel that they are faced with serious and imminent danger they shall stop work immediately and report to the Site Manager. The Site Manager 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 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 incidents or dangerous occurrences to the Site Manager or Nominated representative and you will instruct your employees/suppliers accordingly. Incident reporting must be encouraged so proactive measures can take place to prevent incidents.
- 3.2.14 Ensure that should you change, or add to, your personnel on site each new person is fully briefed as required by this directive and receives induction/safety training in accordance with the requirements of clause 4.1.
- 3.2.15 Conform to JNB's rules (including 10 Golden Rules) together with any other Customer 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 Manager daily before any work commences.

3.2.18 Provide Environmental Duty of Care documents (i.e. copies of Waste Management/Exemption Licenses, Waste Carriers Licenses, Waste Transfer Notes, hazardous waste Consignment Notes where required to the Site Manager.

3.2.19 Ensure that wastes are disposed of correctly in the waste containers provided

3.2.20 Ensure that SWMP are updated at least every three months (*ideally monthly*) as the project progresses

JNB retains the right to stop any operation, activity or erection of plant/equipment, etc if it is considered that there is a hazard to the safety and health of employees or others.

JNB will not accept any responsibility for any increased cost arising out of such action.

The Supplier and Supplier's employees will obey any written or verbal instructions given by a Company representative or Safety Advisor in respect of health and safety.

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

- Submit as built drawings for all work carried out.
- Supply operating instructions & maintenance requirements for all items incorporated into the works.
- Supply copies of all tests and inspections made.
- Supply letter of conformity that all work conforms to the specification and/or Bill of Quantities.
- Provide a SWMP for actual waste created when required

Note: Item 3.3 is required to complete the Health & Safety File 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
- Brief 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 unsafe situations / 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 provide a nationally recognised certificate of training achievement, such as CPCS or IPAF, for the plant items listed below, where applicable to the works:

Tower crane, track mounted crane, wheeled crane, crawler crane, dragline, piling rig, dumper, dump-truck, forklift, rough terrain forklift, telescopic handler, excavator, hoist, mobile elevating work platforms, loading shovel, dozer, tractor, grader, scraper, compactor/rollers (ride-on), paver, concrete pump, lorry loader, trencher, crusher/screener, skip loader, HIAB, trencher and quad bike.

Suppliers must also provide nationally recognised certificates of competency for Scaffolders, demolition operatives and signallers/slingers.

4.4 Tool Box Talks Training

JNB shall, from time to time, 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. These are to be delivered by the immediate site supervisor which is relevant to the works being undertaken, and have duration of not less than 10 minutes. The intention is to deliver a “splash” of information on a regular basis.

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 (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 that colleagues are operating 'safely' as defined by JNB Ltd. Operational Safety Standards will be referenced at the end of each section where applicable

Compliance with these standards is a mandatory requirement for everyone involved in a JNB Project.

4.7 **Work in Confined Spaces**

These 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 & Method Statement of work for using such equipment. The RA/MS shall detail:

- Authorised Users
- 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 other incidents/near misses must be reported to JNB Ltd.

This is also covered by Operational Safety Standard OSS106 Safe Use of Plant & Equipment

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

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

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

These requirements are detailed in OSS 102 Lifting Operations Using Cranes and Excavators and OSS106 Safe Use of Plant & Equipment in Appendix A to this document.

4.11 **Demolition/Dismantling**

Before commencing demolition/dismantling work, the Supplier must:

- Obtain permission from JNB Ltd.
- 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)

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**

These requirements are detailed in OSS 103 Installation of, or Work on, Electrical Equipment and OSS 106 PUWER – Safe Use of Plant and Equipment.

4.13 **Excavations & Openings**

These requirements are detailed in OSS 101 Excavations

4.14 **Fire Prevention**

These requirements are detailed in OSS 116 Fire Safety.

4.15 **First Aid & 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 The Sub-Supplier personnel are not respecting the facilities provided, JNB reserves the right to withdraw use of facilities.

If JNB will not be 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 Sub-Supplier works.

4.16 **Forklift Trucks**

These requirements are detailed in OSS 106 PUWER – Safe Use of Plant and Equipment.

4.17 **Scaffolding**

These requirements are detailed in Operational Safety Standard OSS 104 Management of Scaffold.

4.18 **Working at Heights**

These requirements are detailed in Operational Safety Standard OSS 109 Safe Use of Working at Height Equipment and OSS 104 Management of Scaffold.

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.

The spillage of diesel or other such substance and the subsequent clean up methodology shall be notified to the JNB Site Manager as soon as possible. In the event of any substance entering any 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

These requirements are detailed in Operational Safety Standard OSS 106 Safe use of Plant and Equipment.

4.21 Noise and Vibration

Excessive noise is recognised as a major factor in loss of hearing and therefore JNB has introduced a policy on "Safe System of Work - Control of Noise" to reduce exposure to noise to the lowest level reasonably practicable.

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 and they must take the necessary action to implement all aspects of The Noise at Work Regulations.

Suppliers are to 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.

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 J N Bentley sites has accurate manufacturer supplied information relating to vibration outputs that ensures the Exposure Limit Value (ELV) of 1.15m/s² is not exceeded during a standard 8 hour shift. 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*
- *Ensure the vehicles are maintained in good order and serviced regularly*
- *Ensure tyres, where applicable, are not worn & at the correct pressure*

4.22 Permits to Work

These requirements are detailed in Operational Safety Standard OSS 004 Preparation and Issue of Permits to Work.

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. All wire ropes and other attached lifting equipment must also have an up-to-date certificate. Further requirements for the use of Mobile Elevating Work Platforms (MEWPs) etc are included in OSS 109 Safe Use of Working at Height Equipment

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 men.

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.

4.24 Safety Harnesses

Where it is not practicable to provide a standard working platform, 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.

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 INDG 367.

4.25 Transport

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

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 OSS106, 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 suppliers records of inspections are not deemed equivalent the supplier shall provide records in the JNB format.

The use of 9 inch grinders on JNB sites is to be considered only as a last resort. Their use must, in all cases, be authorised in writing by either a JNB Director or a JNB Operations Manager prior to the task commencing.

Authorisation in writing from an Operations Manager or Director is required prior to the use of scissor grabs or fork attachments fitted to telescopic handlers (or fork trucks) designed to lift suspended loads.

Further requirements relating to PUWER are detailed in OSS 106 Safe Use of Plant and Equipment (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 JNB Safe System of Work for Welding and Cutting. All hose connections must be permanent attached i.e. ferrules. Jubilee clips are not acceptable means of securing hoses.

Gas cylinders must not be left lying around.

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 trollies (complete with gas bottles, shall be returned to the gas storage area when not in use.

Before constructing any temporary gas compound or using an existing gas storage area, Suppliers must obtain permission 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.

Where any operation involves the use of gas or oxygen equipment in a Confined Space, a Permit to Work procedure must be instituted and all requirements of The **Confined Spaces Regulations 1997** 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**

The requirements are detailed in OSS113 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 2006** and the relevant Codes of Practice. 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 a 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 assurances are received that they are fit for work.

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

Drug tests will be carried by an independent body by urine samples. Alcohol tests will be performed as a breath test using an Alcometer.

4.31 **Avoidance of Overhead and Underground Services**

The requirements are detailed in OSS111 Avoidance of Overhead and Underground Services.

4.32 **Water**

Water for the 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**

5.1 **Manual Handling**

Lifting shall be mechanised as far as 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 Manager/Supervisor/Foreman shall ensure that a suitable and sufficient assessment of risk is carried out.

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 will be required to 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 incident/absence statistics show that the original control measures 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.

5.2 Hot Work

A permit to work system (as detailed in Operational Safety Standard OSS004 Preparation and Issue of Permits to Work) must be adopted where hot work generating heat, sparks or flame can 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 loose 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.

5.3 General Fire Precautions

The requirements are detailed in OSS116 Fire Safety.

5.4 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 and deputy
- The role and training of the fire marshal and deputy
- 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 & Corrective Action

6.1 QES Site Inspection & 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 shortcomings in a prompt and timely fashion.

6.2 Reporting of Health & Safety Incidents (Injuries and Near Misses), Instances of Occupational Ill Health, Dangerous Occurrences (RIDDOR) and Damage only incidents

These requirements are detailed in OSS003 Incident Reporting and Investigation and in JNB Ltd's 10 Golden Rules

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 Revision K - Appendix A)

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OPERATIONAL SAFETY STANDARD AMENDMENT REGISTER – Where legislative or operational requirements necessitate a change in an OSS the details shall be listed here and shall be held in the OSS folder on site and saved electronically on the JNB document library

| Date | OSS name and number | New/Amended Clause | Details |
|------------|--|--------------------|--|
| 01/05/2014 | OSS 111 Avoidance of Overhead and Underground services | 1.7 | Copies of current service drawings supplied by the owner/operator of the service shall be on site, with the operative(s) before works commence. Where available the apparatus owner shall be contacted to undertake site mark ups prior to work commencing |
| 01/05/2014 | OSS 106 Safe Use of Plant & Equipment | 2.10 | Plant and equipment shall be used and maintained in line with manufacturer's instructions/ guidance |
| 01/05/2014 | OSS 102 Lifting Operations using cranes and excavators | 2.12 | Crane rigging/derigging will be undertaken in line with manufacturers guidance/instructions and detailed in the relevant risk assessment / method statement |
| 01/05/2014 | OSS 101 Excavations | 1.16 | Sheet piling operations shall be planned and undertaken in line with JNB Guidance Note: Sheet pile installation and extraction |
| 01/05/2014 | OSS 100 Site Establishment | 2.27 | Lay down and uplift areas shall be established for the safe unloading and uplifting of deliveries etc with specific consideration to gradients on which expected vehicles can operate safely |
| 01/05/2014 | OSS 111 Avoidance of Overhead and Underground services | 1.2 | Risk assessments shall consider overhead and buried services where there is a reasonable likelihood that these services could be encountered during the course of an activity, this will include all brownfield sites and existing sewage and water treatment works. This shall be accompanied by a method statement that considers GS6/HSG47 as applicable, which is briefed to all persons involved in the task. |
| 01/05/2014 | OSS 104 Management of Scaffold | 2.16 | Where adverse weather conditions are likely scaffold boards shall be fixed in place |
| 01/08/2014 | OSS 106 Safe Use of Plant & Equipment | 1.1 | Hand tools do not require CE marking |
| 01/12/2014 | OSS 103 reviewed + guidance note created | n/a | Post incident review + GN OSS 103 created |
| 01/01/2015 | OSS 106 Safe use of Plant & Equipment | 0.3 | OSS 106 guidance note replaces "J N Bentley work equipment guide" |
| 01/01/2015 | OSS | | |
| 01/01/2015 | OSS 003 Incident Reporting and Investigation | n/a | OSS 003 guidance note for Incident Classification created |
| 19/02/2015 | OSS 109 Safe use of Work at Height Equipment | n/a | OSS 109 guidance note for the safe use of podium steps created |
| 01/03/2015 | OSS 102 Lifting Operations using cranes and excavators | 2.8 | Excavators used for lifting shall be sited on stable, level ground with consideration of BIMS 02-13 Management of Temporary Works. Buckets shall be removed prior to any lifting operations. |
| | | 2.12 | Lifting platforms and pick & carry routes shall have leading edges protected by highly visible baulks or barriers fixed in position as stop blocks. |

OSS 001: Compliance with Site and Golden Rules



Revision: C

Date of Last Review: 01/12/2012

Number of Pages: 1

In Force From: 01/03/2008

| | |
|----------|--|
| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | This standard should be read in conjunction with the Management Guidance Note Golden Rules - Consequences. |
| 1 | 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 Client requirements when required. |
| 1.4 | Any employee breaking the Golden Rules should expect to be challenged. Where there is no good reason or a poor attitude is displayed, individuals shall face disciplinary action. |
| 1.5 | All Subcontractor(s) and Supplier(s) shall be provided with copies of the Site Rules and Golden Rules on a regular basis (at least annually) and compliance with these rules must be a condition of any orders placed. |
| 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. |
| 2 | 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. |
| 3 | 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. |
| 3.3 | Individuals shall accept challenge relating to Site Rules and Golden Rules. |

Operational Safety Standard

OSS 002: Preparation, Communication and Use of Risk Assessments and Method Statements (RA/MS)



Revision: B

Date of Last Review: 01/12/2012

Number of Pages: 2

In Force From: 01/04/2008

| | |
|----------|---|
| 0 | General |
| 0.1 | This process and timescales outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 1 | Processes and Records |
| 1.1 | Before a project commences the constituent activities shall be considered and a list of required RA/MS shall be compiled. This shall be included in the Contract Management Plan (CMP), Mini-plan or General Site Method Statement as applicable. |
| 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. |
| 1.3 | For the activities included in the list above, Risk Assessments (RA) must be prepared using the Company Standard template (the latest version of which shall be 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 Standard Template (the latest version shall be stored in the document library), or by a third party 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 consider in detail, hazards and risks that can be reasonably associated with specific activities. |
| 1.7 | RA/MS must be prepared taking into account site conditions, the competency of the workforce and any potential conflicts with adjacent activities. |
| 1.8 | RA must identify initial and residual risk levels with the aim of reducing the residual risk level to the lowest level practicable. |
| 1.9 | Control measures must form the basis of the MS, which shall describe the task 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. Operative(s), CDMC, Client etc., in GOOD TIME, and at least 3 days before the work activity commences. |
| 1.11 | 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. |
| 1.12 | RA/MS from third parties must be submitted in GOOD TIME, and at least 3 days before work activity commences, to allow time for review by the Site Manager. |

Operational Safety Standard

OSS 002: Preparation, Communication and Use of Risk Assessments and Method Statements (RA/MS)



1.13 RA/MS shall be reviewed in operation, at least weekly and where there is a significant change to the activity / task. Changes shall be discussed and communication recorded as in clause 1.11 above.

1.14 All current RA/MS's must be displayed in the Welfare Unit or Work Area so they are available for the Operative(s) to consult during the time the activity is in progress.

2 Conditions

Not applicable.

3 Behaviours

3.1 A Site Manager shall not allow Operative(s) to undertake activities unless control measures, including MS have been put in place and communicated.

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 Manager or Supervisor.

Operational Safety Standard

OSS 003: Incident Reporting and Investigation



Revision: B

Date of Last Review: 01/12/2012

Number of Pages: 2

In Force From: 01/08/2008

| | |
|----------|--|
| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | This OSS should be read in conjunction with BIMS Procedure 03-01 Occupational Health and Safety Reporting and Investigation. |
| 1 | Processes and Records |
| 1.1 | All employees shall be made aware of the incident reporting and investigation process when they join the Company and on induction to Site. |
| 1.2 | Subcontractors shall be made aware of the incident reporting and investigation process during Site Induction. |
| 1.3 | For serious incidents where emergency services are called to site, a Director and/or Operations Manager and the QES Department shall be contacted immediately. Where required the HSE and Police shall be contacted by the QES Department. |
| 1.4 | For injuries that are likely to result in time off work the Operations Manager and QES Department shall be contacted immediately. |
| 1.5 | Incidents shall be reported using incident reports on CMS as soon as possible and wherever reasonably practicable within the same working day. |
| 1.6 | For injuries that result in Medical Treatment or Lost Time Injuries or Serious Near Misses, investigations shall commence as soon as possible and in any event by no later than the end of the next working day. |
| 1.7 | <p>Dependent on the potential severity of the incident, investigations shall be led by:-</p> <ul style="list-style-type: none"> • Fatality/Major Injury - Director. • Reportable Injury/Dangerous Occurrence - Operations Manager. • Lost Time Injury - Contract Manager. • Minor Injury/Near Miss - Site Manager(s). <p>The QES Team shall provide assistance with investigations as required. Where incidents involve Subcontractor(s) the Contract QS shall also assist the investigation team.</p> |
| 1.8 | Investigations shall be concluded with actions that will prevent similar incidents ("twice is unforgivable"). |
| 1.9 | The Site Manager/Contract Manager shall ensure that any Client reporting procedures are followed. |
| 1.10 | Under no circumstances shall anyone other than a Director make comments to the press following an incident. |
| 2 | Conditions |
| 2.1 | The Incident Investigation Flowchart (see BIMS 03.01) shall be available on site |

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Operational Safety Standard

OSS 003: Incident Reporting and Investigation



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| 2.2 | For incidents requiring a "full Investigation" the area of the incident shall be cordoned off and left undisturbed until the relevant evidence gathering part of any investigation has been concluded. |
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| 2.3 | Witnesses shall be asked not to discuss the incident with colleagues to ensure clarity of verbal evidence. |
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| 3 | Behaviours |
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| 3.1 | All persons shall report incidents immediately. |
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| 3.2 | All staff shall co-operate with any incident investigations. |
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| 3.3 | Line Managers shall discuss incidents with their teams with a focus on causes and actions to prevent reoccurrence. |
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Operational Safety Standard

OSS 004: Preparation and Issue of Permits to Work



Revision: B

Date of Last Review: 01/12/2012

Number of Pages: 2

In Force From: 01/06/2009

| 0 General | |
|-------------------------|--|
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | A Permit to Work is a document that is / may be 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. The Permit to Work document is also cleared / cancelled at the end of the activity. |
| 1 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 in close proximity to buried services (refer OSS101 Excavations - section 1.4); • Hot Work (gas welding/cutting, electric arc welding, brazing, gas soldering, flat roofing using tar boilers etc.); • Work on live electrical installations. <p>Permits to Work may be used as a control measure for other activities (e.g. work on fragile roofs).</p> |
| 1.2 | The requirement for Permits to Work shall be identified at the Contract Review, set out in the Contract Management Plan, and listed in relevant Risk Assessments and Method Statements as a control measure. (Permits to Work do not replace Risk Assessments or Method Statements). |
| 1.3 | A Permit to Work register shall be maintained in the Site Safety File. |
| 1.4 | Permits to Work shall be prepared using the Company standard template (the latest version of which shall be stored in the document library) unless an alternative format is specified by the Client. |
| 1.5 | The requirement for Permits to Work shall be briefed to Operative(s) during the Site Induction and as part of the Morning Briefing. |
| 1.6 | Permits to work shall be issued by the Site Manager, Foreman or other delegated person who holds either the 5 day SMSTS certificate or the 2 day Site Supervisor's certificate. Permit to Work issuers shall be named in the Contract Management Plan. |
| 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. |
| 1.10 | 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). |

Operational Safety Standard

OSS 004: Preparation and Issue of Permits to Work



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| 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. |
| 2 | Conditions |
| 2.1 | Permits to Work shall be kept in the Site Safety File. |
| 2.2 | The original permit must be issued to the Supervisor (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. |
| 2.3 | A copy of the permit is to be retained by the Site Manager for his own record keeping. |
| 2.4 | Upon completion of the works, the original closed permit is to be handed back to the Site Manager by the Supervisor for filing in the site file and the copy destroyed. |
| 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. |
| 3 | Behaviours |
| 3.1 | Where a Permit to Work System is in use for a work activity, the Site Manager(s) shall not allow Operative(s) to undertake the activity unless a permit is in place. |
| 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 a permit 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 if anything occurs that may affect working methods or controls identified within the Permit to Work. |

Operational Safety Standard

OSS 100: Site Establishment and Maintenance



Revision: C

Date of Last Review: 01/05/2014

Number of Pages: 4

In Force From: 01/09/2012

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|-------------------------|---|
| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 1 | Processes and Records |
| 1.1 | Site Set Up requirements shall be established at the QES pre-start review based on the nature of the proposed scheme and expected personnel. |
| 1.2 | A Risk Assessment and Method Statement shall be developed for the site set up and 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 | A suitable plan/drawing must be produced depicting the site set up arrangements in relation to the proposed scheme. |
| 1.4 | The compound including site access/egress routes, signage etc. shall be inspected weekly. Records of inspection and maintenance shall be included in the Weekly Safety Inspection on CMS. |
| 1.5 | Visitors to sites shall be made aware of the site set up arrangements at the visitor's induction. |
| 1.6 | Signing in registers shall be maintained to record visitors attending site. |
| 1.7 | Prior to project commencement the site set up and welfare arrangements shall be included in the Contract Management Plan (CMP), or general site method statement as applicable. |
| 2 | 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 Golden Rules; Pedestrian and traffic routes; Designated storage areas; Muster Points i.e. Phone, Fire Assembly; CDM Boundaries; Communicate site hazards; e.g. Excavations Emergency information, i.e. address details and first aider names. |
| 2.2 | Posters shall be displayed in cabins in accordance with the J N Bentley Limited Site Set Up Pack. |
| 2.3 | Signage shall be maintained in a legible, clean and orderly condition. |
| Fencing/Security | |
| 2.4 | The site boundary and compound areas shall be suitably fenced and secured. |
| 2.5 | Suitable fencing/barriers/demarcation shall be established to separate pedestrian and vehicle routes and plant/material storage areas. |

Operational Safety Standard

OSS 100: Site Establishment and Maintenance



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| 2.6 | Suitable fencing/barriers/demarcation shall be erected to separate welfare facilities from Material Storage Areas, Parking areas etc. |
| 2.7 | Fencing/barriers shall be erected and maintained in an orderly manner. |
| Welfare – Sanitary Conveniences | |
| 2.8 | Suitable and sufficient sanitary conveniences shall be provided or made available at readily accessible places. |
| 2.9 | Sanitary conveniences shall be maintained in a clean and orderly condition. |
| 2.10 | Where practicable male and female conveniences shall be provided separately. Shared facilities may only be used if lockable doors are provided. |
| Welfare – Washing Facilities | |
| 2.11 | Suitable and sufficient washing facilities, including showers if required, shall be provided or made available at readily accessible places. |
| 2.12 | Washing facilities shall be provided: - <ul style="list-style-type: none"> • In the immediate vicinity of every sanitary convenience; • In the vicinity of any changing/drying rooms. |
| 2.13 | Washing facilities shall include: - <p>A supply of clean hot and cold, or warm water (which shall be running water so far as is reasonably practicable);</p> <p>Soap or other suitable means of cleaning;</p> <p>Means to protect, cleanse and restore skin;</p> <p>Paper towels or other suitable means of drying.</p> |
| 2.14 | Rooms containing washing facilities shall be sufficiently ventilated and lit. |
| 2.15 | Washing facilities and the rooms containing them shall be kept in a clean and orderly condition. |
| Welfare – Drinking Water | |
| 2.16 | An adequate supply of drinking water (and cups etc) shall be provided. |
| 2.17 | Water supplies in the welfare cabins/toilets shall be marked either with a "Drinking Water" or "Non Drinking Water" sign as applicable. |
| Welfare – Changing Rooms | |
| 2.18 | Suitable and sufficient changing facilities shall be provided or made available at readily accessible places. |
| 2.19 | Changing rooms shall: - <p>Be provided with seating;</p> <p>Include, where necessary, facilities to enable a person to dry any such special clothing and his own clothing and personal effects;</p> <p>Ensure that dirty and clean areas are segregated;</p> <p>Ensure that dirty areas are accessible without first entering clean areas</p> |
| 2.20 | Changing/drying rooms shall be kept in a clean and orderly condition. |
| Welfare – Messing Facilities | |
| 2.21 | Suitable and sufficient mess cabins shall be provided or made available at readily accessible places. |

Operational Safety Standard

OSS 100: Site Establishment and Maintenance



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| 2.22 | Welfare areas shall: - <ul style="list-style-type: none"> • Include suitable arrangements to protect non-smokers from discomfort caused by tobacco smoke; • 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. |
| 2.23 | Welfare cabins and equipment shall be kept in a clean and orderly condition. |
| Storage | |
| 2.24 | Suitable and sufficient storage areas shall be provided. |
| 2.25 | Storage units shall: - <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; Suitably ventilated and lit. |
| 2.26 | Storage areas shall be maintained in an orderly condition, with safe access maintained. |
| 2.27 | Lay down and uplift areas shall be established for the safe unloading and uplifting of deliveries etc. with specific consideration to gradients on which expected vehicles can operate safely. |
| Parking/Traffic Routes | |
| 2.28 | Sufficient parking and traffic routes shall be provided. |
| 2.29 | Where practicable one way systems shall be provided, where reversing vehicles is necessary, turning areas and banksmen shall be used. |
| 2.30 | Site plant parking shall be separate from vehicle parking. |
| 2.31 | 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. |
| 2.32 | Where required suitable lighting shall be erected to pedestrian routes and parking areas. |
| 2.33 | Parking areas and traffic routes shall be maintained in an orderly condition. |
| Information Displayed | |
| 2.34 | Information shall be displayed in accordance with the J N Bentley Limited branded boards, namely Induction Board, Information Board, Stores Information Board, Daily Briefing Board |
| 2.35 | Information displayed shall be kept in a legible, clean and orderly condition. |

Operational Safety Standard

OSS 100: Site Establishment and Maintenance



| 3 | Behaviours |
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| 3.1 | All persons shall maintain welfare and storage areas in a clean and orderly manner, considering the use of the "My Space" initiative or a rota system. |
| 3.2 | All persons shall use welfare facilities as intended. |
| 3.3 | Site facilities shall be secured in a safe manner at the end of each shift. |

Operational Safety Standard

OSS 100a: Electricity Supplies for Site Welfare Facilities



Revision: A

Date of Last Review: 14/08/2012

Number of Pages: 3

In Force From: 01/09/2012

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Wherever practicable semi-permanent electricity supplies for Site Welfare and Storage Facilities shall be provided via a connection to the National Grid (either by direct contract with the local power company or indirectly via an existing supply on site). |
| 1 | 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 OSS100 1.3) shall indicate supply connection points, cable routes and where applicable the position of the generator. |
| 1.3 | New connections to the National Grid 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 power ring circuit in each cabin every 3 months during the site Portable Appliance 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. |

Operational Safety Standard

OSS 100a: Electricity Supplies for Site Welfare Facilities



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| 1.11 | <p>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 Weekly Safety Inspection on CMS.</p> <p>If an RCD fails to operate the Site Manager shall prevent use of the affected circuit, until the fault has been repaired. The failure shall be reported to the Plant department.</p> |
| 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. |
| 2 | Conditions |
| 2.1 | <p>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).</p> |
| 2.2 | <p>The maximum earth loop impedance recorded on any power ring circuit in the welfare facilities shall be 1.44 Ohms (tested during P.A. Testing and the periodic test and inspection as applicable).</p> |
| 2.3 | <p>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 dissuade malicious damage.</p> |
| 2.4 | <p>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.</p> |
| 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 ground¹. • Earth connection to an earth electrode (rod / spike) to a minimum depth of 1m below ground¹. <p>¹Refer 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. (NB: - All-in one-cabins are a special case. Refer to 2.8 below).</p> |

Operational Safety Standard

OSS 100a: Electricity Supplies for Site Welfare Facilities



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| 2.6 | 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 ² . ² Refer to separate JN Bentley tool box talk for the installation of earth mats and rods. |
| 2.7 | All-in-one cabins with an integral generator < 10kVA do not require an earth electrode. |
| 2.8 | Additional cabins shall not be powered by "all-in-one cabin" generators unless agreed, in writing, with the hire company. |
| 3 | 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

OSS 101: Excavations



Revision: D

Date of Last Review: 01/05/2014

Number of Pages: 3

In Force From: 01/01/2013

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Fall prevention edge protection - will either be a substantial barrier at the edge of an excavation capable of preventing a person's or persons' unintended fall into an excavation or a physical barrier at a sufficient distance from the excavation such that a person falling against it would not fall into the excavation. |
| 0.3 | Definitions: TWS - Temporary Works Schedule TWC – Temporary Works Coordinator TWD – Temporary works Designer |
| 0.4 | This document should be read in conjunction with BIMS 02-13 Management of Temporary Works |
| 1.0 | Processes and Records |
| 1.1 | All excavations shall be designed and/or specified by a competent person (TWC and/or TWD). |
| 1.2 | The TWC shall clearly identify ALL excavations that fall into risk category 3 and 4 (refer BIMS02-13 Table 1) and those excavations that require design by calculation (BIMS02-13 Table 2). |
| 1.3 | A Risk Assessment must be prepared for any excavation work. Where necessary, and in all cases outlined in 1.2 above, this shall be accompanied by a Method Statement that is briefed to all persons involved in the task. |
| 1.4 | A Permit to Dig system shall be implemented where services cross or are within 3m of the footprint of the excavation. |
| 1.5 | Copies of service plans must be on site, with the Operatives, before excavation works commence. |
| 1.6 | Locations of all underground services must be spray marked on the ground, with pegs indicating service locations placed outside the excavation footprint, before commencing excavation. |
| 1.7 | 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 recommendations must be incorporated into Risk Assessments and Method Statements for excavation work (e.g. isolation of cables, goal posts etc.) |
| 1.8 | 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). |
| 1.9 | Risk Assessments must 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. |

OSS 101: Excavations



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| 1.10 | Risk Assessments for excavations on highways must consider segregation of the work area from traffic, including the deployment of e.g. TVCBs, water filled barriers etc. |
| 1.11 | The risk assessment shall detail key 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 as per 1.13 and 1.14 |
| 1.13 | All excavations must be inspected at the start of every shift by a competent person; 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. |
| 1.14 | Site Manager(s) must record Statutory (Weekly) Inspections on CMS. |
| 1.15 | Sheet piling operations shall be planned and undertaken in line with JNB Guidance Note: Sheet Pile Installation and Extraction. |

2 Conditions

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| 2.1 | For all cases outlined in 1.2 above the current 'For Construction' design information or justification including any phase diagrams or construction sequences must be available on site prior to construction. |
| 2.2 | All excavations must be supported or the sides must be 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 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 side loading onto the excavation. |
| 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:- 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. Highly visible baulks or barriers shall be fixed in position as stop-blocks where necessary. |

OSS 101: Excavations



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| 2.9 | To prevent people falling into excavations, the minimum requirements for edge protection are as follows:- <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. |
| 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. |
| 2.12 | For excavations deeper than 1.5m that are not well ventilated, gas monitoring must be undertaken 10 minutes prior to entry and continuously whilst Operative(s) are working inside. |
| 3 | 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 RAMS for that activity. |
| 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 'wrong' side of edge protection unless wearing a harness and lanyard that is secured to a suitable anchorage point. |
| 3.7 | No person shall make, alter, modify or make substitutions to excavation support or shoring systems or their components without the express permission of the TWC. |

Operational Safety Standard

OSS 102: Lifting Operations Using Cranes and Excavators



Revision: D

Date of Last Review: 20/10/2015

Number of Pages: 5

In Force From: 01/04/2011

| 0 General | |
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| 0.1 | The process outlined in this standard may only be relaxed at the express permission of a Director or Operations Manager. |
| 0.2 | When excavators are used for lifting they become cranes, all references to cranes in this document should be taken to mean excavator where appropriate. |
| 0.3 | <p>Glossary of Terms</p> <p>Basic Lift - A lifting operation where there are no hazards or obstructions within the area of the operation and the weight of the load(s) is less than 1 tonne.</p> <p>Intermediate Lift - A lifting operation where the weight of the load(s) is equal to or greater than 1 tonne or where there are hazards, either within the working area of the crane or on the access route to the working area, but no multiple crane lifting is required.</p> <p>Complex Lift - A lifting operation which requires more than one crane to lift the load, or cranes using load enhancing equipment, lifting persons or when the lifting operation is at a location with exceptional hazards.</p> <p><i>NOTE An example of a location with exceptional hazards is a chemical plant.</i></p> |
| 1 Processes and Records | |
| 1.1 | All lifting operations shall be planned by an Appointed Person and covered by a Lift Plan. The Lift Plan shall be briefed to all persons involved in the lifting operation. The Lift Supervisor shall ensure the Lift Plan is followed. |
| 1.2 | If the lift cannot be undertaken in accordance with the Lift Plan due to unforeseen circumstances experienced immediately before or during the planned lift, then the lift shall be stopped until a suitable Lift Plan is prepared and authorised. |
| 1.3 | Lift Plans must be prepared by an Appointed Person with experience appropriate to the lift being planned. |
| 1.4 | 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 for the crane shall be attached as an appendix to the Lift Plan. |
| 1.5 | A copy of the Lift Plan must be kept in the cab of the crane / excavator. |
| 1.6 | Where lifting operations are to be carried out by third parties (e.g. Subcontractor(s) or contract lifts), the Site Manager shall provide the third party with all relevant information, including information about ground conditions, positions of buried and overhead services, positions of building foundations, basements, tanks and underground chambers and any aircraft issues. The responsibility to supervise the Subcontractor remains with the Site Manager or Supervisor. |
| 1.7 | Lift Plans provided by third parties must be submitted in GOOD TIME , and at least 3 days before the works activity, to allow for review by the Site Manager. |

Operational Safety Standard

OSS 102: Lifting Operations Using Cranes and Excavators



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| 1.8 | 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. |
| 1.9 | Lift Plans shall consider obstacles, e.g. overhead cables and incorporate appropriate control measures, e.g. goal posts. |
| 1.10 | Lift Plans shall consider travelling with loads as a separate hazard and shall include calculations relating to the shock loading of equipment and accessories. |
| 1.11 | 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. |
| 1.12 | 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. |
| 1.13 | The following documentation should be available on Site: 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 associated with the excavator. A Daily Plant Check Sheet. |
| 1.14 | All lifting accessories shall be marked with a Safe Working Load 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 person. |
| 1.15 | Responsibilities for the following roles shall only be assigned to persons whose training is in date and shall be included in the Lift Plan:- The Appointed Person. The Lift Supervisor. The Slinger / Signaller. The Crane Operator. Where Lift Plans are prepared by third parties, copies of competency certificates shall be obtained and held on site. |
| 1.16 | Where an excavator is being used for lifting, the driver shall have attended an appropriate 'Lifting with Excavators' course. |

Operational Safety Standard

OSS 102: Lifting Operations Using Cranes and Excavators



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| 1.17 | Where specialist lifting accessories have been identified within the Lift Plan / Method Statement, e.g. flying forks, scissor grabs, lifting probe / spike, etc., model specific user instructions (including 'do's and don'ts') must be provided in addition to Slinger / Signaller and Crane / Excavator Operator training. Risk Assessments shall also consider additional modifications to lifting equipment such as bucket ram check valves etc. |
| 1.18 | The Appointed Person / Lift Supervisor shall ensure that the Crane Driver has appropriate rest periods. (This is particularly important in the case of a contract lift where the driver may carry out multiple lifts on different sites in a single shift). |
| 1.19 | 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. |
| 1.20 | Where Cranes have been assembled on site e.g. Crawler or Tower Cranes, competent persons shall provide written confirmation that the crane has been assembled and tested in accordance with the manufacturer's instructions, which shall be available on site. |
| 1.21 | Cranes / excavators in use shall be inspected daily by the Operator prior to the start of the shift in accordance with the manufacturer's instructions. A record shall be kept of all daily inspections on the relevant plant check sheet and any defects shall be reported. |

2 Conditions

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| 2.1 | The area surrounding the lift shall be orderly with signs and barriers deployed in accordance with the Lift Plan. |
| 2.2 | 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. |
| 2.3 | Crane / excavator windows and rear view mirrors / cameras shall be clean to ensure that good all round visibility is maintained. |
| 2.4 | Cranes shall be set up and orientated in accordance with the Lift Plan. Ground conditions shall be checked to ensure they are as expected in the Lift Plan. |
| 2.5 | Where fitted, outriggers shall be extended and locked before lifting operations commence in accordance with the Lift Plan. Outrigger mats shall be checked to ensure they conform to the Lift Plan. |
| 2.6 | A 600mm wide clearance between travelling or slewing 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. |

Operational Safety Standard

OSS 102: Lifting Operations Using Cranes and Excavators



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| 2.7 | <p>Wind conditions shall be assessed before works commence and shall be monitored with an anemometer or the Beaufort Wind Scale Chart. Maximum wind speeds for particular models and types of crane shall be verified by the Crane Driver. As a guide, lifting operations shall cease where wind speeds exceed the following:-</p> <ul style="list-style-type: none"> • Mobile Crane 22mph/9.8m/s or Beaufort Scale 5 (fresh breeze) • Crawler Cranes 31mph/14m/s or Beaufort Scale 6 (strong breeze) • Tower Cranes 45mph/20m/s or Beaufort Scale 8 (gale) (30mph for erection and dismantling) <p>Where items with a large surface area to be lifted e.g. shutters, the wind speed at which lifting operations cease may need to be further reduced.</p> |
| 2.8 | Excavators used for lifting shall be sited on stable, level ground with consideration of BIMS 02-13 Management of Temporary Works. Buckets shall be removed prior to any lifting operations. |
| 2.9 | Where the crane / excavator will travel during the lifting operation, the route shall be on stable ground with safe gradients and free from obstructions. |
| 2.10 | Lifting accessories shall be stored either in the site store or in the crane equipment locker, in such a way as to prevent damage. |
| 2.11 | Where a lifting accessory is found to be unfit for use it shall be segregated, immobilised and marked "Do Not Use" to prevent further use. |
| 2.12 | Crane rigging / de-rigging will be undertaken in line with manufacturer's guidance/instructions and detailed in the relevant risk assessment / method statement. |
| 2.13 | Lifting platforms and pick & carry routes shall have leading edges protected by highly visible baulks or barriers fixed in position as stop blocks. |
| 3 Behaviours | |
| 3.1 | All Operative(s) involved in a lifting operation shall be briefed on and understand the Lift Plan before commencing the lift. |
| 3.2 | Where fitted, Safe Load Indicators shall be switched on and action must be taken in response to warning signals. Normally the lift shall be halted and the Appointed Person informed. |
| 3.3 | Slinger / Signallers shall only attach loads to plated lifting points. |
| 3.4 | The crane Operator shall only take direction from the Slinger / Signaller during lift operations. The Slinger / Signaller will be identified by way of a red JN Bentley hard hat. |
| 3.5 | Crane / Excavator Operatives and Slinger / Signallers shall check the balance of a load before lifting the load more than 1m from the ground. |
| 3.6 | Operatives shall not stand nor walk under a load and where it is necessary to guide a load, tag lines shall be used as far as is reasonably practicable. |
| 3.7 | Operatives shall not stand nor walk within the slewing radius of the counterweight of the crane / excavator. |

Operational Safety Standard

OSS 102: Lifting Operations Using Cranes and Excavators



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| 3.8 | Loads shall not be lifted over people (including traffic in highway situations). |
| 3.9 | Cranes shall only lift loads vertically and shall not lift at an angle or be used to drag loads. |
| 3.10 | When attaching or detaching loads the safety lever (dead man) shall be used where fitted. |
| 3.11 | Lifting accessories shall not be adapted nor modified. |
| 3.12 | Damaged / faulty equipment or accessories shall not be used and shall be reported / quarantined for disposal or repair. |
| 3.13 | A load greater than the safe working load shall not be lifted except where required for the purposes of a formal test. |
| 3.14 | Crane Operators and / or Slinger / Signallers shall ensure that fingers, hands, feet and other parts of the body are clear from the load before lifting or lowering, including hook block, etc. |

Operational Safety Standard

OSS 103: Working on or Connection to Live Electrical Installations



Revision: C

Date of Last Review: 01/12/2014

Number of Pages: 3

In Force From: 01/06/2009

| 0 General | |
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| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Particular attention is drawn to the Electricity at Work 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." |
| 0.3 | Electrical Installation. An assembly of electrical fittings, 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. |
| 0.4 | <p>'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 at 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.</p> <p>Voltage designations are:</p> <p>High Voltage (HV) - exceeds low voltage.</p> <p>Low Voltage - not exceeding 1000v ac or 1500v dc between conductors, or 600v ac or 900v dc between conductors and earth.</p> |
| 0.5 | The JN Bentley Electrical Safety Rules and Code of Practice shall be used as a basis for work activities involving work on live electrical installations. Adherence to this document does not negate the need to comply with any Client electrical safety rules or codes of practice. |
| 0.6 | The Company shall appoint Authorised Persons (AP) and Instructed Persons (IP) as defined in the JN Bentley Electrical Safety Rules and Code of Practice . This designation shall be recorded in the Training History on CMS. |
| 1 Processes and Records | |
| 1.1 | All activities that involve installation of, or work on live electrical installations including fault diagnosis, shall be planned in advance to ensure that site specific risks are identified. |
| 1.2 | <p>Site specific risks may include:-</p> <p>The presence of asbestos / asbestos containing materials in existing substations, switch-rooms or switch-gear.</p> <p>The presence of polychlorinated biphenyls (PCB's) in transformers and capacitors.</p> <p>This should be identified by the Client in accordance with CDM 2015.</p> |
| 1.3 | All tasks that involve installation of, or work on live electrical installations shall be covered by a Risk Assessment and where applicable, a Method Statement. The RA/MS shall detail control measures to mitigate risks. |

Operational Safety Standard

OSS 103: Working on or Connection to Live Electrical Installations



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| 1.4 | Whenever the Company is required to work on or make a connection to existing live electrical equipment, a Transfer of Control (Handover) document or Permit to Work (Work Authorisation) shall be obtained from the Client; which shall either be accepted by one of the Company's Authorised Persons or by one of the Company's approved electrical Subcontractor(s). |
| 1.5 | Where a Transfer of Control (Handover) is in place, the person named on the document (Company's Appointed Person / approved Subcontractor) shall issue Permits to Work / Limitation of Access documents as required by the Company's / the Subcontractor's procedures. (Permits may not be required in all situations, e.g. when following a safe isolation procedure and being carried out by or under the direct supervision of a JN Bentley Authorised Person.) |
| 1.6 | When work is required on live electrical installations at premises owned and / or occupied by the Company, one of the Company's Authorised Persons shall issue a Transfer of Control document to an approved electrical subcontractor who shall carry out the work. The only exceptions to this are:- <ul style="list-style-type: none"> • Maintenance activities, i.e. changing light bulbs which may be carried out by one of the Company's Instructed Persons without the need for a Transfer of Control. • Portable Appliance Testing, which shall be carried out by an approved testing subcontractor without the need for a Transfer of Control. |
| 1.7 | Work on electrical installations shall only 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. |
| 1.8 | At induction all persons employed to work on electrical installations shall provide evidence of competency in accordance with 1.7 above. |
| 1.9 | Whenever work is carried out on or near live equipment, then one or more persons on site shall have the 4 day First Aid Certificate. |
| 1.10 | Work shall not be carried out upon any HV equipment, other than under the direct supervision of suitably qualified Client personnel. |
| 1.11 | For any panel or MCC modification works, the following steps are to be undertaken: <ul style="list-style-type: none"> • Request any 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. |

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| 2 | Conditions |
| 2.1 | Access to substations and switch-rooms shall be restricted to Authorised Persons or persons identified on a Transfer of Control, Permit to Work or Limitation of Access Document. |
| 2.2 | Warning signs / notices, lock off padlocks and barriers shall be used where panels or distribution boards are left open and to prevent contact with exposed live electrical conductors. |

Operational Safety Standard

OSS 103: Working on or Connection to Live Electrical Installations



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| 2.3 | The HSE Electric shock (first aid procedures) poster shall be provided in work locations where work on live and potentially live electrical installations is being undertaken. |
| 2.4 | Permits to Work and / or Limitation of Access documents shall be displayed in the area of works. |
| 2.5 | For any panel or MCC modification works, the following steps are to be undertaken: <ul style="list-style-type: none"> Safe Systems of Work for panel and MCC modifications shall be adequately detailed to include activities such as drilling of forming holes (visual confirmation of the entire route MUST be established prior to works commencing). A survey shall be carried out on the equipment, to verify the accuracy of the information, the extent of which needs to ensure that all hazards are identified. |
| 3 | Behaviours |
| 3.1 | All persons shall follow control measures contained within the RAMS. |
| 3.2 | No person shall work on electrical installations unless competent (fulfilling the requirements of clause 1.7 above). |
| 3.3 | No person shall work on electrical installations unless authorised under a Transfer of Control document / Permit to Work. |
| 3.4 | Lone workers shall not work on live electrical installations. |
| 3.5 | Covers, warning notices, lock off padlocks and barriers shall not be tampered with or moved by anyone except Authorised Persons or approved electrical Subcontractor(s). |
| 3.6 | All persons shall report damage to electrical installations to the Site Manager. |
| 3.7 | Whilst modifying panels or MCCs, do not drill or carry out intrusive works into unidentified areas. |

Operational Safety Standard

OSS 104: Management of Scaffold



Revision: E

Date of Last Review: 01/05/14

Number of Pages: 4

In Force From: 01/01/2013

| 0 General | |
|-------------------------|---|
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | <p>Definitions:</p> <p>Basic Scaffold As defined by TG20:08 and listed 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 onto which fall prevention or fall injury mitigation equipment can be attached.</p> <p>TWS – Temporary Works Schedule TWC – Temporary Works Coordinator TWD – Temporary Works Designer</p> |
| 0.3 | This document should be read in conjunction with BIMS 02-13 Temporary Works |
| 0.4 | <p>Reference Documents:</p> <ul style="list-style-type: none"> • GE700 CITB publication • SG4:10 NASC (National Access and Scaffolding Confederation) publication - Preventing falls in scaffolding and false-work • TG20:08 NASC publication "Guide to Good Practice for Scaffolding with Tubes and Fittings" |
| 1 Processes and Records | |
| 1.1 | <p>All activities that require the use of scaffold shall be planned in advance to ensure that site specific risks are identified (i.e. ground conditions, buried and overhead services, voids, cellars, access restrictions, adjacent excavations, traffic routes etc).</p> <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 falls. • Give collective protection priority over personal protection. |

Operational Safety Standard

OSS 104: Management of Scaffold



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| 1.2 | All scaffolds that do not meet the criteria for Basic Scaffold must be designed by a competent person (the TWD) to ensure adequate strength and stability. |
| 1.3 | 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, foundation assumptions, inspection requirements, fall restraint/arrest protection. Emergency rescue and PPE |
| 1.4 | Where the potential exists for electric shock for 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. |
| 1.5 | <p>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.</p> <p>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, manufacturers or Supplier(s) training course.</p> <p>Where scaffold erection is by a subcontractor this shall be instructed via a sub-contract order (not a plant order).</p> |
| 1.6 | Accurate design requirements for both Traditional and System scaffold shall be communicated to the scaffold contractor/scaffold supplier in advance to ensure scaffold structures are fit for purpose (e.g. designed to be: load bearing, load carrying from materials and equipment, access only, screen support, temporary public footbridge etc). |
| 1.7 | <p>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 Scaffold tag shall be attached to the scaffold, prior to use.</p> <p>When a scaffold structure is erected by JN Bentley personnel a Scaffold tag shall be completed by a competent scaffold inspector and attached to the scaffold upon completion and the TWC shall issue a Permit to Proceed prior to use.</p> <p>Handover Certificates and Permits to Proceed (BIMS 02-13.6) shall be retained in Section 1 of the Site Engineering File.</p> |
| 1.8 | JN Bentley Operative(s) shall not erect system scaffold in excess of 4m working platform height. |
| 1.9 | Inductions, RA/MS briefings and Daily Briefings shall include specific information regarding the safe use of scaffold structures. |
| 1.10 | Induction records shall include a copy of the Scaffold Contractor's CISRS card appropriate to the complexity of the scaffold structure. |
| 1.11 | Once the initial Permit to Proceed has been issued, scaffold inspection will be as per 1.12 and 1.13 |
| 1.12 | Weekly inspections shall be undertaken by a competent and authorised person and Scaffold tags/Laddertags shall be updated. Inspections shall be recorded on CMS as a Statutory Inspection. |
| 1.13 | Daily visual scaffold checks shall be undertaken by a competent person and recorded on the CMS Site Diary before work starts. |

Operational Safety Standard

OSS 104: Management of Scaffold



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| 1.14 | All harnesses and lanyards shall be subject to pre-use checks that are recorded in the Site Diary, 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. |
| Conditions | |
| 2.1 | For designed scaffolds the current 'For Construction' design information shall be readily available on site. |
| 2.2 | Where system scaffold structures are being used, Manufacturers / Supplier(s) instructions shall be available on site. |
| 2.3 | Copies of service plans shall be on site and checked prior to the erection of any scaffold structure. |
| 2.4 | 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. |
| 2.5 | During adverse weather (e.g. high winds, snow, frost) access to scaffold structures shall be prevented until the risk has been assessed and inspections of the scaffold have been undertaken. |
| 2.6 | Housekeeping shall be monitored to minimise risks from trips. 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. |
| 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. |

Operational Safety Standard

OSS 104: Management of Scaffold



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| 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 adverse weather conditions are likely, scaffold boards shall be fixed in place. |

| 3 | Behaviours |
|-----|--|
| 3.1 | All persons shall wear the PPE designated in the RA/MS during scaffold erection, modification or dismantling. |
| 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 | No person shall alter, modify or substitute scaffold / scaffolding components without the express permission of the TWC. |
| 3.4 | All persons shall only access scaffold structures that display a current Scafftag & Laddertag. |
| 3.5 | All persons shall ensure that scaffold access walkways are kept tidy. |
| 3.6 | 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. |
| 3.7 | No-one shall throw or drop ("bombing") scaffold components. |
| 3.8 | Scaffold structures shall only be used for their intended purpose. |
| 3.9 | Access to scaffold structures shall only be by designated routes / access points. |

Operational Safety Standard

OSS 105: Lone Working



Revision: B

Date of Last Review: 01/12/2012

Number of Pages: 2

In Force From: 01/07/2009

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Working alone increases the general level of risk encountered and therefore shall, as a matter of principle be avoided whenever practicable. |
| 0.3 | Lone Working - persons are to be considered to be working alone if they 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. |
| 1 | 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 RAMS shall detail control measures to avoid or mitigate the risks associated with lone working activities; specifically emergency contact arrangements. |
| 1.2 | The RAMS shall identify a 'buddy' for the Lone Worker and the means of 2-way contact (mobile telephone or radio). The RAMS shall specify arrangements 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. |

OSS 105: Lone Working



| 2 Conditions | |
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| 2.1 | The lone worker and the 'buddy' shall have copies of the task specific RAMS 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. |
| 2.3 | A basic first aid kit shall be available to lone workers. |

| 3 Behaviours | |
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| 3.1 | Operatives shall only undertake lone working activities after control measures identified within the RAMS have been communicated to them. |
| 3.2 | Operatives shall challenge control measures included within the content of the RAMS 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 RAMS. |
| 3.4 | Operatives shall immediately report any fault or damage with / to equipment used for communication. |
| 3.5 | Lone workers shall contact the 'buddy' at the agreed contact intervals. |
| 3.6 | The 'buddy' shall attempt to contact the lone worker within 5 minutes should the agreed contact interval expire. |
| 3.7 | The 'buddy' shall instigate the emergency action plan if contact with the lone worker is not established within 15 minutes. |

Operational Safety Standard

OSS 106: Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)



Revision: E

Date of Last Review: 01/05/2015

Number of Pages: 4

In Force From: 01/11/2008

| 0 General | |
|-------------------------|---|
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | <p>This document is to be read in conjunction with the 'OSS 106 Guidance Note' which replaces the J N Bentley work equipment guide.</p> <p>Definitions</p> <p>Mobile Plant</p> <p>Any work equipment which is self-propelled, including excavators (when used as excavators), dumpers, tractors etc. Specific requirements relating to the use of Mobile Elevating Work Platforms (MEWPs) is detailed in OSS109.</p> <p>Equipment</p> <p>For the purposes of this standard, equipment is any work device, which does not fall into any of the other categories, including ladders/steps, generators, vibrating plates, pumps, personal gas monitors, brush cutters etc.</p> <p>Electrical Power Tools</p> <p>Any tool, usually hand operated, which is operated using electrical power whether battery, 110v or 240v. This includes electric drills, circular saws, jigsaws etc.</p> <p>Hand Tool</p> <p>Any tool or implement designed for manual operation, including hammers, chisels, hand saws, screwdrivers etc.</p> <p>RCD</p> <p>Residual Current Device (either portable or those fitted in site cabin distribution boards).</p> |
| 0.3 | Detailed requirements for inspection and training are included in GN OSS 106 Guidance Note. |
| 1 Processes and Records | |
| 1.1 | All mobile plant, equipment and electrical power tools shall comply as a minimum with European conformity (CE marked). |
| 1.2 | Personal equipment and electrical power tools shall not be used by JN Bentley employees, only JN Bentley owned or hired equipment and tools may be used. |
| 1.3 | All JN Bentley mobile plant, equipment and electrical power tools shall be issued with a unique plant reference number. Issue records and maintenance history for mobile plant, equipment and electrical power tools shall be maintained. |
| 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 RAMS shall detail control measures to mitigate risks including but not limited to noise, HAVS, WBV and minimum standards for PPE and/or Respiratory Protective Equipment (RPE). |

Operational Safety Standard

OSS 106: Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)



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| 1.5 | <p>Evidence of operative training (e.g. CPCS* cards) shall be maintained on the Contract Management System. Copies of Subcontractor(s) training records shall be maintained in the Site Safety File. CPCS* card details of non-JN Bentley employees shall be visually checked and recorded by the Site Manager(s).</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 (ITTSA); • Association of Industrial Truck Trainers; • National Plant Operators Registration Scheme (NPORS); • RTITB; • National Proficiency Tests Council (NPTC) |
| 1.6 | <p>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 Manager.</p> |
| 1.7 | <p>All equipment and electrical power tools (including those provided by Subcontractor(s)) shall be subject to a daily visual inspection.</p> |
| 1.8 | <p>A "PUWER" register recording weekly inspections shall be completed. Subcontractors shall provide an equivalent traceable record.</p> |
| 1.9 | <p>Battery operated or 110v electrical power tools shall be the first choice for use on site. Where 240v tools have to be used for operational reasons this will be recorded in the RAMS.</p> |
| 1.10 | <p>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.</p> |
| 1.11 | <p>Where operators cannot provide evidence of current training for a piece of equipment or electrical power tool, authorisation for its use shall be in accordance with JN Bentley Work Equipment Guidance Document.</p> |
| 1.12 | <p>Suppliers of site cabins shall provide evidence of electrical tests for each unit, which shall be displayed in the cabin adjacent to electrical consumer units.</p> |
| 1.13 | <p>Electricians employed to provide power supplies to site cabins shall provide records of earthing arrangements and final electrical tests, which shall be maintained in the Site Safety File.</p> |
| 1.14 | <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 frequency shall be:-</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 will be labelled with the date it was first put into service until the next round of formal inspections.</p> |

Operational Safety Standard

OSS 106: Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)



| 2 Conditions | |
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| 2.1 | All 'hardware' measures e.g. guarding, protection devices, markings and warning devices (including emergency stops) and PPE shall be in place prior to using any mobile plant, equipment and electrical power tools. |
| 2.2 | Where the use of 240v electrical power tools is unavoidable 30 mA RCDs shall be fitted at the current's source. |
| 2.3 | Whip checks shall be present on all compressed air lines. |
| 2.4 | Operating instructions / manuals for mobile plant, equipment and electrical power tools shall be available to the Site Manager and User. |
| 2.5 | Plant, equipment, electrical power tools and hand tools shall be stored in such a way as to prevent damage. |
| 2.6 | Ladder-tags 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 be used or not in use. |
| 2.7 | Where electrical cables or air / hydraulic hoses are present in the work area, these shall be routed to ensure that trip hazards are minimised. |
| 2.8 | Where fitted, the Roll Over Protection Structure (ROPS) on mobile plant shall be correctly installed with all safety pins in place. |
| 2.9 | Where mobile plant, equipment, electrical power tools or hand tools have been found to be unfit for use, it / they shall be segregated, immobilised and marked 'Do Not Use' to prevent further use or put beyond use. |
| 2.10 | Plant and equipment shall be used and maintained in line with manufacturer's instructions/guidance. |
| 3 Behaviours | |
| 3.1 | Operators of mobile plant, equipment, electrical power tools and hand tools shall always wear the PPE and RPE listed in the RA/MS for the task to be completed. |
| 3.2 | Where fitted to mobile plant, safety belts shall always be worn. |
| 3.3 | Safety devices shall not be tampered with, removed or bypassed. |
| 3.4 | Operatives shall only use mobile plant, equipment and electrical power tools that they are trained and competent to use. |
| 3.5 | When not in use, mobile plant shall be parked on level ground with keys removed to prevent unauthorised operation. If Mechlocks or any other immobilisation devices are fitted, these shall be engaged. |
| 3.6 | Operatives shall carry out pre-use checks on mobile plant prior to use. |
| 3.7 | Operatives shall carry out a visual inspection on work equipment, electric power tools and hand tools prior to use. |

Operational Safety Standard

OSS 106: Safe Use of Plant and Equipment

(Provision and Use of Work Equipment Regulations – PUWER)



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| 3.8 | Operatives / users shall always report damage or faults however minor prior to use. |
| 3.9 | When driving mobile plant, Operative(s) shall keep to designated routes and drive in a manner not to cause danger to others on site. |
| 3.10 | Ladders / stepladders without a ladder-tag shall not be used. |
| 3.11 | No operative shall attempt repairs to broken or damaged mobile plant, equipment, electrical power tools or hand tools unless trained and authorised to do so. |

Operational Safety Standard

OSS 108: Safe Working in Confined Spaces



Revision: D

Date of Last Review: 26/06/2012

Number of Pages: 4

In Force From: 01/08/2012

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Definitions: "Confined Space" - means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable "specified risk". |
| 0.3 | "Specified risk" means: <ul style="list-style-type: none"> • Flammable substances and oxygen enrichment • Toxic gas, fume or vapour • Oxygen deficiency • Ingress or presence of liquids • Solid materials that can flow • Presence of excessive heat. |
| 0.4 | Confined Space entry as a principle shall be avoided wherever reasonably practicable. This principle shall be upheld from design stage through to final construction. |
| 0.5 | Reference documents <ul style="list-style-type: none"> • Safe Work in Confined Spaces ACoP (L101) • Dangerous Substances and Explosive Atmosphere Regulations ACoP (L138) <p>Water UK - The Classification & Management of Confined Space Entries EH40 - Workplace Exposure Limits OSS 004 Preparation and Issue of Permits to Work</p> |
| 1 | Processes and Records |
| 1.1 | Prior to working, planning shall be undertaken that as a minimum will identify location and risk classification of confined spaces. Risk classifications are: Low - equivalent to NC1 Medium - equivalent to NC2/3 High - equivalent to NC4 National classifications (NC) are water industry specific terms as defined in the Water UK occasional guidance note referred to in 0.5 |
| 1.2 | 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 in the task. |
| 1.3 | Risk Assessment and control measures shall consider: <ul style="list-style-type: none"> • Means of access and egress including physical dimensions of openings • Emergency/rescue arrangements whether in house or by a specialist contractor • Means of communication • Supervision, Workforce competence and resource • Working time limits • PPE requirements • Fire prevention and First Aid arrangements • Previous use and contents of confined space |

Operational Safety Standard

OSS 108: Safe Working in Confined Spaces



- Residues
- Contamination
- Oxygen deficiency and oxygen enrichment
- Physical dimensions
- Cleaning materials (previously used in the space prior to entry)
- Sources of ignition
- Ingress of substances

- 1.4 An emergency/rescue plan shall be included in the Risk Assessment / Method Statement document. Where emergency arrangements involve the Fire Service their suitability and availability will be confirmed prior to entry taking place.

Rescue arrangements required for each classification of confined space are:

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| 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 | |

- 1.5 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 sub-contractor or Client).

- 1.6 As a minimum the following training requirements are required for confined space access and working.
- Site managers, engineers, foremen and lead hands (or any other staff) who plan, supervise or manage confined space access and working operations shall have attended an approved 2 day confined space course and rescue course.
 - Operatives who enter and work within confined spaces shall as a minimum have completed an approved 1 day confined space course
 - All persons who have attended an approved confined space course must attend an approved 1 day confined space working refresher course not more than 3 years after the date of completion of the initial course. No person is permitted to supervise or enter a confined space if their last confined space course was greater than 3 years before the date of entry.

- 1.7 Evidence of operative training and competence to enter confined spaces shall be maintained on CMS. Copies of sub-contractor training records shall be provided prior to commencement of work and maintained in the Site Safety File.

- 1.8 Prior to entry it will be confirmed that operatives are medically fit (including other factors e.g. claustrophobia etc) to undertake confined entry tasks, are able to use breathing apparatus (as applicable) and are not at risk from sudden incapacitation.

- 1.9 First aid equipment shall be immediately available for all confined space entries.

- 1.10 A minimum of two trained and competent operatives shall be present during all confined-space activities, one of whom shall act as a "Top-man". Where risk assessment determines, additional confined space trained and competent individuals may be required.

- 1.11 Where more than one access/egress point exists; a top-man shall be provided at each point.

Operational Safety Standard

OSS 108: Safe Working in Confined Spaces



- 1.12 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.

| 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 |

Where anticipated, other gases or vapours shall not exceed their Workplace Exposure Limits (WEL) as specified in EH40.

Atmosphere shall be monitored at a maximum hourly interval throughout confined space works.

- 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.

2 Conditions

- 2.1 Access/egress and ventilation points shall be securely fenced and confined space warning signs displayed.
- 2.2 Access / egress provisions shall be sufficient to prevent falls and allow emergency evacuation.
- 2.3 Where tripods/davits are to be used as the sole means of access/egress a secondary winch shall be fitted to each tripod.
- 2.4 Gas monitors shall 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.
- 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 fumes/emissions shall not be positioned in or adjacent to confined space access/egress points or other ventilation points.
- 2.8 Where the specified risk includes a flammable or explosive gas (e.g. DSEAR zoned environments), all equipment entering the confined space shall be intrinsically safe. (ATEX (ATmospheres EXplosibles) rated)
- 2.9 Gas monitors shall be set to register "peak" reading when assessing the confined space atmosphere prior to first entry.
- 2.10 Gas monitors shall remain in position throughout the confined space activity.
- 2.11 Forced ventilation shall be used where natural ventilation does not allow safe working conditions.
- 2.12 PUWER/LOLER/Harness registers shall record weekly inspections of breathing apparatus, tripods, winches, intrinsically safe equipment, gas monitors, harnesses etc.

3 Behaviours

- 3.1 All persons shall follow control measures contained within the RA/MS and confined space permit to work.
- 3.2 No person shall enter a confined space unless trained and competent.
- 3.3 There shall be no unauthorised entry into a confined space, even in an emergency or to rescue a colleague.
- 3.4 All operatives shall be medically/physically fit to enter any confined space and notify their Supervisor if they suffer from any condition which may be exacerbated by the environment (e.g. asthma, bronchitis, claustrophobia etc.).

Operational Safety Standard

OSS 108: Safe Working in Confined Spaces



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| 3.5 | All persons entering a confined space shall act on instructions given by a competent Top Man. |
| 3.6 | The Task Supervisor shall ensure permits are obtained from and cancelled by the Site Manager (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". |

Operational Safety Standard

OSS 109: Safe Use of Working at Height Equipment



Revision: B

Date of Last Review: 01/13/2015

Number of Pages: 5

In Force From: 01/02/2010

| 0 | General |
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| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | <p>This document is to be read in conjunction with the OSS 109 Guidance Note – Working At Height-Podium Steps</p> <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> |
| 0.3 | Where work involves working from Traditional or System Scaffold, refer to OSS 104 Management of Scaffold. |
| 1 | Processes and Records |
| 1.1 | <p>All activities that entail 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. |
| 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 RAMS shall detail control measures to mitigate risks including but not limited to access and egress, competency, weight limits, loading arrangements, edge protection, falling objects, exclusion zones, inspection requirements, fall restraint/arrest protection, emergency rescue and PPE.</p> |

OSS 109: Safe Use of Working at Height Equipment



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| 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>Any work equipment selected for working at height activities shall:-</p> <ul style="list-style-type: none"> • Be appropriate for the work intended to be carried out; • Have appropriate dimensions and loading bearing characteristics; • Allow passage of persons and materials without risk; • Be the most suitable equipment for avoiding risks while working at height. |
| 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, RAMS 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).</p> |
| 1.8 | <p>Statutory Inspections of Mobile Towers shall be recorded on CMS (or for Subcontractor(s) in an equivalent traceable records system). 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. 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> |
| 1.9 | <p>All other work equipment used for work at height activities shall be subject to daily visual inspection and weekly formal inspection, by a competent person, that shall be recorded on the 'POWER' register (or for Subcontractor(s), in an equivalent traceable records system). JN Bentley records shall be maintained in the Site Safety File.</p> |
| 1.10 | <p>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.</p> |
| 1.11 | <p>Users of harnesses must be trained in the use of the harness and in carrying out visual pre-use inspections which shall be recorded.</p> |

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OSS 109: Safe Use of Working at Height Equipment



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| 1.12 | A harness register shall be completed to record monthly inspections, using the Harness Inspection Register on CMS Document Library. |
| 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 work at height. |
| 1.14 | Class 1 ladders and step ladders shall be used on sites (Colour code - blue). For light trades (painter, electrician etc.) Class 2 working indoors European Standard EN 131 ladders and stepladders may be used (Colour code - green). Class 3 domestic ladders and step ladders shall not be used under any circumstances at work. |

2 Conditions

Mobile Elevating Work Platforms (MEWPs)

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| 2.1 | Where fitted, outriggers shall be used in accordance with manufacturer's instructions. |
| 2.2 | Operators shall not access or egress a raised platform and shall only use the designated disembarkation point unless a Risk Assessment has been undertaken that concludes that there is no other safer method (including emergency situations etc.). |
| 2.3 | Operators shall not stand on the platform or cage mid rail. |
| 2.4 | Operators 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. |
| 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 machined. |
| 2.10 | MEWPs working over water shall be subject to specific Risk Assessments to determine whether lanyards and harnesses are required. |
| 2.11 | Risk Assessments relating to the use of MEWPs shall include the risks of crushing and contact with fixed objects both above and adjacent. |
| 2.12 | 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. |
| 2.13 | All tools and equipment must be secured within the basket to prevent them falling to the ground below. |

Mobile Access Towers

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| 2.14 | 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. |
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OSS 109: Safe Use of Working at Height Equipment



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| 2.15 | 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. |
| 2.16 | <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. |
| 2.17 | Scafftags shall be used on mobile towers and podium steps. |
| 2.18 | All mobile towers shall have toe boards fitted on the working platform. |
| | Lightweight Staging |
| 2.19 | <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 it's safe use; • Erected on firm level ground to ensure equipment remains stable during use. |
| 2.20 | Scafftags shall be used on lightweight staging. |
| | Ladders and Stepladders |
| 2.21 | 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. |
| 2.22 | 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. |
| 2.23 | Ladders shall be set at an angle of 75° (a ratio of 1 unit of length out to 4 units of length up). |
| 2.24 | All ladders shall be fixed or tied to prevent slipping, either near the top or if that's not possible, at the bottom. |
| 2.25 | Footing ladders shall only be used as a last resort. |
| 2.26 | Ladders shall extend at least 1 meter above the landing place. |
| 2.27 | Ladder tags shall be used on ladders and stepladders. |
| 2.28 | Ladders shall be visually inspected before each use and weekly with the weekly inspection recorded on the ladder tag. |

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OSS 109: Safe Use of Working at Height Equipment



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| 2.29 | Painted timber ladders shall not be used under any circumstances. |
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| 2.30 | Plant, and equipment for work at height, shall be stored in such a way so as to prevent damage. |
| 2.31 | 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. |
| 3 | Behaviours |
| 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 | When not in use, mobile work at height equipment shall be parked on level ground with keys removed to prevent unauthorised operation. MEWPs must be stored in the lowered position when not in use. |
| 3.3 | Operatives shall only use equipment that they are trained and competent 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. |
| 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 and RPE listed in the RAMS for the task to be completed. |
| 3.11 | Operative(s) using ladders and stepladders shall always keep three points of contact. |
| 3.12 | All persons shall only access mobile access towers / ladders or stepladders / lightweight staging that display a current Scafftag / ladder tag. |
| 3.13 | Access to work at height equipment shall only be designed routes / access points. |

Operational Safety Standard

OSS 110: Falsework & Formwork



Revision: A

Date of Last Review: 13/08/2012

Number of Pages: 3

In Force From: 01/01/2013

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager |
| 0.2 | Scope - Applies to all falsework and all formwork requiring support from proprietary or other engineered props or ties. |
| 0.3 | <p>Definitions</p> <p>Formwork: Fabrications and constructions used to form the shape of concrete structures, acting as a mould. Formwork is normally removed once the concrete has achieved sufficient strength, although it is sometimes left in place as permanent formwork.</p> <p>Falsework: Any temporary structure (in which the main load bearing members used for support are vertical) used to support permanent structures and associated elements during the erection until it is self supporting</p> <p>TWS – Temporary Works Schedule</p> <p>TWC – Temporary Works Coordinator</p> <p>TWD – Temporary Works Designer</p> |
| 0.4 | This document should be read in conjunction with BIMS 02-13 Management of Temporary Works |
| 1 | Processes and Records |
| 1.1 | All formwork and falsework shall be designed and/or specified by a competent person (TWC and/or TWD). |
| 1.2 | The TWC shall clearly identify ALL formwork and falsework that fall into risk category 3 and 4 (refer BIMS 02-13 Table 1) and the formwork and falsework that requires design by calculation (BIMS 02-13 Table 2). |
| 1.3 | A Risk Assessment must be prepared for any formwork or falsework installation. Where necessary, and in all cases outlined in 1.2 above this shall be accompanied by a Method Statement that is briefed to all persons involved in the task. The RA/MS must cover the fabrication, erection, loading and subsequent dismantling (as appropriate) of any formwork and falsework system. |
| 1.4 | For all cases outlined in 1.2 above the risk assessment shall detail key assumptions made in relation to ground conditions, and loading conditions, constraints and sequence. |
| 1.5 | For all cases outlined in 1.2 above the TWC must issue a Permit to Proceed prior to first use. Once the initial Permit to Proceed has been issued, inspection will be as per 1.6. |
| 1.6 | All formwork and falsework systems must be inspected by a competent person at the beginning and end of each shift or use and after any event likely to have affected the stability of the system or any part of it (e.g. changing weather conditions). This includes formwork / falsework systems that are incomplete / under construction. |

Operational Safety Standard

OSS 110: Falsework & Formwork



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| 1.7 | Formwork and falsework used to support concrete must not be disturbed or removed once concrete has been placed until a second Permit to Proceed has been issued by the TWC. The checks required for a Permit to Proceed may include but are not be limited to ensuring the following match the design and design assumptions: <ul style="list-style-type: none"> • Checking cube test results against required design strength; • Ensuring no unplanned loads are acting on the concrete. |
| 1.8 | A person shall be designated in the RAMS to monitor formwork and its support system during concreting operations and to check for any unexpected deflection or other movement. The RAMS shall specify the action required should such deflection or movement occur. |

2 Conditions

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| 2.1 | For all cases outlined in 1.2 above the current 'For Construction' design information or justification including any phase diagrams or construction sequences must be available on site prior to construction / erection. |
| 2.2 | Where system formwork or falsework systems are being used, Manufacturer's / Supplier's instructions shall be available on site. |
| 2.3 | Safe and sufficient access must be provided for erecting and securing falsework, formwork, and reinforcement, placing, finishing and protecting concrete and subsequent stripping and dismantling of formwork and falsework. |
| 2.4 | Any damaged, badly worn or faulty components shall be reported to the TWC or site manager who will quarantine the item and arrange for replacement. |
| 2.5 | Prior to use, all formwork and falsework components shall be stored safely in a designated area. |
| 2.6 | All points of access shall be provided with a means to prevent unauthorised access when the formwork and falsework is not in use and at the end of a shift. |

3 Behaviours

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| 3.1 | All persons shall report any change in the assumed conditions (refer 1.4 above), to the TWC. |
| 3.2 | No persons shall alter, modify or substitute formwork or falsework components without the express permission of the TWC. |
| 3.3 | Personnel working to construct the formwork or falsework must work in accordance with the RAMS for that activity. |
| 3.4 | Other personnel must not use formwork or falsework until the TWC has issued a Permit to Proceed. |
| 3.5 | No persons shall access formwork or falsework systems other than by the proper means of access / egress. |

Operational Safety Standard

OSS 110: Falsework & Formwork



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| 3.6 | The person taking delivery shall check formwork and falsework equipment and materials against the design and/or specification. |
| 3.7 | All persons shall report any damaged, badly worn or faulty components to the TWC who will quarantine the item and arrange for replacement. |
| 3.8 | No person shall enter exclusion zones which have been put in place where work at height is being carried out. |
| 3.9 | No person shall release or adjust formwork or falsework systems after concreting until a Permit to Proceed has been issued by the TWC. |

Operational Safety Standard

OSS 111: Avoidance of Overhead and Underground Services



Revision: D

Date of Last Review: 01/05/2014

Number of Pages: 3

In Force From: 01/10/2009

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Penetration activities such as boring, piling, drilling, tunnelling, etc. are to be considered as excavations in relation to this OSS. |
| 1 | Processes and Records |
| 1.1 | Service plans must be requested for all works that involve excavation and where overhead services can be observed as being within 6 meters of the site boundary. |
| 1.2 | Risk Assessments shall consider overhead and buried services where there is a reasonable likelihood that these services could be encountered during the course of an activity. This will include all brownfield sites and existing sewage and water treatment works. This shall be accompanied by a Method Statement that considers GS6/HSG47 as applicable, which is briefed to all persons involved in the task. |
| 1.3 | Prior to work commencing, and where possible owners of apparatus shown on service plans shall be contacted to ascertain whether they can assist with reducing risk levels, e.g. isolating services, providing service location, on site supervision, etc. |
| 1.4 | For work in close proximity to any of the following:- <ul style="list-style-type: none"> Gas pipes operating at 2bar and above; Underground HV Cables; Petrochemical mains; Fibre Optic Cables; Working methods must be approved by the apparatus owner prior to work commencing. |
| 1.5 | A GS6 assessment must be undertaken by the Distribution Network Operators where overhead electricity supply cables are within 6m of the site boundary. |
| 1.6 | Method Statements shall include an emergency plan that should detail what action is to be taken if a service is contacted or damaged. |
| 1.7 | Copies of current service drawings supplied by the owner/operator of the service shall be on site, with the Operative(s) before works commence. Where available the apparatus owner shall be contacted to undertake site mark ups prior to work commencing. |
| 1.8 | For all activities within 6m of an un-insulated HV overhead service (other than crossing under) a permit to work system shall be implemented. |
| 1.9 | A Permit to Dig system shall be implemented where services cross or are within 3m of the footprint of the excavation. |
| 1.10 | All excavations shall be CAT scanned by a competent person using calibrated equipment. |

Operational Safety Standard

OSS 111: Avoidance of Overhead and Underground Services



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| 1.11 | <p>Trial holes shall confirm the location and line of buried services. The following information shall be considered in determining the location of where trial holes shall be dug:-</p> <ul style="list-style-type: none"> • Service drawings; • CAT scan targets; • 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. |
| 1.12 | <p>The method of excavating trial holes should be risk assessed using the following hierarchy:-</p> <ul style="list-style-type: none"> • Hand digging or vacuum excavation; • Machine digging removing layers no greater than 150mm with a Banksman who will CAT scan and visually inspect the excavation as work proceeds. |
| 1.13 | Excavators used to dig trial holes must be fitted with toothless buckets. |
| 1.14 | All underground services must be spray marked to identify the location and line of the service. The line and location of services shall be maintained using pegs, hilti nails or another proprietary marker. |
| 1.15 | Where buried services can reasonably be expected in locations that may affect excavation activities, additional exploratory trial holes shall be dug (e.g. verges along the side of roads where services are not shown on service drawings). |
| 1.16 | Records of Trial Hole locations and findings shall be maintained with service drawings. |
| 1.17 | For lifting operations a Lift Plan shall consider obstacles e.g. overhead cables, buried services spanning open excavations and shall incorporate appropriate control measures. |
| 1.18 | Mechanical excavators shall not be used to excavate within 0.5m of the known location and line of buried services unless apparatus owners have specified or agreed to a lesser distance. |
| 1.19 | <p>Where they cross an excavation, services shall be supported to minimise damage. A method of support for the following services shall be discussed and agreed with the apparatus owner.</p> <ul style="list-style-type: none"> • Gas pipes operating at 2bar and above. • Underground HV cables. • Petrochemical mains. • Fibre Optic Cables. |
| 2 | Conditions |
| 2.1 | 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. |
| 2.2 | Goal posts shall be painted red and white to aid visibility. |
| 2.3 | Warning signage shall be erected at crossing points of overhead electric services. |
| 2.4 | Tipping of soil or materials shall not be permitted under overhead lines. |
| 2.5 | Stacking or offloading of equipment or materials shall not be permitted under overhead lines. |

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OSS 111: Avoidance of Overhead and Underground Services



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| 2.6 | A Banksman shall always be present when tipping in close proximity to overhead lines. |
| 2.7 | A service location (CAT scan etc.) device must be present and used on site during excavation operations. |
| 3 | Behaviours |
| 3.1 | All persons shall follow control measures contained within the RA/MS. |
| 3.2 | Where a Permit to Work system is in use for a work activity, the Site Manager(s) shall not allow Operative(s) to undertake the activity unless a permit is in place. |
| 3.3 | 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 a permit and until all of the control measures listed on the permit are in place. |
| 3.4 | Plant Operators, Delivery Drivers etc. shall not drive under an overhead electric cable other than by a designated route. |
| 3.5 | No person shall work within the demarcated danger area beneath overhead electric cables unless they have been issued with a Permit to Work. |
| 3.6 | All persons shall challenge control measures where they are unsure or can suggest a safer way of undertaking the activity. |
| 3.7 | When undertaking activities, Operative(s) shall stop work and notify the Site Manager or Supervisor if anything occurs that may affect working methods or control measures identified in the RA/MS. |
| 3.8 | Where unknown services are encountered during excavation, Operative(s) shall stop work and contact the Site Manager so that the RA/MS can be reviewed, and if necessary amended to ensure a safe system of work is adopted. |
| 3.9 | Persons shall notify the Site Manager immediately in the event of damage or potential damage to any service. |
| 3.10 | Persons shall check the calibration of service location devices prior to use. |

Operational Safety Standard

OSS 113: Managing and Using Hazardous Substances



Revision: A

Date of Last Review: 01/12/2012

Number of Pages: 2

In Force From: 01/12/2008

| 0 General | |
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| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | 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 Processes and Records | |
| 1.1 | Risk Assessments and Method Statements shall identify hazardous substances that are to be encountered (whether used, generated, naturally occurring or biological) during an activity, and CoSHH assessments shall be included by reference. |
| 1.2 | Selection and use of substances will follow the Control of Substances Hazardous to Health (CoSHH) hierarchy of risk control:- <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. |
| 1.3 | A register of all hazardous substances shall be maintained in:- <ul style="list-style-type: none"> The Site QES File. The Office Safety File. The register shall include all hazardous substances, including those provided by Subcontractor(s) or third parties. |
| 1.4 | A CoSHH assessment shall be completed on the CMS Database that shall record the initial assessment of the hazardous substances. |
| 1.5 | All CoSHH assessments shall be developed from a current Material Safety Data Sheet and shall incorporate details including the use of the substance (i.e. those involved, working environment, quantities to be used or stored, detail about the task). |
| 1.6 | CoSHH assessments for each substance on the register shall be maintained in the site QES file. |
| 1.7 | All employees and Subcontractor(s) shall be made aware of the harmful substances present on site during Site Induction, RA/MS Briefing and Daily Briefings. |
| 1.8 | 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. |

Operational Safety Standard

OSS 113: Managing and Using Hazardous Substances



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| 1.9 | Where exposure monitoring has been identified as a control measure on the CoSHH assessment, people SHALL NOT be exposed to the substance. |
| 1.10 | Emergency plans and RA/MS shall deal with fire, first aid and spillage of all hazardous substances. |
| 2 | Conditions |
| 2.1 | A CoSHH poster showing commonly used substances shall be displayed in offices and Site Welfare units. |
| 2.2 | CoSHH assessments for current tasks shall be available in offices and Site Welfare units. |
| 2.3 | Fire, first aid and spill clean-up equipment / containment measures shall be available appropriate to the hazardous substances encountered on site. |
| 2.4 | All PPE supplied shall be appropriate for the task and in good condition. |
| 2.5 | 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 container the QES Department will be contacted for guidance. |
| 2.6 | Storage arrangements shall take account of potential spills, ventilation requirements, substances that may react with each other and fire precaution arrangements. |
| 3 | 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. |
| 3.3 | All persons shall only use fire, first aid and spill clean-up equipment if they are competent to do so. |
| 3.4 | All persons shall wear the PPE and / or RPE designated as necessary in the RA/MS. |
| 3.5 | 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.). |
| 3.6 | Substances shall not be used if there is no label on the container. |

Operational Safety Standard

OSS 116: Fire Safety



Revision: C

Date of Last Review: 01/12/2012

Number of Pages: 3

In Force From: 01/12/2009

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| 0 | General |
| 0.1 | The process outlined in this standard may only be relaxed with the express permission of a Director or Operations Manager. |
| 0.2 | Competent responsible persons (as defined in the Regulatory Reform [Fire Safety] Order 2005) shall be appointed for Company owned or leased offices. Site Manager(s) shall assume this responsibility on their sites. |
| 1 | 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 and 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 to offices and sites shall be made aware of the fire precautions arrangement upon arrival. Visitors should be accompanied at all times. |
| 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. |
| 1.7 | Equipment that could cause fires shall be regularly tested / inspected and records maintained (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. |
| 1.9 | Where they exist, Fire Systems shall be tested by a competent person (alarm panels - annually; call points - quarterly; smoke detection - quarterly; and sounders - annually). |
| 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 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 Wardens log contained in the Office Safety File. |
| 1.13 | Site based weekly inspections shall ensure that fire precautions arrangements are being maintained. |
| 1.14 | Hot Works activities shall only be undertaken under Permit to Work control. |

Operational Safety Standard

OSS 116: Fire Safety



| 2 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 Risk Assessment. They shall either be wall or tray mounted. |
| 2.11 | Fire extinguishers on sites (including Site Offices, storage and Welfare facilities) shall be dry powder unless the fire safety Risk Assessment requires different. 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 Risk Assessment. Pins and seals shall be fitted and intact. |
| 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 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. |

Operational Safety Standard

OSS 116: Fire Safety



| | |
|-----|--|
| 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 | Persons shall not use fire extinguishers unless they are trained and competent to do so. |
| 3.6 | No-one shall interfere with equipment provided for fire prevention. |
| 3.7 | 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 and Environmental Rules

(Requirements for Suppliers Revision K - Appendix B)

10 Golden Rules



1. **Daily Briefings**
– Hold one every morning before work starts.



2. **PPE** – Wear correct equipment properly at all times.



3. **Seatbelts** – If one is fitted, you must wear it.



4. **Mobile phones**
– Only use in agreed safe areas and if authorised.



5. **Boundary fences/markers** – Keep them properly maintained.



6. **Routes** – Use the correct route to task areas (plant, vehicle or pedestrian).



7. **Storage** – Plan for materials and plant with designated storage areas.



8. **Deliveries** – Only hold or unload in the designated area.



9. **Lifts** – Trained Slinger / Signallers must direct all mechanical lifting operations.



10. **Incidents and Near Misses**
– Report them all.

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

Everyone is responsible for making sure that the rules are followed.

If you see someone breaking the rules, you must challenge them straight away. You should also report the incident to a member of the site management team.

Any employee breaking the rules should expect to be challenged.

If you don't have a good reason for breaking the rule, or it's felt that you have a poor attitude towards them, you may face disciplinary action.

Suppliers and visitors to site are also expected to abide by our Golden Rules.

Anyone breaking a rule without good reason, or displaying a poor attitude towards them, will be told to leave site. We may also write to your employer.

Suppliers, Subcontractor(s) and Delivery Drivers who keep disregarding our rules may be barred from site and struck off our approved supplier list.

"If I cannot do it safely, I will not do it."

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 K - 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 Ref: | |
| Activity: | Location: | |
| Initial RA / MS (Rev A) prepared by: | Date: | MS/RA Ref No. |

Review and Revision Details

| Revision | Date of last review | Amended (Yes / No) | Reviewed / Amended By | Reason for Amendment |
|----------|---------------------|--------------------|-----------------------|----------------------|
| A | - | - | - | First Issue |
| | | | | |
| | | | | |
| | | | | |

Risk Assessment (Health & Safety)

| | | | | | | |
|---------------------------------|-------------------|------------|--------|----------|-----------|-----------|
| SEVERITY | Fatality | MEDIUM | HIGH | HIGH | VERY HIGH | VERY HIGH |
| | Major Injury | MEDIUM | MEDIUM | HIGH | HIGH | VERY HIGH |
| | Reportable Injury | LOW | MEDIUM | MEDIUM | HIGH | HIGH |
| | Lost Time Injury | LOW | LOW | MEDIUM | HIGH | HIGH |
| | Minor Injury | LOW | LOW | LOW | MEDIUM | HIGH |
| J N Bentley Risk Matrix (GUIDE) | | Improbable | Remote | Possible | Probable | Likely |
| PROBABILITY | | | | | | |

| Hazard | Person(s) at Risk | Risk Level | Control Measures | Residual Risk |
|-----------------------------|---|------------|--|---------------|
| e.g. Site ground conditions | e.g. Site Management, Site Operatives, delivery drivers, visitors | | e.g. <ul style="list-style-type: none"> Initial site visit to view compound area Provision of plant to clear/level compound Compound to be stoned to company standard | |
| | | | | |
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Risk Assessment (Environmental)

| | | | | | |
|---------------------------------------|------------|-----------------|-------------|------------|------------|
| SEVERITY | Severe | HIGH/MEDIUM/LOW | HIGH/MEDIUM | HIGH | HIGH |
| | Moderate | MEDIUM/LOW | MEDIUM/LOW | MEDIUM | HIGH |
| | Mild | LOW | LOW | LOW | MEDIUM/LOW |
| | Negligible | NEGLIGIBLE | NEGLIGIBLE | NEGLIGIBLE | NEGLIGIBLE |
| J N Bentley Risk Matrix (Defra guide) | | Negligible | Low | Medium | High |
| PROBABILITY | | | | | |

| Environmental Aspect | Environmental Impact | Risk level | Control Measures | Residual risk |
|------------------------------|---------------------------------|------------|--|---------------|
| e.g. wind blown waste/litter | e.g. litter blowing around site | | e.g. <ul style="list-style-type: none"> Site specific waste management plan developed Waste streaming introduced Enclosed/covered skips and bins provided | |
| | | | | |
| | | | | |
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Risk Assessment (Quality)

| | | | | | |
|-------------------------|------------|-----------------|-------------|------------|------------|
| SEVERITY | Severe | HIGH/MEDIUM/LOW | HIGH/MEDIUM | HIGH | HIGH |
| | Moderate | MEDIUM/LOW | MEDIUM/LOW | MEDIUM | HIGH |
| | Mild | LOW | LOW | LOW | MEDIUM/LOW |
| | Negligible | NEGLIGIBLE | NEGLIGIBLE | NEGLIGIBLE | NEGLIGIBLE |
| J N Bentley Risk Matrix | | Negligible | Low | Medium | High |
| PROBABILITY | | | | | |

| Quality Aspect | Quality Impact | Risk level | Control Measures | Residual risk |
|----------------------|---------------------------|------------|---|---------------|
| e.g. Concrete Finish | e.g. Not to Specification | | e.g. <ul style="list-style-type: none"> Inspection and Check Approved Supplier (eg QSRMC) Experienced operative. | |
| | | | | |
| | | | | |
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| | | |
|----------------------------|-----|----|
| Method Statement required? | Yes | No |
|----------------------------|-----|----|

Following the detailed assessment of Hazards, risk and control measures, is a Method Statement required?

If the answer is **No** the severity and consequence of an injury or environmental incident must be low (safety) or negligible (environmental) and control measures in the form of Site Rules, Golden Rules etc must be sufficient and adequately briefed to those involved in the task.

If a Method Statement is not required this Document ends here – STOP

Method Statement

1. Scope of Works

2. Related Documentation

This method statement is to be read in conjunction with the following documents:

- Site Management Drawing (ref xxxxxxxx)
- Manufacturers instructions / hirers notes provided with xxxxxxxx
- J N Bentley OSS/Safe System of Work xxxxxxxxxx

3. Pre Start Activities

Prior to work commencing on the activity, the following items will be completed:

- Signage to be erected in accordance with site management drawing
- Traffic and pedestrian routes to be clearly identified on site.
- Safe tipping area to be established with slope of less than 5%

4. 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.

•

5. Emergency procedures

Certain activities will require the development of emergency procedures. Examples of these might be roof work, confined space entry, working for MEWP/MCWP, 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.

•

6. 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. The work covered by this method statement also requires:

| | | | | |
|-----------------------------|---|-----------------------------|--------------------|------------------------|
| Hard Hat | Y | Light eye protection | Ear muffs | Fall arrest lanyard |
| Safety Footwear | Y | Medium impact goggles | Safety Wellingtons | Respiratory protection |
| Hi-viz jacket/vest (yellow) | Y | Hi-viz jacket/vest (orange) | Harness | Waterproofs |
| Gloves | Y | Ear plugs | Restraint lanyard | Life jacket/preserver |
| Other (describe) | | Other (describe) | Other (describe) | Other (describe) |

7. Permit to Work

The following Permits to Work will be required for this activity:

| | | | |
|-----------------------------|--|-------------------------------|--|
| Confined Spaces Permit | | General Permit to Work | |
| Permit to Dig | | Other (specify) | |
| Hot Work | | Client Permit (specify below) | |
| Roof work/working at height | | | |
| Low Voltage Permit to Work | | | |

8. Labour

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

| Job Title / Designation | Number | Specific Training / Competence Required |
|-------------------------|--------|---|
| | | |
| | | |

9. Vibration and Noise from Plant / Equipment / Tools

THE FOLLOWING PLANT, EQUIPMENT AND POWER TOOLS SHALL BE UTILISED DURING THE COURSE OF THIS ACTIVITY. FIGURES FOR NOISE AND VIBRATION OUTPUT ARE IN-USE FIGURES PROVIDED BY THE MANUFACTURER, SUPPLIER OR HIRER.

Hand Arm Vibration (HAVS) THIS TABLE SHOULD BE VIEWED IN CONJUNCTION WITH THE "HAVS CALCULATOR" FOR DETAILS OF CUMULATIVE USE

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

BIMS 02-04.3

Risk Assessment / Method Statement

| Source of Hand Arm Vibration | Specific Use | Weighted Acceleration (m/s ²) | Maximum permitted exposure time (mins) |
|------------------------------|--------------|---|--|
| | | | |
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| | | | |

Noise: For noise levels above 85 dB(A) hearing protection **MUST** be worn

Plant Tool and Equipment noise also effects 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) |
|--------------|--------------|-------------------|--------------------------|
| | | | |
| | | | |
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Whole Body Vibration (WBV) from Mobile Plant

| Plant in to be Used | Person Effected | Control Measures |
|---------------------|-----------------|---|
| | | Seat adjusted to suit the driver. Only use well maintained haul roads Minimise the length of time operating the machine Spend breaks out of 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 |
| | | |
| | | |
| | | |

ALL PLANT OPERATING ON JNBENTLEY LTD SITES MUST HAVE A MANUFACTURERS PROVIDED EXPOSURE LIMIT VALUE (ELV) $\leq 1.15 \text{ m/s}^2$ (SEE MANUFACTURERS INSTRUCTIONS/MANUAL)

10. Hazardous Substances

The following substances will be used or may be encountered during this activity. Detailed COSHH assessments are held in the site safety file and where operatives are not familiar with the content of these assessments they will be briefed out prior to work commencing (see section x below).

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

11. Management and Supervision

Implementation of the approach / methodology and various risk control measures identified in this risk assessment and method statement will be supervised by the Site Manager with the assistance of the site Foreman / Ganger. Details as below:

| | | | |
|--------------|--|------------------|--|
| Site Manager | | Foreman / Ganger | |
|--------------|--|------------------|--|

Before any work commences, the Site Manager will ensure that a briefing is provided for all personnel involved in carrying out this work activity. This briefing will cover the findings of the risk assessment and the controls introduced to manage significant risks. Where hazardous materials are used, the Site Manager will also explain the content of any relevant COSHH assessments.

Where new personnel arrive on site, they will be provided with a site induction that will include the explanation of risk assessments and method statements for any current activities.

[illegible]

JN Bentley Ltd

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

(Requirements for Suppliers Revision K - 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 J N 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 All boxes are to be filled in on a daily basis | | | | | | |
|--------------------|---|--------------------|--|---|---|---|---|---|--|
| 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 |
|----------|---------------------------|
| | |
| | |
| | |

| | |
|--|---|
| <u>Operator Declaration</u> I declare that I have carried out the above checks at the frequency specified and have reported all faults and defects Signed: _____ Print Name: _____ | <u>Site Manager Declaration</u> I declare that I have reviewed and actioned the faults and defects identified by the operator. Signed: _____ Print Name: _____ |
|--|---|

| |
|--|
| <u>Plant Office Comments:</u> <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







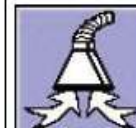
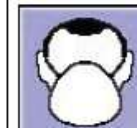






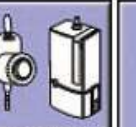

Subcontractor Weekly PUWER Inspection Register



| | | | | | |
|--------------------------------|--|-----------------------|--|----------------------------|--|
| 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="background-color: red; color: white; text-align: center; padding: 2px;">HIGH HAZARD</div> <div style="border: 1px solid black; text-align: center; padding: 2px;">LIQUID</div> Exp Limit Gasoline- 1ppm 8hTWA WEL | | Hazards <div style="display: flex; justify-content: space-around;">   </div> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">HIGHLY FLAMMABLE</div> <div style="text-align: center;">TOXIC</div> </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 | | 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 | | | | |
| | |  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 | | Details If using engineering controls/non disposable PPE ensure maintenance (reg 9) Consider monitoring (COSHH reg 10) Consider urine checks (reg11) | | |
| 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 | |  MAINTENANCE | |  MONITOR EXPOSURE LEVEL | | |
| | |  URINE TEST | | | | |
| | | 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. | | 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 |
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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 K - Appendix E)



Temporary Works Information for Suppliers

This guidance should be read, where applicable, in conjunction with OSS 110 Falsework & Framework (see above).

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 J N 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. 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

J N 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 J N Bentley Temporary Works procedures, 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 OSS002. 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 MANAGER