



HEALTH, SAFETY & ENVIRONMENTAL

CODE of PRACTICE

FOR SUBCONTRACTORS

Subcontractor SHE Code of Practice

INTRODUCTION

This booklet contains the ACIEM Health, Safety and Environmental Code of Practice for Subcontractors

It has been prepared to further ACIEM (hereafter referred to the Company) achieving the Health, Safety and Environmental commitments to all our stakeholders – shareholders, clients, suppliers, subcontractors and the community.

If you are a Tier 3 Subcontractor, the management/supervisory responsibility remains with the Company. You will be expected to comply with instructions from the Company Site or Project Manager to ensure the Code is implemented, and Statutory Regulations met.

The Company recognises it has a responsibility to all our stakeholders

In recognising this responsibility, it makes the following commitments:

<p><u>Our Shareholders</u></p> <ul style="list-style-type: none"> • Governance with corporate responsibility 	<p><u>Our Customers</u></p> <ul style="list-style-type: none"> • Effective risk management 	<p><u>Our Society</u></p> <ul style="list-style-type: none"> • Minimising intrusion and disruption • Considering those affected by our operations • Adopting good sustainable practice across our business • Preserving a safe and healthy living environment
<p><u>Our People</u></p> <ul style="list-style-type: none"> • A safe and healthy working environment • Respect and recognition 	<p><u>Our Supply Chain</u></p> <ul style="list-style-type: none"> • A safe and healthy working environment • Information sharing and support for innovation • Opportunity to contribute to sustainable solutions 	

Subcontractors are required to assist and co-operate with The Company with health, safety and environmental related issues, including initiatives that may be operated from time to time.

DEFINITIONS

“Company” – ACIEM Group Limited trading as ACIEM

“site” - any site or premises where the subcontractor carries out work on behalf of the Company.

“subcontractor” - any contractor who enters into a contract with The Company, or subcontractor to that contractor.

“Statutory Regulations” – all acts of parliament, EU, local authorities and government regulatory bodies as may be enacted from time to time.

“Code” - this document, the Company SHE Code of Practice for Subcontractors

“SHE” Safety, Health, Environmental

Subcontractor SHE Code of Practice

You will be allocated a status immediately providing you have submitted all the required information. Following the completion of a subcontract you will be further assessed by Company site personnel to confirm your status as a Company approved Subcontractor.

After reviewing this form and other information supplied, you will be rated as either Tier 1 or 2 or 3.

All Subcontractors will be expected to:

- To provide evidence of their training and competence to complete the Subcontract works and demonstrate health, safety and environmental awareness.
- Comply with the Company SHE code for Subcontractors
- Cooperate fully and attend meetings with the Client and the Company as required
- Complete the subcontract works in line with the agreed programme.
- Report immediately to the Project/Site Manager any accident/incident that affects health, safety, environment or the contract programme.
- Be aware of and comply with all statutory regulations including the CDM Regulations

Tier 1 Contractors will be expected to

- Follow a certified documented management system
- Demonstrate an ability to completely plan and manage their works
- Demonstrate commercial competence
- Provide labour, plant, materials, PPE and equipment (other than free-issue).
- Produce all documentation required by the Subcontract
- Be subject to audits by the Company or the Client
- Meet any other requirements of the subcontract

Tier 2 Contractors will be expected to

- Follow the Company Integrated Management System
- Demonstrate competence in supervision of their works.
- Submit Method Statements/Risk Assessments for approval prior to starting
- Cooperate fully with Company personnel to meet the programme.
- Attend site meetings as required.
- Provide labour, plant, PPE.
- Provide materials and equipment as agreed in the subcontract
- Keep records as required by the subcontract.
- Be subject to audits by the Company or the Client

Tier 3 Contractors will be expected to:

- Follow the Company Integrated Management System as appropriate
- Follow the instructions of the Company Site Manager
- Demonstrate competence in the tasks they undertake
- To provide labour, plant and materials agreed in the Subcontract

Subcontractor SHE Code of Practice**ACCEPTANCE OF THE CODE**

Compliance with the standards within the Code is a condition of all subcontracts with The Company. The Code does not alter the terms and conditions of those subcontracts or exempt the subcontractor from compliance with all relevant Statutory Regulations.

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Subcontractor SHE Code of Practice**SHEQ POLICY STATEMENTS****Health & Safety Policy****General Statement**

ACIEM offers a wide range of expertise to customers operating in the utilities sector. We offer Building, Civil, Mechanical, Electrical Engineering and Contracting Services including Project Management, Design, Construction, Fabrication, Refurbishment, Maintenance and Commissioning.

The Managing Director and Operating Board of the Company are committed to achieving, maintaining and continually improving the highest standards of health and safety in all areas of the business to prevent injury and ill health.

The Managing Director and Operating Board are accountable for Health and Safety matters.

The Company requires its managers to be responsible for H&S performance in their areas of accountability. The Company and management team will ensure that its statutory duties are met at all times.

Company's responsibilities

The Company will ensure that:

- All processes and safe systems of work are designed to take account of health and safety.
- Use a systematic approach to identify and assess Health & Safety risks and apply controls to prevent injury or ill health, using its management system
- The Company will appoint competent people to assist us in meeting our statutory duties, including where appropriate, specialists from outside the organisation.
- All employees are consulted on matters relating to health, safety & welfare.
- Employees understand their responsibilities by providing information, instruction, training and supervision to enable them to complete work activities safely.
- Employees are provided with the necessary facilities and resources to perform their jobs safely.
- This Policy is implemented, monitored, audited and reviewed annually to ensure effectiveness and improve where necessary to remain effective.

Employee's responsibilities

Employees must ensure that they:

- Cooperate with management to enable all statutory and company duties are complied with.
- Familiarise themselves with the health and safety arrangements that apply to them and their work functions.
- All employees and contractors have a legal duty to take reasonable care of their own Health and Safety and that of others affected by their acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in the accompanying document.

M Whitfield
Managing Director



Date: Feb 2017

Subcontractor SHE Code of Practice**Quality Policy**

ACIEM offers a wide range of expertise to customers operating in the utilities sector. We offer Building, Civil, Mechanical, Electrical Engineering and Contracting Services including Project Management, Design, Construction, Fabrication, Refurbishment, Maintenance and Commissioning

The Management and all who work for the Company are committed to providing the highest possible level of service in satisfying the requirements of customers.

The Management ensures that:

- Our customers' needs are fully understood
- Appropriate resources are made available to fulfil the customers' needs
- Work is carried out meet appropriate regulatory requirements, codes of practice and client, national and international standards.
- Sufficient, appropriately trained and experience personnel are allocated to projects
- A process of continual improvement is implemented, monitored and reviewed
- If problems occur these are investigated, reviewed and appropriate corrective and preventive measures are put in place.

To assist in these aims we have implemented a formal Quality Management System that is certified to ISO9001:2008

The Quality Policy, quality objectives and procedures are communicated to all employees. They are reviewed and updated regularly to take account of changing circumstances and client requirements.

This will be the foundation on which we build our continuing improvements in performance.

I take full responsibility for ensuring the Policy is implemented.



Subcontractor SHE Code of Practice**Environment Policy**

ACIEM offers a wide range of expertise to customers operating in the utilities sector. We offer Building, Civil, Mechanical, Electrical Engineering and Contracting Services including Project Management, Design, Construction, Fabrication, Refurbishment, Maintenance, and Commissioning.

At ACIEM, we recognise our responsibilities towards the local, national and global environment in which we carry out our business. We recognise that our customers, clients, the public and our employees expect a responsible approach by the Company towards minimising the impact our activities have on the environment. The concepts of Best Practical Environmental Option (BPEO) and duty of care will be implemented to establish high standards of operation within Company activities.

Accordingly we are committed to:-

- Meeting the standards imposed by environmental legislation and self-imposed corporate policies/standards.
- Pollution prevention and continual improvement in environmental performance, working with the framework of an Environment Management System meeting the requirements of ISO14001.
- Monitoring and maintaining an Environment Management System that provides a framework for setting, communicating and reviewing objectives and targets.
- Ensuring that environmental criteria are taken into account in the tender/bid process and operation of sites.
- Engaging with suppliers to improve standards.
- Working with stakeholders to minimise the environmental impact of equipment, materials and resources used on site.
- Training personnel in environmental awareness to enable procedures to be followed to encourage the creation of an environmentally aware workforce.
- Promoting a good neighbour policy to minimise and respond to any adverse effects we may have on others and on the environment.
- Effective communication of this policy to all employees, major customers and other stakeholders.
- Promote waste minimisation & reduction, reuse, recycling before disposal.

The Managing Director and Operating Board are responsible for ensuring this policy is implemented. However, all employees have a responsibility in their areas of work to ensure that the aims and objectives of the policy are met.



M Whitfield
Managing Director

Date Feb 2017

Subcontractor SHE Code of Practice**INTRODUCTION**

The standards within this Code are minimum standards applicable to all Company subcontractors. As a Company subcontractor you are to comply, and ensure that all those who work for you comply, with these standards.

Where possible, the Health, Safety and Environmental Code make reference to relevant HSE & EA publications. Whilst this is believed to be comprehensive, you should recognise that these publications are being updated constantly and you should check relevant references.

This booklet also aims to meet the requirements of ISO 14001:2004 without detracting from each organisation's legal responsibilities.

It is essential that your supervisors are aware of the content and requirements of this Code.

Appendix 1 to this code is entitled Safety, Health & Environmental Guidance for Subcontractors Supervisors. You are to provide copies of this appendix to all your supervisors, prior to starting works on site. Compliance with this requirement will be audited periodically.

Appendix 2 gives references to relevant HSE /EA Publications. You should pay attention to L144, the HSE ACoP on CDM Regulations 2015

A) SUBCONTRACT MANAGEMENT STANDARD REQUIREMENTS**C1. Competence****Individuals under Your Control**

All persons under your control on Company worksites are to be competent and experienced for the duties they are required to undertake. They are also expected to have an appropriate competence, awareness and training of environmental management. This should be demonstrated through industry recognised accreditation and certification cards.

Note:

The Company recognises that there may be occasions where individuals do not hold relevant cards. Such individuals may be permitted access to site only with prior agreement of the Company site management, and only where the employer has demonstrated the individual's competence via other means.

The Company reserve the right to refuse entry to or to require you to remove from site any individual under your control should that individual's competence be deemed by the Company not to be adequate.

Sub-Subcontractors / Subletting

The Company only allows approved subcontractors to work on their sites.

You must not sub-let work without permission from the Company.

Subcontractor SHE Code of Practice**C2. Supervision****General Requirements**

All persons under your control on Company worksites are to have onsite supervision. (For Tier 3 subcontractors, the Company will provide this.)

Where you have multiple supervisors, you are required to submit the name of the individual who acts as the lead contact and be responsible on your behalf for works under your control.

Specific Training Requirements for Supervisors

In addition to the general competence requirements detailed in section C1 of this code, the Company has a specific minimum training requirement for supervisors.

The minimum standard is the Construction Skills 2-day Site Supervisors Safety Training Scheme course.

This has become the construction industries benchmark training standard for supervisors and is given as an example of supervisor's competence within the Construction (Design and management) Regulations 2015 ACoP. It is also accepted as a training standard for supervisors by industry groups.

Supervisory staff shall have received appropriate training, in environmental awareness and environmental management systems, etc. so as to enable them to effectively fulfil these responsibilities

C3. Communications

It is essential that there is clear communication between you and the Company site management.

All communications, both written and verbal, between the Company and you, and from you to the Company shall be in English.

Where you employ individuals whose native tongue is other than English, you are to put arrangements in place as may be necessary to ensure that information, instruction and training provided to these individuals is comprehended. As a minimum this would normally be through a translator, where this is the case, the translator will stay with the non-English speaking worker at all times when on site.

You will be required to advise our site management of your planned arrangements prior to the individuals starting on site.

The Company reserve the right to refuse entry to, or to require you to remove from site, any individual under your control should we not consider your arrangements sufficient.

Subcontractor SHE Code of Practice**C4. Co-operation and Co-ordination**

Your representatives are required to attend site meetings and briefings to discuss the necessary measures that need to be implemented to reduce and control health and safety risks to workers and others (as required in the CDM 2015 regulations). The management of potential environmental impacts of the project and how environmental targets are to be proactively achieved will also be discussed.

C5. Consultation

The Company will establish arrangements to enable site personnel to express their views on Health, Safety and Environmental matters and you are required to co-operate to ensure these lines of communication are effective.

Where appropriate, the Company will recognise appointed Safety Representatives and co-operate with the setting up of a committee to monitor and discuss Health, Safety and Environmental matters.

C6 Planning of Subcontractors Works

Proper planning is essential for all the works under your control. You will plan your operations in conjunction with the Company to minimise the safety risk and environmental impact. You will be expected to cooperate and assist the Company in maintaining a safe site.

You are to assess the risks of your activities, identifying appropriate control measures, and establish safe systems of work. This is normally detailed in a method statement.

You are to provide a copy of your planned safe system of work for the Company to review, and gain acceptance, prior to the activity starting. The exact requirements and timescales will be stated in the sub-contract terms.

You are also, to assess the environmental hazards associated with your operations and state how the significant potential impacts will be controlled using written risk assessments and method statements. The significant findings of such risk assessments and the measures defined within the Method Statements shall be briefed to all employees

When reviewing the planned safe/environmentally acceptable system of work, the Company check that the requirements detailed in Sections D & E of this Code, (D1 to D29 & E1 to E10), have been properly considered.

Once accepted, you are to brief the workforce involved in the activity prior to starting that activity.

Subcontractor SHE Code of Practice**C7 Monitoring of Subcontractor's Works**

You are responsible for monitoring all the works under your control; ensuring the works are carried out and completed as planned to all the required standards.

Additionally the Company management, Safety and Environmental Advisers monitor the Health, Safety and Environmental performance of all works on site, including yours.

You should be aware of the enforcement provisions that apply under the Subcontract in the event of a breach of:

- Statutory Requirements;
- The standards to which you are contracted
- Site Rules

even if not resulting in an accident.

Such breaches may result in:

- Formal written notices,
- Work being stopped until you address your failings,
- Removal of personnel from site, or ultimately
- Termination of your subcontract.

We will make an assessment of your performance at the end of the contract and keep the details on record for consideration before awarding further work.

C8 Health Arrangements

When planning and undertaking your works, you are to ensure that all persons under your control are fit and able, see also The Company policy with respect to alcohol and illegal drugs, (Section C14).

Whilst the correct implementation of the minimum controls/requirements detailed in section D of this Code will minimise many of the health risks involved in the works, there may still be a requirement for individuals to be subject to periodic health checks or surveillance regimes to ensure that the controls implemented are effective and the individual's health is not being compromised.

This requirement will either be determined by your risk assessment, or there may be a specific legislative requirement, e.g. for lead, noise and vibration.

Where there is a need for health checks or surveillance regimes, it is your duty as employer to undertake these for your employees.

C9 Incident and Accident Reporting

You are to maintain your own statutory Accident Book and record all accidents and injuries to your employees, including your subcontractors (applies to Tiers 1 & 2). Company site management **must** be informed immediately of all incidents, including environmental incidents (all tiers). Copies of all Accident Book entries shall be forwarded to the Company together with any subsequent reports. All accidents of over 3 days must still be recorded and reported to the Company (even if not reportable under RIDDOR)

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In the event of any incident/accident covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, you shall report the incident/accident to the Health & Safety Executive (or enforcing authority), providing a copy to the Company. (Applies to Tiers 1 &2)

See Appendix 2 reference: L 73

C10 Young Persons

All your personnel shall be over 16 years of age.

Young persons (Under 18 years old) shall only be permitted onto the works if:

- It is necessary for his or her training;
- She or he is supervised by a competent person; the risk will be reduced to the lowest level reasonably practicable.
- A specific risk assessment for the young person's activities has been provided to The Company before bringing the young person onto the works
- She/he has their working hours restricted so that there is :
 - a limit of eight hours working time a day and 40 hours a week (unless there are special circumstances)
 - no work either between 10pm and 6am or between 11pm and 7am (except in certain circumstances);
 - 12 hours minimum rest between each working day;
 - Two days rest per week;
 - A 30-minute in-work rest break when working longer than four and a half hours

Irrespective of the above, no young person (under 18 years old) shall be permitted to operate any item of plant or equipment covered by the Construction Plant Competence Scheme (CPCS).

C11 Documentation and Record Keeping

The Company develops the Construction Phase and Environmental Plans as required by the Construction (Design and Management) Regulations and the Company Environmental Procedures.

These Plans expand on the minimum standards within this Code detailing the arrangements that are specific to the project.

The subcontractor shall maintain and make available all appropriate records required:

- The Health and Safety File
- The Environmental file.
- Comprehensive Plant and Labour Allocations
- Performance measurement records
- Any other records required by the Company Site Management personnel
- Examples of best practice

All records should be submitted to the Project Manager or Site Manager.

Subcontractor SHE Code of Practice**C12 Only Authorised Persons on Site**

In relation to works under your control “authorised persons” means individuals who have received an induction for the project, and satisfy the competence requirements detailed in Section C1 of this Code. They must be formally authorised by you for particular tasks e.g. operating plant.

Your cooperation is required to ensure that only authorised persons are allowed on site.

Your co-operation is essential including maintaining security to the site and to any works outside the site boundary as detailed in D2 “Public” of Section D of this Code.

The prevention of accidents to members of the public, especially children, on construction sites is of paramount importance.

C13 Welfare Provision (for Tier 1 Subcontractors)

You will provide your employees on site with:

- protective clothing during adverse weather
- personal protective equipment (PPE)
- mess room facilities with seating and facilities for heating food and boiling water
- adequate provision for drinking water
- adequate and suitable toilet facilities
- adequate first aid facilities and trained first aiders
- adequate segregation for smokers/non smokers
- storage for clothing and personal effects
- facilities to dry wet site clothing
- separate changing facilities for men/women
- suitable washing facilities

Subject to any arrangements made for sharing any the Company facilities that are available.

The accommodation provided by you will be of a good standard with proper consideration for the Fire Code*.

Any local arrangements for first aid shall be notified at the pre-start meeting and information will be posted about facilities and first aiders. You will, unless otherwise agreed, provide your own first aiders dependent on the nature and duration of the contract.

* The "Fire Code" is “Fire Prevention on Construction Sites”, the Joint Code of Practice on the protection from Fire of Construction Sites and Buildings Undergoing Renovation published by the Construction Confederation and the Fire Protection Association.

See Appendix reference: HSG 150, CIS 59.

Subcontractor SHE Code of Practice**C14 Alcohol & Illegal Drugs**

The Company has a strict policy in relation to alcohol and illegal drugs on its work sites.

Requirements are that no person shall:

- possess alcohol or illegal drugs
- consume/take alcohol or illegal drugs
- be under the influence of alcohol or illegal drugs

Under the influence of alcohol means having a blood alcohol limit in excess of the current driving limit.

Under the influence of illegal drugs means having any trace of illegal drugs in the body.

The Company reserves the right to refuse entry to or to require you to suspend and/or remove from site any individual under your control that is suspected of not complying with this policy.

C15 Personal Protective Equipment (PPE)

The Company's minimum site PPE policy is the wearing of :

- Safety helmets (Any areas of low risk where wearing a safety helmet is not mandatory will be designated by the Company).
- High visibility clothing,
- Protective footwear. **NB. Rigger boots are not permitted on Company sites.**
- Suitable protective gloves
- Protective eyewear
- Arms and legs must be covered

Further project specific requirements will be detailed in the safety, Health & Environment Plan

Other PPE appropriate to the activity/environment, e.g. respirators, full body safety harness, is to be provided by you as identified by your risk assessment.

The PPE worn by all persons under your control is to comply with the Company's Site Rules and L25 (see Appendix 2) which defines the Personal Protective Equipment Standard.

See Appendix reference: L25 and individual sections of this Code.

Subcontractor SHE Code of Practice**B) REQUIREMENTS FOR SPECIFIC HAZARDS/HAZARDOUS ACTIVITIES****General**

This section details typical construction hazards and activities and the minimum controls/requirements that the Company requires for these hazards and activities. The requirements are not exhaustive and the text makes reference to further HSE guidance that is applicable. Where your works involve these hazards and activities, you are to comply fully with the requirements detailed.

D1. Vehicle and Plant Movements**Site Movements**

The Company plans an overall site layout, erecting appropriate signage and barriers. Where possible, vehicle, plant and equipment movements are separated from pedestrians. The need for vehicle reversing movements is minimised.

When planning and undertaking your individual activities/works you are to ensure that vehicle and pedestrian movements are separated where possible.

You are to ensure all vehicles, including lorries, plant and other mobile equipment, provide the driver with clear, all-round visibility, as a minimum such that a 1m high object, 1m from any point on the vehicle, can be seen by the driver/operator from the driver/operators position (this may be achieved using visibility aids such as closed-circuit television and convex mirrors).

A banksman is to be used where it is not reasonably practicable to achieve the above. A banksman must also be used, where necessary, to assist in the accurate positioning of a vehicle and to control vehicular movements. Where this is required, both driver and banksman are to be briefed on the arrangements.

Drivers/operators are to keep to the defined access routes and storage areas and drive in a safe manner at all times paying due regard to the site speed limit of 5 mph (unless otherwise signed), the condition of site roads, pedestrians and other site transport.

All persons are to wear high visibility clothing, including drivers/operators who are also to have a safety helmet, safety footwear, and other appropriate protective clothing available for use when outside the cab.

Vehicles are to be parked in a safe place on level ground away from excavations, evacuation routes, assembly points, hoists, fixed cranes and storage areas when not being operated.

Deliveries, Unloading & Loading

Vehicles are to be loaded within the vehicle's limits, with loads properly secured.

You are to ensure that all deliveries under your control keep to the designated on-site routes and use the agreed material storage and lay down areas, and that these routes and areas are suitable for your delivery vehicles and materials.

Subcontractor SHE Code of Practice

Unloading arrangements are your responsibility unless otherwise agreed. Where unloading/loading involves lifting operations you are to ensure that:

- such operations are properly planned and supervised by competent people,
- the equipment and any accessories are suitable with proof of current test and thorough examination,
- The ground conditions are suitable with adequate ground bearing capacity.

Where personal need to access to a transport vehicle during the load/unloading process suitable arrangements must be in place to prevent falls from height. Persons working near vehicles must also be safeguarded.

You are to ensure all vehicular access to/from the site is in accordance with any applicable restrictions such as specified times, reduced width/height, weight limits or overhead obstructions.

See Appendix reference: HSG 136, HSG 144, HSG 150.

D2. Public

The Company, as part of the overall site arrangements, provide and maintain fencing and/or hoarding to the site perimeter or work areas, complete with warning signage to keep the public out of the site.

When/if you are required to work outside this fencing/hoarding, you are to provide additional fencing/hoarding maintained to an acceptable standard with suitable warning signage, unless the Company has agreed this is to be provided by others.

Your employees are to maintain the integrity of the site/ work area by closing any openings in the fencing/hoarding and closing any gates immediately when not attended.

Where your works present a risk to members of the public from falling objects, you are to take suitable measures to eliminate that risk.

Measures may include scaffold fans, debris netting etc., or exclusion of the public from the area below where possible.

You are to ensure risks to those gaining unauthorised access are controlled, ladders are to either be removed or boarded to prevent access to any area that presents a source of danger when the site is unattended.

Excavations or other situations likely to collect deep water are to be maintained dry, or be securely fenced, with appropriate warning signs.

All materials are to be stored securely such that they are safe, stable and cannot topple. Some specific, but not exhaustive, requirements are:

- Pipes chocked to prevent rolling
- Manhole rings on end, not on side
- Block/brick packs no more than two high
- Gas bottles kept in cages in ventilated areas
- Hazardous/flammable materials suitably stored clear of ignition sources.

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You must closely control your deliveries, vehicle, plant and equipment movements where these interface with the public (See D1, "Vehicle and Plant Movements"). Vehicles should never be left unattended with the engine running, or with ignition keys in place, unless the local emergency arrangements require otherwise.

When/if your works are on the highway, barriers, lighting and signage to Chapter 8 requirements are to be provided by you, unless the Company has agreed this is to be provided by others.

See Appendix reference: HSG 151.

D3. Flammable Substances (Fire/Explosion)

The Company establish the overall project emergency arrangements as necessary for :

- fire risks including no smoking policies
- provision of fire points (extinguishers, hoses, blankets, etc.),
- means of raising the alarm, and fire escape routes including signage.

These arrangements are detailed in the Project Management Plan.

You are to ensure those under your control are aware of these arrangements, and do not block escape routes with debris or materials, or otherwise abuse the facilities.

When planning and undertaking your individual activities/works on construction sites you are to eliminate/reduce fire risks, implementing all controls detailed in the Project Management Plan and operate in strict compliance with the Fire Code (document referred to in Section C 13. – Welfare Provision).

Construction materials are to be selected, stored in suitable places as designated by The Company management and used, with waste promptly removed such that the fire risk remains adequately controlled.

Temporary protective covering materials/sheeting is to meet the requirements of Loss Prevention Standard LPS 1207 and you are only to use sheeting to scaffolds that meet the requirements of Loss Prevention Standard LPS 1215.

Where the risk warrants, the Company may operate a "Hot Work Permit". You will co-operate fully with the permit requirements.

You are not to leave cylinders/containers in unauthorised places on site. Where oxygen/acetylene/propane is used, flash back arrestors are to be fitted.

See Appendix reference: HSG 51, HSG 168.

D4. Underfoot Conditions (Slips, Trips & Falls)

Slips, trips and falls on the same level account for the majority of RIDDOR reportable accidents on the Company work sites. The vast majority of these accidents could have been avoided with good housekeeping and working practices.

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You are to maintain storage, access and working areas in a clean condition. All rubbish created is to be removed and you must take an active role in maintaining a tidy site. Failure to maintain the required standard of tidiness may result in the Company carrying out the work and charging the costs to you.

All openings (apertures in floors, manholes, chambers, etc.) are to be covered by secured covers, clearly identifiable with clear warning "Hole Below" when access is not required and barriers erected when access required but left unattended.

You are to provide design calculations and drawings for temporary covers that you use where the span is greater than 1.2m or subject to plant loading. These to be provided in sufficient time to allow an independent review by the Company before work proceeds see section D24, "Structural Instability".

You are to ensure adequate lighting levels are maintained at work/access areas by the provision of background or task lighting as required. All electrical trailing leads are to be positioned away from work/access areas, tied up above ground level where possible.

You are to ensure that all persons under your control wear suitable footwear at all times, including steel toe capped, steel mid-sole plate with adequate ankle support on construction sites.

See Appendix reference: HSG 150.

D5. Working At Height - General

Falls from height cause most fatalities in the construction industry. Because of this all work at height has to be properly considered and planned using the following hierarchy:

Eliminating the risk

- Avoided if possible; if not possible to avoid then,

Prevent people from falling

- Undertaken from a working platform that gives collective protection (e.g. scaffolds, mobile elevated work platforms etc.)
- Undertaken using methods that give individual protection (e.g. Harness and lanyards used as fall restraint).

Reduce consequences to those who have already fallen

- Providing collective fall arrest (e.g. netting, air bags etc.)
- Providing individual fall arrest (e.g. harnesses and lanyards used as fall arrest)

Notwithstanding the general principles above, the following are specific requirements for:

Ladders

Ladders (Pole ladders, step ladders etc.) are only to be used as a last resort when more suitable work equipment is not justified because of the:

- Low risk and short duration of use; or
- Low risk and existing features on site that cannot be altered

Subcontractor SHE Code of Practice

Manufacturers and suppliers are increasingly developing alternatives, such as podium steps and other platforms and The Company expect their use.

Where you believe these alternatives are not an option and ladders have to be used, you will have to gain The Company acceptance prior to the works, justifying their reasoning through risk assessment.

On the limited occasions where The Company accept ladder use they are to be used correctly – pole ladders tied or footed at all times, step ladders a handhold maintained at all times.

Work Platforms

All work platforms and access areas are to be fully boarded and at least 600mm wide.

Rigid edge protection is required and is to be at least 950mm high, with gaps not exceeding 470mm.

Where a risk exists of materials/plant/equipment falling, protection is to be provided, i.e. toe boards at least 150mm high, brick guards.

All scaffolds and tower scaffolds are to be controlled by the use of the "Scafftag" or a similar system.

A competent person is to inspect working platforms before being taken into use, after alteration, after any event likely to have affected its stability and every 7 days with the inspection being recorded.

Work Restraint and Fall Arrest

Safety nets are to be used for all roof works, Safety nets/air bags/intermediate decking is to be used for pre-cast concrete plank flooring and metal deck flooring works, unless you propose a safer acceptable solution.

Safety harnesses and lanyards are only to be used as a means of fall arrest as part of a safe system of work as a last resort having discounted the other preferred methods of work as detailed in the hierarchy earlier. If used, emergency procedures are to be established to effect recovery within 5 minutes of a fall.

Where harnesses and lanyards are used for either work restraint or fall arrest they are to be given a visual inspection before use, with a detailed and recorded inspection by a competent person every 3 months.

Specific additional requirements for scaffolding, tower scaffolds, trestles and the use of Mobile Elevated Work Platforms (MEWPs) are detailed in following sections.

See Appendix reference: HSG 150, INDG 367.

D6. Working at Height – Scaffolds, Tower Scaffolds etc.

The following controls are additional to those detailed in the preceding section D5, "Working at Height – General", and detail specific requirements for scaffolds, tower scaffolds and trestles.

Scaffolding

Should you utilise scaffold erected for common use, you are to ensure that it has been inspected and that it is safe and suitable before using.

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Co-ordination arrangements for the use of scaffolding will usually be under the direction of The Company.

Responsibility for the provision of scaffolding is as stated in the sub-contract and all scaffolding is to comply with the current Regulations, Codes of Practice and Standards.

Where responsibility for the provision of scaffolding lies with you, you are to ensure the following.

- Tube and fitting scaffold is only to be erected, modified or dismantled by subcontractors who are members of the National Access and Scaffolding Confederation (NASC).
- Scaffolding is designed in compliance with current British Standards, the only exceptions to this requirement will be “basic scaffolds” as defined by the current version of the National Access and Scaffolding Confederation technical guidance document TG20, Guide to Good Practice for Scaffolding with tubes and Fittings”, and these will comply with the relevant tables within the guidance.
- Design calculations and drawings are to be provided in sufficient time to allow an independent review of the design and erection sequence to be made by The Company before work proceeds, see section D24, "Structural Instability".
- An assembly, use and dismantling plan (method statement) is to be available on site and followed.
- Only trained, competent persons (holding current scaffolders CISRS cards) are to erect, modify or dismantle scaffolding structures.
- When erecting, modifying or dismantling scaffolds, scaffolders are to follow the safe system of work described in the current version of the National Access and Scaffolding Confederation Guidance Note SG4, the key points of which are:
 - All those involved in scaffolding operations shall wear fall arrest equipment (full body harness with rear dorsal ring and lanyard with a maximum length of 1.75m incorporating shock absorber).
 - Safe access (Staircase or ladder) for use by scaffolders shall be included as early as possible during erection and removed as late as possible during dismantling.
 - At all times and situations work shall be planned and carried out to prevent a fall. Scaffolders shall create and work within protected area using advanced guard rail systems or by creating a boarded platform with single guardrail, as first priority.
 - Where the planned method involves working outside of the protected area the scaffolders shall clip their lanyard onto a suitable anchor point (ideally above waist height).

Scaffolds are to be founded on sound, stable ground. Scaffold tubes, fittings and boards are to be in good condition, assembled to the design, or the tables and other requirements of a “basic scaffold” as the current version of the National Access and Scaffolding Confederation technical guidance document TG20.

Incomplete scaffolding will be suitably signed, with physical barriers to prevent access to the “danger areas”.

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Hand-over certification is to be obtained prior to use.

Scaffolding is not to be overloaded and is not to be used to support or anchor formwork unless it has been specially designed for this purpose. It must be inspected by a competent person at prior to use and at weekly intervals.

Tower Scaffolds

Tower scaffolds are the preferred non-mechanical "small access solution" on the Company work sites.

They are to be erected, modified or dismantled by trained competent persons, (holding current PASMA card). The manufacturer's/supplier's instructions will be available on site and all works will be carried out in accordance with these and PASMA guidelines.

Tower scaffolds will only be used on level and stable surface, all components properly in place, with a maximum height to base ratio not exceeding manufacturer's/supplier's instructions, (As a guide, 3.5:1 for inside use and 3:1 outside use), wheels locked when used.

Trestles

Trestles are not a permitted work platform on the Company work sites, unless fitted with platform and edge protection that meets the requirements of the previous section D5. Suppliers are starting to introduce alternatives that meet these requirements, such as "Safestand".

See Appendix reference: HSG 150; CIS 10.

D7. Working At Height - MEWP'S

The following controls are additional to those detailed in the preceding section D5, "Working at Height – General", and detail specific requirements for mobile elevated work platforms.

Where you use mobile elevating work platforms (MEWPs) you are to ensure the equipment is suitable for the purpose and the environment in which it is to be used, and be marked with the safe working load that will not be exceeded.

The operating area is to be firm and level, when the platform is mobile the operating area is to be cordoned off with suitable warnings to the adjacent work force or its movements be strictly controlled using a banksman.

Only trained competent personnel are to operate the MEWP, holding either a current and relevant Construction Plant Competence Scheme (CPCS) card or similar. Additionally the operator is to have received awareness training on the specific type and model of platform they are to operate.

Full body harnesses are to be worn in all MEWPs and secured to a suitable anchorage point of the carrier. These should act as work restraint, rather than fall arrest, i.e. short enough and arranged such that individuals cannot fall from the basket.

The only exception to this requirement is when working in a MEWP over water. In this circumstance a harness would restrict escape in the event of the MEWP collapsing or overturning.

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An emergency action plan is to be established (normally included in the method statement for the activity) that details how the operator is to be rescued in an emergency including who will lower the platform safely to the ground. This plan is to be tested through periodic drills.

You are to ensure weekly inspections are undertaken and recorded to ensure the equipment remains fit for purpose with a thorough examination carried out by a competent person every 6 months. When platforms are brought to site, proof of thorough examination will be required.

See Appendix reference: HSG 150, CIS 58.

D8. Services (Underground/Overhead)**Electrical Services – First Considerations (CDM 2015 Regulations)**

Where you are working near electrical services, you must first consider diversion of the service away from the area of risk, or isolation and where necessary earthing.

If the above is not reasonably practicable then:

Following first considerations, requirements for all Underground Services

The Company operates a "Permit –to-Dig" where there is a risk of damage to underground services. You are to co-operate fully with the constraints of the permit.

These constraints involve checking the routes of underground services using detection equipment; marking the line of the service; excavation by careful hand digging to prove locations.

No hand held power tools or mechanical excavation is permitted within 500mm of a live service, or within the distance stated by the Statutory Authority (whichever is the greater).

All exposed services are to be supported in accordance with Statutory Undertakers requirements and are not be used as access/egress from excavations.

You must report any damage to a service to The Company and to the statutory undertaker immediately. See Appendix reference: HSG 47.

Following first considerations, requirements for Working near Overhead Services

A specific risk assessment and method statement shall be produced.

Barriers and/or goal posts shall be positioned to prevent access to overhead electricity cables.

Excavators and other plant must be physically restricted to ensure that they do not come close to overhead electricity cables.

You shall operate strictly to comply with these restrictions.

See Appendix reference: GS 6.

Subcontractor SHE Code of Practice**D9. Excavations**

Prior to any excavation works you are to establish the presence of underground services and where operated obtain a permit and comply fully with the constraints of the permit, see previous section D8.

Excavations and trenches are to be adequately supported or battered to a safe angle of repose where there is a risk of collapse.

Where excavations are deeper than 1.5m, (less if there are other factors such as ground water surcharge, adjacent structures, non-uniform ground etc.), the planned safe system of work is to include supporting calculations for the earthworks support system.

Where there is a risk of a person falling into an excavation and causing personal injury, or an excavation of any depth in a public area, secure rigid barriers are to be installed (minimum height 950mm, no gaps exceeding 470mm). Where there is a risk of materials/objects falling onto persons in an excavation, suitable barriers are to be installed.

Spoil heaps and materials are to be deposited a safe distance from the edges of excavations/trenches.

Where plant or vehicles could fall into excavations, when operating adjacent, or being used to deposit materials, proper steps are to be taken to control this risk such as the provision of stop blocks.

Excavations and trenches are to have a proper means of access and egress and may need to be considered a confined space in certain situations.

Plant or vehicle exhausts are to be directed away from excavations/trenches or other areas where fumes may accumulate.

A competent person is to make statutory Inspections/Examinations:

- before the commencement of each shift
- after collapse/event likely to have affected the strength or stability of the excavation.

You are to record these inspections/examinations, records of which are to be available on site.

See Appendix reference: HSG 150.

D10. Plant and Equipment

All mechanical plant and equipment used on site is to be in good working order and be suitable for the purpose and the environment in which it is to be used.

It is to be maintained in good condition with safety devices (guards, reversing alarms, flashing beacons etc.), fitted and in good order.

Plant and equipment is to be regularly inspected with appropriate records, complying with the relevant statutory requirements.

Subcontractor SHE Code of Practice

Drivers / operators of those categories of plant covered by the Construction Plant Competence Scheme (CPCS) are to hold the appropriate current cards. You are to nominate persons authorised to operate specific plant & equipment. Others will not be permitted operate even if they hold appropriate valid certification

No person other than the driver are to ride on power driven vehicles except where seating is specially provided for the carriage of passengers.

Drivers of vehicles that are not provided with protective cabs, i.e. dumpers etc. are to not remain on the vehicle during machine loading.

Where there is a risk of overturning more than 90° the plant is to be fitted with roll-over protection and seat belt that is to be worn at all times when operated.

Plant and equipment is not to be left unattended such that it can be started/operated by unauthorised persons. This will include:-

- Not leaving with engine running
- Not leaving with keys in ignition
- Not leaving with starting handles present

Working areas around static plant and equipment is to be kept tidy.

Only trained competent persons are to operate power tools.

The use of chain saws is discouraged but where permission is granted by The Company management, the equipment is to be operated by a trained person wearing full personal protective equipment.

See Appendix reference: L 22, HSG 150, and HSG 17.

D11. Lifting Operations - Craneage

Where your works involve lifting operations you are to:-

- Appoint a competent person as Appointed Person to plan all lifting operation(s);
- Appoint competent Crane Supervisors to be present throughout and supervise all lifting operations;
- Establish clear responsibility for determining the requirements for, and the provision of, an adequate platform on which to site the crane.
- Undertake all lifting Operations in accordance with BS7121: Part 1 and other applicable parts.

All persons involved in the lift are to be trained and competent, specifically:

- Appointed Person to have current Construction Plant Competence Scheme (CPCS) Appointed Person card or demonstrable equivalent training/competence.
- Crane Supervisors to have current Construction Plant Competence Scheme (CPCS) Appointed Person or Crane Supervisor card or demonstrable equivalent training/competence.
- Operator to have current Construction Plant Competence Scheme (CPCS) card on particular type of lifting equipment involved.
- Slings & signallers to have current Construction Plant Competence Scheme (CPCS) Slinger/Signaller cards.

Subcontractor SHE Code of Practice

Competence cards/certificates are to be available for checking in connection with lifting operations before work starts.

All lifting operations are to be properly planned with consideration of the ground conditions and any restrictions in the environment, with the planned arrangements detailed in a lifting plan. The lifting plan, with supporting calculations, is to be provided in sufficient time to allow an independent review to be made by The Company before the lift proceeds.

Signallers are to be posted who direct, (by suitable communication i.e. hand signals or radio), the raising, slewing and setting down of all loads.

All Slings/Signallers are to wear distinctive high visibility clothing and use industry approved signals.

All lifting equipment and accessories for lifting are to have current certification available for inspection, with regard to inspection, thorough examination and test requirements.

When lifting large items that are susceptible to the wind e.g. shutters, the safe wind speed is to be established where the operation must be shut down. An anemometer or similar is to be available to measure this.

The Company will only permit cranes to lift people where it is not practical to use safer alternatives, e.g. purpose designed equipment such as mobile elevated work platforms.

In these situations, the crane is to be fitted with a purpose-designed carrier; the operative(s) is to wear a full body harness secured to the hook. The crane is to be fitted with a free fall capability lock-out and other appropriate devices such as a hoisting limiter, lowering limiter, rated capacity indicator and rated capacity limiter.

The crane and carrier are to be inspected every day by a competent person, with a thorough examination every 6 months.

See Appendix reference: L 113, HSG 150.

D12. Lifting Operations – Excavators, Telehandlers and Forklifts

The following are in addition to the general requirements for plant and equipment detailed in section D10, "Plant & Equipment", and section D11, "Lifting Operations - Craneage".

All lifting operations with excavators are to be properly planned with consideration of the ground conditions and any restrictions in the environment, with the planned arrangements detailed in a lifting plan. Dependant on the risks involved, the Company may require the lifting plan, with supporting calculations, to be provided in sufficient time to allow an independent review to be made by the Company before the lift proceeds.

Subcontractor SHE Code of Practice

All excavators are to have:

- A weekly inspection undertaken and recorded.
- A twelve monthly thorough examination undertaken and recorded.
- Rated object handling capacity table in the cab or SWL marked on the boom.
- Lifting hook with SWL marked and test certificate.
- Lowering control devices (check valves) fitted.
- Acoustic or visual warning device (ASLI) fitted.

The industry has suffered a spate of incidents with buckets falling from excavators with “quick hitch” mechanisms.

The failures have, in the main, involved semi-automatic quick hitches that rely on the operators inserting safety pins.

The Company does not permit semi-automatic quick hitches on site.

See Appendix reference: HSG 150.

D13. Manual Handling

You are to plan and undertake your works to eliminate manual handling where at all possible.

Area's where industry best practice has moved to eliminate manual handling are;

Kerbing

There are now many devices available for kerbs to be handled and laid mechanically (e.g. vacuum devices/mechanical grabs etc.) and the Company expect their use.

Where you believe use of these devices is not an option you will have to gain The Company acceptance prior to the works, justifying your reasoning through risk assessment.

Heavy concrete blocks

Blocks of 20kg or more should not be specified. On the very few occasions where the design may justify the use of such blocks they should be handled mechanically.

General

Where it is not possible to eliminate manual handling, you are to give consideration to partial mechanisation or purchasing lighter weight materials where possible.

Where it remains necessary to manual handle loads, you are to assess the risk, identifying controls to be implemented, including sufficient numbers of operatives being engaged on the lift.

Subcontractor SHE Code of Practice

All your operatives who undertake manual handling operations are to be trained in correct handling techniques.

The surrounding area is to be level and stable where possible and free from tripping hazards.

Suitable PPE is to be provided and worn, i.e.: gloves for abrasive, sharp or chemically harmful loads, steel toe-capped footwear.

See Appendix reference: L23, HSG 150, CIS 57.

D14. Electricity

Any work associated with an electrical system is to be undertaken in strict accordance with The Electricity at Work Regulations 1989 and IEE 17th Edition Wiring Regulations.

All electrical installations and alterations are to be undertaken by competent electricians only.
All electrical installations and alterations are to be inspected and tested prior to use.

All electrical installations and equipment on The Company sites is to be inspected and tested at the following minimum frequencies:-

Temporary Accommodation- (‘Cabins’)	Supply Board - Cabin	-	3 months
	Cabin Internal Wiring	-	12 months
	Portable Equipment	-	12 months
Site Supplies -	Supply Board - MDU	-	3 months
	“Fixed” Distribution Cabling	-	3 months
	110v Tools, Lighting, etc.	-	3 months
	230v Tools, Lighting, etc.	-	1 month

Records are to be maintained of all inspections and tests.

It is The Company's policy to operate site electrical services for portable tools and lighting at 110 volts.

Where equipment requires a voltage greater than 110 volts then written agreement is to be obtained from Company site management and additional protective measures put in place (i.e.: monitored earth systems and circuit breakers).

Electricity cables are to be routed in a safe manner avoiding transport routes and areas where water might accumulate with further protection as appropriate.

Work on live equipment is only to be carried out having isolated the supply under an appropriate ‘Permit to Work’.

See Appendix reference: HSG 85, HSG 150, HSR 25.

Subcontractor SHE Code of Practice**D15. Hazardous Substances (COSHH)**

When planning your works you are to take into account the reduction or elimination of hazardous substances where possible.

Where it is not possible to eliminate their use, you are to complete assessments detailing the measures necessary to control the risks to your and others employees.

You are to implement all engineering and other controls identified by your assessment and when required, supply all necessary personal protective equipment.

Where PPE includes close fitting respiratory protective equipment (this includes disposable half masks), a satisfactory face fit test is to have been completed specifically for the individual and make and model of mask.

Where the personal protective equipment includes respiratory protective equipment (other than disposable), it shall be inspected every 28 days to ensure it remains in good condition and fit for purpose. These inspections are to be recorded and available for inspection when requested.

For respiratory protective equipment to be effective it needs to fit the individual worker which means you will need to provide training and instruction on correct use to your employees and have an established face fit test regime.

Where the assessment identifies the need for health surveillance, you are to undertake this for your employees.

See Appendix reference: HSG 97, EH 40, L 5, and CIS 54.

D16. Lead

The Company will pass on all available information regarding the presence of lead in relation to the works; notwithstanding this you are to make all reasonable enquiries to establish the presence of lead when planning your works.

Where your works could lead to exposure to lead, the planned system of work submitted to the Company, (Method statement and specific COSHH assessment), will be required to fully detail the necessary controls including:

- Specific rules e.g. no Smoking or eating in “dirty” area.
- Welfare arrangements.
- Any workplace air monitoring.
- Any health surveillance requirements.
- Emergency plans.

Where the assessment identifies the need for health surveillance you are to undertake this for your employees.

See Appendix reference: L 132.

Subcontractor SHE Code of Practice**D17. Asbestos**

The Company will pass on all available information regarding the presence of asbestos in relation to the works; notwithstanding this you are to make all reasonable enquiries to establish the presence of asbestos-containing materials when planning your works.

Where asbestos is present, you are to arrange and organise your work to avoid disturbance of the asbestos – options would include demarcation, isolation, restricted access, protection measures, signage/labelling etc.

Only contractors who hold a current licence issued by the Health & Safety Executive are permitted to work on asbestos containing materials.

The only exception to the above where you may be able to work with asbestos and not be licensed are where;

- the exposure of employees to asbestos is sporadic and of low intensity;
- it is clear from the risk assessment that the exposure of any employee to asbestos will not exceed the control limit; and
- the work does not exceed exposure that requires notification to the HSE under the *Control of Asbestos Regulations 2012*

You are to provide specific risk assessments and method statements to the Company for vetting prior to commencing works. These are to include details on how the work is effectively isolated from those not connected with the operation, warning notices that are to be in place and any other arrangements that may be necessary to protect your employees and others who may be at risk.

Where the works involve the provision of an enclosure, arrangements are to be provided to ensure the works can be monitored from outside the enclosure. This would include vision panels, and potentially C.C.T.V. to cover any “blind” areas.

Asbestos and asbestos contaminated waste is to be double-bagged and/or stored in sealed skip/container for transport to a licensed waste disposal site.

On completion of the works on asbestos-containing materials you are to ensure the area is clear of asbestos fibres prior to removal of the protection measures and allowing access to others. The Company will require proof of a 4 stage clearance process with a certificate of re-occupation issued by an organisation accredited to ISO 17020 and ISO 17025.

Where your employees are, or are liable to be exposed to asbestos, they and their supervisors are to have received asbestos awareness training.

If you or any of your operatives thinks they have encountered anything involving asbestos it is not to be disturbed but reported to the Company site management immediately.

See Appendix reference: L 27, L143, HSG 210, and HSG 213.

Subcontractor SHE Code of Practice**D18. Noise**

Where possible you are to reduce noise levels at source by the careful selection of plant; using plant and equipment in a good state of repair; siting noise sources remote from the workforce, etc.

Where noise levels remain above 80 dB (A), you are to make noise assessments and make suitable hearing protection available to those that request it.

Where noise levels are above 85 dB (A), you are to establish and sign hearing protection zones.

You are to ensure ear protection is worn within established ear protection zones.

You are to ensure that noise does not cause a nuisance to persons in the vicinity of work being carried out.

Where your noise assessment indicates a risk to your employees' health, you are to undertake health surveillance for your employees (regular exposure above a daily or weekly personal noise exposure of 85dB (A)).

See Appendix reference: L 108

D19. Vibration

Where possible, vibration is to be avoided, by for example using mechanical means rather than hand tools or, if this is not possible, reduced at source by the careful selection of low vibration plant and equipment in a good state of repair, etc.

With regard to hand-arm vibration, you are to consider and assess the risk of vibration reducing operative's exposure so far as is reasonably practicable to below the action level of A(8) 2.5m/s² (Vector Sum value), by for example reducing exposure time by job rotation.

Please note that in periods of cold weather, your operatives should be provided with clothing / gloves, etc. to protect extremities from cold conditions

With regard to whole body vibration, the risk will be reduced by the implementation of a number of controls detailed earlier within this code including;

- Establish and maintain vehicle routes, smooth and free of ruts, with appropriate speed limits, as D1, "Vehicle & Plant Movements".
- Suitable plant/vehicles, maintained in good condition shall be used, as D10, "Plant & Equipment".
- Operators shall be competent and trained, as D10, "Plant & Equipment" – adjusting settings, such as seat dampers for individual weight, as necessary.

You are to consider and assess the risk of vibration for high risk vibration plant being used frequently, for long durations, or involving long on-site travel distances. Operator's exposure level is to be reduced such that it is below action level at A (8) 0.5 m/s².

Subcontractor SHE Code of Practice

Note: High risk vibration plant includes dozers, scrapers, pavers, crushers and small skidsteer loader – check supplier's information

Where it is not possible to reduce exposure below the action levels for hand-arm or whole body vibration, you are to undertake health surveillance for your employees.

See Appendix reference: L 140, L 141, and INDG175.

D20. Confined Spaces

You are to plan your works such that operatives avoid the need to enter or work in confined spaces wherever possible.

If entry into a confined space is unavoidable, you are to prepare specific risk assessments and method statements that are to be submitted to The Company for vetting prior to the works.

The Company require the operation of a confined space permit as part of a safe system of work, to control access and detail other requirements and constraints for the works.

The Company also require an emergency action plan to be developed as part of the planned safe system of work.

All persons entering or working in a confined space shall be suitably trained and medically fit.

See Appendix reference: L 101, INDG 258.

D21. Demolition

Demolition will only be undertaken by contractors who are members of the National Federation of Demolition Contractors (NFDC) or who are able to demonstrate that they meet NFDC membership criteria, including:

- Successful track record in undertaking demolition of a similar size/nature to that to be undertaken.
- Employees, (operatives and supervisors), to hold relevant certification in the scheme for the Certificate of Competence Demolition Operatives(CCDO), which is affiliated to The Construction Skills Certification Scheme (CSCS) and administered by the National Demolition Training Group.
- Plan and undertake their works in accordance with BS 6187 (2000) Code of Practice: Demolition.

Specific risk assessments and a detailed safe system of work are to be prepared addressing all risks including premature collapse due to weakening or overloading of the structure.

The detailed safe system of work (risk assessments/method statements) is to be submitted to The Company management for vetting.

Subcontractor SHE Code of Practice

All work is to be supervised and carried out by competent operatives who hold the relevant Certificate of Competence Demolition Operatives (CCDO) cards.

Operatives are to be briefed on the detailed safe system of work before each phase of demolition starts.

No demolition work may proceed until services have been adequately protected or rendered dead. Demolition areas are to be clearly marked and barricades, as substantial as circumstances require, are to be erected and maintained in good order, together with prominent warning notices wherever appropriate.

When work is taking place inside or near to existing buildings, every reasonable precaution by the use of suitable covers or other means is to be taken to prevent damage by dust.

All self-propelled mobile plant that could be affected by falling objects is to be protected by Falling Object Protection Structures.

See Appendix reference: HSG 150.

D22. Roadworks

Where the your works involve work on the highway, works are to be planned in accordance with The New Roads and Streetworks Act including all necessary signing and traffic and pedestrian management to Chapter 8 requirements of the Traffic Signs Manual published by the Department of Transport.

Requirements for all traffic management installations works are:

- All personnel installing/removing and maintaining the works must be competent and hold the appropriate NRSW qualification.
- Installations must be in accordance with the New Roads & Street Works ACoP/Chapter 8 including all Safety zones, buffer zones and signage.
- All materials must be secured to prevent movement.
- Hi-vis clothing must be worn by all persons within the works.
- Vehicles are to have hazard-warning beacons & highway maintenance stickers.
- Continuous rigid barriers are to mark any temporary footway and protect pedestrians.
- Work is to be supervised by at least one qualified NRSWA supervisor at all times and there must be at least one qualified NRSWA operative at all times.
- Where road plates are used to cover openings in highways and roads they are to be made of suitable material with an appropriate skid resistant surface. Their installation must not present a hazard to cyclists or motorcyclists.

Subcontractor SHE Code of Practice**D23. Microbiological Hazards**

When planning your works, you must identify and control in a risk assessment microbiological hazards. In particular Weil's disease could be an issue when working near water courses, ponds, ditches and in sewage treatment works.

In the case of Weil's disease your controls are to include giving your employees cards (HSE reference INDG 84) to present to their doctor should they present Weil's disease (flu like) symptoms.

For operations/activities that involve contact/disturbance of animal excrement, i.e.: pigeon droppings, you are identify suitable controls in your risk assessment.

In areas where there is a risk of contact with discarded needles the area is to be inspected prior to work starting, and any needles found deposited in a sharps box for disposal.

See Appendix reference: INDG 84.

D24. Working Over/Near Water

Where your works involve work on, adjacent to, or over water, slurry, chemicals etc. works you are to be plan and establish controls that eliminate the risk of falls of persons into water or other liquids or ensure suitable edge protection and working platforms are available.

Dependent on the risk, suitable emergency procedures are to be available, e.g. means of raising the alarm, buoyancy aids.

All persons at risk of falling into water or other liquid are to wear buoyancy aids (life jackets).

All safety equipment is to be suitably maintained and inspected on a regular basis.

See Appendix reference: HSG 150.

D25. Structural Instability

Where your works involve the requirement for temporary works, you are to ensure that the designer is competent, that temporary works are adequately designed, and subject to an independent check.

You are to include details of the temporary works installation/removal in the risk assessment and method statement supplied to The Company.

This will include the operation of permits to load/strike as appropriate.

The Company may require further information (detailed design calculations, verification of design check etc.) prior to accepting the submitted risk assessment and method statement.

Structural steelwork method statements are to detail erection sequence and any bracing to prevent any collapse prior to the structure being completed.

Subcontractor SHE Code of Practice**D26. Lone Working**

On Company sites, lone workers are not permitted to:

- work at height
- operate hazardous plant/equipment
- enter confined spaces
- enter areas with insufficient lighting
- to break ground

Where your works involve lone working, you are to consider when planning your works, identifying suitable control in your risk assessment.

See Appendix reference: INDG 73.

D27. Food Preparation (Canteen Facilities)

On some sites the company may provide, through a contract/agreement with a catering subcontractor, full catering facilities. On these sites, the catering subcontractor is to register the canteen facility with the Local Authority.

The catering subcontractor is to maintain the food preparation, serving and eating areas of the facility in a clean good state of repair, free from contamination by dirt, vermin, insects and odours.

The food preparation area is to have separate sinks complete with hot and cold water for food preparation and equipment washing only.

Raw and cooked food is to be stored separately in accordance with current food hygiene requirements.

Facilities are to include arrangements for maintaining and monitoring food temperatures - hot at or above minimum temperature of 63°C, chilled at or below maximum temperature of 8°C.

All waste is to be removed from the food preparation, serving and eating areas regularly.

Catering staff are to be appropriately trained (minimum food hygiene certificate), presentable, clean uniforms, with hair contained; nail varnish and perfume avoided and jewellery taken off before preparing or serving food.

Where provided, your staff/operatives shall not abuse the facilities provided.

D28. Display Screen Equipment

Where your employees operate display screen equipment on The Company sites, you are to set the workstations up to reduce the health risks associated with prolonged VDU use.

You are to complete assessments for all your "users" as defined by the Health, Safety (Display Screen Equipment) Regulations 1992 and associated guidance.

See Appendix reference: L 26.

Subcontractor SHE Code of Practice**D29. Non –ionising Radiation – Optical (Light)**

The Control of Artificial Optical Radiation at Work Regulations 2010 aims to protect workers from the risks to health from hazardous sources of artificial optical radiation. The majority of light sources are safe. Notwithstanding this you are to consider potentially hazardous light sources at the planning stage of the operation/activity and alternative systems of work used or equipment planned to reduce any risk if possible.

Specific controls for welding and laser use are detailed below.

Optical - Welding

The welder is to wear the appropriate personal protective equipment; flame resistant coveralls, gloves and goggles/helmet/screen with filters to BS EN 166, 169 (shade scale numbers), 175 (welding shields) and 379 (auto-darkening).

- The welding area is to be separated from other work activities and workers.
- The welding area is to be screened by welding screens or curtains.
- The welding area is to be restricted access with warning signs posted.

Optical - Lasers

The laser is to be the lowest class as is necessary for the activity and environment. Classes are class 1, class 2, class 3A, class 3b and class 4. Class 1 products are safe under all viewing conditions.

Class 2 lasers are not to be aimed at vehicles or personnel head height.

Class 3A lasers are only use in controlled area. Area to be restricted with laser warning signs in place.

You are not to use Class 3B and 4 lasers without the agreement of The Company. You will be required to implement strict engineering controls identified by risk assessment and fully detailed in a method statement.

E) ENVIRONMENTAL MANAGEMENT OF DESIGN AND CONSTRUCTION ACTIVITIES

Where you are responsible for design or design development, you will include in your planning for any issues identified in design environmental risk assessments, current legislative requirements and contract requirements, including any project-specific environmental performance model e.g. BREEAM or CEEQUAL.

This should not preclude the subcontractor from proposing alternatives, for consideration, with environmental added value, e.g. alternative materials or working practices.

Subcontractor SHE Code of Practice**E1. Site Waste Management**

You will comply with the Site Waste Management rules established for the project. The Site Manager will provide details.

Waste minimisation which includes elimination, reduction, re-use and recycling is at the heart of our overall strategy and our subcontractors shall ensure:-

- The need to minimise waste is thoroughly considered during the design and specification of the sub-contract works.
- Material scheduling prior to delivery to minimise offcuts and to optimise deliveries where practicable
- Good handling, protection and housekeeping to avoid damage to materials
- Every effort is made to use materials drawn from recycled and reused sources
- Re-use of inert/inactive unavoidable surplus excavated materials and demolition arisings on site where feasible
- Recycling of packaging materials where feasible in accordance with supplier's instructions and any Producer Responsibility Obligations (Packaging Waste) Regulations 1997

Where it is unavoidable to produce waste it shall be

- Appropriately handled (as in the case of asbestos) by competent/licensed operators
- Segregated where feasible to aid recycling and reuse
- Promptly placed in the appropriate disposal area, stockpile or receptacle
- Disposed of in accordance with the statutory "Duty of Care", which requires the:
 - Use of appropriately licensed carriers
 - Delivery to an appropriately licensed tip site
 - Waste to be properly described (six figure code)
 - Waste to be properly secured at all times
- Copies of all such licenses and waste transfer notes etc., validated against the E.A. web site, shall be forwarded to the Company Site Manager prior to the removal of any waste from site.
- Hazardous Waste shall be segregated and disposed of at an appropriately licensed tip site.
- Copies of all waste consignment and waste transfer notes, in respect of any waste removed from site, shall be promptly forwarded to the Company Site Manager.

Subcontractor SHE Code of Practice**E2. Use of Energy and Water**

Wherever practicable mechanical and electrical plant equipment and materials shall be provided on the basis that they

- Are optimally thermally efficient
- In use consume minimum levels of energy and water etc. and have minimal maintenance requirements
- Are evaluated against design requirements in order to reduce environmental impact

Temporary site establishments shall

- Be weatherproof and insulated with thermostatically controlled heating
- Have insulated water installations with economisers where appropriate
- Have heating and lighting controlled by timer devices

Construction Plant, equipment and transport shall be:-

- Efficient modern units with optimally fuel efficient and low emission power units
- Maintained in accordance with manufacturer's instructions
- Operated by trained operatives
- Operated within site speed limits and switched off when not in use

E3. Emissions to Air

Wherever practicable plant, transport and equipment shall be provided to ensure

- Effective protection of air quality from emissions
- Maximum fuel efficiency and minimum CO₂ emission rate

Materials shall be delivered where practical in whole loads

Site operations shall ensure

- That production of dust and fumes are minimised
- Plant, equipment and transport are adequately maintained
- Plant and transport is switched off when not in use
- Burning of rubbish is not undertaken
- Where practical electrical rather than diesel equipment is used
- Noxious fumes and odours are minimised and where unavoidable contained

Subcontractor SHE Code of Practice**E4. Discharges to Water and Land**

Discharges to rivers, streams, or land will only be permitted where discharge consents have been defined and agreed with the relevant authority and/or third party.

All plant, equipment and transport shall be:-

- Fuelled from bunded storage areas which have spill kits close at hand
- Maintained in designated bunded areas wherever feasible
- Be fitted with drip trays wherever possible
- Be subject to wheel cleaning prior to accessing roadways off site

Site operations shall be planned to eliminate the potential for rainwater etc. to “run off” the site and enter adjacent rivers and streams.

E5. Use of Raw Materials

Materials shall be selected on the basis of:-

- Standardisation and modular sizing for waste minimisation
- Use of recycled material where practicable
- Recycling capability at end of useful life
- Suppliers with environmental management systems

Procurement of Timber from Sustainable Managed Resources

The Company is committed to promoting the use of timber and timber products from legal and sustainable sources and will procure wood from a FSC (or similar) certified source.

This policy shall apply to timber and timber products utilised in both structural and non-structural elements and in both the permanent and temporary works. For reasons of practicality it shall not include very small building / construction items (such as setting out pegs) or incidental components to landscaping (such as plant stakes and posts).

The sub-contractor will supply proof of purchase of all timber materials both in the permanent and temporary works from a FRC certified source.

The procurement of materials will be in line with the Company Responsible Procurement Policy.

Construction planning shall consider:-

- Meetings with designers to review economy of design
- Prefabrication of elements off site
- Pre scheduling of cut to length components
- Good housekeeping
- Agreed wastage levels for main contractor supplied materials above which the costs are attributed to the sub-contractor

Subcontractor SHE Code of Practice**E6 Nuisance**

Noise and vibration disturbance shall be minimised by:-

- Selecting construction solutions that reduce the use of construction plant
- Fitting noise shrouds to equipment or by erecting baffles
- Utilising mains power instead of generators where feasible
- Working within agreed hours

Disturbance to the local community and third parties will be minimised by:-

- Only utilising agreed access and egress points
- Parking in designated areas only
- Observing good neighbour procedures and dealing any complaints in a speedy and sympathetic manner
- Obeying traffic and pedestrian management schemes
- Planning deliveries in off peak periods where practicable
- Ensuring information on disruptive activities is adequately communicated through newsletters, site visits and visits to local schools etc.
- Sub-contractors shall actively cooperate and assist with initiatives such as the “Considerate Contractors Scheme”

E7. Environmental Planning

You will be expected to make a positive impact on the environment by:-

- Providing adequate environmental training to their workforce
- Preparing written risk assessments and method statements
- Integrating environmental issues, including any necessary emergency procedures, into method statements
- Attending induction briefings
- Briefing your workforce on site-specific environmental matters
- Ensuring response procedures are drawn up and communicated to the workforce in anticipation of harmful unplanned events taking place
- Respecting the presence of rare, endangered and protected species of flora and fauna by taking appropriate measures to preserve, and minimise any intrusion to these species and their associated habitats
- Assisting in communication with local communities, regulatory bodies and 3rd parties
- Self-auditing of adherence to agreed environmental working practices
- Undertaking electronic preparation, transfer and storage of information wherever feasible

Subcontractor SHE Code of Practice**E8. Visual Appearance**

The design and construction operations shall be undertaken in such a manner that the visual appearance of the works shall be as non-intrusive as feasible whilst complying with the required planning and other regulatory requirements.

The intensity and direction of permanent and temporary security and general lighting will be strategically sited as to cause no annoyance or harm to the workforce, the local community or third parties.

Cabins, hoardings, and perimeter fencing shall be of robust construction, maintained in good order and sensitive to the locality at all times.

The site, compound and surrounding areas will be maintained in a clean and tidy condition at all times.

E9. Biodiversity

Knock on effects of construction activities shall be mitigated by:-

- Segregating, protecting, and preserving areas of natural habitat
- Improving areas of depleted natural habitat where feasible
- Communication with local regulatory groups
- Observing the constraints associated with wildlife breeding seasons within the construction programme
- Reporting the presence of and preserving archaeological remains
- Reporting the presence of and preserving historically protected buildings or structures

E10. Transportation

Depletion of fossil fuels and air pollution caused by vehicle journeys shall be minimised by:-

- Minimising the number of journeys and encouraging the use of car sharing, video/telephone conferencing etc.
- Ensuring vehicles are regularly and properly maintained.
- Ensuring vehicles are fitted with fuel efficient / low emission engines
- The use of alternative fuel sources such as biodiesel and LPG are investigated and utilised where practical

Disruption to the local community shall be minimised by:-

- Obeying traffic management schemes and prescribed delivery routes
- Planning deliveries in off peak periods where practical
- Using agreed access and egress points and designated parking areas
- Observing good neighbour procedures and reporting any complaints to The Company management
- Adhering to defined car parking arrangements

Subcontractor SHE Code of Practice**APPENDIX 1****SAFETY, HEALTH & ENVIRONMENTAL GUIDANCE FOR
SUBCONTRACTORS' SUPERVISORS****OUR STANDARDS**

The Company aim is to operate the safest possible sites.

As a supervisor, **you** are responsible for Health, Safety and Environmental management on behalf of your employer and we expect you to take a leading and positive role for the operations under your control.

The following guidance relates to key areas on site where the Company will be expecting you to comply with both your legal duties and our requirements for Health, Safety and Environmental management.

Our standards are detailed in our SHE Code for Subcontractors. Your employer has been issued with this code; if you are unsure of these standards ask your employer, or alternatively our site management.

If you feel standards can be improved, please bring comments to our attention.

INDUCTIONS

Your entire workforce (staff and operatives) are required to attend the Company site induction before starting any work on our site, where the site rules, procedures, facilities and general arrangements will be explained, and any queries relating to site safety answered.

COMPETENCE REQUIREMENTS

It is your responsibility to ensure that your workforce is competent to undertake the works you are asking them to do.

We prefer, that everybody holds a current Construction Skills Certification Scheme (CSCS) card that is relevant to their position, trade or skill or other approved certification.

Note:

- CSCS cards include where appropriate other schemes affiliated to CSCS such as CPCS for plant operations and CISRS for scaffolding.
- The Company recognises that there may be occasions where individuals do not hold relevant cards. Such individuals may be permitted access to site only with prior agreement of the Company site management, and only where the employer has demonstrated the individual's competence via other means.

We will need copies of any CSCS, CPCS or other competence cards that are appropriate.

Subcontractor SHE Code of Practice**PLANNING THE WORK BEFORE YOU START**

You are required to prepare Risk Assessments/Method Statements to explain your safe systems of work, detailing how you will manage the risks associated with your work. These must be submitted to the Company for review in good time prior to work commencing. (For Tier 1 & 2 Subcontractors)

If for any reason your safe system of work changes, or the method statement is found to be incomplete then work must stop until the revised safe system of work is accepted and you have advised your workforce.

Certain operations require tighter control due to the particular hazards involved and they are to be identified in your safe system of work and be managed under a permit to work system. Where your works require a permit **you** are not to start until the permit has been issued.

Suitable Personal Protective Equipment must be issued by you without charge to your workforce, and its correct use explained to them.

BRIEFING YOUR TEAM

You must brief your workforce on your accepted safe system of work prior to undertaking the work and arrange for any translation that may be required for non-English speakers. (For Tier 1 & 2 Subcontractors)

In addition to the briefing on the accepted safe system of work, appropriate Toolbox Talks should be given by you to your workforce in order to re-emphasise pertinent topics. Records of topics and names of attendees need to be recorded by you. The Company can offer relevant information for Toolbox Talks if you do not have any.

DURING YOUR WORKS

Our managers, supervisors and from time to time SHE Advisers will visit the site and will discuss your work with you. You should give full co-operation to them in achieving the high safety standards that we seek to attain. Your employer must have his own appointed person for Health, Safety & Environmental assistance.

If any of your workforce are found working in an unsafe manner, or differently to the way detailed in your method statement, please be aware that that **you** will be held to account for this failure **you** will be expected to address whatever the issue is satisfactorily.

If the issue is serious, or occurs repeatedly then you will be stopped and issued with a Non-Conformance Notice.

You must respond to the Notice before work continues.

Your employer will be asked to remove serious or persistent offenders from site, including you if appropriate.

Subcontractor SHE Code of Practice**SHOULD YOU HAVE AN ACCIDENT**

If you have an accident, it has to be recorded in your Accident Book, with a copy given to the Company. Should an accident or dangerous occurrence be reportable under RIDDOR then you must notify the HSE and advise the Company of the notification and provide copies of the details immediately.

You will be expected to co-operate fully in any accident investigation into the accident or dangerous occurrence.

ALL ACCIDENTS/INCIDENTS (incl. Environmental) **MUST** be reported to the Company Project/Site Manager immediately.

Regular Progress Meetings will be held by the Company to review all aspects of your work. Health, Safety and Environment will be addressed as particular topics and you may be required to complete a return for any accidents/incidents involving your workforce. These should be submitted to The Company in the first week of each calendar month.

FINALLY

If you have any problems or queries, then please talk to Company site management. The safety of you, your workforce and others is in your hands. It is **your** responsibility to plan and supervise operations to help us to make this site as safe as possible.

Remember:

You have a vital role in the safe running of this site

PLAY YOUR PART - SEE IT SORT IT REPORT IT DON'T WALK BY

Subcontractor SHE Code of Practice**GENERAL SITE RULES**

- **REPORT to Site Office** for a safety briefing /induction when working or visiting site.
- **BE AWARE of Site Emergency Procedures**, Fire Prevention & First Aid Arrangements
- **OBEY Traffic Management Arrangements** (Pedestrians, drivers, deliveries)
- **OBEY all Signs & Notices** and Site Specific Rules/Instructions
- **REPORT all Incidents** - Hazards, Accidents/Near Misses etc. Leave work areas in a safe condition.
- **WORK SAFELY** and have consideration for yourself and others. Follow your RAMS Briefing.
- **DO NOT consume alcohol or illegal drugs** or come on site while under the influence.
- **USE the welfare facilities**, canteen, and toilets. Report any problems. Do not eat on site.
- **DO NOT Smoke** on site except in the designated area.
- **WEAR the correct PPE** while on site.
(Hard Hat, Safety Boots (not Rigger Boots), Hi-vis Vest Jacket/Gloves, safety eyewear etc.)
- **KEEP NOISE DOWN**, where appropriate operations will be assessed and controls implemented
- **ENSURE equipment/tools are appropriate** and have a valid recalibration/re-test certification
- **INSPECT all tools/equipment/ before use** to ensure they are fit for the purpose
- **DO NOT anything unless you are authorised and trained** including using plant/equipment
- **DO NOT indulge in any horseplay.**
- **GET a PERMIT TO WORK** before starting work, where appropriate. Ask supervisor, if in doubt
- **SWITCH OFF unattended plant** and remove keys. Wear seat belts, if provided, while in use.
- **ASSESS a LOAD before manually lifting.** Where a load is too heavy, use a mechanical aid or obtain assistance. Use the correct lifting technique to lift safely.
- **DO NOT use mobile phones** in the work areas unless authorised by the Site Manager.
- **NEVER use mobile phones when operating an item of plant. .**
- **DO NOT use MP3 players** or wear headphones/earpieces in the work area
- **PROTECT the Environment-** Flora, Fauna, Watercourses and Archaeology.
- **STOP WORK and REPORT anything unexpected** - contamination, species, archaeology etc...
- **SEGREGATE Waste Materials** into the correct skips or bins and keep the site tidy.
- **FOLLOW Pollution Prevention and Spill Procedures.** Keep spill kits near to work areas.
- **DO NOT Pump/Discharge without authorisation** from your Supervisor
- **Use only Safety Approved Knives**

Subcontractor SHE Code of Practice**APPENDIX 2**

A list of appropriate associated documentation, however, it is not to be considered as exhaustive.

RELEVANT HSC/HSE /EA PUBLICATIONS**Guidance Notes (issue dates at time of publication are indicated in brackets)**

- EH 40 Occupational Exposure Limits (revised annually)
- GS 6 Avoidance of danger from overhead electric power lines (1997)

Health & Safety Guidance Booklets

- HSG 17 Safety in the use of abrasive wheels (2000)
- HSG 47 Avoiding danger from underground services (2000)
- HSG 51 The storage of flammable liquids in containers (1998)
- HSG 85 Electricity at work: safe working practices (2003)
- HSG 97 A step by step guide to COSHH assessment (2004)
- HSG 136 Workplace Transport Safety (2005)
- HSG 144 Safe use of vehicles on construction sites (2009)
- HSG 150 Health & Safety in construction (2006)
- HSG 151 Protecting the Public: - Your Next Move (2009)
- HSG 168 Fire safety in construction (2010)
- HSG 210 Asbestos Essentials - Task Manual (2007)
- HSG 213 Introduction to Asbestos Essentials (2001)
- HSR 25 Memorandum of guidance on the Electricity at Work Regulations (2007)
- L 5 General COSHH, ACOP (2005)
- L 22 Work equipment (2008)
- L 23 Manual handling (2004)
- L 25 Personal protective equipment at work (2005)
- L 26 Display Screen Equipment Work (2003)
- L 27 Approved Code of Practice and Guidance: Control of asbestos Regulations (2006)
- L 73 Guide to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (2008)
- L 101 Safe work in confined spaces (2009)
- L 108 Controlling noise at work - Guidance on the Noise at Work Regulations (2005)
- L 113 Safe use of lifting equipment (1998)
- L 132 Control of Lead at Work Regulations 2002 - Approved Code of Practice and Guidance (2002)

Subcontractor SHE Code of Practice

- L 140 Hand Arm Vibration – The Control of Vibration at Work Regulations (2005)
- L 141 Whole Body Vibration – The Control of Vibration at Work Regulations (2005)
- L 143 Work with Materials Containing Asbestos (2006)
- L 144 Managing Health and Safety in Construction (2007)
- L153 CDM Regulations (2015)

Construction information sheets

- CIS 10 Tower Scaffolds (2005)
- CIS 26 Cement (2002)
- CIS 27 Solvents (Rev 2003)
- CIS 47 Inspections and reports (2005)
- CIS 52 Safe use of Compact Dumpers (2006)
- CIS 53 Crossing High-Speed Roads on Foot during Temporary Traffic Management Works (2000)
- CIS 54 Dust Control on Concrete Cutting Saws in the Construction Industry (2010)
- CIS 56 Safe Erection, Use and Dismantling of Falsework (2003)
- CIS 57 Handling Kerbs: Reducing the Risks of Musculoskeletal Disorders (MSD's) (2005)
- CIS 58 The Selection and Management of Mobile Elevated Work Platforms (2008)
- CIS 59 Provision of Welfare Facilities during Construction Work (2010)

HSE Guidance leaflets and posters

- INDG 73 Working Alone (2009)
- INDG 84 Leptospirosis (2009)
- INDG 175 Hand-arm vibration - employer's leaflet (2008)
- INDG 258 Safe work in confined spaces (1997)
- INDG 367 Inspecting Fall Arrest Equipment Made From Webbing and Rope (2009)
- INDG 411 CDM regulations Guidance

NOTE This list is not exhaustive and publications are under constant review and update. Most of the publications listed are available free to download from www.hse.gov.uk Alternatively they can be purchased from HSE Books:

HSE Books
PO Box 1999
Sudbury
Suffolk
CO10 6FS

Subcontractor SHE Code of Practice**Environmental Guidance Notes & Information**

DETR Publication	Guide to Waste reduction on Construction Sites
DEFRA Website	www.defra.gov.uk
Environment Agency Website	www.environment-agency.gov.uk
Forest Stewardship Council Website	www.fsc.org.uk
Envirowise Website	http://www.envirowise.gov.uk
WRAP Website	www.wrap.org.uk
Netregs Website	www.netregs.gov.uk