



HEALTH AND SAFETY

CODE FOR

SUBCONTRACTORS

(L8)

Issue 2

Revision: 7th February 2022

Contents

A)	Introduction	4
B)	The Tilbury Douglas Health & Safety Policy Statement	5
C)	Requirements For Subcontractor Management Arrangements	6
C1	Sub-Subcontractors Competence Requirements	6
C2	Operatives and Trades Competence and Training Requirements	6
C3	Management and Supervision Competence and Training Requirements	7
C4	Communications	8
C5	Co-operation and Co-ordination	8
C6	Consultation	8
C7	Planning of Subcontractors Works	9
C8	Health Arrangements	9
C9	Monitoring Of Subcontractors Works	9
C10	Tilbury Douglas's "Behavioural Safety" Approach	11
C11	Incident and Accident Reporting	11
C12	Young Persons	12
C13	Documentation and Record Keeping	12
C14	Only Authorised Persons on Site	12
C15	Welfare Provision	13
C16	Alcohol & Drugs Policy	13
C17	Dress Code and Personal Protective Equipment (PPE)	14
D)	REQUIREMENTS FOR SPECIFIC HAZARDS/HAZARDOUS ACTIVITIES	16
D1.	Vehicle and Plant Movements	16
D2.	Public	18
D3.	Flammable Substances (Fire & Explosion)	19
D4.	Underfoot Conditions (Slips, Trips & Falls)	20
D5.	Working At Height - General	20
D6.	Working at Height – Scaffolds, Tower Scaffolds etc	23
D7.	Working at Height – Mobile Elevated Work Platforms (MEWPS)	26
D8.	Services (Buried and O/H including High Voltage Power Lines)	27

Contents cont.

D9.	Excavations (Including Wells, Underground Earthworks, Tunnels, and Caissons with a Compressed Air Atmosphere)	28
D10.	Plant and Equipment	29
D11.	Lifting Operations - Craneage	31
D12.	Lifting Operations - Excavators	32
D13.	Manual Handling	33
D14.	Electricity	34
D15.	Hazardous Substances (COSHH) incl. Dust (Silica/Wood/General Construction Dust)	35
D16.	Lead	36
D17.	Asbestos	36
D18.	Noise	38
D19.	Vibration	38
D20.	Confined Spaces	39
D21.	Demolition (Including Use of Explosives)	40
D22.	Roadworks	41
D23.	Microbiological Hazards	42
D24.	Working Over, Near & In Water (Including "Swamplands" & Diving Operations)	42
D25.	Structural Instability	43
D26.	Lone Working	43
D27.	Food Preparation (Canteen Facilities)	44
D28.	Display Screen Equipment	44
D29.	Ionising and Non-ionising Radiation	45
D30.	Inclement/Extreme Weather	46
	APPENDIX 1	48
	HEALTH & SAFETY GUIDANCE FOR SUBCONTRACTORS' SUPERVISORS	48
	APPENDIX 2	51
	RELEVANT HSE PUBLICATIONS	51

A) INTRODUCTION

Our vision is that we are all inspired and enabled to stay safe and well, while looking after each other and the environment.

This code has been prepared to ensure that Tilbury Douglas and all subcontractors on Tilbury Douglas contracts operate to clear and consistent standards and in doing so assist us in meeting our vision. You are required to work to the standards within this code when working on Tilbury Douglas contracts. You may also be required to support health and safety related initiatives that may be operated from time to time.

This Health and Safety Code refers to relevant HSE publications. Whilst this is believed to be current, these publications are being updated constantly and you should check they are current.

It is essential that your supervisors are aware of the content and requirements of this Code. Appendix 1 to this code is entitled Health & Safety Guidance for Subcontractor's Supervisors. You are to provide copies of this appendix to all your supervisors, prior to starting works on site.

Definitions

"Tilbury Douglas" - Includes Business Units within Tilbury Douglas.

"Tilbury Douglas Project Manager" – The senior project-based Tilbury Douglas representative in control of site activities, or their delegate.

"Site" - any site or premises where the subcontractor carries out work on behalf of Tilbury Douglas.

"Subcontractor" - any contractor who enters into a contract with Tilbury Douglas, or subcontractor to that contractor.

"Manager" - Managers are those persons managing construction related work activities on site. They are typically site based or visiting personnel with direct responsibility for planning and managing construction work activities. Where you have multiple supervisors the individual who acts as the lead contact and responsible on your behalf for works under your control will be considered to be a "Manager".

"Supervisor" - Supervisors are those persons directly supervising construction related work activities on site. They are the front-line supervisors with direct responsibility for putting people to work and who will typically brief their workers on how to carry out their work and ensure they are carrying out their work safely.


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

ACCEPTANCE OF THIS CODE

Compliance with the standards within this Code is a condition of all subcontracts with Tilbury Douglas. This Code does not alter the terms and conditions of those subcontracts or exempt the subcontractor from compliance with all relevant Statutory Regulations, but it is intended to be complementary to those subcontracts and assist the subcontractor in attaining compliance with those Statutory Regulations.

Compliance will be audited periodically.

B) THE TILBURY DOUGLAS HEALTH & SAFETY POLICY STATEMENT




Health, Safety & Wellbeing Policy Statement

It is the intention of Tilbury Douglas that the Group Health and Safety Policy is implemented throughout our sphere of operations.


We are committed to fulfilling our social responsibility to all our people and any person who may be affected by our work activities through the provision and maintenance of a safe and healthy working and living environment. Specifically, Tilbury Douglas:

- Recognises that Occupational Health and Safety is an integral part of the Company's business performance and is incorporated into all aspects, including feasibility, design, initial planning to final completion and where appropriate operation of projects, ensuring effective control through proportionate risk management.
- Aims to be the best in our field, with compliance to current, applicable legal requirements as a minimum. We have clear objectives, monitor performance, set targets and establish initiatives as part of our commitment to continual improvement.
- Places the management of Occupational Health and Safety as a prime responsibility of all our employees, and provide training and support to suit the experience and abilities of each employee such that they are competent to fulfil their responsibilities.
- Recognises that our people are the most important asset of the Company. We will actively seek involvement and consultation with our employees and stakeholders, to gain commitment to implement this policy.
- Will provide adequate and appropriate resources to deliver this policy.


This policy and associated documentation will be publicised to all employees and will be reviewed on a regular basis, to be updated or revalidated as appropriate.




Paul Gandy
MD UK Construction




Ben Edwards
Main Board Director



George Restall
Main Board Director



Chris Tyerman
Main Board Director



Craig Talton
Main Board Director

C) REQUIREMENTS FOR SUBCONTRACTOR MANAGEMENT ARRANGEMENTS

C1. Sub-Subcontractors Competence Requirements

You have completed a questionnaire that we used to establish your competence to undertake the subcontract works.

Where you wish to further sub-let the project works then you need to seek the approval, and gain permission from Tilbury Douglas prior to doing so, in accordance with your subcontract conditions and have comparable systems that ensures the competence of those appointed/contracted.

See Appendix reference: HSE Publication L 153.

C2. Operatives and Trades Competence and Training Requirements

Individuals under Your Control

All persons under your control on Tilbury Douglas worksites are to be competent and experienced for the duties they are required to undertake.

On construction sites this includes the individual holding a current Construction Skills Certification Scheme (CSCS) card that is relevant to their position, trade or skill.

Note:

- CSCS cards include where appropriate other schemes affiliated to CSCS such as CPCS for plant operations and CISRS for scaffolding.
- Tilbury Douglas 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 Tilbury Douglas Project Manager, and only where the employer has demonstrated the individual's competence via other means.

Specific Training Requirements for Operatives

In addition to the general competence requirements detailed above, Tilbury Douglas has specific minimum health and safety training requirements for operatives.

The minimum standard is the CITB 1-day Site Safety Plus, Health and Safety Awareness course passed within the last 5 years.

Tilbury Douglas may accept a number of alternative qualifications, these being detailed in the current issue of the Tilbury Douglas Health and Safety Training Standard for Subcontractors, subject to the prior agreement of the Tilbury Douglas Project Manager for the site.

See Appendix reference: Tilbury Douglas Health and Safety Training Standard for Subcontractors ref. L30.

C3 Management and Supervision Competence and Training Requirements

General Requirements

All persons under your control on Tilbury Douglas worksites are to have on-site supervision.

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

Specific Training Requirements for Supervisors

In addition to the general competence requirements Tilbury Douglas has a specific minimum health and safety training requirement for supervisors.

The minimum standard is the CITB 2-day Site Safety Plus, Site Supervisors Safety Training Scheme course (or the appropriate refresher course) passed within the last 5 years.

Specific Training Requirements for Managers

In addition to the general competence requirements Tilbury Douglas has a specific minimum health and safety training requirement for Managers.

The minimum standard is the CITB 5-day Site Safety Plus, Site Managers Safety Training Scheme course (or the appropriate refresher course) passed within the last 5 years.

General

The CITB training detailed above has become the construction industry's benchmark training standard. It is also accepted as a training standard by industry groups.

Tilbury Douglas may accept a number of alternative qualifications, these being detailed in the current issue of the Tilbury Douglas Health and Safety Training Standard for Subcontractors, subject to the prior agreement of the Tilbury Douglas Project Manager for the site.

Pre-Enrolment Requirements Prior to Attending Site

Prior to attending site all individuals working under the subcontractor's control must be pre-enrolled to site. Pre-enrolment is via an online profile to be completed for each individual attending site. Information requested on the profile is in place of the paper induction form that was previously completed when the individual attended site. Details and copies of individual's cards and training certificates will be requested as appropriate to the role they will be performing on site. Profiles should be uploaded at least 48 hours prior to the individual arriving on site for the first time. If there are any omissions or the individual does not meet the Tilbury Douglas minimum health and safety training requirements the site team will request further information or reject the individual.

Further checks will be required when the individual attends site to confirm their identity.

Tilbury Douglas 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 Tilbury Douglas not to be adequate.

See Appendix reference: HSE Publication L 153 and Tilbury Douglas Health and Safety Training Standard for Subcontractors ref. L30.

C4. Communications

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

All communications, both written and verbal, are to be in English.

Where you employ individuals who do not speak or understand 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.

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

See Appendix reference: HSE Publication L 153.

C5. Co-operation and Co-ordination

Your representatives are required to attend a pre-start meeting to discuss the necessary measures that need to be implemented to reduce and control risks to workers and others.

Your representatives will also be required to attend further health and safety meetings and forums during the contract period to discuss and review performance and co-ordination and control of forthcoming work.

See Appendix reference: HSE Publication L 153.

C6. Consultation

Tilbury Douglas will establish arrangements to enable site personnel to express their views on health and safety matters and you are required to co-operate to ensure these lines of communication are effective.

Where appropriate, Tilbury Douglas will recognise appointed Safety Representatives and co-operate with the setting up of a committee to monitor and discuss health and safety matters.

See Appendix reference: HSE Publication L 153.

C7 Planning of Subcontractors Works

Proper planning is essential for all the works under your control.

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

You are to provide a copy of your planned system of work for Tilbury Douglas to review, and gain acceptance, prior to the activity starting. If anything subsequently changes, a Point of Work Risk Assessment should be carried out and submitted to the Tilbury Douglas management.

When reviewing the planned system of work, Tilbury Douglas check that the requirements detailed in Section D of this Code, (D1 to D30), have been properly considered.

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

See Appendix reference: HSE Publication L 153.

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 Tilbury Douglas policy with respect to alcohol and drugs, section C16.

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., with 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 Monitoring of Subcontractors Works

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

This includes your on-site managers / supervisors conducting weekly inspections and providing written reports to Tilbury Douglas's Project Manager. Additionally, your Contracts Managers / Directors are to carry out Site Health & Safety Tours every quarter and again provide written reports to Tilbury Douglas's Project Manager.

Further, your Health and Safety Adviser(s) are required to attend site to monitor the health and safety performance of the works under your control, undertaking a site inspection at a minimum frequency of fortnightly. Where the nature of your works are sporadic then a Health and Safety Adviser visit is expected for every cumulative 10 working days spent on site.

A comprehensive written report of your Health and Safety Advisers findings of the site inspection is to be provided to Tilbury Douglas's Project Manager on the day of the visit. In the event your reporting format is not considered to be sufficiently comprehensive or appropriate then you may be required to develop or introduce a new reporting format that is acceptable to Tilbury Douglas's Project Manager.

Where your Health and Safety Adviser(s) are employed "in house", they are to be qualified to NEBOSH General Certificate Level, or equivalent, as a minimum.

Where you employ Consultant Health and Safety Advisers they must be on the Occupational Safety and Health Consultants Register (OSHCR). The register can be found at <http://www.oshcr.org>

The only exception to the minimum standards above will be when agreed by Tilbury Douglas's Project Manager prior to entering into contract.

Whilst Tilbury Douglas's own management and Health and Safety Advisers will monitor the health and safety performance of all works on site, including yours, in the event you fail to provide a suitably qualified Health and Safety Advisor or fail to conduct the required frequency of site inspections, Tilbury Douglas reserves the right to provide the required Health and Safety Advisor service and recover the costs from you (up to £1,000 per site visit).

You should be aware of the disciplinary provisions that apply in the event of a breach of legislative requirements, the standards to which you are contracted or site rules even if not resulting in an accident. Such breaches may result in verbal and/or written warnings, work being stopped until you address your failings and where it is necessary to re-induct individuals under your control. Tilbury Douglas will recover the cost of re-induction from you by way of a fee of £50.00 per re-induction. Persistent breaches or a disregard for health and safety may result in the 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.

See Appendix reference: HSE Publication L 153.

C10 Tilbury Douglas's "Behavioural Safety" Approach

Tilbury Douglas considers that everyone working or visiting our project sites have a responsibility for their own and others' health and safety. To this end, we require everyone to involve themselves in our behavioural programme I-Care and to 'Stop – Think – Do the Right Thing' whilst working at our undertaking.

Our aim is to create a health and safety culture of awareness and openness in which people have the confidence to recognise and compliment best practice and excellent health and safety standards or identify and make suggestions for improvement. The overall objective is to enable any person to discuss health and safety openly without reproach or suggest a health and safety improvement and to work with the Tilbury Douglas project team to enact those improvements effectively.

Please encourage everyone under your control to discuss health and safety issues, i.e., both good practices and those needing improvement, with the Tilbury Douglas project team as well as the individual(s) involved in the situation wherever possible.

Safe & Healthy Behaviours - Pledge – Subcontractor Managing Director & Managing Team

We have a safe and healthy behaviours pledge of allegiance to be signed by your Managing Director. Additionally, during the supervisor Induction, your supervisors may be requested to sign a personal copy of the pledge that outlines their expected involvement with regards to encouraging your workforce to participate.

These signed pledges may be displayed on site.

C11 Incident and Accident Reporting

In the event of any incident (including a near miss) or accident to your employees or any other person under your control on site you are to report the incident or accident to the Tilbury Douglas site management within 30 minutes of the incident or accident occurring.

You are to maintain your own statutory Accident Book and record all accidents and injuries to your employees, including your subcontractors.

Copies of entries are to be forwarded to Tilbury Douglas with any subsequent reports.

In the event of any incident/accident covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, you are to report the incident/accident to the Health & Safety Executive (or enforcing authority), providing a copy to Tilbury Douglas's Project Manager.

Your on-site management/supervision will be required to undertake a comprehensive incident or accident investigation in conjunction with your Health and Safety Adviser, in a timely and efficient manner to the Institution of Occupational Safety and Health (IOSH) professional standards.

You will also be required to provide a comprehensive incident or accident investigation report to Tilbury Douglas's Project Manager, together with all relevant supporting

documentation. In the event your investigation report format is not considered to be sufficiently comprehensive or appropriate then you will be required to develop or introduce a new reporting format that is acceptable to Tilbury Douglas's Project Manager.

See Appendix reference: HSE Publication L 73

C12 Young Persons

All personnel under your control on site are to be over 16 years of age.

Young persons (Under 18 years old) will only be permitted onto site if:

- It is necessary for his or her training; and
- She or he is supervised by a competent person; and
- 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 Tilbury Douglas before bringing the young person onto the works

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

C13 Documentation and Record Keeping

Tilbury Douglas will develop the Health and Safety Plan as required by the Construction (Design and Management) Regulations; this is normally incorporated into the Tilbury Douglas "Project Management Plan".

The plan expands on the minimum standards within this Code detailing the arrangements that are specific to the project.

In addition to project specific arrangements and standards, the Plan details the information you are to provide to Tilbury Douglas including the design/construction/installation information that may affect others carrying out future maintenance or alteration/demolition of the building/structure for incorporation into the Health and Safety File.

See Appendix reference: HSE Publication L 153.

C14 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 C2.

You are to ensure that only authorised persons are allowed on site.

Your co-operation in preventing accidents to members of the public and others 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.

See Appendix reference: HSE Publications L 153, HSG 151.

C15 Welfare Provision

You will provide your employees on site with:

- adequate and suitable toilet facilities
- suitable washing facilities
- adequate provision for drinking water
- separate changing facilities for men/women
- facilities to dry wet site clothing
- storage for clothing and personal effects
- Rest rooms and rest areas equipped with tables and seating, with facilities to prepare and eat meals and boil water
- adequate first aid facilities and trained first aiders

Subject to any arrangements made for sharing any Tilbury Douglas facilities that are available.

You will, unless otherwise agreed, provide your own first aiders dependent on the nature and duration of the contract.

Any local arrangements for first aid will be notified at the pre-start meeting and posted at appropriate locations.

Any accommodation provided by you will be of a good standard and meet the requirements of the current edition of standard, "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 Fire Protection Association.

See Appendix reference: HSE Publications L74, HSG 150, CIS 59, CIS 62.

C16 Alcohol & Drugs Policy

Tilbury Douglas has a strict policy in relation to alcohol and illegal drugs on its sites.

Requirements are that no person whilst on site shall:

- possess alcohol or illegal drugs
- consume/take alcohol or illegal drugs

- be impaired through the influence of alcohol or drugs

For all non-safety critical workers, impaired through the influence of alcohol means having a Breath Alcohol Concentration that exceeds 22 micrograms per 100ml of breath (the company alcohol limit), as confirmed by an appropriate test.

For safety critical workers, impaired through the influence of alcohol means having a Breath Alcohol Concentration above 0.09 micrograms per 100ml of breath, as confirmed by an appropriate test.

In certain circumstances a lower level for alcohol may be applied, for example, when workers are working on contracts or client premises when the client requirements or policy specifies a lower cut-off level. In these circumstances workers will be advised of the alcohol level that applies to the contract or client premises.

Impaired through the influence of drugs means having consumed illegal drugs or abused any drug, (to be confirmed by an appropriate test) is deemed to be impaired due to the use of drugs and therefore in breach of this policy.

The abuse of any drug means using drugs in an unsanctioned way, for example any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical practitioner or pharmacist. It also applies to using drugs in a way that is harmful/hazardous to the individual or to others and which is likely to distort perception and response.

The definition of safety critical is "Where the ill health of an individual may compromise their ability to undertake a task defined as safety critical, thereby posing a significant risk to the health and safety of others."

Tilbury Douglas reserve the right to conduct random/for-cause/post-accident/incident testing and/or to refuse entry to and/or to require you to suspend and/or remove from site any individual under your control where there is reasonable suspicion of non-compliance with this policy.

It should also be noted that some legal or prescribed drugs may affect your employee's ability to carry out your duties in a safe and effective manner, if this is the case this must be declared at the site induction. You may be required to carry out a further risk assessment to demonstrate how the employee or other persons will not be put at an increased risk and that a suitable safe system of work has been implemented.

C17 Dress Code and Personal Protective Equipment (PPE)

Tilbury Douglas has a number of mandatory requirements in relation to "dress codes" and minimum PPE on construction sites:

- Individuals are to wear full length trousers and have their torso's covered.
- Head protection, foot protection, hand protection (gloves), close fitting light eye protection and high visibility clothing will be worn.

Note: Any areas of low risk where wearing a safety helmet is not mandatory will be designated by Tilbury Douglas.

Tilbury Douglas has adopted the Build UK Safety Helmets Colours Standard.

The Build UK Safety Helmet Colour Standard is available at www.builduk.org.

Further project specific minimum requirements will be detailed in the Health and Safety Plan; this is normally incorporated into the Tilbury Douglas "Project Management Plan".

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

The PPE worn by those under your control is to comply with Tilbury Douglas's Personal Protective Equipment Standard. This standard defines acceptable PPE by manufacturer and model type.

A Copy of the Standard is available from Tilbury Douglas's Project Manager.

See Appendix reference: HSE Publications L25, CIS 70 and Tilbury Douglas Personal Protective Equipment Standard ref. L10.

D) REQUIREMENTS FOR SPECIFIC HAZARDS/HAZARDOUS ACTIVITIES

General

This section details typical construction hazards and activities and the minimum controls/requirements that Tilbury Douglas 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.

1. *Vehicle and Plant Movements*

Site Movements

Tilbury Douglas plan and sign the overall site layout that, where possible, separates vehicle, plant and equipment movements from pedestrians, and minimises the need for reversing movements.

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/operator's position (this may be achieved using visibility aids such as closed-circuit television, Fresnel lenses and convex mirrors).

Where it is not reasonably practicable to achieve the above, or in addition to the above where it is necessary to assist in the accurate positioning of the vehicle, a vehicle marshal is to be provided by you to control vehicular movements. Where this is the case vehicle marshals are to brief drivers, plant operators and vehicle marshals using the pocket card "Plant and Vehicle movements" and on the specific planned 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.

The use of headphones and earphones on site to listen to music from a personal music device is prohibited.

The use of mobile phones on site to make phone calls is also prohibited, other than in designated mobile phone zones, or to raise the alarm in the event of an emergency on site.

The use of mobile devices (i.e. tablets) on site for purposes other to make phone calls is permitted only if it is for business use and the individual using the mobile device considers themselves to be, and is, in a safe area.

Note: an area is not a safe area if there are vehicle and plant movements in that area.

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.

Off-Site Vehicle Movements

The off-site controls below are a summary of the requirements of the "Standard for Construction Logistics: Managing Work Related Road Risk (WRRR)" which was first published in December 2013. The current standard can be downloaded for free from the following link: <http://www.clocs.org.uk/standard-for-clocs/>. To the extent that the standard is amended those amendments shall be deemed incorporated as a requirement of this Code.

The requirements apply to your own vehicle movements, and those of your subcontractors, suppliers and hauliers that are delivering materials to, and removing materials from our site.

When planning arrangements for a project you are to consider off-site vehicle movements to reduce the negative effects of construction traffic; this to include identification of appropriate traffic routes and any restrictions on site traffic times. Specific traffic routes and restrictions on site traffic times may be detailed in the Project Management Plan.

All vehicles over 3.5 tonnes gross vehicle weight are to be fitted with:

- Prominent signage that visually warns other road users not to get too close to the vehicle.
- Side under-run protection.
- Enhanced audible means to warn other road users of a vehicles left turn manoeuvre.

All vehicles over 3.5 tonnes gross vehicle weight will provide the driver with clear all-round visibility. This can be achieved using blind-spot minimisation aids such as closed-circuit television, mirrors and driver audible alerts.

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.

Unloading arrangements are your responsibility unless otherwise agreed. Where unloading/loading involves lifting operations you are to ensure such operations are properly planned and supervised by competent people, that the equipment and any accessories are suitable with proof of current test and thorough examination, and that the ground conditions are suitable with adequate ground bearing capacity.

Where personal access could be necessary onto the back/bed of the vehicle to load/unload/sheet loads/etc. then this is only to be permitted if suitable arrangements are in place to prevent falls from height. Persons working near vehicles are also to be safeguarded during loading and unloading operations.

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: HSE Publications HSG 136, HSG 144, HSG 150.

2. Public

Tilbury Douglas, as part of the overall site arrangements, provide and maintain fencing and/or hoarding to the site perimeter, 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 Tilbury Douglas has agreed this is to be provided by others.

Your employees are to maintain the integrity of the fencing/hoarding 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.

Where there is an interface between the public and your deliveries, vehicle, plant and equipment movements you are to closely control these movements (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 Tilbury Douglas has agreed this is to be provided by others.

See Appendix reference: HSE Publication HSG 151

3. Flammable Substances (Fire & Explosion)

Tilbury Douglas establish the overall project emergency arrangements as necessary in respect of 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 current edition of standard, "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 Fire Protection Association.

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

Temporary protective covering materials/sheeting are to meet the requirements of Loss Prevention Standard LPS 1207 or Technical Schedule 63 "Reaction to fire performance requirements: materials used as temporary protective covering", CERTFIRE Product certification scheme. Sheeting to scaffolds is to meet the requirements of Loss Prevention Standard LPS 1215 or Technical Schedule 62 "Reaction to fire performance requirements: materials used to clad scaffolding", CERTFIRE Product certification scheme.

Where the risk warrants, Tilbury Douglas 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: HSE Publications HSG 51, HSG 168.

4. Underfoot Conditions (Slips, Trips & Falls)

Slips, trips, and falls on the same level account for too many accidents on construction work sites. Most of these accidents could have been avoided with good housekeeping and working practices.

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. As an absolute minimum you are to clean all your working areas once a day. Failure to maintain the required standard of tidiness may result in Tilbury Douglas 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 Tilbury Douglas before work proceeds; see section 24, "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: HSE Publication HSG 150.

5. Working At Height - General

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

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

} Eliminating the risk

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

- Providing collective fall arrest (e.g. netting, air bags etc) Reduce
- Providing individual fall arrest (e.g. harnesses and lanyards used as fall arrest) consequences to those who have already fallen

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

Existing and New Permanent Works Structures (used for access and working from)

Where individuals under your control use existing or new permanent works structures for access or as working platforms you are to ensure the access/egress and working surfaces are to be structurally sound and capable of supporting the intended loads, and have rigid edge protection least 950mm high, with gaps not exceeding 470mm.

You are to ensure any fragile materials (including roof lights) are identified and either boarded over or be delineated with secure barriers and signage to prevent access, and in addition where appropriate be protected with crash decks or netting below.

You are also to ensure any existing or new permanent works structure that individuals under your control use for access/egress or as a working platform is inspected by a competent person before being taken into use, and every month thereafter, with a record made.

Ladders

Ladders (Pole ladders, step ladders etc.) are not to be used as working platforms but can be used as an access to a scaffold, where alternatives like staircases cannot be utilised.

NOTE: Stepladders are not permitted for use on Tilbury Douglas sites and offices.

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

Where you believe these alternatives are not an option and ladders have to be used, you will have to gain Tilbury Douglas acceptance prior to the works, justifying their reasoning through risk assessment. This will not be an easy process as we can plan, and sequence works prior to the delivery phase. As we can plan to work in the safest manner, we should do so with the safest methods of working at height in mind.

Ladders where used for access are to be inspected by a competent person before each use and every 7 days, with the results of the inspection being recorded and an inspection tag system (e.g., "Scafftag") used.

Work Platforms

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

Rigid edge protection is required to all access equipment and work areas where there is a potential fall distance of 500mm or more and is to be at least 950mm high, with gaps not exceeding 470mm.

An inspection tag system (e.g., "Scafftag") is to be used for all access equipment for working at height including MEWP's, scaffolds, tower scaffolds, podium steps and ladders.

A competent person is to inspect working platforms (including all edge protection) 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 and 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 nets are only to be erected, modified, and removed by Fall Arrest Safety Equipment Training (FASET) registered companies with individuals holding the appropriate CSCS cards endorsed "Safety Net Rigger". For details of companies registered with FASET see, www.faset.org.uk.

Hand-over certification for the safety nets is to be provided to the Tilbury Douglas Project Manager prior to use including a register and plan detailing net serial numbers and locations. The nets will be subject to a detailed and recorded inspection by a competent individual holding an appropriate FASET card, who is independent of the company that erected the safety net.

Where safety nets are used then an emergency plan is to be established that includes arrangements to rescue individuals who have fallen into the safety net and to check and ensure the integrity of the safety net prior to re-use.

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.

Risk of Falling Materials, Plant & Equipment

Where a risk exists of materials, plant or equipment falling, protection will be established, i.e., toe boards at least 150mm high, brick guards, tethered tools, area below cordoned off. Note: All drifts in steel erection work are to be tethered and attached securely to the steelwork.

Where your works involve the construction of lift shafts or the installation of lifts, the lift shaft door openings will be fitted with proprietary lift shaft door gates, at all times prior to the fitting of the permanent lift shaft doors.

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

See Appendix reference: HSE Publications HSG 33, HSG 150, INDG 367.

6. 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.

Co-ordination arrangements for the use of scaffolding will usually be under the direction of Tilbury Douglas.

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).

Tube and fitting scaffolding is to be designed in compliance with current British Standards, the only exceptions to this requirement are scaffolds that meet the requirements of the "Compliance Sheets" contained in the current version of the National Access and Scaffolding Confederation technical guidance document TG20, "Guide to Good Practice for Scaffolding with Tubes and Fittings".

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 Tilbury Douglas 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 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.

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

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

Scaffolds are to be subject to a detailed and recorded inspection by a competent individual who did not erect the scaffold themselves, before being taken into first use, after alteration, after any event likely to have affected its stability, and in any event every 7 days.

Tilbury Douglas may direct that the competent person undertaking inspections is also independent of the company that erected the scaffold.

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.

Scaffold Loading Bays

All scaffold loading bays/gates are to be of a fail-to-safe type with no operatives exposed to leading edges. Signage is to be displayed on all loading bays stating: 'Keepshut when not in use'.

Additionally, information signs are to be displayed at each loading bay at telehandlercab height detailing the:

- Safe working load
- Loading bay width
- Unique loading bay reference.

Tower Scaffolds

Tower scaffolds are only 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.

Where access/stair towers are used, toe boards are to be fitted to all landings.

Tower scaffolds are not to be used to provide fall protection for activities with a moving work front, for example roof and floor installation. Tower scaffolds may only be used to provide a "crash deck" immediately under openings in tandem with a permit to work regime for the works above.

Where the means of access for works under your control include the use of tower scaffolds each tower is to be uniquely identified (number) and you are to maintain a register detailing the user (You or your sub-subcontractor) and last inspection information.

Telescopic tower systems are prohibited on Tilbury Douglas sites.

Trestles

Trestles are not a permitted work platform on Tilbury Douglas 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, an example is "Safestand".

Only competent persons holding a relevant manufacturers training qualification will erect, modify, or dismantle trestle scaffold systems.

Hand-over certification is required to be provided prior to use. See Appendix reference: HSE Publications HSG 150; CIS 10.

“Podium” Type Low Level Access Platforms

“Podium” type low level access platforms are to be to PAS 250:2012 or BS8620:2016 standard. Note: BS 8620 replaced PAS 250, with BS 8620 products being available from April 2017.

NOTE: Stepladders are not permitted for use on Tilbury Douglas establishments or sites

7. Working at Height – Mobile Elevated Work Platforms (MEWPS)

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 (MEWP's) you are to ensure the equipment is suitable for the purpose and the environment in which it is to be used and is to 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 Vehicle Marshall.

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

The only exception to the above is when a PAV (Push Around Vertical) is utilised where familiarisation training is acceptable.

All static type MEWP's (Vertical IPAF Category 1a & Boom IPAF Category 1b) and all mobile type MEWP's (Vertical IPAF Category 3a & Boom IPAF Category 3b) are to be fitted with secondary guarding (anti-entrapment devices) recognised by the manufacturer.

Note: This has been a Tilbury Douglas mandatory requirement on boom type MEWPs since 2013, extended to vertical type MEWP's (e.g. scissor lifts) from 1st October 2017, unless a documented risk assessment demonstrates there is no risk of entrapment. The requirement for secondary guarding has not been extended to IPAF category PAV (Push Along Verticals) or to specialist MEWP's e.g., mast climbers.

Full body harnesses are to be worn in all boom type MEWP's 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

Harnesses and lanyards are also to be worn when operating and working within scissor-type MEWP's, attached to a secure anchor point unless it has been demonstrated through a documented risk assessment that the risks of operatives falling are insignificant

(After consideration of over-reaching, climbing on/over guardrails, or sudden movement of the platform through collision, mechanical failure, or soft or uneven ground)

The only exceptions to the above requirements are when working in a MEWP over water. Harnesses in this circumstance would restrict escape in the event of the MEWP collapsing/overturning into the water and are not to be used.

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: HSE Publications HSG 150, CIS 58.

8. Services (Buried and O/H including High Voltage Power Lines)

Electrical Services – First Considerations (CDM 2015 Regulations)

Where your works involve working in the vicinity of electrical services, you are to explore diversion of the service away from the area of risk, or isolation and where necessary earthed as a first consideration.

If the above is not reasonably practicable then:

Following first considerations, requirements for all Underground Services

Tilbury Douglas operates a "Ground Disturbance Permit" 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, to mark the line of the service and to excavate by careful hand digging to prove locations.

Ensure minimum CAT specification is a Radio detection "gCAT 4+". A Genny (Signal generator) MUST always be present in conjunction with a gCAT4+

Utilise Vacuum Excavation techniques as an initial default position to investigate underground services.

Where Vacuum excavation is not to be used whilst excavating in the proximity of underground services, a sign off from a Director is required in advance of the operation.

No hand-held power tools or mechanical excavators are to be used within 1m of any known or suspected service that is not exposed, within 0.5m of any exposed service, or within the distance stated by the Statutory Authority (where that is greater).

Ensure all hand tools or consumables (e.g., Road pins) used for breaking ground should be of the insulated / non-conductive type in line with the requirements of BS8020.

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

Any damage to a service is to be reported to Tilbury Douglas and to the statutory undertaker immediately. Following first considerations, requirements for Overhead Services

Barriers and/or goal posts will be established to limit access and work in the vicinity of overhead electricity cables.

You are to operate strictly in accordance with the restrictions imposed by these barriers and/or goal posts.

All work carried out in the vicinity of overhead electricity cables is to be the subject of a specific risk assessment and method statement.

See Appendix reference: HSE Publications GS 6, CIS 65.

9. Excavations (Including Wells, Underground Earthworks, Tunnels, and Caissons with a Compressed Air atmosphere)

All Works

Prior to any excavation works you are to establish the presence of underground services and comply fully with the requirements of any Ground Disturbance Permit issued, see previous section.

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.

Emergency plans are required for all excavations greater than 3m deep, with arrangements detailed within risk assessments and method statements to recover any individuals within the excavation incapacitated through injury or illness.

All excavations are to be protected with, secure rigid barriers (minimum height 950mm, no gaps exceeding 470mm). This is to include toe boards at least 150mm high, or similar, where there is a risk of materials, plant, or equipment falling.

Where proprietary ground support systems are used the above will be achieved using the proprietary systems edge protection.

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, steps must 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.

Where proprietary ground support systems are used the above is to be achieved using the proprietary systems staircase or ladder access platform and tied ladder, as appropriate.

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.

Additional Controls when working in a Compressed Air Atmosphere above 0.15bar

You will notify the HSE at least 14 days in advance of the works commencing.

You will not commence work until notice in writing has been given to the local ambulance, fire services and hospital that any person suffering from any acute condition arising from the work in compressed air is likely to be taken.

You will not commence work until a "Contract Medical Adviser", who is a registered medical practitioner, has been appointed to monitor employees working in the compressed air atmosphere under a health surveillance regime.

You will establish emergency procedures including in relation to fire and medical treatment.

See Appendix reference: HSE Publications HSG 150, CIS 64.

10. Plant and Equipment

All 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
- maintained in good condition with safety devices (guards, reversing alarms, flashing beacons etc.), fitted and in good order
- regularly inspected with appropriate records, complying with the relevant statutory requirements

In addition, all operated plant and equipment is to be inspected before first use on a Tilbury Douglas work site and if in good order and meeting Tilbury Douglas requirements will receive a "Red Tilbury Douglas Plant Sticker" recording the inspection and be permitted to be used on site.

The planned safe system of work (method statement) will include controls to manage the risks arising from the use of the plant and equipment and cover its installation/erection/rigging and maintenance, dismantling/removal where these activities take place on the site.

Drivers / operators of those categories of plant covered by the Construction Plant Competence Scheme (CPCS) are to hold the appropriate current CPCS card.

Where the plant and equipment is used on the public highway drivers and operators are to hold a current driving licence.

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 not to 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.

All excavators (and similar plant), where there is a requirement to access the top of the counterweight for the refuelling, provide maintenance to, or other operational requirements from which a fall from height may occur are to be fitted with handrails to prevent such falls.

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

Where a telehandler is to be used travelling with a suspended load, the Lift Plan has to be approved in advance by Tilbury Douglas. Note: Travelling means any travelling including short distances when loading and unloading using a telehandler to travel to and from an area with a suspended load attached.

Only trained competent persons are to operate power tools.

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

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

11. 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), and be present on site during the lift for "complex lifts" as defined by BS7121: Part 1

- 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 or other demonstrable competence.

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 Tilbury Douglas before the lift proceeds.

Where there is a risk of collision between cranes, loads or other equipment such as concrete placing booms, telehandlers and piling rigs then Tilbury Douglas may appoint a Crane Co-ordinator to plan arrangements to prevent such a collision. You are to comply fully with the planned arrangements including attendance at co-ordination meetings where required.

Should you provide a conventional tower crane as part of your works then an emergency plan is to be established for recovering personnel during erection, operation and dismantling of the crane.

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.

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 items that are susceptible to the wind e.g., shutters; an anemometer or similar is to be used to measure the safe maximum wind speed before the operation must be stopped.

Tilbury Douglas 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: HSE Publications L 113, HSG 150.

12. Lifting Operations - Excavators

The following are in addition to the general requirements for plant and equipment detailed in section 10, "Plant & Equipment", and section 11, "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 Tilbury Douglas may require the lifting plan, with supporting calculations, to be provided in sufficient time to allow an independent review to be made by Tilbury Douglas before the lift proceeds.

All excavators are to have:

- A weekly inspection undertaken and recorded.
- A twelve monthly thorough examination undertaken and recorded.

In addition, all excavators with the capacity to lift up to 1 tonne, or with an overturning moment less than 40,000 Nm, are to have:

- A means of attaching a load (hook).

- A rated object handling capacity table available inside the cab (load tables).

In addition, all excavators with the capacity to lift over 1 tonne, or with an overturning moment more than 40,000 Nm, are to have:

- Lowering control devices (check valves) fitted.
- A rated capacity limiter (RCL) that is to be configured to the safe working load of the excavator and in addition to an audible or visual warning on approach to the safe working load of the excavator include a motion cut out to stop the excavators operation beyond it's safe working load.

All excavators capable of lifting will be inspected before first use on a Tilbury Douglas work site and, if in good order and meeting Tilbury Douglas requirements, will receive a "Green Tilbury Douglas Excavator Sticker" recording the inspection and be permitted to be used on site.

Note: Tilbury Douglas will only accept an excavator is incapable of lifting if it has no means of attaching a load (hook) on either the dipper arm, quick-hitch, or any bucket. This may be achieved by blanking the hook or eye with a suitable device to prevent it's use.

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.

Tilbury Douglas does not permit semi-automatic quick hitches on site.

See Appendix reference: HSE Publication HSG 150.

13. Manual Handling

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

Areas 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 Tilbury Douglas expect their use.

Where you believe use of these devices is not an option you will have to gain Tilbury Douglas 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 consider partial mechanisation or purchasing lighter weight materials where possible.

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

All persons under your control 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.

All material storage areas are to be appropriate; this includes loose panel/sheet materials such as doors, plasterboard, plywood, glazing etc. being stable, preferably either securely stored on an "A Frame" or laid flat.

See Appendix reference: HSE Publications L23, HSG 60, HSG 150, CIS 57.

14. Electricity

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

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

All electrical installations and equipment on Tilbury Douglas sites is to be inspected and tested at the following minimum frequencies:

Temporary Accommodation-	Supply Board → Cabin	-	3 months
('Cabins')	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.

Site electrical portable tools and lighting is to be 110 volts.

Where equipment requires a voltage greater than 110 volts then written agreement is to be obtained from Tilbury Douglas 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.

With the exception of Extra Low Voltage Systems (less than 50V ac or 120V dc) work on live equipment is only to be carried out having isolated the supply under an appropriate 'Permit to Work'.

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

15. Hazardous Substances (COSHH) incl. Dust (Silica/Wood/General Construction Dust)

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 from hazardous substances to your and other's 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 within the last 12 months by a tester.

Where the personal protective equipment includes respiratory protective equipment (other than disposable), it is to 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 be worn correctly which means you will need to provide training and instruction on the correct use to your employees.

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

Debris and dust is to be removed by damping down and using a rake or shovel to remove larger pieces where necessary. A class H or M vacuum is to be used for finer material and dust. The method of emptying the vacuum is to be in accordance with the vacuum manufactures guidance and minimise exposure of those in the vicinity to the dust waste.

See Appendix reference: HSE Publications HSG 53, HSG 97, EH 40, L 5, CIS 36, CIS 54, CIS 69, INDG 463.

16. Lead

Tilbury Douglas 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 and further survey and analysis may be required.

Where your works could lead to exposure to lead, the planned system of work submitted to Tilbury Douglas, (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: HSE Publication L 132.

17. Asbestos

Tilbury Douglas 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 where:

- The exposure of employees to asbestos is not sporadic and of low intensity; **or**
- The risk assessment cannot clearly demonstrate that the control limit will not be exceeded; **or**
- Work is on asbestos coating; **or**
- Work is on asbestos insulating board or asbestos insulation for which the risk assessment -
 - Demonstrates that the work is not sporadic and of low intensity, **or**
 - Cannot clearly demonstrate that the control limit will not be exceeded, **or**
 - Demonstrates that the work is not short duration work.

Note: The HSE website, www.hse.gov.uk gives further information and guidance; **if in any doubt, all work on asbestos containing materials to be undertaken by HSE Licensed contractors.**

The HSE is to be notified (giving at least 14 days notice) of all work by HSE licensed contractors.

Where work with asbestos is necessary, and having assessed the criteria detailed above it is considered that it does not need to be undertaken by an HSE licensed contractor, a further assessment is necessary to ascertain if the non-licensed work needs to be notified or not.

Note: The HSE website, www.hse.gov.uk gives further information and guidance; **if in any doubt, treat all non-licensed work as notifiable non-licensed work, or as licensed work to be undertaken by HSE licenced contractors.**

All notifiable non-licensed work is to be notified to the HSE by the employer undertaking the works before work starts.

You will provide specific risk assessments and method statements to Tilbury Douglas for vetting prior to commencing works. These will 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. Tilbury Douglas 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 Tilbury Douglas site management immediately.

Where your works are on, or in, a structure likely to contain asbestos (i.e., constructed before 2000) your risk assessments and method statements for individual activities are to detail emergency arrangements in the event of discovery of suspect asbestos containing materials or individual's accidental exposure to suspected asbestos fibres, as "HSE Asbestos Essentials" sheet reference em1.

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

18. Noise

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

Where noise levels remain above 80 dB (A), you are to undertake 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: HSE Publication L 108

19. 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. Exposure to be reduced such that operator's exposure is below action level at A (8) 0.5 m/s^2 .

Note: High risk vibration plant includes dozers, scrapers, pavers, crushers and small skid-steer 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: HSE Publications L 140, L 141.

20. 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 Tilbury Douglas for vetting prior to the works.

Tilbury Douglas requires 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.

Tilbury Douglas also requires an Emergency Action Plan to be developed as part of the planned safe system of work. The plan is to be tested through periodic drills / practices.

Gas monitors are to be capable of detecting the potential hazardous atmosphere and be calibrated, with a current calibration certificate.

Personnel using the gas monitor are to be familiar with the device being used.

All persons entering or working in a confined space are to suitably trained, and medically fit.

See Appendix reference: HSE Publication L 101.

21. Demolition (Including Use of Explosives)

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 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 assessment/method statement) is to be submitted to Tilbury Douglas for vetting prior to the works.

All work is to be supervised and carried out by competent supervisors and 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.

Additional Controls When Using Explosives

Tilbury Douglas requires that all subcontractors using explosives are members of the Institute of Explosives Engineers (IExpE) and will be in possession of an Explosives Certificate issued under the Explosives Regulations 2014.

This may be either an "Acquire Only" certificate for explosives to be used immediately or an "Acquire and Keep" certificate to allow storage of explosives at an approved place.

Prior to the transfer of explosives on to site you will obtain a Recipient Competent Authority (RCA) document granting approval for the transfer.

Your risk assessments and method statements will include arrangements to protect all on and off-site emergency arrangements and arrangements to ensure the safe use, storage and accountability for explosives used, unused and stored. (In accordance with the conditions of the Explosives Certificate).

See Appendix reference: HSE Publication HSG 150.

22. Roadworks

Where 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 current Chapter Eight requirements of the Traffic Signs Manual published by the Department of Transport.

Requirements for all works are:

All those installing, maintaining and removing traffic management are to be competent, either holding the appropriate units of New Roads and Streetworks (NRSWA) qualifications or where appropriate, accredited to National Highways Sector Scheme 12A, B, C or D.

Work must be supervised by at least one qualified NRSWA supervisor and there must be at least one qualified NRSWA operative at all times. For National Highways Sector Scheme traffic management works each gang is to be supervised by a minimum of one Traffic Management Foreman with appropriate LANTRA training and holding a current Traffic Management Foreman registration card.

Traffic management is to be installed and maintained as detailed in the New Roads & Street Works ACoP/Chapter 8 including all safety zones, buffer zones and signage.

All traffic management materials, whether set up or laid out for future works, are to be secured to prevent movement.

High visibility clothing is to be provided and worn by all persons within the works, (long sleeved for works on high-speed roads/motorways).

All vehicles are to be fitted with flashing beacons that are to be 360° have chevrons fitted to the rear and have highway/motorway maintenance stickers.

Continuous rigid barriers are to mark any temporary footway and protect pedestrians.

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.

Additional Requirements for Motorways and High-Speed Roads (50 mph+);

Formal inspection regimes are to be established such that the traffic management remains fit for purpose, with regular inspections recorded.

See Appendix reference: HSE Publication CIS 53.

23. Microbiological Hazards

Where your works involve locations and conditions that could involve exposure to biological hazards such as working near water courses, ditches, and ponds where Weil's disease could be an issue then you are to consider when planning your works, identifying suitable control in your risk assessment.

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 to 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: HSE Publication INDG 84.

24. Working Over, Near & In Water (Including "Swamplands" & Diving Operations)

Working Over and Near Water

Where you are working on, over or adjacent to, water, slurry, chemicals etc. you are to 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, for example means of raising the alarm, rescue boat, buoyancy aids, grab ropes and lines.

All persons at risk of falling into water or other liquid are to wear life jackets. The minimum standard of life jackets is to be 150N in accordance with EN396.

Note: 150N is a minimum; life jackets should be assessed with the standard increased (e.g., to 275N) where heavy weight clothing is being worn and/or tools are being carried.

Welders and those using grinders should be issued with spark resistant covering to the life jacket.

The wearer should use the 'Pull Up Test' by pulling on the lift loop behind the neck to ensure this does not make the jacket come off.

The above equipment is to be maintained and inspected on a regular basis. Where a safety boat is maintained, its engine shall be started twice daily, and its fuel tank kept full.

Working near or Adjacent to Water – “Swampland”

When planning your works consider operations in or near “swampland” (wetlands or boggy ground) as you may need temporary roadways, “bog-mats” and emergency plans to recover equipment.

Working In Water – Diving Operations

As a diving contractor you will be appointed as the ‘Diving Contractor’ under the Diving at Work Regulations 1997.

As part of your responsibilities, you will; develop and maintain Diving Project Plans; appoint a Diving Supervisor in writing and notify the HSE.

All Divers under your control will hold a current relevant qualification on the HSE list of approved diving qualifications.

All Divers under your control will hold a current (original) Certificate of Medical Fitness to dive.

Risk assessments and method statements will include emergency arrangements, including access to recompression facilities.

See Appendix reference: HSE Publication HSG 150.

25. 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 Tilbury Douglas.

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

Tilbury Douglas 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.

26. Lone Working

On Tilbury Douglas sites, lone workers are not permitted to:

- work at height
- operate hazardous plant/equipment

- enter confined spaces
- enter areas with insufficient lighting

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

See Appendix reference: HSE Publication INDG 73.

27. Food Preparation (Canteen Facilities)

On some sites Tilbury Douglas 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 good clean state of repair, free from contamination by dirt, vermin, insects and odours.

The food preparation area is to have separated 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.

28. Display Screen Equipment

Where your employees operate display screen equipment on Tilbury Douglas 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 and Safety (Display Screen Equipment) Regulations 1992 and associated guidance.

See Appendix reference: HSE Publication L 26.

29. Ionising and Non-ionising Radiation

Ionising Radiation

Use of Nuclear Moisture / Density Gauges

You must inform the Project Manager in advance of bringing a Nuclear Moisture / Density Gauge onto site.

You will have developed in consultation with your Appointed Radiation Protection Adviser a safe system of work (including risk assessments and method statements).

Your safe system of work (Local Rules) will detail; The Radiation Protection Supervisor appointed; arrangements for the storage, transportation and use of the gauge; the designation and demarcation of "Controlled Areas"; the identity of "Classified Persons" authorized to enter the "Controlled Area" and arrangements for area monitoring.

You will also need to have in place emergency arrangements in the event of damage to the gauge or the shutter jamming open.

Non-Ionising Radiation

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 scalenumbers), 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 Tilbury Douglas. You will be required to implement strict engineering controls identified by risk assessment and fully detailed in a method statement.

30. Inclement/Extreme Weather

The following controls are additional and complimentary to those detailed in D1, "Vehicle & Plant Movements", D4, "Underfoot conditions (Slips, Trips and Falls)", D5, "Working at Height - General", D11, "Lifting Operations – Craneage" and numerous other sections of this code to assist in planning and implementing adequate arrangements for inclement weather.

Cold Weather – Ice and Snow

You are to consider and plan arrangements with responsibilities allocated to ensure during periods of ice and snow that for areas under your control:

- Parking and pedestrian routes are gritted and clear.
- Vehicular routes are gritted and clear.
- Working areas (inc. scaffold platforms, roof work etc.) together with associated access/egress routes are maintained in a slip free condition, or activities suspended at times when working areas cannot be maintained.

You are to consider and plan welfare arrangements with responsibilities allocated for facilities to be sited to afford shelter/protection and maintained such that water supplies are maintained for toilet, washing and canteen facilities.

Hot Weather

You are to consider and plan arrangements with responsibilities allocated to ensure during periods of hot weather:

- The environment in working areas (e.g., roof spaces etc.) is maintained or working practices developed/timed to reduce the risk of heat exhaustion.

You are to consider and plan welfare arrangements with responsibilities allocated for facilities to be sited to afford shelter/protection with additional drinking water stations as appropriate.

Individuals under your control are to be encouraged to cover up with loose fitting clothing; shorts are not to be worn.

You should provide those under your control with information regarding the hazards of "Sun Safety" normally by delivering a toolbox talk.

High Winds

You are to consider, and plan works to ensure during periods of high winds, materials and waste are not stored in exposed locations (rooftops etc.) or are secured or tied down.

For operations involving handling and moving materials and items presenting a large surface area (e.g., sheet materials/cladding panels), including lifting operations, the windloading is to be considered when planning the operation, with safe wind speed parameters established, included in the method statement or lifting plan, the wind speed measured (anemometer) and works suspended when wind is out-with the safe wind speed.

APPENDIX 1

Tilbury Douglas

HEALTH & SAFETY GUIDANCE FOR SUBCONTRACTORS' SUPERVISORS

OUR STANDARDS

Tilbury Douglas aim to operate the safest possible sites where no person's health is made worse.

As a supervisor, **you** are responsible for health and safety, on behalf of your employer, and we expect you to take a leading and positive role for the operations and people under your control.

The following guidance relates to key areas on site where Tilbury Douglas will be expecting you to comply with both your legal duties and our requirements for health and safety.

Our standards are detailed in our Health & Safety 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 Tilbury Douglas 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 health and 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.

It is our standard that everybody working on a construction site holds a current Construction Skills Certification Scheme (CSCS) card that is relevant to their position, trade, or skill.

Note:

- CSCS cards include where appropriate other schemes affiliated to CSCS such as CPCS for plant operations and CISRS for scaffolding.
- Tilbury Douglas 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 Tilbury Douglas 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.

In addition to the general competence requirements detailed above, Tilbury Douglas has specific minimum health and safety training requirements for operatives.

The minimum standard is the CITB 1-day Site Safety Plus Health and Safety Awareness course.

PLANNING THE WORK BEFORE YOU START

As part of the Tilbury Douglas Project Management/Health and Safety Plan, you are required to prepare 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 Tilbury Douglas for review in good time prior to work commencing.

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. If anything subsequently changes, a Point of Work Risk Assessment should be carried out and submitted to the Tilbury Douglas management.

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.

In addition to the briefing on the accepted safe system of work, daily morning briefings to refresh the initial briefing are required and in addition 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. Tilbury Douglas can offer relevant information for Toolbox Talks if you do not have any.

DURING YOUR WORKS

Regular Progress Meetings will be held by Tilbury Douglas to review all aspects of your work. Health and safety will be addressed as a particular topic.

Additionally, we may arrange regular health and safety meetings and forums where you will be expected to attend and play an active part.

Our managers, supervisors and from time-to-time Health and Safety Advisers will visit the site and will discuss your work with you. You should give full co-operation to them in achieving the high health and safety standards that we seek to attain. Your employer must have their own appointed person for health and safety 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 **you** will be held to account for this failure and **you** will be expected to address whatever the issue is satisfactorily.

Such breaches may result in verbal warnings; if the issue is serious or occurs repeatedly then your employer will be asked to remove serious or persistent offenders from site, including you if appropriate.

Were it is necessary to re-induct individuals under your control; Tilbury Douglas will recover the cost of re-induction by way of a fee for each re-induction.

SHOULD THERE BE AN ACCIDENT OR INCIDENT/NEAR MISS

In the event of any incident or accident to your employees or any other person under your control on site you are to report the incident or accident to the Tilbury Douglas site management within 30 minutes of the incident or accident occurring.

If you have an accident, it has to be recorded in your Accident Book, with a copy given to Tilbury Douglas. Should an accident or dangerous occurrence be reportable under RIDDOR then you must notify the HSE and advise Tilbury Douglas 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.

FINALLY

If you have any problems or queries, then please talk to Tilbury Douglas site management. The health and 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 and healthy as possible.

Remember:

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

PLAY YOUR PART

APPENDIX 2

RELEVANT HSE 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 (2013)

Health and Safety Guidance Booklets

HSG 17 Safety in the use of Abrasive Wheels (2000)

HSG 33 Health and Safety in Roof Work (2012)

HSG 47 Avoiding Danger from Underground Services (2014)

HSG 51 The Storage of Flammable Liquids in Containers (2015)

HSG 53 Respiratory Protective Equipment at Work: A Practical Guide (2013)

HSG 60 Upper Limb Disorders in the Workplace (2002)

HSG 85 Electricity at Work: Safe Working Practices (2013)

HSG 97 A Step by Step Guide to COSHH Assessment (2004)

HSG 136 A guide to Workplace Transport Safety (2014)

HSG 144 Safe use of Vehicles on Construction Sites (2009)

HSG 150 Health and 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 (2012)

HSR 25 The Electricity at Work Regulations 1989 (2015)

General information sheets

GEIS 5 Fragile roofs (2012)

GEIS 6 The selection, management and use of mobile elevating work platforms (2014)

L Series

- L 5 General COSHH, ACOP (2013)
- L 22 Work Equipment (2014)
- L 23 Manual Handling (2004)
- L 25 Personal Protective Equipment at Work (2015)
- L 26 Display Screen Equipment Work (2003)
- L 27 Approved Codes of Practice and Guidance: Control of Asbestos Regulations (2013)
- L 73 Guides to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (2013)
- L74 First Aid at Work (2013)
- L 101 Safe Work in Confined Spaces (2014)
- L 108 Controlling Noise at Work - Guidance on the Noise at Work Regulations (2005)
- L 113 Safe Use of lifting equipment (2014)
- L 132 Control of Lead at Work Regulations 2002 - Approved Code of Practice and Guidance (2002)
- 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 (2013)
- L 153 Guidance on the Construction (Design and Management) Regulations (2015)



Construction information sheets

CIS 26 Cement (2002)

CIS 27 Solvents (2003)

CIS 36 Construction Dust (2013)

CIS 45 Establishing exclusion zones when using explosives in demolition (2002)

CIS 47 Inspections and Reports (2005)

CIS 52 Safe use of Compact Dumpers (2006)

CIS 53 Reducing the Risk in Temporary Traffic Management Operations (2015)

CIS 54 Dust Control on Cut-off Saws used for Stone or Concrete Cutting (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 59 Provision of Welfare Facilities during Construction Work (2011)

CIS 60 Roof repair work – busy builder (2011)

CIS 62 Welfare Facilities (2011)

CIS 63 Running a small construction site – busy builder (2011)

CIS 64 Excavation – busy builder (2012)

CIS 65 Avoiding Concealed Services and Overhead Power Lines – busy builder (2012)

CIS 66 Basement Construction – busy builder (2012)

CIS 68 Fragile roofs – busy builder (2014)

CIS 69 Controlling Construction Dust with On-Tool Extraction (2013)

CIS 70 Hard Hats – busy builder (2013)

CIS 72 Protecting the public – busy builder (2014)

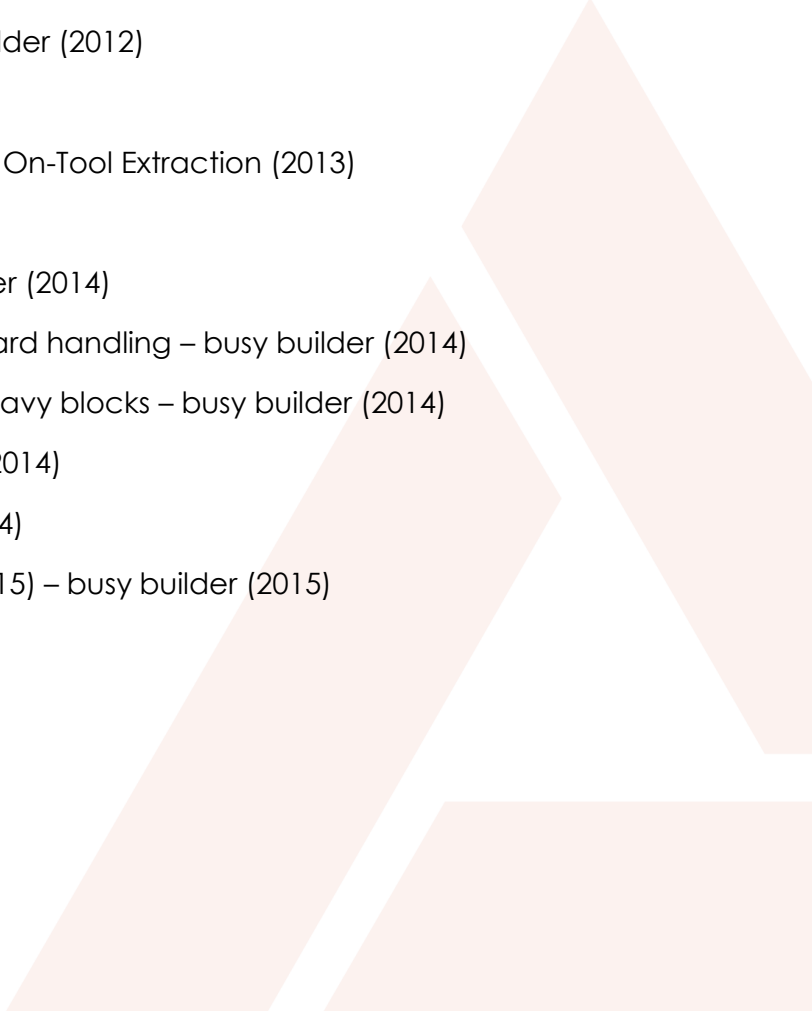
CIS 76 Preventing injury during plasterboard handling – busy builder (2014)

CIS 77 Preventing injury from handling heavy blocks – busy builder (2014)

CIS 78 Construction dust – busy builder (2014)

CIS 79 Old Lead Paint – busy builder (2014)

CIS 80 Construction Phase Plan (CDM 2015) – busy builder (2015)





Guidance leaflets and posters

- INDG 73 Working Alone (2013)
- INDG 84 Leptospirosis (2012)
- INDG 367 Inspecting Fall Arrest Equipment Made from Webbing and Rope (2012)
- INDG 463 Control of Exposure to Silica Dust (2014)

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

APPENDIX 3

Relevant Tilbury Douglas Standards

- R8 Tilbury Douglas Environmental Code for Subcontractors
 - L10 Tilbury Douglas Personal Protective Equipment Standard
 - L30 Tilbury Douglas Health and Safety Training Standard for Subcontractors
- 