

Contractor SHEQ Minimum Standards

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2.0 Introduction

2.1 Introduction to this document

This document has been prepared in order to aid and assist contractors in meeting the minimum safety, health, environmental and quality requirements of Blucon Group Limited when working on their sites or premises.

It is the responsibility of each contractor to communicate the content of this document to their employees, subcontractors and any other parties who undertake works on their behalf and to ensure that it is strictly adhered to at all times

This document does not in any way relieve the contractor or others undertaking work on their behalf of their legal contractual obligations to Blucon, be they expressed or implied.

Note: All reference herein to contractors shall be deemed to also include all contractors working on their behalf and will include direct suppliers, trades or works contractors, installers or others under their direct control.

2.2 Zero Tolerance

Blucon operates a Zero Tolerance Policy with relation to all breaches of site rules, client rules and/or legal requirements which occur on our projects.

Any person or company found to be in breach of any of the above will be dealt with under the Site Disciplinary System which is explained in Section 6.0 of this document.

3.0 General Responsibilities

3.1 Contractors & subcontractors

Blucon is committed to operating its projects a way that creates a working environment which is safe and free from health hazards for all those that visit, or carry out work, on them.

All contractors, as well as their associated subcontractors, have a legal duty to ensure that their works are undertaken in a way which is safe and without risk to employees, other trades or members of the public. In order to fulfil these duties, all contractors, as well as their associated subcontractors, carrying out work on Blucon projects are required to adhere to the following minimum standards:

- Provision of site specific Risk Assessment and Method Statements (including Environmental, COSHH, Noise, Manual Handling and Young Person for those between the ages of 16 and 18 years.)
- Ensuring the communication of relevant SH&E information to its employees, including the content of this document
- Ensuring the provision of competent supervision and first aid cover on all projects
- Ensuring the provision of competent personnel with the correct training and qualifications
- Ensuring the provision of equipment that is safe and regularly tested and inspected in line with legal requirements and industry best practice.
- Providing and maintaining sufficient protection of others from the effects of their operations.
- Attendance of all site health, safety & environmental meetings or other training provided by Blucon.
- The immediate reporting of all accidents, incidents and near misses as appropriate to the Blucon Project Management Team and ensuring that they fulfil their own legal duties under RIDDOR.
- The prompt removal of waste and debris produced by their activities to designated waste receptacles provided.
- Where applicable, the provision of information for the Health, & Safety File at the end the project.
- The provision of all mandatory or task specific PPE required by their operatives.

3.2 Contractor supervisors

Competent supervision is key to ensuring that works are carried out safely and as such, every contractors must have a nominated, competent, supervisor on site at all times. Contractor supervisors are required to adhere to the following minimum standards:

- Ensuring that all operatives are briefed on the safe system of work contained within their site specific Risk Assessments and Method Statements
- Ensuring that all operatives are working safely and in accordance with the site rules as well as their own company SH&E rules and Risk Assessment and Method Statements all times.
- Attending daily/weekly meetings and briefings as requested by the Blucon Project Management Team.
- Ensuring that equipment is maintained, inspected and used safely
- Ensuring that their operatives hold the correct competencies for the work they are undertaking

- The immediate reporting of all accidents, incidents and near misses as appropriate to the Blucon Project Management Team.
- That their work areas are kept clean and tidy and in good order
- Ensuring that they, and all of their operatives, operate in a safe, professional manner at all times whilst working on Blucon projects.
- Co-operating at all times with the Blucon Project Management Team in order to enable them to fulfil their statutory duties.

3.3 Individuals (Operatives & Visitors)

All individuals have a legal duty to ensure that their works are undertaken in a way which is safe and without risk to employees, other trades or members of the public. In order to fulfil these duties, all operatives carrying out work on Blucon projects are required to adhere to the following minimum standards:

- Attending a site specific induction before commencing works and ensuring that all site rules are adhered to at all times whilst on site
- Complying with their own company SHEQ rules, instructions and Risk Assessment and Method Statements all times.
- Using the correct PPE in accordance with the site rules as well as their own company's SHEQ rules, instructions and Risk Assessment & Method Statements all times.
- Co-operating at all times with the Blucon Project Management Team in order to enable them to fulfil their statutory duties.
- The immediate reporting of all accidents, incidents and near misses as appropriate to the Blucon Project Management Team.
- Only using equipment which they have been trained to use.
- Attendance of all site SHEQ meetings or other training provided by Blucon.
- Ensuring that they operate in a safe, professional manner at all times whilst working on Blucon projects.

4.0 General Rules & Minimum Standards

4.1 Good Order

Blucon is committed to operating its projects in a way which is not only safe for those working on or visiting them but which also portrays a professional, positive image of the company and industry as a whole.

4.1a Welfare Facilities

Blucon will provide welfare facilities and equipment for the use of Blucon employees, contractors, subcontractors and site visitors. These facilities may include kitchen/canteen, drying/changing rooms, meeting rooms and toilet/washing facilities.

All persons using the welfare facilities provided are required to keep them in a clean, tidy condition at all times. Persons found deliberately defacing, damaging, vandalising or in any other way treating these facilities poorly will be dealt with under the Site Disciplinary System.

4.1b Appearance

All persons working on Blucon projects must portray a professional image at all times. As a result, the following are not permitted:

- Shorts or vests (minimum t-shirt and full length trousers)
- Clothing carrying offensive, or potentially offensive slogans, logos or images.
- Excessively dirty, torn or otherwise damaged clothing.
- Dirty, torn, damaged or excessively worn PPE or PPE not adhering to site/client branding requirements.

Any person arriving with inappropriate clothing will not be permitted to enter site.

Depending on the nature of the project and/or the area, contractors may also be required to remove PPE when leaving site. Where applicable these rules must be respected and followed by all persons.

4.1c General Behaviour

All persons working on Blucon projects must portray a professional image at all times. As a result, the following will not be tolerated and will result in individuals being dealt with under the Site Disciplinary System

- Abusive behaviour towards any person
- Threatening behaviour towards any person
- Racist, sexist or otherwise offensive behaviour towards any person
- Excessive shouting or swearing, in particular when in earshot of the public or client.
- Horseplay resulting in risk of injury to themselves or others

4.1d Housekeeping

Contractors are responsible for storing their materials equipment tidily and safely and for clearing their own waste into the waste receptacles provided around site. Blucon reserves the right to issue clean up notices to contractors consistently failing to clean their own waste or store their materials/equipment correctly.

4.1e Smoking & vaping (e-cigarettes)

Blucon will provide smoking and vaping areas with dedicated waste and ash receptacles on all projects. Any individuals found smoking or vaping in other areas or not treating these facilities with respect (littering, causing damage etc) will be dealt with under the Site Disciplinary System

4.1f Mobile Phones

Mobile phones are only to be used in designated areas on site. Any person found using their phone in other areas will be subject to the Site Disciplinary System.

4.1g Substance Misuse

The use of substances such as alcohol or controlled drugs can have a serious effect on an individual's ability to work safely putting him/herself, as well as other around them, at risk. As such, in line with the Blucon Substance Misuse Policy, the use of any form of drugs and/or alcohol on Blucon projects is strictly prohibited.

4.1h Alcohol

Whilst the use of alcohol is not illegal, it still seriously inhibits an individual's reactions and behaviour and as such, must not be consumed on site. Blucon operate an acceptable alcohol limit equivalent to the UK drink drive limit. However, our Site Management reserve the right to refuse entry to anybody they feel is under the influence of alcohol.

4.1i Drugs

The use of controlled drugs is illegal and as such, the use of them on Blucon projects is strictly prohibited. The use of certain "legal highs" is, as the name suggests, not illegal. However, in a similar way to alcohol these can seriously inhibit an individual's reactions and behaviour and as such, these must not be consumed on site. Our Site Management reserve the right to refuse entry to anybody they feel is under the influence of any form of substance, be they legal or illegal.

4.1j Random Testing

Blucon operates a random drugs and alcohol testing program across all projects. Any person providing a non-negative sample (any trace of controlled substance or above limit levels of alcohol) will be removed from site under the Site Disciplinary System.

Any person suspected/found to be tampering with, deliberately avoiding, or refusing to take a test will be treated as if they have provided a non-negative sample and will be removed from site.

4.2 Training and competency

4.2a CSCS cards

Unless by prior agreement with the Blucon SHEQ Department, all persons wishing to carry out work on site must have a valid, in-date CSCS or CSCS affiliated card which is appropriate for their job role.

Where the operative does not yet have a CSCS card, their CSCS touchscreen test pass paper may be accepted, subject to the following conditions:

- Must be no greater than 3 months old
- The individual must also be able to provide photo ID to prove that they are the person on the pass paper
- Where applicable, they will also need to provide proof of qualifications (eg NVQ certificates).

Persons without a valid CSCS card, or CSCS affiliated card and/or who are unable to satisfy the above requirements if presenting test pass papers will be refused permission to work on site.

4.2b CSCS affiliated cards

The following CSCS affiliated cards must be held by the below trades. Operatives carrying out any of these trades who present "standard" CSCS cards, or any other form of competency card differing from the below will be refused permission to work. As with "standard" CSCS cards, it must be ensured that operatives hold the correct level of CSCS affiliated card for their role (eg supervisor's cards for supervisors):

- | | |
|---|-----------|
| • Demolition | CCDO |
| • Scaffolders | CISRS |
| • Plant Operators | CPCS* |
| • Engineering Construction workers | ECITB ACE |
| • Electricians (Scotland) | SJIB ECS |
| • Electricians (Rest of UK) | JIB ECS |
| • Plumbers (Scotland & Northern Ireland) | SNIJIB |
| • Plumbers (England & Wales) | JIB-PMES |
| • Heating, ventilation, air-con & refrigeration | SkillCard |

*Note, NPORS and other nationally recognised plant competency cards will also be accepted for plant operators. However, operators holding these cards will also need to present a CSCS card in order to gain entry to site in the first instance.

4.2c Supervisors

All contractors working on site must have a nominated supervisor to monitor and control their works. Unless by prior agreement with the Blucon SHEQ Department, supervisors must hold a minimum of CITB SSSTS (Site Supervisor Safety Training Scheme) or equivalent industry specific supervisor training, as well as any other task specific training.

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Supervisors should also have a CSCS, or CSCS affiliated, card which is appropriate to their role as a supervisor. Please note however that a supervisor's or manager's CSCS card does NOT negate the need for supervisors to hold a SSSTS certificate.

4.2d Task/equipment specific training

In addition to the requirement for all operatives to have role-specific CSCS or CSCS affiliated cards, contractors must ensure that all of their operatives hold the following task specific training where applicable:

- | | |
|--|--------------------------------|
| • MEWPs (inc scissor lifts, cherry pickers and PAVs) | Correct IPAF PAL Licence |
| • Cable Avoidance Tool / Signal Generator | Proof of operator training |
| • Abrasive wheels | Proof of operator training |
| • Gas working | Gas Safe Card |
| • Safety nets | FASET |
| • Plant operators | CPCS / NPORS |
| • Crane operators (inc slingers & signallers) | CPCS |
| • Forklifts / telehandlers | CPCS / NPORS / RTITB / AITT |
| • Asbestos (potential for unplanned encounter) | Asbestos Awareness |
| • Asbestos (planned non-licenced work) | Non-Licenced Asbestos Training |
| • Asbestos (planned licenced work) | Licenced Asbestos Training |
| • Scaffold Towers construction/inspection | PASMA |
| • Petrol Station Forecourts | UKPIA SPA |

The above list covers the most common types of training required on Blucon projects and is by no means exhaustive. Contractors must ensure that the Blucon Project Management Team are consulted if their operatives are to undertake tasks not covered under this list in order to ensure that the training they have had will be accepted.

Please note, with the exception of those holding a CPCS card, which is a CSCS affiliated scheme, persons holding any of the above training will still need to present a valid, in date CSCS card in order to be granted access to site in the first instance.

4.3 On-site training

4.3a Inductions

All persons visiting or working on Blucon projects must first report to the Site Manager in order to receive a site specific induction. Any person found working on site without having attended a site induction will be removed from the workplace and dealt with under the Site Disciplinary System.

Operatives and visitors will be required to complete a questionnaire as part of their induction. Therefore, it is crucial that they are able to understand both spoken and written English. Where they are unable to do so, in accordance with the Blucon Non-English Speaking Workers Policy an interpreter must be present to help ensure that they fully understand the content of the induction.

Where the Blucon Site Manager is not satisfied for any reason that the individual has understood the content of the induction, in order to ensure the safety of that person and/or others on site, we reserve the right to refuse that person entry.

4.3b Toolbox Talks

Blucon will carry out onsite Toolbox Talks covering a range of general and site specific SHEQ topics. Where requested, operatives are required to attend as and when instructed. Operatives missing or refusing to attend Toolbox Talks will be subject to the Site Disciplinary System.

4.3c Onsite Training Courses

From time to time formal SHEQ related training may be carried out on our projects. Where requested, operatives are required to attend as and when instructed. Operatives missing or refusing to attend this training will be subject to the Site Disciplinary System.

4.4 Personal Protective Equipment

4.4a Overview

Blucon operate a strict PPE Policy which requires all persons entering live work areas to wear a minimum of head protection, foot protection, high visibility vest/clothing and hand protection. In addition to this, certain clients will insist on the mandatory use of other PPE such as eye protection. Exact details of the PPE requirements for individual sites will be communicated via the Construction Phase Plan and during inductions.

These minimum standards are not optional and apply to everybody entering any Live Work Zone including, but not limited to, contractors, subcontractors and visitors. Any person found in a live working area without the minimum level of PPE will be subject to the Site Disciplinary System.

Blucon are under no legal obligation to provide contractors and subcontractors with PPE. Where PPE is issued to contractors and subcontractors, Blucon will seek to recover these costs.

4.4b Head Protection

All individuals, regardless of their role, who are present in live work areas must ensure that they are wearing head protection at all times. There are no exceptions to this rule.

Typically this will take the form of a plastic hardhat conforming to EN397 although, by prior agreement, bump caps conforming to EN812 may be worn by operatives working in tighter spaces where a risk of bumps to the head are present. Unless by prior agreement, all hardhats used by contractors must adhere to the following colour coding system:

- Black: Site Managers and Supervisors
- White: General operatives
- Red: Site visitors (non-working)
- Orange: Banksman

Head protection must be in good condition and free of stickers and other markings which are not part of the original hardhat as these may hide damage. Head protection must, unless by prior agreement (eg where bump caps are being used) conform to Blucon and/or client branding requirements.

4.4c Foot Protection

All individuals, regardless of their role, who are present in live work areas, must ensure that they are wearing foot protection at all times. There are no exceptions to this rule.

Typically this will take the form of a work boots conforming to EN20345 although, by prior agreement, steel toe capped trainers may be worn by operatives where comfort is an issue.

Rigger style boots are permitted on Blucon projects but should not be used in applications where a tighter fitting boot and/or additional ankle support are required.

4.4d High Visibility Vests / Clothing

All individuals, regardless of their role, who are present in live work areas, must ensure that they are wearing high visibility clothing at all times. There are no exceptions to this rule.

Typically this will take the form of a high visibility vest conforming to a minimum of EN471 which is coloured / branded in accordance with Blucon and/or client requirements. However, by prior agreement, the use of other high visibility clothing may be authorised.

High visibility vests / clothing must be in good condition and free of damage, excessive wear and tear and alterations (eg being cut down in length).

4.4e Hand Protection

All individuals, regardless of their role, who are present in live work areas must ensure that they are wearing hand protection (gloves) at all times. There are no exceptions to this rule.

All gloves must conform to EN388 and must be the correct cut resistance for the task being undertaken.

In order to make identification of glove cut levels easier, all persons working on, or visiting, Blucon projects are required to use traffic light gloves whilst on site, with the preferred brand being Traffiglove®. Traffic light glove systems colour code the gloves depending on the level of cut resistance they offer.

The below lists show the correct cut level typically required for a range of tasks / roles (please note, this list is not exhaustive)

- | | | |
|---------------|-------|--|
| • Cut Level 1 | RED | Site visitors, managers, painters, and other low cut risk trades |
| • Cut Level 3 | AMBER | Plumbers, joiners, electricians and other medium cut risk trades/tasks |
| • Cut Level 5 | GREEN | Handling glass, sheet metal, razor wire and other high cut risk trades/tasks |

4.4f Respiratory Protection

Where respiratory protection equipment is required (as identified in contractor's Risk Assessments and Method Statements) it must be ensure that this is provided, used correctly and that it is the correct protection level (FFP1, FFP2, FFP3 etc) as detailed within the RAMS for the task. Comfort masks and other non-rated RPE items are not permitted to be used under any circumstances.

Where close fitted RPE is used such as disposable, half face and full face masks, proof must be provided in the form of a certificate that these have been face fitted to the individual. Where no evidence of face fitting can be provided, works will be halted until fitting has been undertaken.

4.4g Personal fall protection (harnesses, lanyards & associated items)

Where harnesses, lanyards and associated personal fall protection items are used, contractors are to ensure that an in-date (6 monthly) detailed inspection certificate or certificate of conformity are present and that these are provided to the Blucon Project Management Team when the equipment first arrives on site.

Operatives using harnesses must be able to provide proof of training. IPAF MEWP harness training will only be accepted where operatives are using harnesses within the basket of a MEWP. This will not be accepted for "leading edge" work or other higher risk work.

All harnesses, lanyards and associated items are to receive a visual inspection by the user before every use and a recorded inspection at intervals not exceeding seven days. Copies of recorded inspections are to be provided to the Blucon Project Management Team at the end of each working week.

Where harnesses are used, contractors must ensure that they have prepared suitable and sufficient written rescue arrangements and that their operatives are briefed on these prior to starting work.

4.4h Other Task Specific PPE

Where the requirement for other task specific PPE has been identified (within contractor's Risk Assessments and Method Statements) it must be ensured that this equipment used is the correct type for the task, that it is used/worn correctly and that it is kept in good condition.

4.5 Consultation & Communication

4.5a Open door policy

Blucon operates an open door policy when it comes to reporting and discussing any safety, health or environmental issues.

All individuals on site, regardless of trade, job role or seniority are encouraged to report any suggestions, ideas, concerns or complaints to a member of the Blucon Project Management Team. All discussions will be dealt with in the strictest confidence by the Project Management Team. However, should individuals wish to make any reports, complaints or suggestions anonymously then near miss / suggestion reporting points will be available on all projects.

4.5b Site meetings

Throughout the course of Blucon projects, certain individuals may be required to attend certain SHEQ related meetings.

As a minimum these will take the form of supervisors attending Weekly Supervisor Meetings (typically held at the start of each working week) but may also include additional meetings/discussions depending on the nature of the project.

Where supervisors and/or other individuals have been requested to attend SHEQ meetings, they are expected to attend. Failure to do so will result in the individual and/or company being dealt with under the Site Disciplinary System.

4.6 Risk Assessments & Method Statements

4.6a Submittal

Risk Assessments & Method Statements (including COSHH assessments/data sheets, manual handling assessments and any other related documentation) must be provided in electronic format (eg email) to the Project Management Team at least one week prior to works commencing in order to allow time for them to be reviewed. Please note however that on larger and/or higher risk projects contractors may be asked to provide their Risk Assessments & Method Statements earlier. This will be stated in the specific Construction Phase Plan for the project.

Failure to provide Risk Assessments & Method Statements within the requested timeframe may result in a delayed start to the operation which could result in abortive costs being incurred by the contractor.

4.6b Review

All Risk Assessments & Method Statements provided will be reviewed by a member of the Project Management Team using the Contractor RAMS Review Sheet, the contents of which can be found in Section 5.0 of this document. Contractors should familiarise themselves with this and ensure that all of the areas due to be reviewed have been satisfied prior to submitting their Risk Assessments & Method Statements in order to prevent unnecessary delays.

Any outstanding information identified as part of the review process must be provided back to the Site Management Team promptly in order to help avoid any unnecessary delays.

4.6c Briefing & Signing

Contractors are responsible for ensuring that their supervisors suitably and sufficiently brief their operatives on the content of their Risk Assessments & Method Statements prior to them starting their works.

Blucon will hold printed copies of all contractors' Risk Assessments & Method Statements on site. All contractors are required to sign the second page of the Blucon Contractor RAMS Review Sheet as part of their induction to site to confirm that they have read and understood their Risk Assessments & Method Statements and that they agree to work in accordance with them. Note, whilst many contractors may ask their operatives to sign their own "RAMS acceptance" sheets or similar, operatives must always sign the Blucon signature sheet regardless.

Due to the stringency of the Blucon Risk Assessments & Method Statements review process, it may transpire that the agreed revision of the Risk Assessments & Method Statements held on site by Blucon differs from that which the individuals are used to working to elsewhere. For example, Blucon may ask for increased working at height control than other principal contractors.

As a result, supervisors must ensure that operatives have read/been briefed on the agreed system of work contained within Blucon office copy of the RAMS and that they are made aware of any additional requirements.

4.7 Fire & Emergency

4.7a First Aid

All contractors must have access to first aid facilities whilst carrying out their works. The Blucon Project Management Team can provide first aid cover if required but this must be agreed before the project starts and must never be presumed.

Blucon policy requires one first aider to every 50 individuals on site (1:50) and as such, if a contractor arrives without first aid cover of their own, and this limit has already been met / may be exceeded then Blucon reserve the right to refuse permission for the works to start which could result in abortive costs being incurred by the contractor.

4.7b Accident & Near Miss Reporting

All individuals on site, regardless of trade, job role or seniority have a responsibility to report any accidents, near misses or hazards to a member of the Blucon Project Management Team by the fastest means possible. All reports will be dealt with in the strictest confidence by the Project Management Team. However, should individuals wish to make any reports anonymously then near miss / suggestion reporting points will be available on all projects.

Please note however that near miss / suggestion reporting points may only be checked one or two times during the working day and as such any serious incidents, or hazards presenting immediate danger, must be reported immediately to a member of the Blucon Project Management Team.

4.7c Emergency Arrangements

The specific emergency arrangements put in place by Blucon will vary from project to project and will be communicated to all persons during site inductions. As such, it is essential that all operatives attend a site induction prior to commencing works. Any person found working on site without having received an induction will be dealt with under the Site Disciplinary System.

Emergency arrangements typically covered during inductions will include the following (note, this list is not exhaustive):

- Location of emergency exits and escape routes
- Location of emergency assembly point(s)
- Alarm testing times
- Location and type of fire extinguishers and other firefighting equipment
- Details of arrangements for the control of other types of emergencies (leaks, civil unrest, explosions etc)

Evacuation drills may be carried out at any time during the project and must be taken seriously by all persons involved. Failure to properly take part in an evacuation drill (eg by refusing to leave the building or deliberately obstructing the drill) will result in the offending individuals being dealt with under the Site Disciplinary System.

4.7d General Precautions

In order to make our sites safer places for everybody working on, or visiting them, all contractors are must ensure that (where applicable) the following general fire and emergency precautions are taken:

- Contractors must ensure that that have provided, or have access to, first aid facilities at all times
- Flammable liquids and substances are to be stored, moved and used correctly in accordance with RAMS and relevant guidance
- Fire doors are to be kept closed and fire exits unblocked at all times
- Emergency access/egress routes are to be kept unblocked at all times
- Emergency equipment (Inc fire extinguishers and alarms) is not to be removed, altered, damaged or in any other way tampered with.
- Housekeeping and waste is to be kept under control with all waste (most notably combustibles) removed from the work area and placed into the relevant waste receptacle promptly
- Contractors are to ensure that they provide suitable and well maintained extinguishers when carrying out hot works and that their operatives are training to use them.
- Contractors are to ensure that a second person is present for all hot works to act as a fire watch for the duration of the hot work and for one hour after the hot work has ceased (increasing to two hours on timber frame or other higher fire risk projects).
- All equipment is to be well maintained, free of damage and used correctly in accordance with RAMS and relevant guidance.

4.7e Storage and use of Combustibles, Flammables and Explosives

The storage of any combustible, flammable or explosive substances/materials on any Blucon project is to be avoided unless absolutely necessary. Where the storage of these substances/materials on site is the only practicable option, this must be agreed beforehand with the Blucon Project Management Team in order to ensure the suitable and sufficient storage arrangements are put in place.

Substances which could add to the intensity of a fire, such as acetylene or oxygen, or to the toxic hazard in the event of a fire, such as chlorine, must not be stored in the same compound as flammable liquids and LPG.

- Compressed gases: All contractors using compressed gases on Blucon projects must be trained and competent in the safe use, storage, transportation and disposal of compressed gas cylinders and all Safe Systems of Work must comply with INDG327 and HSG139. Only the practical minimum number of compressed gas cylinders are to be stored externally on site in lockable cages with clear warning signage displayed and a minimum 9kg dry powder fire extinguisher present. All hoses and gauges will be maintained in good condition complete with non-return valves and flashback arresters fitted (as applicable).
- Liquid Petroleum Gases (LPG): All contractors using LPG on Blucon projects must be trained and competent in the safe use, storage, transportation and disposal of LPG cylinders and all Safe Systems of work must comply with HSG51 and HSG140. Only the practical minimum number of LPG cylinders are to be stored externally on site in lockable cages with clear warning signage displayed and a minimum 9kg dry powder fire extinguisher

present. All hoses and gauges will be maintained in good condition complete with non-return valves and flashback arresters fitted (as applicable).

- Acetylene: The use of acetylene on site is to be avoided unless no other practicable alternative is available. Where the use of acetylene is unavoidable, the number of cylinders brought to site must be the absolute minimum (enough for a day's work) and must, unless in exceptional circumstances, be removed from site at the end of each working day. Where contractors need to store acetylene cylinders on site overnight, they must be stored in a lockable cage with clear warning signage displayed and a minimum 9kg dry powder fire extinguisher present. All hoses and gauges will be maintained in good condition complete with non-return valves and flashback arresters fitted (as applicable). Acetylene is not to be stored with other flammable liquids / gases or oxygen cylinders.
- Hand held gas cartridges: All contractors using handheld gas cartridges on Blucon projects must be trained and competent in the safe use, storage, transportation and disposal of gas cartridges. All Gas cartridges must be either depressurised by removal of the gas inlet valve following a Safe System of Work which may then be disposed of safely in a general waste / metal only skip or removed from site by the owner to be disposed of under their company's safe system of disposal
- Fuel (diesel and petroleum): Where fuels are to be stored on site (either in bowsers, containers or drums) it must be ensured that they are stored in a secure, shaded area and that they are surrounded by an impermeable bund sufficient to contain the maximum contents of the largest container plus 10%. Typically this may include banded trays/pallets on which containers and drums are stood or internally banded bowsers. It must be ensured that all fuel storage areas have clear warning signage displayed and a minimum 9kg dry powder fire extinguisher and fuel spill kit present. Where fuel is being dispensed manually (to refill plant and machinery), it must be ensured that a suitable drip tray is provided to prevent any ground contamination.
- Combustibles: The storage of any large quantities of combustible materials on any Blucon project is to be avoided unless absolutely necessary. Common examples of combustible materials encountered on site include paper, cardboard and timber (inc pallets). Where the storage of these materials on site is unavoidable, this must be agreed beforehand with the Project Management Team in order to ensure the suitable and sufficient storage arrangements are put in place.

4.7f Hot Works

Hot work is defined as "any temporary task which creates heat". On Blucon projects, the following commonly undertaken tasks are classed as hot works (note, this list is not exhaustive):

- Welding
- Brazing
- Soldering
- Using heat guns
- Any work process involving a naked flame

- Cutting or grinding where sparks may be produced (including where “sparkless” or “low spark” discs are used).
- Any other form of cutting or grinding which produces / may produce a spark

Hot works must be avoided wherever possible and substituted for safer methods of work, such as having materials delivered pre-cut to size or undertaking cutting by hand. Where hot works cannot be avoided, they must be undertaken by suitably competent persons under control of a Hot Work Permit.

No hot works are permitted to commence until a Hot Work Permit has been issued by the Project Management Team and any person / company found doing so will be subject to the Site Disciplinary System. When undertaking hot works, contractors are responsible for ensuring that the following measures are adhered to:

- Ensuring that, in accordance with the FPA Joint Code of Practice, they have a second operative present whose job it is to act as “Fire Watch”. The main roles of the Fire Watch are as follows:
- To constantly monitor a 10m global radius from where the work is being undertaken for signs of heat transfer or conduction or for evidence of stray sparks etc
- To continue to monitor the work area for one hour after hot works have ceased to identify and remaining heat, smouldering or other potential sources of ignition.
- Ensuring that suitable fire extinguishers are present at all times.
- Ensuring that all equipment used for hot working is well maintained and in safe working order including the presence, where applicable, of fully functional gauges and flashback arrestors.
- Ensuring that all equipment is used correctly and safely and only by suitably competent personnel.
- Ensuring that the control measures detailed within the Hot Work Permit are adhered to at all times including, but not limited to, the removal / covering over of all combustible materials in the area.

4.8 Access Equipment

4.8a Definition of Access Equipment

In accordance with the Blucon Health & Safety Policy, the following pieces of equipment are classified as Access Equipment

- Stepladders & Ladders
- Hopups
- Podiums
- Scaffold Towers

4.8b Use of Stepladders, Ladders & Hopups

The use of stepladders, ladders and hopups is not subject to blanket ban on Blucon projects. However, in accordance with the Working at Height Regulations it must be ensured that the most practicable working at height option is chosen. As such, the use of steps, ladders and hopups will not be permitted on Blucon projects unless the contractor can prove to the Project Management Team that there is no other practicable alternative.

As general guidance, the use of stepladders, ladders and hopups will only be permitted in the following circumstances:

- Where the work is so light and of such short duration (less than 10 minutes) that it would not be practicable to utilise safer alternatives such as scaffold towers or podiums or;
- Where space and/or access constraints mean that safer alternatives such as scaffold towers or podiums cannot physically be utilised.

Please note, the above examples are given as general guidance only and Blucon project Management reserves the right to refuse permission for steps, ladders or hopups to be used if they feel that a safer alternative can practicably be utilised.

Where permission to use steps, ladders or hopups is given, a permit will be issued to the operative by the Project Management Team. This permit will apply for a specific task / location only and for asset period of time and is not to be treated as a “blanket” permit giving permission for steps, ladders or hopups to be used all over site.

Any person found using steps, ladders or hopups without a permit or beyond the constraints of an issued permit will be subject to the Site Disciplinary System.

4.8c Inspection and Maintenance

All Access Equipment must be regularly inspected by a competent person in order to ensure that they are in safe working order and, where applicable, that they have been assembled correctly. On Blucon projects, Access Equipment is to be inspected at the following intervals:

- Visually by the user before every use (not recorded)
- Weekly by a competent person (recorded)

Weekly inspections must be recorded by contractors using their own inspection checklists which must then be handed in to the Site Management Team at the end of each working week. Whilst there is no definitive format of checklist required, the following information must be contained as a minimum:

- Name and signature of the person undertaking the inspection.
- Date and time of the inspection.
- Detailed breakdown of exactly what parts of the Working Platform have been inspected.
- Details of any faults found and, where necessary, remedial actions taken.

4.8d Competency

Whilst formal proof of competency is not required for using or inspecting steps, ladders, hopups and podiums, contractors are responsible for ensuring that their operatives have received sufficient information, instruction & training in order that they are able to use the equipment correctly and safely and inspect it thoroughly.

Whilst formal training is also not required to use scaffold towers, only operatives who have in-date PASMA training are permitted to assemble, alter and/or inspect them.

4.9 Plant & Lifting Equipment

4.9a Definitions

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In accordance with Blucon Health & Safety Policy, the following pieces of equipment are classified as Plant & Lifting Equipment (this list is not exhaustive):

- MEWPs (including vertical and boom style mobile elevated working platforms)
- PAVs (push around powered lifters, often referred to by the brand name "Pop Up")
- Manually powered lifting equipment (for example "Peco" lifts)
- Hoists
- Cranes
- Excavators
- Dumpers
- Rollers
- Crushers
- Other large fuel powered machinery
- Forklifts and telehandlers

4.9b Competency

Whilst it is recognised that formal training may not always be required to use certain Plant & Lifting Equipment contractors are still responsible for ensuring that their staff have received suitable and sufficient information, instruction & training in order for them to be able to use the equipment safely and with minimal risk to themselves and others.

However, persons operating the following equipment must be able to provide the following proof of competency in order to be permitted to use the equipment (this list is not exhaustive):

- | | |
|------------------------------|---|
| • MEWPs | IPAF PAL Licence for relevant MEWP type |
| • PAVs | IPAF PAL Licence for PAVs |
| • Goods hoists | Proof of operator training |
| • Cranes | CPCS |
| • Most common plant | CPCS / NPORS |
| • Forklifts and telehandlers | CPCS / NPORS / RTITB / AITT |

Please note, with the exception of those holding a CPCS card, which is a CSCS affiliated scheme, users of Plant & Lifting Equipment will still need to present a valid, in date CSCS card in order to be granted access to site in the first instance.

4.9c Inspection and Maintenance of Equipment

All Plant & Lifting Equipment used on Blucon Construction projects must have received a thorough examination (or equivalent inspection) within the following timescale:

- | | |
|--|-----------|
| • Equipment used for lifting people | 6 months |
| • All other forms of lifting equipment | 12 months |
| • Most common plant | 12 months |

Contractors are responsible for ensuring that all equipment brought to site has an in-date thorough examination and that copies of certificates are provided to the Project Management Team before first use.

All lifting equipment is to receive a visual inspection by the user before every use and a recorded inspection every day. Copies of recorded inspections are to be provided to the Blucon Project Management Team at the end of each working week for filing with the relevant Plant & Lifting Equipment Register.

4.10 Electrical Equipment

4.10a Permitted Equipment

Only 110v tools and electrical equipment is to be used on site. 240v equipment such as battery chargers and office equipment may be used in the office / welfare areas of site. 240v equipment is not to be used on Live Work Zones of site under any circumstances.

4.10b Inspection and Maintenance of Equipment

All electrical equipment used on Blucon projects must have a Portable Appliance Test (PAT Test) carried out on it within the following timeframes:

- Tools (110v) 3 months
- Battery chargers, laptops, office/welfare equipment etc 12 months

Contractors are responsible for ensuring that any electrical equipment used on Blucon projects is in safe working order, free of damage, excessive wear and/or unauthorised modification and that it has been PAT Tested in accordance with the above standards. Any equipment found on site which has not been PAT Tested, or which has an expired PAT Test, will be removed from site and the owner disciplined in accordance with the Site Disciplinary System.

4.11 Temporary Works

4.11a Undertaking & Supervision of Works

No temporary works are to commence on site without first being entered onto the Site Temporary Works Register by the Blucon Project Management Team.

The Temporary Works Supervisor (the supervisor of the contractor undertaking the work) is responsible for ensuring that the work is carried out safely and in accordance with the RAMS for the task and the design / manufacturer's instructions / recognised standard (as applicable).

4.11b Designs / Instructions

All temporary works are to be installed in accordance with a bespoke design, an industry, British or European standard (such as TG20 for tube & Fitting scaffold) or to manufacturer's instructions. As such, contractors undertaking temporary works on site must ensure that a copy of this information is available on site prior to works commencing.

If a copy of the design / manufacturer's instructions / recognised standard which the temporary works are being installed to is not available on site then works will not be allowed to commence.

Contractors are responsible for ensuring that the temporary works are installed exactly as per the design / manufacturer's instructions / recognised standard and must make any alterations or amendments during the installation phase.

4.11c Handover of Temporary Works

Once the temporary works have been completed, contractors must ensure that the Blucon Project Management Team are provided with a formal handover certificate for the temporary works. Handover certificates should contain a minimum of the following:

- Date and time of installation
- Description of temporary works (including type, dimensions & location)
- Max weight loading (where applicable)
- Description of nature of work undertaken (initial installation, adjustment etc)
- Details of the design / manufacturer's instructions / recognised standard which the temporary works was installed to along with any relevant reference numbers
- Formal statement confirming that the work has been carried out in accordance with the design / manufacturer's instructions / recognised standard
- Name of contractor carrying out installation
- Signature of the supervisor who supervised the installation of the temporary works

Until a handover certificate has been provided, Blucon will not accept the temporary works as being complete and will, where applicable, not allow the temporary works to be used which may result in program delays. Any costs arising from such delays will be passed onto the offending contractor.

4.11d Inspection of Temporary Works

Where contractors have been requested to carry out inspections of temporary works it must be ensured that these inspections are carried out promptly within the agreed timescales and by a person with demonstrable competence in the inspecting that particular type of temporary works.

Details of temporary works inspections are to be provided, in writing, to the Blucon Project Management Team at the end of each working day / week (dependent on inspection frequency) and will generally be in the form of a detailed checklist which is to be provided, and completed, by the contractor carrying out the inspection.

As a minimum, these inspections should contain the following information:

- Date and time of inspection
- Description of temporary works (including type, dimensions & location)
- Reason for inspection (periodic, following incident, post adjustment etc)
- Details of the design / manufacturer's instructions / recognised standard which the temporary works was installed to a with any relevant reference numbers
- Detailed breakdown of the areas which have been inspected

- Details of any faults identified and remedial actions taken. Where no issues have been identified, formal statement confirming that the temporary works are in safe condition and that they are safe to use.
- Name and signature of the person carrying out the inspection

Where inspections have not been undertaken within the agreed timescale, Blucon will not allow the temporary works to be used which may result in program delays. Any costs arising from such delays will be passed onto the offending contractor.

4.12 Permits to Work

4.12a Overview

In order to ensure the safe undertaking of works on site, certain tasks are subject to more stringent control and are only to be undertaken following the issue of a Permit by the Blucon Project Management Team. The standard tasks requiring Permits are detailed below and will also be briefed, along with any additional project specific requirements, to all operatives during their inductions.

Any person found carrying out a restricted task without a Permit will be subject to the Site Disciplinary System.

4.12b Types of Permit

The following tasks are not to be undertaken on site without a Permit first being issued by the Site Management Team:

Task:	Notes:
Hot work	Any temporary task which creates heat including; Welding, brazing, heat guns, any form of cutting which creates a spark, any work with naked flames (this list is not exhaustive). Also requires contractor to provide second operative to act as "Fire Watch". See section on hot working for more information on responsibilities of the Fire Watch.
Use of steps/hopups/ladders:	Stepladders, hopups and ladders are not banned on Blucon projects but are only to be used as a last resort and following the issue of a Permit by the Blucon Project Management Team. Permits will only be issued where the work is very light and short duration or where space constraints mean that safer access cannot be utilised. The Blucon Project Management Team reserves the right to refuse to allow the use of steps, ladders or hopups where it is felt that safer forms of access can be practicably utilised.
Excavation:	Used to control any work which penetrates or disturbs the ground including, but not limited to: Manual and mechanical digs, floor sawing, breaking up of slabs, pulling up trees/hedge rows and removing existing fencing or similar structure. Contractors are responsible for providing calibrated cable avoidance equipment (eg CAT and signal generator) along with a trained operator whenever any of the above work is being undertaken.

Confined space:	Before any entry into confined spaces is undertaken it must be ensured that a Confined Space Permit is issued by the Blucon Project Management Team. Contractors are responsible for ensuring that they prepare a detailed system of work along with suitable and sufficient rescue arrangements and that all of their operatives are suitably competent in order for the works to be undertaken safely.
Demolition:	Used to control any demolition works undertaken on site including mechanical demolition, soft strip, dismantling and strip out.
Miscellaneous:	Certain other tasks on site will also be controlled via a Permit. These may include such things as accessing a roof or entering restricted areas. These will vary from project to project and as such, any additional tasks which require a Permit will be briefed during site induction.

4.13 Monitoring of Works

4.13a Day-to-Day Supervision of Works

All contractors are responsible for ensuring that they provide a suitably competent SSSTS* trained supervisor to monitor their works. These supervisors are responsible for ensuring that works are carried out safely and in accordance with their own Risk Assessments & Method Statements and the Site Rules.

* The requirement for supervisors to hold SSSTS may be relaxed for smaller, lower risk contractors but must be agreed with the Blucon SHEQ Department, via the Project Management Team, prior to works on site commencing. However, even where the requirement for SSSTS has been relaxed, a nominated supervisor must still be in place at all times.

4.13b Audits and Inspections

Blucon's Project Management Teams and SHEQ Department will carry out regular inspections and audits of company projects in order to help ensure that they are safe and healthy places for everybody working on, or visiting, them.

Where contractor's own management and/or SHEQ Departments are carrying out visits to Blucon projects in order to carry out their own inspections and / or audits, we encourage these parties to report back any issues they encounter, whether related to their particular company or not, so that remedial action can be promptly taken by the Project Management Team.

Where written reports are completed following contractor's own inspections / audits, the Blucon Project Management Team will need to be provided with a copy.

4.14 Occupational Health

4.14a Asbestos

Where work is being undertaken within buildings built prior to 2000, Blucon will ensure that a copy of an up-to-date asbestos survey is available on site. Contractors are responsible for ensuring that they refer to this survey before undertaking any works.

Where asbestos containing materials have been identified or presumed or where works are being carried out in any building built prior to 2000 contractors must ensure that all operatives have undertaken Asbestos Awareness Training within the last 12 months. Copies of certification must be presented to the Blucon Project Management Team prior to works being allowed to start.

If confirmed or suspected asbestos containing materials are accidentally disturbed then contractors must ensure that they notify a member of the Blucon Project Management Team immediately.

No planned works on asbestos are to be undertaken unless contractors hold the appropriate non-licenced or licenced asbestos training.

4.14b Dusts and fumes

Where works are being undertaken which may create dust and/or fumes, contractors are responsible for putting in place control measures which will prevent/limit the release of dust and/or fumes in order to help protect the site as a whole. Individual control measures (eg respiratory protection) should be used as a last resort with emphasis being given to prevention and then group control measures such as dampening down or dust extraction.

Where respiratory protection is to be used, contractors are to ensure that the correct type is specified and provided and that all operatives have been face fitted. Copies of face fit certificates are to be provided to the Blucon Project Management Team prior to works being allowed to commence.

4.14c Hand/Arm & Whole Body Vibration

Contractors are responsible for ensuring that any works which expose their operatives to either hand arm vibration or whole body vibration are sufficiently risk assessed prior to commencement and that all control measures are adhered to during the course of their works.

The use of equipment or systems of work which expose operatives to hand arm vibration or whole body vibration should be avoided where possible with emphasis being given to methods of work which do not expose operatives to vibration.

Where exposure cannot be avoided, it must be ensured that safe trigger times are calculated and then closely monitored in order to prevent excessive exposure.

4.14d Noise

Where works are being undertaken which may create noise, contractors are responsible for putting in place control measures which will prevent/limit the creation of noise in order to help protect the site and surrounding areas as a whole. Individual control measures (eg hearing protection) should be used as a last resort with emphasis being given to prevention and then group control measures.

5.0 Review of RAMS

The Contractors RAMS Review Sheet is used by the Blucon Project Management Team to help review contractor Risk Assessments and Method Statements prior to works commencing in order to ensure that they are of a satisfactory standard.

Any contractor Risk Assessments and Method Statements which do not meet the minimum standards contained within the Contractor RAMS Review Sheet will not be accepted and will need to be amended prior to permission being given for work to start.

Contractors are to ensure that any contractor Risk Assessments and Method Statements submitted to Blucon meet the minimum standards detailed within the Contractor RAMS Review Sheet in order to help prevent any unnecessary delays.

The following areas must be covered as a minimum in all contractor Risk Assessments and Method Statements:

Basic elements:

- Name and address of project.
- Name & signature of author of RAMS.
- Name of client / principal contractor.
- Correct dates and times of work.

Method Statements & Risk Assessments

- Overview of works being undertaken along with a detailed step-by-step process of how these works are going to be undertaken.
- Detailed risk assessments covering all foreseeable hazards presented by the works

COSHH Assessments

- COSHH Assessments for all hazardous substances which are going to be used.
- Material Safety Data Sheets also to be provided.

Environmental hazards & controls

- All foreseeable environmental hazards identified and controlled.
- Including dust, noise, emissions and waste (this list is not exhaustive).

Operative details

- Type of trades undertaking your works.
- Details of their qualifications (Type of CSCS/CSCS affiliated card plus any additional competency cards)
- Number of operatives.

Supervisor details

- Name of supervisor.

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- Contact details (phone, email etc).
- Details of their qualifications (Type of CSCS/CSCS affiliated card, SSSTS/SMSTS plus any additional competency cards).

Inspection & monitoring arrangements

- How your work areas will be monitored during your works.
- Inspections, audits, checksheets etc.

List of equipment & inspection arrangements

- Details of the type of equipment which is going to be used on site.
- Details of how the equipment is inspected on site (visual, recorded etc).
- Details of periodic inspections (3 monthly PAT test, 6 monthly thorough examination etc).

Personal Protective Equipment

- Details of the type of PPE which is going to be used (including glove cut level and colour)
- Details of any task specific PPE such as respiratory or hearing protection including type (eg FFP3)

Segregation arrangements

- How your works will be segregated from the public, client staff, other trades etc.
- Details of the means used to segregate your works (barriers, fencing etc).

First aid & accident reporting

- Details of who will be providing first aid cover for your operatives.
- Details of any specific emergency arrangements.
- How accidents and incidents will be reported during the project.

Rescue arrangements

- Details of specific rescue procedures for works involving MEWPs, harness and confined spaces.




6.0 Site Disciplinary System

Blucon operates a Zero Tolerance Policy with regards to breaches of the Site Rules and/or Health & Safety Legislation. Whilst this does not necessarily mean that contractors will be automatically removed from projects for any breaches, it does mean that all members of the Blucon Project Management Team are obliged to take immediate action on all SHEQ related breaches witnessed or brought to their attention.

In order to ensure that everybody on site is fully aware of what is expected of them, all persons attending site (contractors and visitors) will be informed of the Site Rules and of the Zero Tolerance Policy during their inductions and what actions will be taken following any breaches

Blucon operates a three tier Site Disciplinary System which applies to all companies and individuals present on our projects. This consists of verbal warning, written warning (yellow card) and dismissal from site (red card). The level of action taken following a breach of the Site Rules will vary depending on the nature and severity of the breach.

The following guidance demonstrates what level of action will be taken against a variety of common disciplinary issues. However, this list is by no means exhaustive and in all circumstances the Project Management Team’s decision is final.

	<p>Verbal Warning</p> <ul style="list-style-type: none"> • Failure to comply with PPE rules • Minor breaches of Blucon/Client site rules • Use of unauthorised access/egress routes • Use of un-tagged and/or un-logged equipment (Steps/MEWPs etc) • Poor housekeeping • Failure to sign in and/or out of site • Poor segregation of works
	<p>Yellow Card (written warning)</p> <ul style="list-style-type: none"> • Being issued more than one verbal warning • Smoking in unauthorised areas • Misuse/abuse of welfare facilities • Not working in accordance with own RAMS • Actions which may pose a risk to themselves or others • Failure to comply with, or obtain, a permit
	<p>Red Card (dismissal from site)</p> <ul style="list-style-type: none"> • Being issued more than one yellow card • Being under the influence of drugs and/or alcohol whilst on site • Violence of any description (inc threats) • Actions which pose an immediate risk to themselves or others • Unauthorised modification of scaffold or edge protection • Failure to comply with, or disregard of, H&S instructions

Contractor SHEQ Minimum Standards

