

# Safety, Health & Environment

## NG Bailey Sub-Contractor (SHE) Standards Group Standard Operating Procedure

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## INTRODUCTION

### Purpose

This standards document is provided to ensure that NG Bailey appointed/ approved/preferred sub-contractors and suppliers understand the SHE standards which we advocate on our projects / contracts.

- This key SHE Standards are mandatory on all projects / contracts where NG Bailey fulfils the role of Principal Designer and Principal Contractor and/or Contractor in accordance with NG Bailey contractual requirements.
- Sub-contractors/suppliers should familiarise themselves with these standards and also ensure that these standards are adhered to by any sub-contractors/suppliers and any self-employed persons working within their workforce.
- The provision of suitable and adequate resources to ensure the effective management and control of SHE standards will carry a cost element. These standards will assist sub-contractors in their planning and provision of satisfactory SHE resources to our projects.
- Adequate resources are required to prevent unnecessary risk to the health and safety of all personnel working on our projects / contracts or who may be affected by working being performed.
- These standards will be monitored by NG Bailey in accordance with our monitoring arrangements procedures.
- Non-compliance with these standards will result in the sub-contractor being removed from the NG Bailey approved sub-contractor's database.

These standards provide subcontractors with guidance on the management of typical operational SHE risks; however, this may not be an exhaustive list.

### Note:

Throughout this guidance book the term 'sub-contractor' is used but may be substituted by the term 'supplier' as is appropriate in respect to the terms of the contractor's 'contractual agreement'.

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# NG Bailey SHE Policy and Principles

## SHE Policy

NG Bailey is committed to providing and maintaining a safe, healthy, and secure working environment for all colleagues, ensuring the health and safety of others impacted by our operations and services, and ensuring that we protect the natural environment.

We strive towards SHE protection being a natural and integral part of our culture through effective leadership and developing appropriate behaviours. By working proactively with colleagues, clients, and our supply chain we ensure that all are fully integrated into our decision-making processes.

## Commitments

NG Bailey is committed to:

- Implementing our Safety First and Foremost principle, to proactively prevent incidents, improve performance and our collective management of SHE;
- Establishing line management accountability for upholding a healthy, safe, and secure working environment and reducing or mitigating hazards to health and the environment posed by our work activities;
- Continually improving our occupational health and safety management by assessing hazards and setting risk-based objectives and targets as part of our overall improvement programme;
- Through a culture of continuous improvement, we investigate events positively and learn from our own and other experiences;
- Promoting an engaged SHE culture through two-way communication and participation whereby colleagues are required to pay due care and attention to their own health and safety and that of others by applying all SHE controls applicable to an activity;
- Promoting the importance of occupational health, including hygiene, health, and wellbeing within the workplace, by engaging with colleagues and making arrangements for crisis management, accidents, ill-health and first aid;
- Providing adequate funding and resources that contribute towards a safe and healthy working environment, including supervision, training, and the appointment of competent professionals;
- Fully implementing business controls, SHE legislation, regulatory, client and other requirements; holding our suppliers and contractors to the same thereby ensuring alignment of expectations;
- Improving and assessing our SHE performance by investing in training, awareness, systems, tools, and assurance;
- Regularly monitoring our performance and progress against objectives for the management of SHE at work, make necessary improvement and communicating internally and externally as required.

We ensure that these requirements are defined, implemented, and maintained via the NG Bailey SHE management system, which has been developed to meet the needs of the organization as a whole.

**It is an expectation and minimum requirement that all contractors working on behalf of NG Bailey share these commitments.**

Below is a list of key standards that we expect all sub-contractors to comply with whilst working on behalf of NG Bailey.

## Key Safety, Health, and Environment Standards

### Workforce Competence

Sub-contractors must maintain relevant 'supervisory and operative training certificates' in site files. Copies of these 'training certificates' must be submitted to NG Bailey project / contract management.

Personnel found not to be in compliance with skills training requirements will be suspended from performing the relevant operation/task until such time that their employer can produce the necessary training certificate.

All sub-contractors must maintain their employee's or contracted staff skills training matrix for review by NG Bailey project / contract management which must contain current information with regards to current certifications, date of attendance, expiry/renewal date etc. Sub-contractors must ensure that employees or contracted training standards are kept up to date. Where it is determined that certification has lapsed e.g., as determined by audit or review, without provisions made to renew certification at the earliest possible date, the employee or sub-contractor concerned will be removed from the NG Bailey project / contract.

Sub-contractors who employ personnel (including 'agency' and 'self-employed' persons) with 'skills' which are currently 'in scope' as defined by the Construction Skills Certification Scheme (CSCS) must have those personnel registered with the scheme. Personnel must have the trade specific CSCS card or skills cards affiliated with the CSCS scheme on construction sites.

Sub-contractors must ensure that their nominated managers hold the 5-day Site Managers Safety Training Scheme (SMSTS) and that their nominated supervisors hold the 2-day Site Supervisors Safety Training Scheme (SSSTS) on construction sites.

Sub-contractors undertaking non-construction-based work on behalf of NG Bailey must ensure that their managers and supervisors hold the IOSH Managing Safely accreditation or equivalent recognised industry standard.

Subcontractor operatives must be appropriately trained and competent to undertake the tasks associated with their role.

The sub-contractor must demonstrate that all persons who operate items of mechanical plant and machinery are sufficiently experienced, trained, and competent to do so. All operators of plant, machinery, and equipment must be certificated to the Construction Plant Competence Scheme (CPCS) on construction sites. International Powered Access Federation (IPAF) training certificates are also acceptable for access equipment.

Only persons in possession of a current Construction Industry Scaffolders Record Scheme (CISRS) card relative to their skills and capabilities will be permitted to erect or dismantle any type of fixed scaffolding. They must also hold and provide NG Bailey project / contract management, the appropriate evidence of product specific training for system scaffold erects where this to be used. Scaffold labourers must possess a current labourers CISRS card.

Additional training requirements are identified in specific parts of this standard.

The nominated supervisor to operative ratios must never exceed one-to-eight (1-8). The ratio will be reduced dependent upon a risk assessment for the activity i.e., non-English speaking demolition workers may require a 1-3 ratio with the supervisor being a competent interpreter.

Non-English-speaking workers must have competent interpreters to ensure any communication is clearly understood. The ratio of interpreters must never exceed 1-5. Competent interpreters must be clearly identified by the sub-contractor and agreed by the NG Bailey project / contract management.

## Induction

All sub-contract personnel must undergo a NG Bailey project / contract specific induction, and where necessary, the Principal Contractors induction process.

Sub-contractors must give at least 24hrs notice to NG Bailey project / contract management of induction requirements.

Re-induction may be required as a result of a disciplinary procedure or poor performance by the nominated supervisor of any operative requested to attend.

Sub-contractors must ensure that NG Bailey project / contract specific site rules are adhered to by all sub-contractor personnel including visitors.

All first-time visitors must be given a NG Bailey visitors induction and must be chaperoned by the sub-contractor representative on site at all times.

## Safe Systems of Work (SSoW)

The provision of suitable and satisfactory Risk Assessments and Method Statements (RAMS) by sub-contractors is essential on all NG Bailey projects / contracts.

Sub-contractors must submit their RAMS to the relevant NG Bailey manager or Supervisor for review prior to works being permitted to commence on site (at least 5 days before work is to commence).

In event of reactive or emergency work when NGB staff may not be in attendance, the usual process in receiving RAMS prior to scheduled work activities may not be possible; however, every effort should be made by the sub-contractor to establish a point of work/dynamic risk assessment to assess the situation in hand. Where emergency work normally requires a specific permit to work i.e. HV electrical work, the situation should be made safe and the sub-contractor must seek further instruction from the relevant NG Bailey manager / supervisor prior to continuing.

Where a NG Bailey project / contract SHE inspection identifies sub-contractor works which are not adequately covered by their RAMS, all or specific parts of those works will be immediately suspended by the NG Bailey manager or supervisor, until satisfactory action is taken by the sub-contractor to rectify the situation. The cost attributed to any associated down time will be borne by the sub-contractor.

Sub-contractors must assess all SHE risks associated with their work activities and identify suitable and effective control measures to be used to combat these risks.

Specific “risks” and “control measures” should be clearly identified within the risk assessment and be communicated at project meetings.

The specific risks and control measures identified should be clearly communicated to all members of the sub-contractors’ workforce.

## Working at Height

Where working at height cannot be avoided sub-contractors should consider their method of working carefully prior to putting operatives to work. The mode of access to carry out the work is most important, and consideration should be given to access arrangements that do not put operatives at unnecessary risk e.g.

- The use of man riding cages suspended from cranes.
- The use of Mobile Elevated Work Platforms (MEWPs)

Where mechanical means of access is not an option sub-contractors must provide safe access for employees working at height. This can be done by the provision of safe scaffold access such as:

- Fixed tube and fitting scaffolding
- Mobile scaffold towers

On floors above ground level and at roof level fixed guard rail edge protection is to be provided comprising double guard rails and toe boards as minimum. These must also be provided around service riser and lift shaft openings.

Where operatives are working at leading edges, distance barriers are to be erected with appropriate signage to protect other operatives. Leading edge operatives must be provided with suitable fall, protection/fall arrest arrangements.

When working at heights risk other than falls must be considered as part of the risk assessment process. As an example, the risk to persons working below, the risk of falling items and the risks related to weather conditions must be considered by the sub-contractor.

The sub-contractor must ensure that work from stepladders will be as a last resort only. Where Risk Assessment can demonstrate the use of alternative access platforms as impractical or unfeasible, stepladders will be permitted. Agreement to the use of stepladders will be with NG Bailey project / contract management only (with additional instruction and an NG Bailey Work at Height Risk Minimisation form (GSF 025) issued and completed).

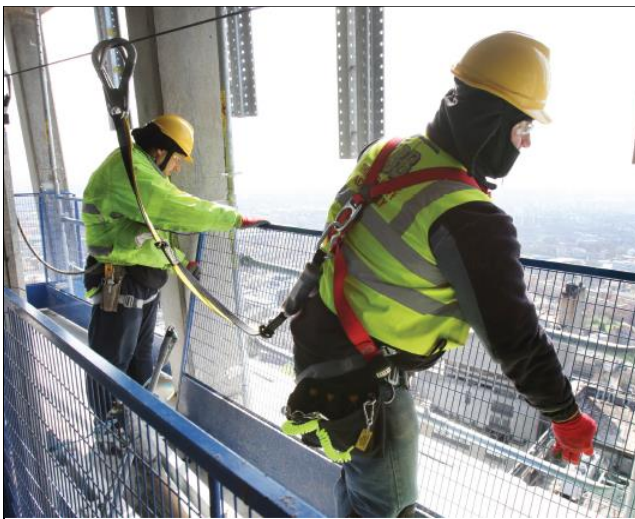
Unauthorised equipment will not be allowed onto site and will be quarantined by NG Bailey project / contract management. In situations where stepladders are authorised for use, they must be of a standard compliant to BSEN131 (Class 1 Industrial), kept secured to prevent unauthorised access when not in use. It is a requirement of the sub-contractor to ensure supervision of operatives working under a Work at Height Risk Minimisation form.

Prefabricated Access Suppliers and Manufacturers Association (PASMA) training certificates must be held by any sub-contractor who wishes to erect and/or use alloy towers. A Scaff tag must be used and retained on site for at least three (3) months for record purposes after the tag is complete.

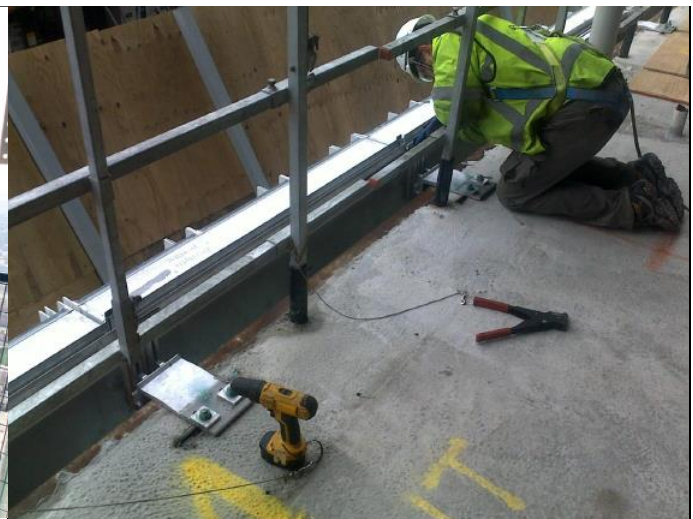
Low level Working Platforms (known as 'Hop-ups') are acceptable for use for short duration work activities as identified through risk assessment. All hop ups must be manufactured to an industrial standard and must be suitable for use on construction sites. Only 600 mm x 600 mm wide platforms are permitted to be used and only a maximum platform height of 510 mm is permitted.

All roof work must have a roof access permit in place.

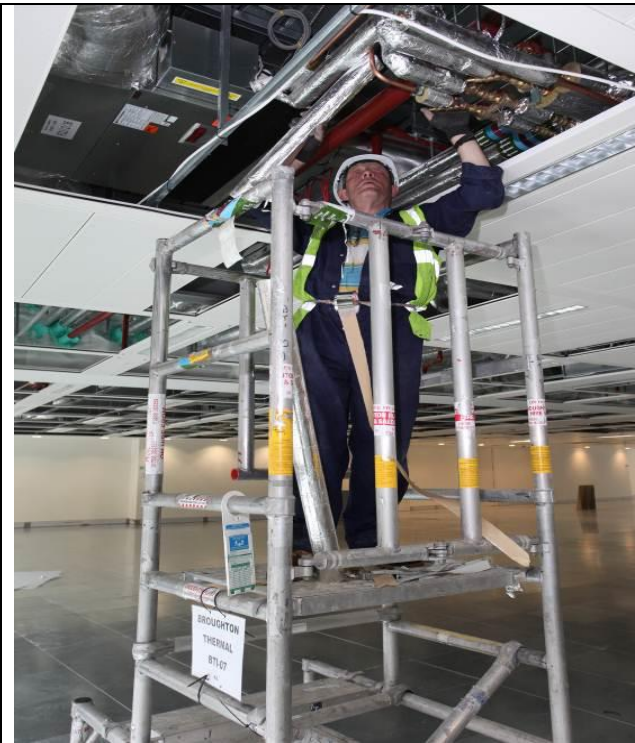
Note: Fall protection arrangements are a last resort and should only be considered where other safe access arrangements cannot be provided e.g., MEWPS or suitable scaffold access arrangements.



***What Good Looks Like – Edge Protection***



***What Good Looks Like – Tethered Tools***



**What Good Looks Like – Correct Selection of Height Access Equipment**



**What Good Looks Like – Anti-Entrapment Devices**

## MEWP's

The sub-contractor must ensure that any person operating a MEWP possesses the relevant card within the International Powered Access Federation (IPAF) scheme relative to the machine type. This includes 'Push Around Vertical' (PAV) category. NG Bailey require all MEWP operators undertaking Steel Erection and associated trades or Safety Netting also hold the IPAF / "PAL +" competency certification. NG Bailey requires all "IPAF Category 3b" MEWPs to be fitted with a manufacturer-approved 'anti-entrapment' device. All other MEWP activities are to be assessed for anti-entrapment risks by the sub-contractor and the appropriate controls listed within the submitted RAMS for each MEWP activity.

Familiarisation training for the particular machine shall also be undertaken prior to using on site.

Wherever MEWPs are used, an anemometer provided by the sub-contractor must be available to monitor wind speeds.

When working in boom type platforms, all operators must wear a fixed length restraint harness, clipped to the anchorage point within the basket.

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. Suitable "Exclusion Zones" shall be made around the areas using stable barriers as necessary.

A specific rescue plan must be developed by each sub-contractor using a MEWP(s) with an emergency drill being fully practiced before work activities commence on site. Subsequent emergency drills must then be undertaken during the work activity phase at a frequency determined and identified by the sub-contractors' Project-Specific risk assessment.

All sub-contractors must provide a 'MEWP tag' for each machine they have on site, which must be displayed on the machine, and it is the responsibility of the operator to carry out daily checks and complete the tag. This should include checks of the working zone around the machine for any holes, voids or chambers etc.

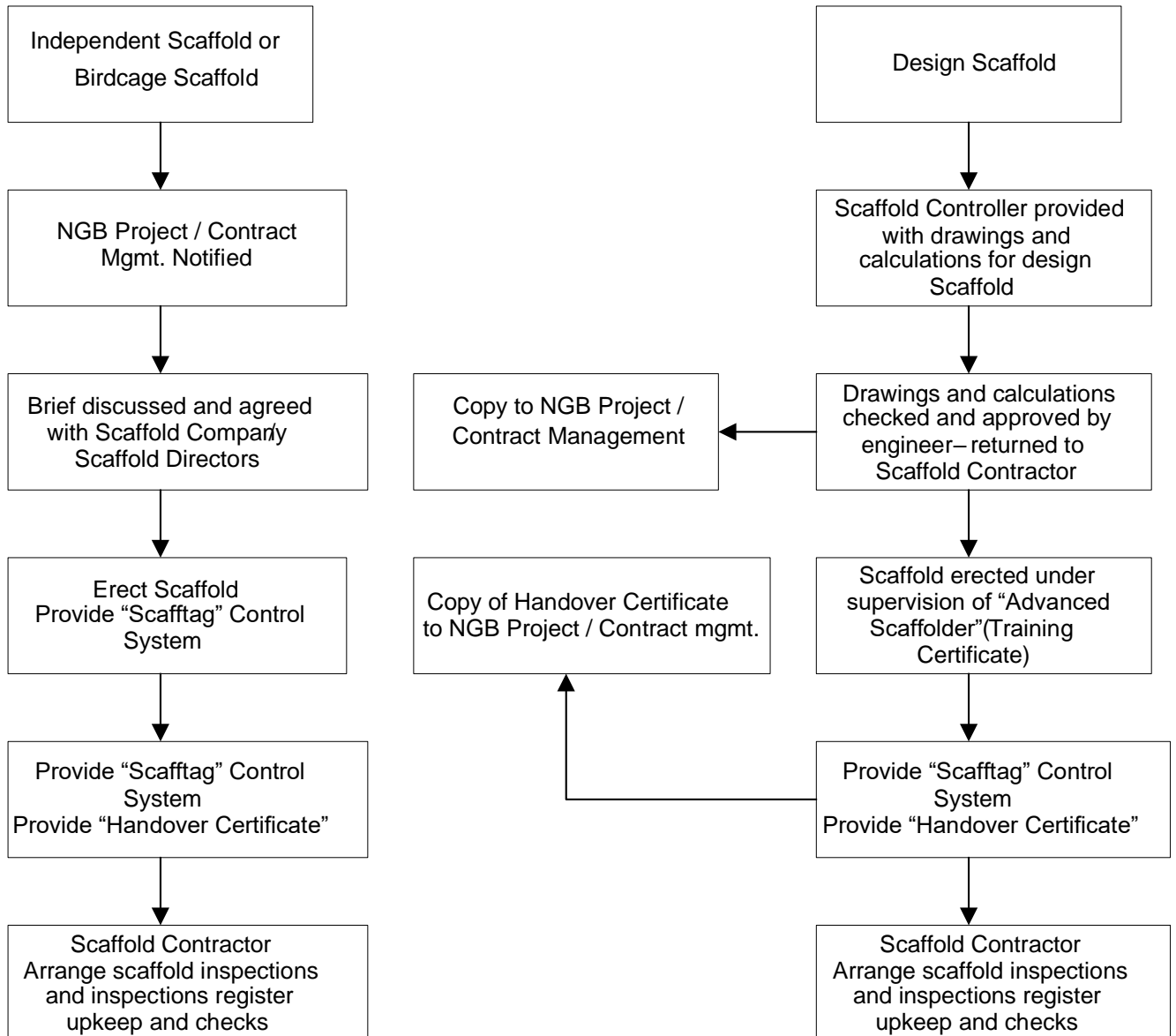


Sub-contractors must ensure that daily inspections are undertaken and recorded to ensure the equipment remains fit for purpose with a thorough examination carried out by a competent person every 6 months.

## Scaffolding

Sub-contractors shall be responsible for all scaffold operations within their packages.

The NG Bailey project / contract management team shall monitor compliance with these requirements.



The erection of scaffolding and false work on any NG Bailey site must be conducted in line with the Construction Design and Management regulations and the National Access and Scaffolding Confederation

“Guidance Note SG4, the use of fall arrest equipment whilst erecting, altering and dismantling scaffolding”.

All scaffold, whether internal or external is to be erected by skilled, trained, and competent scaffolders who must be adequately supervised with at least one Advanced Scaffolder in attendance at all times.

Adequate sole and base plates are to be provided by the sub-contractor. NG Bailey will provide a clear base area for scaffold to be erected.

The sub-contractor shall be responsible for providing and installing sufficient ties to ensure the stability of all scaffolds in accordance with the design.

Handover certificates will be required for each section of scaffold.

All Scaffolders must ensure their harness is fitted and worn correctly before going to any workplace. The Nominated Supervisor must check this.

All scaffold works must incorporate a Safe System of Work for both erection and dismantle. It is an NG Bailey requirement that the use of collective measures, such as advanced guardrails must take priority over the use of Personal Fall Protection (PFP). The use of PFP is as a last resort only in areas or situations where collective measures are unfeasible or impractical to use. Scaffolders must though, continue to wear harnesses as advised by the National Access and Scaffolding Confederation (NASC), even in work areas where clipping on is not required.

All work methods must include a rescue procedure for recovering a scaffolder suspended by his harness. Rescue equipment must be kept in close proximity to the workforce. The rescue procedure must be practiced by way of structured drills undertaken during the work activity phase at a frequency determined and identified by the sub-contractor's project-specific risk assessment.

Scafftags must be used on all scaffolds and mobile tower scaffolds and must be kept on site for at least three months for record purposes after the tag is complete.

Subsequent seven (7) day inspections, following the initial inspection of scaffolding are to be carried out by an Advanced Scaffolder and / or Nominated Supervisor, who is suitably competent and independent of the erection of the scaffold. The Advanced Scaffolder / Nominated Supervisor will then sign off the scaffold as fit for use in accordance with the requirements of the Work at Height Regulations (WAHR). Additional inspections will be required after significant alterations or an incident that may adversely affect the structure (collision, adverse weather etc.).

Scaffold ties – only those persons working under the direct control of an Advanced Scaffolder are permitted to adjust or remove any form of scaffold tie and only in line with the scaffold design and the NG Bailey Temporary Works Procedure (GSOP 020). Written permission from the Scaffold Designer must be in place before doing this. Note: The provision of handrails for floor levels / edge protection are under the same controls as above for inspection (Scafftags, register & 7-day inspection), this also includes system type handrails fitted by others. The inspection should be carried out by the relevant contractors who install these systems.

## Electrical and Mechanical Safety

All electrical portable tools and equipment must be battery operated or operate from a 110-volt supply. Specialist operations which require operating voltages in excess of 110 volts (230v or 415v such as 3 phase welders) must be notified to the NG Bailey project / contract management team and permission granted for their use. All such equipment must be protected by a residual current device, and armoured cable where necessary, and must be checked by an approved electrician before commencing work.

All electrical leads shall be kept as short as is practicable and shall be routed in a safe manner, to avoid tripping hazards in particular. Transport routes and any areas where water may accumulate with require further protection.

All site temporary electrical apparatus shall be inspected on a regular basis and tested at three monthly intervals in accordance with the requirements of the IEE Regulations. (Current Edition). Copies of the relevant NICEIC certificates should be passed to NGB. This includes site temps and accommodation units.

All electrical portable tools and equipment shall be inspected regularly in accordance with the requirements of the "Electricity at Work Regulations. A schedule of inspections shall be identified, and a record of inspections maintained.

All electrical installations must fully comply with current IEE Regulations (Current Edition)  
Sub-contractor's operatives must not work on or near to live electrical circuits so far as is reasonably practicable.  
Where this type of work is necessary it must be carried out by electrically competent and experienced persons and must be controlled by NG Bailey electrical safety rules permit to work system.

**Note:** All work on or near to electrical or mechanical systems must fully comply with the requirements of the NG Bailey Electrical Safety Rules for HV / LV work and the NG Bailey Pressurised Systems Safety Rules.

### Fire Prevention and Control (Inc. hot works)

Fire arrangements are defined within the Project / Contract Fire Plan (e.g., Hot Work Permits, Fire Detection and Suppression, Evacuation and Assembly Procedures).

The main aspects of the Project / Contract Fire Plan shall be addressed in the site safety induction course.

Each sub-contractor shall be issued with a copy of the Project Fire Plan.

The key fire safety precautions include:

- Petrol operated plant and tools are not permitted on site without obtaining NG Bailey project / contract management approval.
- "Portable" halogen lamps are not permitted for use as task lighting (stand lights).
- LPG cylinders and other "highly flammable liquids" shall not be stored within the construction building. The use of these shall be restricted to those quantities required for daily use and they shall be removed to the safe storage area each day after use (lockable cage).
- Acetylene is not used under any circumstances.
- Other "flammable liquids" (such as paint) shall be stored safely within suitable metal containers/storage huts. The placement and contents of flammable storage containers are to be in agreement with Client's site requirements.
- Other materials, particularly combustible materials, shall be brought to site and stored using the "just in time" approach to avoid excessive fire loading of the site.
- "Fire resistant materials" (i.e., to the fire standard "LPS 1207") shall be used for the temporary protection of building finishes, materials, and plant etc. (e.g., Monoflex, Correx etc.) and for the containment, protection of materials delivered to site.
- Site operations shall be co-ordinated and sequenced to maintain unobstructed fire exit routes
- Unattended sources of potential fire ignition shall not be permitted at any time. (e.g., bitumen boilers, space heaters etc.)
- Adequate fire extinguishers shall be provided for all fire hazard related site activities. The current inspection date will be identified on each extinguisher.
- The workforce shall be adequately trained in the safe use of fire extinguishers
- All site storage and accommodation huts will be in accordance with the requirements of the NG Bailey project / contract Fire Safety Plan and their provision on site will only be with the permission of NG Bailey project / contract management.
- The NG Bailey "Hot Works Permit" shall be in force for all types of "hot works" (i.e., burning, welding, abrasive wheel operations etc.).
- Contractors must ensure their own specific fire arrangements are provided within their safety documentation submitted to NG Bailey project / contract management for approval. All arrangements must comply with HSG 168, Fire safety in Construction.

	
<b><i>What Good Looks Like – Fire Points</i></b>	<b><i>What Good Looks Like – Statutory Signage</i></b>

## Plant and Lifting Operations

The sub-contractor is responsible for the safe use and maintenance of all plant and equipment provided on site for use by their workforce.

Sub-contractors are not permitted to use NG Bailey tools, access equipment or plant unless there is written permission from the relevant NG Bailey manager or supervisor to do so.

The sub-contractor must demonstrate that any plant or equipment is safe to use before work starts, regardless of supplier, and in addition provide details of all mechanical plant intended to be used with all test certificates, examination records and daily / weekly inspection records.

The sub-contractor must ensure that no person under the age of eighteen (18) years operates any items of mechanical plant or machinery unless under close supervision for training purposes. Plant and equipment are not to be left unattended such that it can be started / operated by unauthorised persons.

Excavator operators must be fully briefed on the hitch system of any excavator they are likely to use and operate the safety requirements rigorously. All relevant information on the safe operation of hitch systems must be stored within the operators cab for reference. Semi-automatic hitches are not permitted on NG Bailey projects or contracts.

The sub-contract must ensure that in the case of any plant, equipment or materials provided by or through NG Bailey, that any safety defects are reported to the NG Bailey project / contract management team immediately, and that the equipment is put out of service (and marked as such) until the defects are rectified.

The following table identifies the key safety issues for sub-contractor consideration and compliance.

Typical Plant & Equipment	Key Statutory Requirements	Key Safety Considerations
1. Crane Lifting Equipment e.g., Cranes, Piling Rigs, Hi-abs, Excavators used for lifting operations, sheer legs etc.	<ul style="list-style-type: none"> <li>– LOLER</li> <li>– BS7121 - Part 1 - The Safe Use of Cranes</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of an appointed person to be responsible for the following:                             <ul style="list-style-type: none"> <li>– Plan crane lifting operations and ensure adequate control of crane lifting operations</li> <li>– Co-ordinate with NGB Project / Contract appointed Lifting / Crane Co-ordinator</li> </ul> </li> </ul>



Typical Plant & Equipment	Key Statutory Requirements	Key Safety Considerations
		<ul style="list-style-type: none"> <li>– Provide health and safety method statements for control of crane lifting operations (i.e., Crane Lifting Plan)</li> <li>– Allocation of adequate competent resource to ensure control of crane lifting operation</li> <li>– Temporary works planning (outrigger loadings/positions etc.)</li> <li>– Statutory tests/examinations/ inspections regime - provision and implementation of scheme</li> <li>– Protection of Client assets at all times. Approval must be sought at an agreed period before, and works may be undertaken.</li> </ul>
<p>2. Other Lifting Equipment (i.e., other than cranes) e.g., Hoists, Winches, Mobile Elevating Work Platforms, Cradles, Mast Climbers etc.</p>	<ul style="list-style-type: none"> <li>– LOLER</li> <li>– PUWER</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of an appointed person to be responsible for the following: <ul style="list-style-type: none"> <li>– Plan lifting operations and ensure adequate control of lifting operations using lifting equipment (i.e., other than cranes)</li> <li>– Provide health and safety method statements for control of lifting operations (i.e., Lifting Plan, RAMS, duty charts) to the NGB Lifting / Crane Co-ordinator prior to start</li> <li>– Allocation of adequate, competent resources to ensure control of lifting operations</li> <li>– Temporary works planning (where necessary)</li> <li>– Statutory tests/examinations/ inspections regime - provision and implementation of scheme</li> <li>– Protection of Client assets at all times. Approval must be sought at an agreed period before, and works may be undertaken.</li> </ul> </li> </ul>
<p>3. Other Plant &amp; Equipment e.g., Dumpers, excavators, power tools, cartridge tools, abrasive wheels, forklifts, telescopic handlers, woodworking machinery etc.</p>	<ul style="list-style-type: none"> <li>– PUWER</li> </ul>	<ul style="list-style-type: none"> <li>• Used only by trained, competent personnel</li> <li>• Plant/equipment maintenance</li> <li>• Machinery guards</li> </ul>

**Crane Lifting Operations**

All 'crane lifting operations' are subject to specific safe lifting requirements in accordance with the 'Lifting Operations and Lifting Equipment Regulations (LOLER) and 'BS7121, Part 1 - The Safe Use of Cranes' (BS7121).



These requirements include the following:

- The NG Bailey project / contract management team will appoint a project / contract 'lifting / crane co-ordinator', (multi-crane sites) who will co-ordinate the arrangements for the safe use of all site cranes. The 'lifting / crane co-ordinator' shall also be competent to fulfil the role and function of an Appointed Person (see below).
- The appointed 'lifting / crane co-ordinator' will act on behalf of the NG Bailey.
- Each sub-contractor must appoint a trained Appointed Person (CPCS category A61), where crane lifting operations are applicable to their work activities. They shall be responsible for the effective planning and control of their lifting operations in accordance with the requirements of 'LOLER' and 'BS7121'.

#### **BS7121 Part 1, 4.2.1 General states:**

'On large construction sites where multiple lifting operations are carried out by various sub-contractors, the principal contractor should appoint the Appointed Person for the site. Each of the sub-contractors on site may employ individuals who have undergone appointed person training, but they should remain subservient to the principal contractor's Appointed Person. The principal contractor's Appointed Person should ensure that the lifting / crane coordinator is advised of all lifting operations in order that they may perform their duties'. This appointment must be made in writing

- Each sub-contractor's Appointed Person must have attended a formal training course (4 day minimum for crane lifting operations and 1 day minimum for all other lifting equipment) and must possess the relevant experience & knowledge to plan the required lifting operation.
- The Appointed Person shall liaise directly with the 'lifting / crane co-ordinator' in respect to all crane lifting operations to be undertaken. Regular crane co-ordination meetings will be chaired by NG Bailey project / contract management with the 'lifting / crane co-ordinator' and Appointed Person in attendance.
- Each sub-contractor's 'lifting supervisor' must submit a project specific 'health and safety method statement' (i.e., a crane lifting plan) with supporting calculations to the lifting / crane co-ordinator for review, prior to commencing with their crane lifting activities.
- The health and safety method statement must adequately address the control of safety of their operations in accordance with LOLER and BS7121.
- The 'lifting / crane co-ordinator' has overall authority in respect to the safety of project crane lifting operations. Sub-contractor 'crane lifting supervisors' shall defer to his/her decisions/advice as and when relevant.

#### **Tower Crane Erection Requirements**

The erection and testing of tower cranes must be completed by competent persons in accordance with the requirements detailed within BS7121. Specifically, NG Bailey requires that the following requirements are complied with when erecting tower cranes on the NG Bailey projects / contracts:

- Client asset and operation protection is a priority item and consultation must be undertaken and agreed before any erection and lifting operations take place.
- A separate method statement, risk assessment and lifting plan must be produced for the testing of the tower crane (separate from the erection method statement, risk assessment and lifting plan). This must be confirmed and agreed with the NG Bailey project / contract management team.
- Risk assessments for the erection and testing of tower cranes must consider the most suitable day / date / time for the testing to be carried out – remember the test is to prove the integrity of the crane and the risk of collapse must be adequately mitigated.
- Checks on the verticality of the mast to confirm it has been erected within the manufacturers tolerances.
- The location of the test and the path through which the test loads will be manoeuvred, particularly where and how the test load will need to be dismantled, moved, and reconstructed around any obstructions in the test path.
- Identification of exclusion zones.
- Sequence of work including pre-test thorough examination, test sequencing, lifting schedules, personnel involved and general methodology.
- Ensure that the trolley motor brake setting has been verified as correct.
- Proof has been provided that jib clamps, approved by the manufacturer, have been fitted to the jib in the correct positions.

- The test sled being used will not allow weights to become dislodged during the test and that the sled has the appropriate test and certification paperwork.
- In the event of a failure during erection or testing, rescue procedures must be included in the risk assessment / method statement.

### **The Use of Forklifts and Telehandler Forklifts**

The use of forklifts and telescopic handler forklifts as a crane (with lifting attachments, under slung loads, etc.) should be avoided on NG Bailey projects / contracts. Performing this type of operation should be a last resort where there is no alternate method for the performing the task. Any work activity where this method of work is proposed must be reviewed by the NG Bailey SHE team. Safe systems of work for proposed work activities using a telescopic handler or forklift as a crane will need to comply with the following before being submitted for review:

A detailed lifting plan, method statement and risk assessment specific to:

- The activity
- Plant and equipment
- Work environment
- The attachment proposed to be used
- The reason why another method for performing the lifting operation is not possible.
- As with tower cranes, Client asset and operation protection is a priority item and consultation must be undertaken and agreed before any lifting operations take place.

### **The Use of Excavators**

Excavators are primarily designed for excavating and handling loose material rather than lifting suspended loads. An excavator must not be the first or only choice for lifting, even if it is already on site, is quicker and maybe more cost-effective than using another, more appropriate, piece of lifting equipment that has specifically designed for lifting operations such as cranes and telehandlers.

## **Personal Protective Equipment (PPE)**

Everyone working on or visiting a NG Bailey project / contract will be required to wear the following five items of PPE:

- All personnel in most working environments – hard hat (BS EN 387)
- Head protection – IT Services / Facilities Services / Off Site Manufacture - Bump Cap (BS EN 812) - which in some environments, and if supported by an approved Risk Assessment, may need to be upgraded to a hard hat (BS EN 397)
- Prescription safety spectacles or light eye protection – BS EN 166, Optical Class 1, mechanical strength - F, resistance to fogging – N, resistance to surface damage – K, or equivalent High viz coat or vest
- Hand protection - TraffiGlove Cut-Levels 1, 3 or 5 (5 Engineering minimum requirement) to BS EN388
- High visibility clothing, BS EN 471 Class 2 (Orange for rail)
- Foot Protection – high ankle, lace up boot to BS EN-345 Type-S3. Rigger boots are prohibited, unless working on or over water

### **Build UK Safety Helmet Colour Standard**

All sub-contractors working on NG Bailey Engineering projects must follow the Build UK safety helmet colour standard:

- Black – Supervisors
- Orange – Slinger / Signaller
- White – Manager, competent operative, Vehicle Marshal (vehicle marshals distinguisher by orange high visibility vest colour)

### **PPE Suitability**

All PPE must meet the following requirements:

- Be suitable for the individual required to wear it, including ergonomic requirements and the individuals state of health

- Fit the wearer correctly
- Not increase the overall risk associated with the works
- Be appropriate to the risk(s) associated with the work activities and conditions
- Be designed and manufactured to the applicable EN standard

### **PPE Provision**

Employers are legally required to provide employees with the correct PPE for the works free of charge

All sub-contract personnel must wear employer branded workwear / PPE

NG Bailey project / contract management will take direct action if an employer is found to be charging employees for PPE and this may preclude the employer from working with NG Bailey again

If a subcontractor to a first-tier supplier is found to be charging employees for PPE, both the supplier and sub-contractor may be precluded from working with NG Bailey again.

### **Risk Assessment Requirement**

The five-point PPE standard is a minimum standard for all personnel on a project / contract

The five-point PPE standard does not replace any higher standard of PPE that an employer has identified as a control measure to protect against risk associated with specific works i.e., arm protection when working in ceiling voids, wellingtons for concrete pours etc.

All employers are required to carry out task specific risk assessments that will identify and specify the PPE to be worn by their employees to protect against the risks associated with their work activities e.g., long sleeves should be worn when working above ceilings as required.

In circumstances where the employers assessment of the risks associated with carrying out the task identifies that the wearing of PPE increases the risk of injury, then an exemption to the wearing of a particular item of PPE may be granted.

PPE items may be risk assessed out dependent on the environment being worked in, or at the request of a client, as long as this does not create an uncontrolled risk to NG Bailey or sub-contractor personnel. Examples may include the trading floor of a bank or a high-end domestic residence or undertaking a concrete pour on a construction site where wellington boots would be identified as the most appropriate safety footwear. This must be highlighted in the risk assessment and agreed with the manager or supervisor responsible. In the majority of cases the minimum standard must be adhered to.

PPE is considered a last resort measure and should only be considered when the risk cannot be adequately controlled in another way.

### **Compliance Standard Monitoring**

The responsibility for ensuring the correct PPE is worn at all times lies with the employer, who is expected to implement and maintain adequate monitoring and review arrangements.

Sub-contractors are expected to provide suitable PPE, management, supervision and monitoring to ensure that the NG Bailey five-point standard is enforced.

NG Bailey project / contract management may carry out audits of any stakeholder or employer with respect to this standard.

### **Respiratory Protection**

Where RPE is to be deployed as a control measure, a selection of such equipment should be available in sufficient quantity to provide protection for all personnel who may require this to be issued to them. For respiratory protective equipment to be effective it needs to be worn correctly which means sub-contractors will need to provide training and instruction on the correct use to employees.

A press to check mask together with a face fit test certificate is required and must be an individual test.



### Consequences for Offenders

Persistent offenders and their supervisors will be placed on a behavioural improvement plan (BIP) and may be removed from a project / contract permanently until an acceptable improvement in safe behaviour has been demonstrated.

Sub-contractors who persistently fail to influence the five-point PPE standard and behaviours among their workforce, including agency or self-employed workers, will be subject to consequences that may affect their approval status to work with NG Bailey.

NG Bailey follows three strikes and out rule:

- 1st strike – an individual will be spoken to by the relevant NG Bailey manager or supervisor
- 2nd strike – an individual will be placed on a BIP, re-inducted to site and the employers management informed
- 3rd strike – an individual will be removed from site. The relevant operations director will meet with the employer to raise concerns

## Asbestos

When a premises or site under the control of NG Bailey is known to contain asbestos materials, the following information is provided to familiarise the contractors with the control regime to be implemented in respect to risk from asbestos containing materials.

### Obligations of sub-contractors

Sub-contractors will not take on any direct duties in respect of the duty to manage in the regulations of control of asbestos (CAR - apart from for their own business premises) unless they either have contractual responsibilities for such activities or they exercise some element of control over the site. An example of the latter is where sub-contractors exercise some or full control over part of premises for an extended period, for example where a construction or refurbishment project is 'ring-fenced' from other activities. In such cases, CDM places a clear obligation on the client to provide information on asbestos in the premises to the sub-contractor.

To clarify their duties the sub-contractor may wish to ensure that the contract specifically excludes 'duty to manage' responsibilities so there is no doubt about their role. The sub-contractor should be given information on the location and condition of ACMs by the client / NG Bailey project / contract management where this will affect their work, so that they can plan and undertake it safely.

If a sub-contractor unexpectedly discovers any asbestos or suspected asbestos they must report this to NG Bailey project / contract management. Also, a sub-contractor should tell NG Bailey project / contract management if there is any discrepancy between the actual condition of the material and the information they are given. On projects where asbestos has been identified the sub-contractor operatives shall hold up to date UKATA asbestos awareness certificate.

### Process

All suppliers are required to manage any activities to take account of NG Bailey procedures and good practice with regard to Asbestos:

- NG Bailey Managing Asbestos procedure

The use of a NG Bailey project approved contractor in these works is required in the first instance.

	
<p><b>What Good Looks Like – Asbestos Removal</b></p>	<p><b>What Good Looks Like – Signage</b></p>

## Earthworks and Excavation

Soil varies in its nature. Some soil, like sand flows easily and other soils, like stiff clay, are more cohesive. No soil, whatever its structure, can be relied upon to be self-supporting.

If a trench or excavation cannot be made safe by sloping or battering the sides, some form of support may be required.

These rules are to be followed by persons involved with earthworks and excavations:

- A risk assessment (based upon but not restricted to the preconstruction information) must be carried out prior to works taking place and a SSoW produced and communicated to the work force (ensure NGB permit to disturb ground is in place).
- Soil surveys may be required from trained and experienced persons to establish suitable methods of excavation and support requirements.
- Safe means of access is to be provided at all times, where possible two means should be provided.
- Excavations must be guarded, or back filled, to prevent persons and vehicles from falling into them.
- Where vehicles are required to reverse to the excavation for purposes of tipping etc. secured stop blocks of sufficient strength and size must be positioned to prevent the vehicle from running over the edge. The stop blocks should also be positioned so that the edge of the excavation cannot collapse under the weight of the vehicle.
- Sufficient lighting must be provided at all times.
- Good ventilation must be provided and dependant on the location and depth of the excavation it may be regarded as a confined space.
- The area to be excavated must be checked for underlying services prior to any work being undertaken and during the excavation.
- Access to excavations must be via a controlled method, such as a priority step system or an equivalent access system. Earthen steps and earth ramps are not acceptable means of access to an excavation.
- Where supports, slopes or batters have been provided to ensure safe working conditions a maintenance programme will be required to be put in place.
- Spoil heaps and materials are to be deposited a safe distance from the edges of excavations/trenches prevent collapse.
- Plant or vehicle exhausts are to be directed away from excavations / trenches or other areas where fumes may accumulate.
- Identify potential confined space requirements
- Temporary Works must be considered for any shoring or bracing

### Excavation Inspection

Excavations must be inspected by a competent person:

- Before any person carries out any work within them.
- At the start of each shift.
- After any event likely to have affected the strength and stability of the excavation or any part of it.
- After any accidental fall of rock, earth or other material.
- Every 7 days whilst the excavation is open.
- A report must be prepared by the competent person carrying out the inspection.

**Note:** Under certain circumstances a Confined space permit may be required

Emergency arrangements must be detailed within RAMS to ensure the recovery of any individual within the excavation incapacitated through injury or illness.

## Underground Services

All sub-contractors will ensure that before any breaking ground takes place by either mechanical means or by hand that they have an NG Bailey permit to disturb (GSF 040) ground in place as well as their own defined system in place to control the risks of what could be contained within. All sub-contractors will ensure that adequate measures have been taken to trace all buried services and adequate precautions have been put in place to prevent damage to them. A desktop survey alone is not sufficient.

All sub-contractors as a matter of course should: -

- Check all sources of information
- Carry out any further checks as required
- Ensure an NG Bailey permit to disturb (GSF 040) ground is in place
- Use a suitable detection device to mark the ground which should be calibrated in accordance with the manufacturers' recommendations and only used by a trained operative.
- Carefully expose services by means of hand dug trial holes in accordance with HSG47.

If services are struck during excavation, contact NG Bailey project / contract management, make safe and set up exclusion zone. The service owner must be contacted.

## Demolition

All work must be supervised and carried out by competent supervisors and operatives who hold the relevant Certificate of Competence Demolition Operatives (CCDO) cards. Demolition sub-contractors must be registered to the NFDC.

Prior to any demolition work being undertaken sub-contractors must refer to all available survey information and drawings as to the current state of the building. This information will be referenced within the construction phase health and safety plan. The plan will also contain a detailed risk register highlighting the key significant risks likely to be encountered during demolition.

Demolition sub-contractors must provide suitable and adequate control procedures and precautions in respect to preventing the access of unauthorised persons into demolition work areas.

Demolition sub-contractors must provide fully detailed RAMS to NG Bailey project / contract management for approval prior to being permitted to commence works on site. An NG Bailey demolition permit must be in place. Within the RAMS the sub-contractor will have to detail his SHE management strategy for dealing with the following key hazards:

- Protection of third parties (including assets /structures) and other sub-contractors
- Existing site services e.g. electricity, gas, water, fire-fighting systems
- Temporary services
- Flammable materials and gases
- The sequencing of the demolition process
- Restricted areas and safe distances (including exclusion distances as indicated and agreed with the Client)
- Environmental impact

Health Hazards:

- Lead

- Asbestos
- Weil's Disease
- Legionella
- Noise
- Vibration
- Dust
- Other identified contaminants

Demolition sub-contractors must satisfy themselves in respect to adequately addressing any 'risk information/guidance' as identified by the designers within the construction phase health and safety plan. Demolition sub-contractors should be fully aware of the risk from asbestos containing materials within the site. All demolition operatives must hold up to date UKATA Asbestos Awareness certificate. Suitable hold points should be included in RAMS to ensure control measures are working correctly.

## Housekeeping and storage of materials

The sub-contractor shall be responsible for maintaining an acceptable standard of site cleanliness within their area of works in accordance with the standards identified by NG Bailey project / contract management. All rubbish and debris shall be cleared from the work site on a regular daily basis in progress with the work. No excess rubbish or debris will be permitted to be left on site at the end of the working shift.

**Note:** The sub-contractor may be subjected to a "suspension of works notice" if an adequate response to a rubbish removal instruction is not observed. The suspension will remain in effect until the instruction is complied with in full and the loss of production will be at the expense of the sub-contractor.

All sub-contractors will ensure that on planning the works they afford sufficient area to carry out the safe offloading and storage of all materials. All areas that are used for such purposes will be contained within a segregated area of the project and under no circumstances should any material be stored near to any pedestrian walkways/ crossing points or welfare areas.

When offloading is undertaken the sub-contractor will ensure that the vehicle marshal / banks man ensures that the task is suitably controlled to prevent unauthorised access into the zone.

Where there is a requirement to gain access to the bed of a vehicle for offloading purposes and this cannot be mitigated all sub-contractors will ensure that they provide a safe system to offload. This will be in line with the hierarchy of fall prevention and in line with the following guidelines: -

- Remove the need to access at high level and offload with suitable plant from the ground
- Deliver loads which are pre-slung relieving the need to access and sling from the ground
- If access is required- provide a suitable edge protection system to or around the vehicle which prevents fall from the vehicle bed
- If an edge protection system is not possible and CAN NOT be installed, fall restraint may be acceptable via an inertia reel supported from a suitable anchor point above the vehicle bed combined with an air bag type system. A safe method of access to the vehicle must be in place if adopting this method.

Open entry to vehicles without protection is not permitted in any instance.

## Temporary Works

Sub-contractor Temporary Works Co-ordinators are responsible for:

- Ensuring that temporary works are designed, checked, certified, and implemented in accordance with the approved procedures, appropriate to the classification
- Prepare detailed design briefs for each item of temporary works when required by the temporary works classification
- Liaise with the NG Bailey Temporary Works Co-ordinator to ensure that the Temporary Works register is maintained and up to date
- Ensure concept, design, risk assessment and checking are carried out in accordance with the design brief

- Establish and implement an inspection regime for all temporary works with the temporary works designer to ensure that they remain suitable and fit for purpose
- Inspection of the completed temporary works to confirm when a structure can be loaded and unloaded. Issuing of permits to load and unload
- Where appropriate, ensure that copies of Design, Design Check and Test Certificates as well as Permits to Load are issued and registered
- Ensure that loads from temporary works and temporary loads (i.e., plant and materials) are accepted by the permanent works designers
- Ensure that method statements for the erection, use and dismantling of the TW are prepared and communicated to all those involved in the operation

**Note:** Regular checks will be made by NG Bailey project / contract management to ensure compliance with these procedures.

## Use of Mobile Devices

All sub-contractors shall ensure that they adhere to the NG Bailey standard for the safe use of mobile devices on projects / contracts. The main focus is to ensure that mobile devices are only used in a place of safety – designated area or welfare and the safe segregation of personnel whilst using mobile devices from vehicles and areas where personnel are at risk of interfacing with live activities and remain still whilst using the phone.

## Confined Space


Where there is a necessity for sub-contractors to work within a confined space (i.e., any place including any chamber, tank, vat, silo, pit, trench, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable significant risk), these works must be carried out under the conditions specified within a job specific NG Bailey confined space entry permit. Sub-contractors should take due note of the main hazards within confined spaces:

- Oxygen deficiency / displacement – Asphyxiation
- Oxygen enrichment - explosion & fire
- Toxic atmospheres - poisoning/asphyxiation
- Temperature increase / decrease
- Entrapment by free-flowing solids
- Ingress of water etc.

Prior to any work being undertaken in a confined space, sub-contractors should consider the following:

- Personnel selection
- Medically fit – Occupational Health confined space medical as part of safety critical worker Fit For Work status
- Experienced
- Trained
- Age
- Familiar with all necessary procedures
- The use of intrinsically safe tools and equipment
- Suitable attendants
- The production of an in-depth risk assessment
- Supervision of the operation via permanent, suitably trained standby man
- PPE and emergency equipment provision
- Communications - constant and intrinsically safe atmospheric monitoring - before and during entry
- Emergency procedures including emergency first aid

Any sub-contractor undertaking confined space entry work must provide NG Bailey project / contract management with fully detailed SSoW including emergency rescue arrangements.

	
<b><i>What Good Looks Like – Harness Use and Supervision</i></b>	<b><i>What Good Looks Like – Warning Signage</i></b>

### Working with Hazardous Substances



Working with hazardous substances is regulated by the Control of Substances Hazardous to Health (COSHH) Regulations. Any work activity involving a hazardous substance must be undertaken in line with a specific risk assessment known as a COSHH assessment prior to the operation taking place. Sub-contractors should consider the following control measures for hazardous substances in hierarchical order:

- Elimination
- Substitution
- Isolation
- Ventilation
- Personal Protective Equipment (as a last resort primary control measure)

Where the use of the hazardous substance cannot be avoided then sub-contractors must undertake the COSHH assessment specific to the operation. Due consideration must be given not only to the operatives undertaking the operation but to others who may be within the vicinity of the hazardous operations.

The assessment itself must be based on the information contained within the hazard data sheet relating to the hazardous substance to be used. All employees involved with the use of hazardous substances must be briefed on the contents of the COSHH assessment prior to undertaking the operation.

Any sub-contractor using Hazardous substances must include the appropriate COSHH Assessment, including disposal arrangements, as part of an overall fully detailed SSoW.

	
<b><i>What Good Looks Like – Use of PPE</i></b>	<b><i>What Good Looks Like – Signage and Classification</i></b>

## Occupational Health

Sub-contractors must consider all occupational health issues associated with their work activities during task the specific RAMS process and any potential hazards to health should be eliminated or reduced at source e.g., dust suppression, noise reduction etc. Where this cannot be done every sub-contractor must ensure the appropriate control measures are recorded and implemented with the use of PPE as a last line of defence.

Debris and dust are 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.

Sub-contractors must 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), sub-contractors are to undertake noise assessments and make suitable hearing protection available to those that request it. Where noise levels are above 85 dB (A), sub-contractors are to establish and sign hearing protection zones. Sub-contractors must ensure hearing protection is worn within established hearing protection zones. Sub-contractors are to ensure that noise does not cause a nuisance to persons in the vicinity of work being carried out. Where noise assessment indicates a risk to health, health surveillance must be undertaken (regular exposure above a daily or weekly personal noise exposure of 85dB (A)).

NG Bailey operates a drug and alcohol procedure. Anybody suspected of being under the influence or following an incident will immediately be stopped from working and tested by NG Baileys approved testing provider. In addition to this NG Bailey also operate random drug and alcohol testing which all sub-contractors will be required to participate in. Failure to comply with either requirement will result in automatic suspension from all NG Bailey projects / contracts whilst disciplinary procedures are implemented.

NG Bailey must be informed of any work related pre-existing medical conditions of the sub-contractor to ensure adequate arrangements are in place for anyone who could be at risk as a result of a medical condition.

NG Bailey reserves the right to refuse any sub-contractor access to site if there is a clearly proven case that their behaviour may endanger the health, safety or welfare of themselves or others.

Sub-contractors must provide NG Bailey with copies of all relevant assessments made in accordance with the Noise at Work Regulations, and copies of all assessments relating to reduction of the Hand Arm Vibration (HAV) exposure to their employees. Exposure records must be maintained. Records of HAV's exposure must be maintained and evidence submitted to NG Bailey to demonstrate management of this hazard.

Overtime working by sub-contractors must comply with the Working Time Regulations.

Manual handling should be eliminated wherever possible by the use of mechanical aids, change of material etc.; however, where this is not possible sub-contractors must ensure that appropriate manual handling training is provided and implemented for the personnel who have to undertake manual handling activities. Manual handling assessments must form part of any task specific SSoW.

Where necessary, evidence of health surveillance and annual medicals (e.g., for asbestos removal operatives or demolition operatives) must be available for the NG Bailey project / contract management team to review.

## Hand Arm Vibration

Prior to any works requiring the use of vibrating equipment being undertaken, sub-contractors must ensure that as a minimum they: (note this is not an exhaustive list.)

### Plan the task

- During initial work planning stage ensure alternative tools/processes that will eliminate or minimise vibration exposure are all explored and implemented where practicable.

- Adopt a positive purchasing policy to ensure that low vibratory equipment is procured for the site unless it is impractical to do so.
- Be aware of and receptive to new innovations that will aid in reducing the amount of vibration the workforce is exposed to e.g. wearable monitoring devices, monitoring apps etc.
- Sub-contractors and suppliers should ensure method statements and risk assessments adequately address vibration exposure and contain details of control measures, including time limits.
- Compile and maintain a list of tools and processes used on site with the potential to result in vibration exposure.
- Identify the maximum permitted exposure times in a working shift (i.e., trigger time) for the equipment and processes where exposure to vibration has been identified.

### **Implement control measures**

- Ensure that they only issue vibrating work tools/equipment with trigger time tags attached.
- Ensure tools and equipment is regularly serviced and not abused. Use sharp cutting implements and change regularly, this will reduce the imparted vibration. Report any defects to supervisors so tools can either be removed from service or repaired. Ensure operatives use tools/equipment in accordance with instructions. Do not improvise.
- Ensure all tools/equipment are maintained in accordance with manufacturer's recommendations. Maintain register of maintenance carried out.
- Ensure that they do not issue any tools/equipment that is known to require repair/maintenance.
- Ensure operatives use any control measures that have been put in place in order to reduce the risk of vibration injury.
- In periods of cold weather, operatives should be provided with clothing / gloves, etc., to protect extremities from cold conditions

### **Audit and Monitor**

- It is an employer's obligation to ensure that the level of vibration exposure for equipment/processes to be used has been accurately quantified; this may mean task specific testing. Monitoring of the equipment shall be carried out and audited, as under normal working conditions, manufacturers' data may not accurately reflect actual exposure levels.
- Monitor and supervise use of vibrating tools/equipment and processes to ensure daily exposure levels are not exceeded.
- Adopt a positive policy to ensure operatives who are regularly exposed to vibration are included in an Occupational Health Surveillance protocol for HAV's.
- Ensure operatives who use vibrating equipment attend Occupational Health Surveillance sessions.

### **Train**

- Give operatives instruction on correct use of tools/equipment and safe methods of working.
- Ensure risks of vibration exposure and control measures required, as well as effects of cold weather and other factors, are made known to, and understood by, operatives. Employ a strategy for the use of gloves, even though they do little to reduce vibration they can ease grip strength and create warmth. Encourage employees to take active steps to keep their hands and themselves warm. Provide good welfare facilities where operatives can get warm and dry their hands. Encourage massaging/exercising/stretching of hands and fingers before and during work.
- Consider running schemes to discourage smoking because of the detrimental effects in regard to HAV's.

### **Report**

- Ensure operatives report symptoms of Vibration White Finger (V.W.F)/H.A.V.S. to immediate Supervisor. A rule of thumb is to suspect any process that causes tingling or numbness after 5-10 minutes.
- In the event of HAV's being diagnosed via health screening sub-contractors and suppliers must: Remove employees from normal duties until a clinical diagnosis is obtained. Look for alternative works.
- Sub-contractors and suppliers must inform NG Bailey project / contract management of any suspected or confirmed cases of HAV's.



Vibration magnitude m/s <sup>2</sup>	40	800																
	30	450	900															
	25	315	625	1250														
	20	200	400	800														
	19	180	360	720	1450													
	18	160	325	650	1300													
	17	145	290	580	1150													
	16	130	265	510	1000													
	15	115	225	450	900	1350												
	14	98	195	390	785	1200												
	13	85	170	340	675	1000	1350											
	12	72	145	290	575	865	1150	1450										
	11	61	120	240	485	725	970	1200	1450									
	10	50	100	200	400	600	800	1000	1200									
	9	41	81	160	325	485	650	810	970	1300								
	8	32	64	130	255	385	510	640	770	1000	1200							
	7	25	49	98	195	295	390	490	590	785	865							
6	18	36	72	145	215	290	360	430	575	720								
5.5	15	30	61	120	180	240	305	365	485	605								
5	13	25	50	100	150	200	250	300	400	500								
4.5	10	20	41	81	120	160	205	245	325	405								
4	8	16	32	64	96	130	160	190	255	320								
3.5	6	12	25	49	74	98	125	145	195	245								
3	5	9	18	36	54	72	90	110	145	180								
2.5	3	6	13	25	38	50	63	75	100	125								
2	2	4	8	16	24	32	40	48	64	80								
1.5	1	2	5	9	14	18	23	27	36	45								
1	1	1	2	4	6	8	10	12	16	20								
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h							
Daily exposure time																		

**What Good Looks Like – Use of Exposure tables when activities cannot be avoided**

## Young Persons

All sub-contractor personnel on site are to be over 16 years of age.

Young persons (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 NG Bailey project / contract management before bringing the young person on to 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).

## Biological Hazards

Where 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, sub-contractors must identify suitable controls as part of the task specific RAMS.

For activities that involve contact / disturbance of animal excrement, i.e.: pigeon droppings, sub-contractors must identify suitable controls as part of the task specific RAMS.

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.

## Lone Working

On NGB sites, lone workers are not permitted to:

- operate hazardous plant/equipment
- undertake high risk activities e.g., enter confined spaces
- enter areas with insufficient lighting

Where works involve lone working, sub-contractors are to consider when planning works the identification of suitable control measures as part of the overall task specific RAMS.

## General Public

NG Bailey will, when in the role of Principal Contractor under the CDM Regulations 2015, 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 sub-contractors are required to work outside this fencing/hoarding, the sub-contractor will provide additional fencing/hoarding maintained to an acceptable standard with suitable warning signage, unless NG Bailey has agreed this is to be provided by others. Any additional fencing/hoarding will be subject to Temporary Works approval.

Sub-contractors 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 sub-contractors work presents a risk to members of the public from falling objects, sub-contractors are to take suitable measures to eliminate that risk. Tool tethering is a mandatory requirement.

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

Sub-contractors 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.

Where there is an interface between the public and sub-contractor deliveries, vehicle, plant and equipment movements sub-contractors are to closely control these 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 sub-contractors works are on the highway, barriers, lighting, and signage to chapter 8 requirements are to be provided by sub-contractors, unless NG Bailey has agreed this is to be provided by others.

## Inclement / Extreme Weather

### Cold Weather – Ice and Snow

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.

### Hot Weather

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.
- Individuals under your control are to be encouraged to cover up with loose fitting clothing; shorts are not to be worn.
- Sub-contractors should provide information regarding “Sun Safety”.

### High Winds

Plan works to ensure during periods of high winds, materials and waste are not stored in exposed locations (rooftops etc.) or is secured or tied down. All work at height is to be correctly planned and suspended as necessary.

## Workforce Consultation, Communication and Engagement

### Sub-contractor Pre-Start Meeting

Prior to commencing operations sub-contractors will be required to attend a NG Bailey pre-start meeting to finalise specific site requirements, including SHE issues.

### SHE Consultation Meetings

Sub-contractors shall, prior to commencing works on site, arrange for their workforce to be notified of:

- The key health and safety risks associated with their works
- The safe systems of work and precautions to be utilised to remove / eliminate the risks
- The communication procedure for raising health and safety issues within the company.

### Project / Contract SHE Committee Meetings

Sub-contractors must ensure that they are represented by an appointed member of the workforce at any project / contract SHE Committee Meetings. Minutes will be taken for action and distribution. The committee will normally be made up of a combination of the following:

- NG Bailey project / contract management representatives
- Sub-contractor workforce safety representatives
- Trade Union appointed Safety Representatives as relevant
- NG Bailey H&S Advisor or other ex-officio members as necessary

### Daily Task Briefings and Tool Box Talks

All sub-contractor personnel must attend daily task briefings and tool box talks. Sub-contractor supervisors should select a suitable toolbox talk topic and address the workforce on the general safety requirements of that subject e.g.:

- Safe Use of Abrasive Wheels
- Safe Use of Hazardous Substances
- Safe Use of Personal Protective Equipment
- Safe access / egress
- Housekeeping
- Fire Precautions for Hot Work Operations
- Safety for Confined Space Works
- Safe Use of Machinery and Power Tools
- Safety Precautions when Working at Height
- Buried Services

**Note:** this list is not exhaustive and will need to be specific for the relevant contracting delivery requirements. A record of each daily task briefing and toolbox talk, listing those who attended, should be maintained in the sub-contractor's SHE records file. These records may be audited / inspected.

### Non-English-speaking personnel

NG Bailey welcomes all non-English speaking personnel onto our projects / contracts, sub-contractors are reminded that:

- NG Bailey projects / contracts are 'English speaking' in respect to project / contract communications.
- All 'non-English speaking' personnel must be able to receive English spoken site communications and instructions. This will require sub-contractors to provide adequate levels of competent supervision who can translate communications and instructions into and from the relevant language(s) of the sub-contractor's workforce.
- The standards of safety competence and training requirements required within the sub-contractor's workforce are constant for all personnel regardless of native origin and/or language spoken.

- The sub-contractor is fully responsible for all additional resources and associated costs required to affect satisfactory levels of 'competence' and 'communication' within their workforce.

### **SHE Alerts and Knowledge Shares**

NG Bailey communicates to all sub-contractors SHE alerts and knowledge shares in relation to industry changes, recent learning from incident investigation, inspection or auditing, improvements in technology or understanding of a work process. SHE Alerts and knowledge shares issued by NG Bailey to sub-contractors must be communicated to the workforce where applicable, and a record of communication kept with the sub-contractor's health and safety filing system.

## **Environment**

NG Bailey is committed to minimizing the environmental impact of our activities. We will work to adopt and implement standards for good practice in reducing waste, recycling more, and increasing the use of recycling and recovering materials. We also look at our carbon and water emissions and adopt best practice for reducing wastage.

To help deliver on this commitment we expect our sub-contractors to support us in this area, and to meet the minimum requirements set out below. All organisations appointed to work on our behalf are required to work in accordance with these requirements.

All sub-contractors are required to:

- Comply with the NG Bailey Environmental Policy statement
- Procure timber products which are able to demonstrate compliance with a recognized responsible sourcing scheme, certified by a third party
- Support the development of Site Waste Management Plans where applicable
- Where applicable provide an accurate forecast of the types and quantities (measured in tonnes) of waste that will be produced (incl. packaging waste)
- Where applicable identify actions that will be taken to reduce this level of waste, showing additional costs or savings achieved by these measures
- Determine and provide information on the method of waste handling to removal from site
- Advise NG Bailey on the level of recycled content in materials to be supplied, and supply materials with a higher level of recycling content where technically and commercially applicable

Where a sub-contractor has design responsibility they must:

- Develop a design solution that minimizes waste and is technically and commercially viable
- Quantify the level of waste anticipated from the design, and use this to inform the wastage allowances applied to the material order
- Specify materials with increased levels of recycled content where there is no impact on cost or performance
- Aim to maximize the re-use of any demolition or excavation waste arisings

### **Removal of Waste**

Where the sub-contractors take responsibility for the removal of waste, they must comply with the specific requirements for waste management companies (see below):

- Comply with relevant legislation
- Supply in advance of any waste removal, all waste licenses / permits as required for each carrier and facility
- Identify ways of increasing recovery rates of materials by finding end-destinations with high recovery rates
- Provide NG Bailey with all waste information as required

### **BREEAM**

All sub-contractors shall assist NG Bailey to achieve the contractually required BREEAM rating where applicable. Any documentary evidence requested must be provided in a timely manner.

Where relevant, the sub-contractor must:

- Ensure that all timber used is responsibly and legally sourced and provide certification to prove this (e.g., FSC, CSA, PEFC)
- Provide appropriate certification (chain of custody number and / or BES 6001:2008 certificate number and / or EMS certificate number) for all applicable material supplied, including insulation.
- Provide evidence regarding the amount of recycled aggregate for all 'high grade' aggregate uses

## Monitoring Arrangements

The minimum inspection regime for work equipment must be set by each sub-contractor based on manufacturers' information and other statutory obligations.

Additional inspection requirements may be identified taking into account the work being carried out, any site-specific risks that may affect the condition of the equipment and the intensity of use of the equipment.

Certain types of equipment are required to be inspected under specific regulations, e.g., working platforms under the Work at Height Regulations. Other regulations lay down specific items to be examined. These specific regulations take precedence over the requirements in PUWER.

Records of inspections must be made and kept. Records can be attached to the equipment itself or stored electronically. They are to be easily accessible by those who use the equipment or otherwise need the information.

If any sub-contractor uses equipment acquired from another user or provides equipment for use by another user and it is subject to an inspection regime that equipment must be accompanied by physical evidence of last inspection.

Each sub-contractor must provide their own programme of work place inspections to NG Bailey project / contract management.

Sub-contractors must provide NG Bailey project / contract management, on a weekly basis, a written record of the total hours worked on a project / contract, for the purposes of performance reporting.

## Incident Reporting & Investigation

Sub-contractors are responsible for ensuring that all incidents and Don't Walk By (near misses, unsafe acts and conditions and safe acts and conditions) related to their activities are reported to NG Bailey immediately.

Sub-contractors have full responsibility to ensure all incidents that are a result of, or attributed to their undertaking, are robustly investigated. Necessary corrective action, once identified, must be taken with copies of investigation reports, photographs and witness statements submitted to NG Bailey.

Sub-contractors must ensure that all incidents that are required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are so reported and a copy of the report provided to NG Bailey within twenty-four (24) hours of reporting to the HSE.

Sub-contractors must fully co-operate with and allow NG Bailey reasonable access and information for the purposes of proper investigation of the causes of the incident relating to the sub-contractors undertakings. Sub-contractors must provide adequate first aid provision, relevant to the risks, in addition to any provisions made by NG Bailey. The names and certificates of trained first aider must be submitted to NG Bailey project / contract management before work commences.

## Disciplinary Procedures

NG Bailey believes in a positive approach to SHE issues through pro-active planning, monitoring and intervention. All monitoring and intervention undertaken by NG Bailey project / contract management teams will seek to achieve a positive agreement on safe working practices without conflict or blame. However, where

incidents or issues are raised against either legislation or NG Bailey standards, these must be given immediate attention by sub-contractors and an improvement plan agreed.

NG Bailey operates an exclusion procedure for any person who endangers the safety of themselves, or others affected by their undertaking, acts or omissions. This exclusion will last until such a time as evidence can be given that further training or education has been undertaken to address unsafe conduct. Sub-contractor operatives disregarding NG Bailey standards and / or project / contract site specific rules will be requested by NG Bailey project / contract management to attend a re-induction briefing. This may result in charges levied to the sub-contractor.

Smoking and the use of electronic devices (e.g., mobile phones) is prohibited except in areas defined by the NG Bailey project / contract management team. Disciplinary measures will be taken for non-compliance which includes exclusion.

Unacceptable behaviour such as discrimination, racism, violence, sexist and abusive language etc. will not be tolerated. Individuals displaying these behaviours will be removed from NG Bailey work places.