



SAFETY, HEALTH & ENVIRONMENTAL RULES

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APPLICATION OF THESE RULES

With the exception of the activities listed below*, these Rules apply to all persons other than SRC GROUP Employees who visit SRC GROUP UK premises to undertake work. These rules are minimum standards and will be applied to all SRC GROUP UK sites

1.1 EXCEPTIONS

- Persons visiting SRC GROUP premises for meetings or site tours who are under the direct supervision of a member of SRC GROUP staff.
- Persons delivering or collecting goods from SRC GROUP premises.
- Persons undertaking office cleaning or food preparation.

Note In each of the above cases suitable local arrangements will be made for the Health and Safety of the visitors.

2 DEFINITIONS

- “SRC” means – SRC GROUP UK Operations.
- “SRC Representative” – means an employee or agent of SRC having primary responsibility for the safety, health and environmental (SHE) aspects of specified Contract Work.
- “Contractor” – means the person or company whose tender for Contract Work has been accepted by SRC or any sub-contractor employed by them.
- “Contractor’s Representative” – means an employee or agent of the Contractor having primary responsibility for the SHE aspects of the Contract Work.
- “Contractor’s Employee” – means all employees of a Contractor or Sub-Contractor involved in Contract Work at a Company location.
- “Contract Work” – means the work to be undertaken as specified in the contract.
- “Contract” – means the agreement between SRC and the Contractor under which the Contractor undertakes to provide services or do work.

3 RESPONSIBILITIES

3.1 SRC REPRESENTATIVE

- I. Will review the Standard Operating Procedures with the Contractor’s Representative prior to commencement of the Contract Work and ensure, so far as is reasonably practicable, that these methods are safe and without risks to health.
- II. Will, if considered necessary, prepare, or have the contractor prepare a written safe system of work which will be appended to the Safety Rules for Contractors Acceptance Form.
- III. Will ensure that all Contractor’s Employees receive an induction prior to commencing Contract Work on SRC premises.
- IV. Will ensure, so far as is reasonably practicable, that all Contract Employees understand and implement the agreed safe systems of work applying to the Contract Work.
- V. Will, so far as is reasonably practicable, audit the safety aspects of the Contract Work whilst it is in progress and take action to resolve any safety concerns or issues found.
- VI. Will ensure that all documents, certificates, etc. required by SRC in connection with the Contract Work are supplied by the Contractor’s Representative prior to commencement of the Contract Work.
- VII. Will make suitable arrangements for an authorised deputy to perform any of the above duties in the event of him being unable to do so due to absence and notify the Contractor’s Representative of the name of his deputy.

3.2 CONTRACTOR

- I. Ensure, so far as is reasonably practicable, the health, safety, and welfare at work of all its employees.
- II. Provide and maintain work equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.
- III. Provide information, instruction, training, and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees.
- IV. So far as is reasonably practicable ensure any place of work under its control, and the maintenance of it in a condition that is safe and without risks to health and provide means of access to and egress from it that are safe and without such risks.
- V. Provide and maintain a working environment that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for employee's welfare at work.
- VI. Provide the Contractor's Representative with copies of all documents, certificates required by SRC prior to commencement of the Contract Work.
- VII. Will provide all such documentation, i.e. method statements, risk assessments, etc as is required for the safe carrying out of the Contract Work.

3.3 CONTRACTOR'S REPRESENTATIVE

- I. Will review the Standard Operating Procedures with SRC Representative prior to commencement of the Contract Work and ensure, so far as is reasonably practicable, that these methods are safe and without risks to health.
- II. Will, if requested to do so by SRC Representative, prepare written safe systems of work for parts or all the Contract Work.
- III. Will supervise all aspects of safety during the Contract Work and take action to resolve any safety concerns or issues which arise.
- IV. Will ensure that all documents, certificates, etc. required by SRC are made available to the SRC Representative prior to commencement of the Contract Work.
- V. Will make arrangements for an authorised deputy to perform their responsibilities during any absence and notify the SRC Representative of the deputies' relevant contact details.

3.4 CONTRACTOR'S EMPLOYEE(S)

- VI. Follow the training they have received.
- VII. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work
- VIII. Co-operate with their employer on health and safety.
- IX. Bring to the attention of the Contractor's Representative or SRC Representative if they think the work or inadequate precautions are putting anyone's health and safety at serious risk.
- X. Must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare

4 PROCEDURE

4.1 GENERAL

- I. Before commencement of the Contract Work SRC and the Contractor shall give the names of the relevant person/s appointed by each of them to be its representative with responsibility for the SHE aspects of the Contract Work.
- II. Where practicable Contractors will be given access to the SRC GROUP SHE Rules for Contractors document prior to the start of the Contract Work to enable them to plan and budget in accordance with SRC GROUP's Safety Standards.
- III. Wherever practicable the SRC Representative and the Contractor's Representative will discuss and agree all SHE aspects of the Contract prior to the date of commencement.
- IV. Where this is impracticable agreement shall be reached before the time of commencement of each part of the Contract Work.
- V. On arrival at SRC's premises on the day that the Contract Work begins the Contractor's Representative will be met by the SRC Representative.
- VI. The Contractor's Representative will notify the SRC Representative of the names of all the Contractor's Employees who will be involved in the Contract Work on that day.
- VII. The SRC Representative will make arrangements for all the Contractor's employees to receive a SHE induction covering the SHE rules applicable to the Contract Work.
- VIII. The Contractor's Representative will also thereafter notify SRC Representative of the names of all Contractor's Employees who arrive on subsequent days during the Contract Work. SRC Representative will make arrangements for them to receive a SHE induction in accordance with paragraph above.
- IX. After receiving their safety induction all Contractor's Employees will sign the "Contractor's Acceptance of SHE Rules" form.
- X. Once SHE inductions have been completed and any relevant training or test / inspection certificates requested by SRC Representative have been received, the Contract Work may commence.

4.2 PROJECT MANAGEMENT

For engineering construction projects, major refurbishment and some demolition work a wide variety of work activities are conducted simultaneously and often over an extended period of time. These may be subject to the CDM Regulation and reference should be made to 4.3 below. Each work activity, e.g. overhead work, lifting operations, welding, etc will be subject to the specific requirements of The SRC GROUP SHE rules for Contractors and any statutory requirements.

The implementation of the SHE rules, however, for any particular work activity, requires a far greater degree of forward planning during major projects than would be the case if that work activity was carried out in isolation. Therefore, in addition to the requirements specified above, Contractors will be asked to provide the following information prior to commencement of the Contract Work: -

- A copy of their Health and Safety Policy and relevant risk assessments.
- Details of managerial and supervisory arrangements during the Contract Work showing the allocation of responsibilities and reporting relationships (including arrangements between Main Contractor and Sub-Contractors).
- A safety file including plans for specified phases of the project. This may for instance include full details of safety procedures; safety equipment; personnel skills and training, and a description of the hazards or safety problems identified, and the precautions proposed.

When the above information has been received, the SRC Representative will arrange a project safety planning meeting(s), to approve the proposed SHE arrangements. Representatives from SRC and the Contractor will study, in detail, each phase of the project and agree the precautions and procedures to be implemented.

4.3 CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS (CDM)

- I. Many jobs involving contractors will be covered by the CDM Regulations.
- II. The SRC GROUP UK Health and Safety Standard - Implementation of the Construction (Design and Management) Regulations should be complied with.

5 SAFETY RULES FOR CONTRACTORS

5.1 GENERAL SAFETY RULES

The following General Safety Rules apply to all employees, contractors and visitors at Company locations.

- I. **Personal Protective Equipment (PPE):** On all SRC GROUP sites, as a minimum standard the following items must be correctly worn other than when specifically exempted: Safety Helmet, High Visibility Garments including Trousers, Lace Up Protective Footwear, Eye Protection, Gloves. Other PPE must be worn in accordance with specific site rules and any safe systems of work.
- II. **Housekeeping:** Keep walkways clean and clear; keep all other working areas clean and tidy.
- III. **Safe Systems of Work:** Must be complied with, particularly guarding and isolation.
- IV. **Signs:** Comply with all warning signs.
- V. **Access:** Do not run; keep to designated safe routes, including pedestrian walkways and vehicle routes. Ensure your access is safe.
- VI. **Stairways:** Use the handrail provided; tread carefully.
- VII. **Incidents:** Report all Accidents, Incidents, Near Misses and Dangerous Occurrences immediately.
- VIII. **Tools & Equipment:** Maintained in a good and clean condition and used correctly.
- IX. **Manual Handling:** When manual handling is necessary do it safely.
- X. **Driving:** Drive safely.
- XI. **Everyone: Think Safety:** Act Safely: If in doubt, **Stop, Look, Assess, Manage (S.L.A.M)**

5.2 ELECTRICAL ISOLATION

All Contract Work involving items of machinery or other installations, which are supplied with electrical power, will be subject to the requirements of the Lock-out, Tag-out, Try-out, Procedures as specified in the Permit to Work procedure. These are inflexible procedures for ensuring that all electrical power is securely isolated and residual energy dissipated in all circumstances where danger could arise due to persons encountering moving parts of machinery or electrically charged conductors.

All Contractor's Employees who may be exposed to such dangers in the course of Contract Work will have these procedures explained in detail and may, on request, obtain copies of them.

5.3 PRESSURISED SYSTEMS

- I. Many pipelines, hoses, silos and enclosed vessels at SRC's premises are pressurised during normal operations.
- II. All Contract Work which could lead to the release of pressure from an enclosed system will be subject to the Permit to Work procedure. The following safety procedures for pressurised systems may affect the planning and budgeting for Contract Work and are, therefore, brought to the Contractor's attention.
- III. Before any work is undertaken on an enclosed system, e.g. pipework, hoses, ductwork, silos, vessels or any other enclosed plant, the Contractor's Representative must consult with the SRC Representative.
- IV. The SRC Representative will determine whether the plant to be worked on is or could be pressurised.
- V. If it is, or could be, pressurised, SRC Representative will take action to ensure that it is depressurised before work commences and that any risk of depressurisation during the Contract Work is eliminated.
- VI. If the plant cannot be fully depressurised prior to work commencing, the SRC Representative, in consultation with the Contractor's Representative, will prepare and agree a safe System of Work. This will be in addition to a Permit

to Work. Once a Safe System of Work has been agreed, the SRC Representative will ensure, so far as is reasonably practicable, that all persons involved in the work understand the hazards and the precautions to be taken.

- VII. All items of plant to be worked on must be clearly marked with tags, paint or similar by the SRC Representative to ensure that Contractor's Employees do not inadvertently open or break into an adjacent system, which is pressurised.
- VIII. When the above precautions have been taken the SRC Representative will authorise work to proceed.

5.4 WORK AT HEIGHT

5.4.1 GENERAL

Work at height is defined as “work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury”. Height is defined as the distance between two levels.

Before a person works at any height above floor level, the risk of that person falling must be assessed and suitable precautions must be taken to either eliminate the work at height or reduce the risk as low as reasonable practicable the risk of any person falling from a height.

Thorough consideration must be given to the provision of safe access prior to the commencement of work at any height.

When there is a risk of a person falling from height a fixed working platform with guardrails should be provided. If it is not practicable to provide a fixed working platform with guardrails, other options may be considered, e.g. mobile access platform, safety harness, etc. In all cases suitable and sufficient signage and barriers should be erected underneath the area where work is to be carried out.

Wherever a section of flooring or guardrail is removed, temporary barriers must be erected around the hazard. These barriers must be of good construction, sound material and adequate strength. Tape or bunting is NOT an acceptable barrier.

5.4.2 LADDERS

Ladders are primarily intended to enable people to get from one place to another. They can be used in some instances as a place of work. Before a ladder is used for this purpose, the duration and the risks need to be critically examined.

Temporary work platforms, where practicable, should be used in preference. If you decide to use a ladder, the following rules apply:

- Leaning ladders should be placed at the correct angle
- Leaning ladders should be secured to prevent slippage
- Ladders should be placed on a firm level surfaces with rungs horizontal
- Users should always face the ladder whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are supplied
- Only one person should climb or work from a ladder or a stepladder
- Do not overreach
- Ladders should be stored correctly

Ladders should be checked before setting up and regularly inspected. A ladder or run of ladders shall not rise a vertical distance of greater than 9 metres without an intermediate landing place. These landing places must be of adequate size and be provided with guardrails and toe boards, which prevent persons or materials falling.

5.4.3 SCAFFOLDING

All scaffolding work should be carried out under the supervision of a “competent person” and only be erected, altered, or taken down by competent scaffolders. If the Contract Work involves any of these activities, the Contractor will be required to comply with this procedure. The following rules may affect the planning and budgeting for the Contract Work and are therefore brought to the Contractor’s attention.

- I. No scaffold structure may be erected without the authorisation of the SRC Representative (or an authorised deputy).
- II. A minimum of 2 scaffolders must be involved in erection of all scaffold structures.

ERECTORS OF TUBULAR SCAFFOLD STRUCTURES:

- III. At least one member of any erection team must be trained to Advanced Certificate Level (Scaffold Industry Training Scheme) and no more than one member of a team may be working under a Trainee Erector’s Card.
- IV. Scaffold Erectors must bring mats, nets and harnesses or other suitable safety measures and use them wherever practicable to reduce the risk of falls during the construction of scaffolds.
- V. As early as possible during the erection of a scaffold a Scaff tag (without insert) and a prominent sign saying DO NOT USE – SCAFFOLD INCOMPLETE must be attached to the structure.
- VI. On completion of a scaffold, the Scaffold Erector, must inspect the structure to ensure that it is safe to use. Details of this inspection must then be recorded in the Safety File.
- VII. Once a scaffold has been passed fit for use, a Scaff tag insert will be completed and placed in the Scaff tag.
- VIII. If any alterations to the scaffolding are subsequently required, they must be authorised, undertaken, and inspected in accordance with paragraphs i, ii, iii, iv, v, vi, vii, viii and ix above.
- IX. Suitable precautions shall be taken to ensure that freestanding scaffolds are not blown over when they are left unattended. This applies both during the contract work and when the scaffold is in storage. Suitable precautions may include dismantling the scaffold or rigidly securing to an appropriate fixed structure.
- X. Scaffolds must be re-inspected in accordance with paragraphs vii. and ix. every 7 days.
- XI. All scaffold structures will be erected in accordance with relevant legal requirements.

ERECTORS OF PREFABRICATED ALUMINIUM SCAFFOLD STRUCTURE:

- I. Contractor’s Employees who are involved in the erection of prefabricated aluminium scaffold structures must have PASMA or equivalent certification and be familiar with the scaffold manufacturer’s instructions
- II. Prefabricated aluminium scaffold structures will not be allowed to be erected at SRC’s premises unless a copy of the scaffold manufacturer’s instructions is available for inspection prior to commencement erection.
- III. All training certificates must be made available for inspection prior to commencement of the Contract Work.

5.5 LIFTING OPERATIONS

- I. All lifting operations carried out on Company premises must comply with the requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). If Contract Work involves lifting operations on Company premises, the Contractor must comply with these Regulations. The following rules may affect planning and budgeting for the Contract Work and are therefore brought to the Contractor’s attention.
- II. All lifting equipment used at SRC GROUP premises must have a valid test/inspection certificate.
- III. All lifting equipment used on SRC GROUP premises must be visually checked for defects immediately prior to use by the Contractor.
- IV. All persons using lifting equipment must be adequately trained for the work they are undertaking. If requested by the SRC Representative all training certificates must be made available for inspection prior to commencement of the Contract Work
- V. Adequate precautions must be taken to prevent persons not involved in lifting operations from being exposed to dangers arising from them.

- VI. Contractors wishing to use any parts of SRC GROUP's plant, equipment, or buildings such as lifting beams, must obtain approval from SRC Representative before doing so.

5.6 EXCAVATIONS

Where any work involves excavations, appropriate surveys, soil testing and test holes must be carried out to ensure adequate precautions are taken to control the risks associated with the excavations and any buried services.

The following rules may affect the planning or budgeting for the Contract Work and are therefore brought to the Contractor's attention.

- I. No work, which involves the breaking of any ground or floor surface, may be undertaken without first obtaining a "Permit to Work" authorised by the relevant SRC Representative.
- II. The SRC Representative will establish the locations of any underground services in the work area i.e. electric cables, gas, water or air pipes and drains. He will then mark these clearly on a drawing and, where appropriate, on the ground surface itself and establish and agree a safe system of work with the Contractor's Representative. Prior to commencement of any excavations where it is foreseeable, or it has been identified that there may be underground services the Contractor will undertake a full survey.
- III. The SRC Representative will issue the Contractor's Representative with a "Permit to Work".
- IV. All excavations in which men are working must be adequately shored against collapse. All excavations must be protected with substantial barriers and subject to a risk assessment may require amber flashing lamps during the hours of darkness. The surrounding areas must be maintained in a tidy state and loose materials should not be allowed to obstruct roadways, gangways, or the working area.
- V. Damage to electrical cables or gas pipes, however slight, can lead to highly dangerous conditions, and must be reported to the SRC Representative immediately.

5.7 MOBILE PLANT

- I. Where any mobile plant is to be used for Contract Work on Company premises the Contractor must comply with any local Safe Systems of Work, and relevant HSE guidance on workplace transport safety.
- II. The following rules may affect planning and budgeting for the Contract Work and are therefore brought to the Contractor's attention.
- III. The use of mobile plant is restricted to trained operators. This training shall be verified by the provision of relevant training certificates
- IV. All mobile plant must be in good working order and inspected daily. A daily inspection checklist must be used which shall, if requested, be made available to the SRC Representative.
- V. Contractors who provide mobile plant which is used for the purpose of lifting operations shall, provide a copy of a current test certificate with the mobile plant before it is used on site.
- VI. No Contractor's employee shall drive any quarry vehicle within the boundaries of a quarry unless they are at least 17 years, has provided certificated evidence of training to drive that class of vehicle and has been appointed in writing by the Quarry Manager to do so.
- VII. No quarry vehicle shall be used within the boundaries of a quarry unless it complies fully with the requirements of the Provision and Use of Work Equipment Regulations 1998. Such compliance will be determined by the SRC Representative.

5.8 HOT WORK

Hot Work is defined as work which gives rise to sources of ignition. Common types of hot work include burning, welding, and grinding. Hot Work is not permitted except under the control of a suitable Permit to Work. If the Contract Work includes any Hot Work, it is the responsibility of the Contractors to notify the SRC Representative. If a Permit to Work is required, the SRC Representative will issue it to the Contractor's Representative after ensuring that all control measures have been complied with.

5.8.1 GAS WELDING AND BURNING

The following Safety Rules may affect planning and budgeting for Contract Work at Company Premises and are therefore brought to the Contractor's attention.

- I. All acetylene cylinders must be equipped with flash back arrestors during use.
- II. All torches must be fitted with check valves.
- III. Cylinders must not be exposed to sources of heat.
- IV. Wherever practicable, cylinders should be moved about Company Premises on properly designed trolleys.
- V. If cylinders have to be milk-churned on their bases into their final position in the workplace, the valve must be shut, and the pressure regulator removed. This procedure should only be carried out when ground conditions are suitable.
- VI. Wherever practicable cylinders should be kept outside confined spaces. All hoses and cylinders should be removed from confined spaces on completion of work or when work is stopped for any reason.
- VII. Cylinders must always be stored in an upright position and securely tied or chained to prevent falling.
- VIII. Cylinders should only be lifted by methods approved by the gas bottle manufacturers or suppliers. It is important to note that due to differences in gas cylinder design some manufacturers' cylinders can be lifted in ways that other manufacturers' cylinders cannot.

5.9 ELECTRIC ARC WELDING

The following Safety Rules may affect planning and budgeting for Contract Work at SRC Premises and are therefore brought to the Contractor's attention.

- I. All electric welding equipment must be in good condition and safe to use.
- II. Welding screens must be provided by the Contractor and used wherever practicable.
- III. When working in a quarry, the nominal line voltage applied to an arc welding electrode holder shall not exceed 85 volts ac or 100 volts dc.
- IV. When working in "confined conductive spaces" (see IEE Wiring Regs for definition) the following precautions should be observed:
 - Wear the necessary protective clothing, including insulating safety boots.
 - Stand or kneel on a mat or stand made from an insulating material which should be kept dry.
 - Use only an all-insulated holder to offer maximum protection from electric shock.
 - Place the welding transformer and regulator outside the confined space.
 - Someone should be in attendance, immediately outside the working space, trained in first aid including artificial respiration for anyone suffering electric shock and who can switch off the electrical supply and give assistance.
- V. Welders are not exempt from SRC's mandatory hard hat policy and should therefore be provided with a suitable hat and welder's visor combination

5.10 WORKING ON ROOFS or FRAGILE SURFACES

Where work on any fragile surfaces or roof is to be undertaken Contractors will comply with the requirements and safety rules specified in HSE Guidance Note HSG33 Health and safety in roof work. Some of these rules will affect the planning and budgeting for roof work and are therefore brought to the Contractor's attention.

5.10.1 SAFETY RULES FOR ROOF WORK

- I. Before work on a roof can commence, the SRC Representative and the Contractor's Representative must agree a written safe system of work.
- II. No work may commence on a roof unless a Permit to Work has been issued by the SRC Representative.

THE SAFE SYSTEM OF WORK MUST COVER THE FOLLOWING ITEMS: -

- The provision, wherever practicable, of roof edge protection of sufficient strength to prevent men or materials from falling.
- The provision of a safe means of access to the roof, i.e. by ladders, stairways, scaffolding, etc.
- An assessment of the strength of the roof taking account of the expected loads, the identification of any weak or fragile parts and the provision in these places of properly supported crawling boards, roof ladders etc.
- The provision and permanent use of fall restraint devices or safety nets in all situations where safe access, roof edge protection or fragile roof protection cannot be provided.
- The training of all roof workers in the hazards associated with the Contract Work and the safe systems of work that have been agreed.
- The training of all roof workers in the attachment, wearing and use of all fall restraint devices used during the Contract Work.
- All fall restraint devices, safety nets and taut line securing rope and fixings must be provided by the Contractor unless otherwise agreed with SRC.
- All safety devices must be examined daily with records kept by the Contractor to ensure that they are in good condition and working correctly.

5.11 ENTRY INTO CONFINED/ENCLOSED SPACES

Work inside confined/enclosed spaces can give rise to a wide variety of hazards. Each confined/enclosed space entry on Company sites tends to present a unique set of problems, which require individually tailored, safe working procedures to overcome them.

All Contract Work involving confined/enclosed space entry will therefore require a comprehensive risk assessment and the issue of a Permit to Work. This process will involve the Contractor's Representative and SRC Representative prior to commencement of the work. The following safety rules are brought to the Contractor's attention:

- I. No confined space entry may commence unless authorised by SRC Representative.
- II. Precautions must be taken to ensure that dangerous concentrations of gases, vapours or fumes do not occur within confined spaces, which could give rise to asphyxia or fires/explosions, or chronic health problems.
- III. Precautions must be taken to ensure that the confined space is at atmospheric pressure before manways, inspection covers, etc are removed.
- IV. Precautions must be taken to ensure that persons do not suffer heat stress effects whilst in confined spaces.
- V. Precautions must be taken to ensure that confined spaces are isolated from process pipework, etc, by a Lock guard/Isolation procedure, to prevent the ingress of liquids, dusts, etc.
- VI. Precautions must be taken to ensure that appropriate electrical isolations have been made to remove the risk of injury due to mechanical movement or electric shock. See 5.2 above
- VII. Arrangements must be made for the provision of suitable, safe, and adequate lighting in confined spaces.
- VIII. Precautions must be taken to prevent the risk of persons falling into confined spaces or falling whilst inside confined spaces using barriers, temporary staging, fall restraint devices, safety nets, etc.
- IX. Arrangements must always be made to monitor persons whilst working in confined space
- X. A contingency plan must be prepared, and equipment put in place for retrieving an injured person from within a confined space.
- XI. Arrangements must be made for ensuring good communication between those persons working inside confined spaces, the person monitoring their work from outside and other personnel in the event of an emergency.
- XII. Special consideration must be given to eliminating the risk of electric shock arising from the use of portable electric tools, lamps, welding equipment, particularly in "confined conductive spaces
- XIII. Special consideration must be given to eliminating the risk of explosion arising from the use of electrical equipment in explosive, or potentially explosive, atmospheres.

5.12 WORKING OVER & NEAR WATER

Where any work is to be undertaken adjacent to or over water contractors will comply with the requirements of the Docks regulations 1998, Working at Height Regulations and the Confined Spaces Regulations. Some of these rules will affect the planning and budgeting for work over or adjacent to water and are therefore brought to the Contractor's attention.

5.12.1 SAFETY RULES FOR WORKING OVER WATER

- I. Before work over water can commence, the SRC Representative and the Contractor's Representative must agree a written safe system of work.
- II. No work may commence over water unless a Permit to Work has been issued by the SRC Representative.

5.12.2 THE SAFE SYSTEM OF WORK MUST COVER THE FOLLOWING ITEMS: -

- I. The provision, wherever practicable, of a safe means of access to the area over water, i.e. by ladders, stairways, scaffolding, etc
- II. The provision of safety nets shall be considered to prevent personnel falling into the water. Consideration shall be given to the siting, aperture of the net and the distance of fall.
- III. Where scaffolds and access platforms are not possible safety harnesses and lanyards shall be used
- IV. The provision of rescue equipment shall be considered which will include life jackets and buoyancy aids. Which should be worn when working over or near water.
- V. The training of all workers in the hazards and the wearing of rescue equipment associated with the Contract Work and the safe systems of work must be agreed and a permit issued before any work can be started.
- VI. All fall rescue equipment, safety nets and taut line securing rope and fixings must be provided by the Contractor unless otherwise agreed with SRC.
- VII. All safety devices must be examined daily with records kept by the Contractor to ensure that they are in good condition and working correctly.

5.13 COSHH

The following substances are known to be harmful to health and are therefore brought to the Contractor's attention in accordance with SRC's obligations under the COSHH Regulations.

5.13.1 DUST

- I. Contractor's employees are required to wear suitable eye protection, protective clothing and appropriate masks whenever contact with cement dust may occur.
- II. Cement and clinker dusts contain a small proportion of chromium compounds, which can cause dermatitis in sensitised individuals. It is recommended the Contractor's Employees with a history of allergic (chromium) dermatitis should not be employed at SRC's premises.
- III. Silica dusts are widely found in cement and aggregate processes. The creation of dusts should be minimised or contained / suppressed at course.
- IV. Where contractors are involved in work where crystalline silica, and in some cases chromium compound dust may be present or created individuals must be provided with and wear a dust mask in accordance with EN149 FFP3 SL.
- V. Cleaning processes must be assessed to ensure dusts are not re-distributed by using suitable methods and equipment such as damping down waste or using an M class Hoover

5.13.2 OILS AND GREASES

A wide variety of oils and greases are used at Company premises. Contractors who are required to work with or encounter them should request a Material Safety Data Sheet from SRC Representative.

5.13.3 WELDING FUME

Welding and burning of metals can give rise to harmful concentrations of fume, particularly in confined spaces. All welders should be supplied with a fume mask in accordance with EN149 FFP2S. Where fume concentrations are such that the masks are insufficient, arrangements shall be made for the provision of airline breathing sets to be used.

5.13.4 ASBESTOS

This may be found on sites where contractors are working. Where reasonably practicable Contractor's Employees who are likely to be exposed to any hazards associated with this will be informed by the SRC Representative of the appropriate safety precautions before work commences. Where the presence of asbestos is suspected work should be halted until suitable precautions are put in place.

5.14 PERSONAL PROTECTIVE EQUIPMENT:

The following table shows the personal protective equipment that must be worn for work on SRC's premises. These are minimum requirements and PPE must be made available as a safeguard "where there is a foreseeable risk of injury". Sufficient quantities of disposable items e.g. dust masks, goggles, gloves, must be provided to last the duration of the Contract Work.

PPE	TYPE	MANDATORY IN THESE AREAS OR FOR THESE WORK ACTIVITIES
Hard Hat	EN 397	All areas (other than specifically exempted)
Ear Defenders	EN 352:1993	In hearing protection zones
Dust Mask	A) EN149 FFP2 B) EN149 FFP3	Kiln Brick Wrecking Crystalline Silica dust
Fume Mask	EN149 FFP2	As specified in Reg 4 of PPE Regs 1992
Safety Spectacles	EN 166	All areas (other than where specifically exempted)
Safety Shoes / Boots	EN ISO 20345	All areas (other than where specifically exempted)
Gloves		All manual work and when required by COSHH
High Visibility Garment	EN471 (Class 3 for ensemble e.g. class 3 jacket or class 2 jacket and E trousers)	All areas (other than where specifically exempted)

WELDERS' VISORS

Welders are not exempt from SRC's mandatory hard hat policy and should therefore be provided with a suitable hat and welder's visor combination.

OVERALLS

Whilst overalls are not mandatory throughout SRC, they are generally recommended and at some sites and in some areas they are mandatory.

5.15 ELECTRICAL INSTALLATIONS

- I. All electrical work shall be undertaken in compliance with the Electricity at Work Regulations 1989 and BS 7671:2018 (18th edition)
- II. The site manager will undertake the role of SRC Representative, unless otherwise specified, to oversee all electrical safety aspects of the methods of work of the contractors employed for a specific task. The Representative's competence will depend on the technical nature and complexity of the work to be carried out.
- III. Contractors will also nominate a Representative to control all aspects of the Electrical work. The Representative will liaise with the SRC GROUP Representative on a regular basis. In the case of short duration contracts, i.e. less than one day, the Contractor's Representative will meet with the SRC GROUP Representative before the start and on completion of the work. On larger contracts, the Representative will meet not less than once a day during the period that the contractor is on site.
- IV. All contractors employed will be suitably competent with respect to the work to be undertaken. Written proof of that competency must be provided upon request. This proof may take the form of a statement by the contractor's employer, giving details of experience and training. For more technically onerous tasks, nationally recognised standards, such as C&G 2382 certification will be required. The required level of competence must be assessed and agreed when an enquiry for work is initiated.
- V. All work must be preplanned by the contractor before any work starts. Written method statements may be required by SRC GROUP if the contract is large or of a technically complex nature. The level of planning required should be clarified when orders are placed.
- VI. Any deviation from the agreed method of work must be agreed with the SRC GROUP Representative before this work takes place. Prior to commencement of any electrical work a Permit to Work shall be completed detailing control measures to be implemented.
- VII. SRC GROUP reserves the right to halt any work that does not reach the required electrical safety standards. The cost of any delays caused by this will be the responsibility of the contractors and is not chargeable to SRC GROUP.

5.16 CONTRACTOR'S VEHICLES

Contractor's vehicles i.e. cars and vans, are not allowed on any part of SRC's site other than in designated car parks. Where the Contractor requires to bring a vehicle on to the site, permission must first be given by SRC Representative. Any Contractor who drives a vehicle on Company premises must hold a valid driving licence appropriate to the class of vehicle used. The vehicle must be roadworthy e.g. hold a valid MOT.

5.17 DANGEROUS SUBSTANCES:

Permission must be obtained from SRC Representative before any flammable, explosive, toxic, corrosive, or radioactive substances are brought onto or used on SRC premises. Contractors must provide the SRC Representative with copies of material safety data sheets for all substances brought on site.

5.18 MOVING MACHINERY:

Before commencing work in the vicinity of roadways, rail sidings or moving plant or machinery, permission must be obtained from SRC Representative and precautions taken to ensure the safety of personnel.

5.19 OVERHEAD POWER LINES:

Where Contractor's Employees or plant may be working in the vicinity or passing underneath overhead power lines, SRC Representative must be consulted and must approve a Safe System of Work and make any special arrangements to ensure that the Contract Work does not give rise to danger.

5.20 OVERHEAD WORK:

Work above the heads of other persons or over roadways requires warning notices, barriers and suitable precautions taken to ensure the safety of the persons below. All precautions must be approved by SRC Representative.

5.21 PORTABLE PLANT AND POWER TOOLS:

- I. All portable plant and power tools brought on to Company premises must be in good working order and properly guarded in accordance with statutory requirements under PUWER 1998.
- II. Electric hand tools shall be suitable for operation at not greater than 110 volts ac and where portable transformers are provided the secondary winding shall have the centre point earthed.
- III. Where possible preference shall be given to cordless power tools and double insulated equipment.
- IV. Flexible leads and plugs must be kept in good condition and SRC may require the inspection test certificates for all electrically related equipment to be used on site.

5.22 SITE CABINS:

- I. All site cabins, which are brought on to Company premises, must be securely anchored to the ground to prevent them from being blown over in high winds. Where anchorage is not possible, arrangements must be made with SRC Representative to position the Portacabin in a sheltered location.
- II. SRC will provide a suitably rated electricity supply (the capacity to be agreed at the time of order) for general services.
- III. At the point of any supply the contractor shall provide a suitably rated residual current device.
- IV. Prior to the connection of any service SRC will inspect the contractor's installation who will provide, if requested, an inspection certificate.
- V. All site cabins will comply, where required, with HSE Guidance on the Provision of welfare facilities at transient construction sites.

6 EMERGENCY PROCEDURES

6.1 NEAR MISS, INCIDENT, AND ACCIDENTS

I.GENERAL:

All near misses, incidents, and accidents must be reported to the SRC representative. The Contractor's Representative must also comply with the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations and a copy of any notification sent to the Health and Safety Executive must be forwarded to SRC Representative for information.

Contractors will provide suitably qualified person to undertake first aid in case of an accident.

EYE INJURY

Contractors to consider Risks involved with eye injuries e.g. provision of eye baths locally in high risk areas and suitably qualified employees to undertake first aid in case of an accident.

6.2 FIRE:

In the event of a fire, Contractor's Employees should follow the standard emergency procedure on the site. These will be explained at the initial safety induction:

- I. Under no circumstances should a Contractor's Employee place himself at risk to fight a fire.
- II. Where fire extinguishers are used during the Contract Work, work should not recommence until there are a suitable number of charged fire extinguishers on site.

6.3 WARNING OF HAZARD:

- I. Any circumstances known to a Contractor's Employee which might increase risk to persons working on SRC's premises or damage of property must be reported immediately to the SRC Representative.

7 ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS

7.1 GENERAL

- I. SRC GROUP is an environmentally responsible company and all Contract Work carried out must conform to the requirements set out in its Environmental Policy Statement and any site-specific conditions.
- II. All Contractors shall be made aware of the importance of environmental issues at the site. The Contractor shall be required to demonstrate a proactive attitude to environmental standards in the form of documented rules and guidance to their employees. Detailed environmental considerations are required to be an integral part of agreed method statements.
- III. In the event of an emergency, the contracting organisation shall inform the nominated Company Representative immediately of the nature of the problem and (any) actions that have been taken.

7.2 WASTES

All waste produced by the Contractor's activities shall be disposed of in an appropriate controlled manner which shall be agreed with SRC as part of the project plan. Waste shall be re-used or recycled wherever practicable.

7.3 HOUSEKEEPING

The Contractor shall ensure that all areas of work are maintained in an orderly manner, free from accumulated debris or waste.

7.4 SPILLAGES/LEAKS

- I. The Contractor shall take measures to prevent accidental spillage of substances. In situations where a high risk of spillage has been identified, suitable measures shall be taken to contain any spill. Bunding and drip trays shall be used wherever appropriate.
- II. All items of plant and containment vessels used on site shall be maintained in good condition and regularly inspected for leaks. Temporary storage of fuel and other potential pollutants shall be in suitable, safe installations with bunded tanks, secured to prevent accidental releases or interference from unauthorised persons.
- III. If, despite all precautions, a spillage or leak should occur, it shall be reported immediately to SRC Representative.

7.5 DUST

The Contractor shall take all appropriate and reasonable measures to prevent dust release to atmosphere as a result of its undertaking.

7.6 NOISE

The Contractor shall take all appropriate measures to limit noise levels as a result of its undertaking.

7.7 HAZARDOUS SUBSTANCES

The Contractor shall notify SRC Representative and obtain SRC's consent before any substances that could be harmful to health and the environment are brought onto site. Information, in the form of a material safety data sheet, giving environmental effects of the substance(s), together with control measures required for use, shall be provided.

7.8 METHOD STATEMENTS

- I. A method statement describing how the Contract Work is to be carried out shall be agreed with the SRC Representative before commencement of work.
- II. The method statement shall address all potential environmental problems foreseen and give means of prevention, together with actions to be taken in the event of an environmental incident. Items 2 to 7 above shall be addressed in detail.

7.9 MATERIALS MOVEMENT OFF SITE

- I. Contract hauliers or delivery vehicles carrying supplies, fuel, raw materials or intermediate products, shall, wherever specified, follow designated preferred routes to/from site.
- II. Where open tipping vehicles are used, loads shall be suitably sheeted or secured to prevent spillage on public roads.

8 ACCEPTANCE OF SAFETY RULES

SITE	
CONTRACT WORK	
ORDER NUMBER	

I hereby confirm that the safety, health and environmental rules applying to the Contract Work have been explained to my satisfaction and I agree to abide by them.

NAME OF CONTRACT COMPANY	
NAME OF CONTRACTORS EMPLOYEE	
SIGNATURE OF CONTRACTORS EMPLOYEE	
TIME	
DATE	
NAME OF COMPANY REPRESENTATIVE	
SIGNATURE OF COMPANY REPRESENTATIVE	
TIME	
DATE	