



Supply Chain Partners Safety, Health & Environmental - Minimum Standards

We Listen
We are Professional
We take Responsibility
We are determined to Succeed
We are One Team
Assure a Sustainable Future

By: Joe Guilfoyle

For: Issue

Status: Live

Date: 20/09/2022

FOREWORD

RG / RRG has prepared this document in order to assist our staff and Supply Chain Partners (to be known as SCP) to work together safely on all of our construction, refurbishment & demolition sites and any other property or facility under our control.

Every effort will be made to explain local conditions, site rules and legal obligations, however, responsibility to understand and observe relevant legislation specific to the foreseeable hazards & risks remains with the SCP, their SHE Advisor / Manager / Consultants & their sub-contractors (known as SC's) at all times.

It is the duty of each SCP to check that references in this document are current, e.g. Regulations, British Standards, or other relevant guidance, informing Robertson SHE Team where this or any other information provided is inaccurate.

Work is not to commence on our projects, when there are any unresolved issues regarding specific information contained within this document.

Implementation of, and compliance with, these requirements in no way reduces, limits, lessens or restricts the SCP responsibilities and duty of care under the terms of any contract or applicable legislation.

If people working under the control and direction of others are treated as self-employed for tax and national insurance purposes, they are nevertheless treated as their employees for health and safety purposes. It may therefore be necessary to take appropriate action to protect them.

This document shall be read in conjunction with all other specific contractual documentation where applicable to each specific contract.

INTRODUCTION

This document has the very important task of explaining your Safety, Health and Environmental obligations as the SCP when working for any part of the RG / RRG. It is also designed to make you aware of the unique Safety, Health and Environmental issues which you may come across during the completion of your work.

Robertson is responsible for the construction of new buildings, renovation, alterations, demolition of existing buildings, managing a large portfolio of properties as well as timber manufacturing factories.

As deemed as the organisation in control of these premises, Robertson has a statutory duty to ensure, so far as is reasonably practicable, the Safety, Health and Welfare of all its employees whilst at work. This duty extends to ensuring that activities undertaken by or on behalf of Robertson **do not** endanger others who may be affected by our act or omissions. Robertson Safety, Health and Environmental policies recognise these duties and provide for specific arrangements to be made to deal with specific risks.

This document has been prepared to help staff, Supply Chain Partners (SCPs) and their SC's employees to work safely, preventing accidents and injuries to themselves as well as others. These arrangements also aim to assist Supply Chain Partners (SCP) and their SC's in complying with the Health and Safety at Work, etc., Act 1974 and relevant regulations, processes, procedures or guidance notes that refer to their tasks or operations.

All SCP and their employees should be fully conversant with the project specific safety rules for their work place or the place where their subcontractor's representatives have the responsibility for ensuring full compliance.

All SCPs working on any premises under direct control of the RG / RRG must conform to these requirements and it is the SCPs responsibility to ensure that all of their employees including where they may Subcontract the work to a 3rd party SC's, they are aware of the contents of this document and associated documentation and restrictions on safe working practices. On stating this it does not, in any way, relieve the SCP's of their legal

duty of care or contractual obligations. Failure to comply with, or to provide persons with the skills, experience, knowledge & training to complete their tasks / operations in a safe working environment could prejudice SCPs from being awarded future work.

Contents

- 1.0 DEFINITIONS
- 2.0 PURPOSE.....
- 3.0 APPLICATION.....
- 4.0 SAFETY, HEALTH AND ENVIRONMENTAL LEGISLATION
- 5.0 SCP CONTRACT AWARD.....
- 6.0 MANAGEMENT AND SUPERVISION**
- 7.0 CONSULTATION AND COMMUNICATION WITH THE WORKFORCE.....
- 8.0 SENIOR MANAGEMENT ENGAGEMENT
- 9.0 PROFESSIONAL HEALTH AND SAFETY ADVICE
- 10.0 RISK ASSESSMENT / METHOD STATEMENT
- 11.0 SUB-SUBCONTRACTING
- 12.0 SHE ACCIDENT & INCIDENT REPORTING
- 13.0 OCCUPATIONAL HEALTH
- 13.1 SAFETY CRITICAL WORKERS.....
- 14.0 ALCOHOL AND DRUGS
- 15.0 DISCIPLINARY PROCEDURE
- 16.0 EMERGENCY PROCEDURES.....
- 17.0 ENTRY INTO PREMISES OR ONTO SITE.....
- 18.0 FIRE PREVENTION
- 18.1 Competence
- 18.2 Prohibitions
- 18.3 Requirements.....
- 19.0 FIRST AID
- 19.1 Competence
- 19.2 Requirements.....
- 20.0 LIFTING OPERATIONS.....
- 20.1 Definition.....
- 20.2 Competence
- 20.3 Prohibitions
- 20.4 Requirements.....

- 21.0 LIFTING WITH EXCAVATORS
- 21.1 Prohibitions
- 21.2 Requirements.....
- 22.0 DEMOLITION.....
- 23.0 ASBESTOS.....
- 24.0 LPG, HFL AND COMPRESSED GASES
- 24.1 Prohibitions
- 24.2 Requirements.....
- 25.0 CONFINED SPACES.....
- 25.1 Competence
- 26.0 **MOBILE VEHICLES, PLANT AND EQUIPMENT**.....
- 26.1 Prohibitions
- 26.2 **Competence**.....
- 26.3 Requirements.....
- 26.4 People Vehicle Plant Interface.....
- 27.0 STATIC PLANT AND EQUIPMENT
- 27.1 Prohibition
- 28.0 TOOLS AND EQUIPMENT.....
- 28.1 Prohibition
- 28.2 Requirements.....
- 29.0 HAND ARM VIBRATION
- 29.1 Exposure Prohibition.....
- 29.2 Requirements.....
- 30.0 NOISE.....
- 31.0 MANUAL HANDLING.....
- 32.0 OPEN EDGES, VOIDS AND OPENINGS
- 32.1 Prohibitions
- 32.2 Edge protection
- 32.3 Requirements.....
- 32.4 Voids.....
- 33.0 PERSONAL PROTECTIVE EQUIPMENT.....
- 34.0 TEMPORARY WORKS.....
- 35.0 SCAFFOLDING
- 36.0 TEMPORARY ELECTRICS
- 36.1 Prohibitions
- 36.2 Requirements.....

- 37.0 TRAINING AND COMPETENCE
- 37.1 Requirements.....
- 38.0 UNACCOMPANIED WORKERS
- 38.1 Competence
- 38.2 Requirements.....
- 39.0 UNDERGROUND SERVICES / EXCAVATIONS.....
- 39.1 Competence
- 39.2 Requirements.....
- 40.0 OVERHEAD POWER CABLES
- 41.0 WELFARE FACILITIES
- 42.0 HOUSEKEEPING
- 43.0 PUBLIC INTERFACE
- 44.0 WOODWORKING EQUIPMENT / MACHINERY
- 45.0 WORKING AT HEIGHT
- 45.1 Prohibitions
- 45.2 Requirements.....
- 45.3 Mobile Elevated Working Platforms (MEWPs).....
- 45.4 Scaffolding.....
- 45.5 Alloy Working Platforms (PASMA).....
- 46.0 YOUNG PERSONS
- 47.0 ENVIRONMENTAL ASPECTS
- 48.0 ENVIRONMENTAL NOISE / VIBRATION.....
- 49.0 POLLUTION PREVENTION AND REPORTING.....
- 50.0 WASTE AND MATERIALS.....
- 51.0 DUST AND EMISSIONS
- 52.0 WATER.....
- 53.0 ENERGY AND CARBON.....
- 54.0 ECOLOGY AND ARCHAEOLOGY.....
- 55.0 TIMBER PROCUREMENT.....
- 56.0 QUALITY CONTROL.....
- 57.0 RESPONSIBLE BUSINESS (Our Sustainability Policy)
- 58.0 SUPPLY CHAIN DEVELOPMENT.....
- 59.0 PAYMENT
- 60.0 SUPPLIER DIVERSITY
- 61.0 DEVELOPING TALENT
- 62.0 LABOUR STANDARDS

63.0 MODERN SLAVERY

64.0 COMMUNITY ENGAGEMENT

65.0 ETHICAL SOURCING

66.0 MATERIAL SPECIFIC REQUIREMENTS.....

66.1 Suppliers of Volatile Organic Compounds (VOC) Products (Paints, Sealants, Adhesives, etc).....

66.2 Suppliers of Heavy Metals and Brominated Fire Retardants

66.3 Other Materials

67.0 RED LIST

68.0 GREY LIST.....

69.0 COVID-19.....

Appendix 1

Robertson Behavioural Safety Journey

Appendix 2

Safety, Health and Environmental Consultation on Site.....

Appendix 3

Personal Protective Equipment.....

Appendix 4

Risk Assessment & Method Statement Review Form.....

Appendix 5

Competence

Appendix 6

People Vehicle Plant Interface.....

Appendix 7

Declaration of Competence

1.0 DEFINITIONS

RG / RRG, for the purposes of this document, is the principal contractor referred to within the Subcontract, Consultancy Agreement, or Design Agreement.

The Supply Chain Partners (SCP) and their Sub-Contractors (SCs), for the purposes of this document, are the SCPs, Consultant or Designer referred to within the Subcontract, Consultancy Agreement, or Design Agreement.

Supply Chain Partners who have the authority to employ sub-contractors will refer to them as a sub-contractor for the definition in all statutory and project specific documentation.

Home Safe, our aim is to continually influence positive attitudes and behaviours to working safely, through consistency, communication, co-ordination and co-operation, as One Team, taking care of people's health, safety and well-being all of the time, utilising our collective skills, experience, knowledge and training to eliminate all injuries and ill health, to ensure everyone who works with, for and alongside Robertson return home safe each and every day. We require everyone to attend our Home Safe Workshops, no matter their role, as we all have a part to play, we therefore require your support and commitment to ensuring all your people no matter their position or role and most importantly the workforce to attend our Workshops, and including all supply chain partners and their sub-contractors. **See Appendix 1.**

2.0 PURPOSE

RG / RRG is committed to delivering high standards of Safety, Health and Environment to its customers and on all of its projects and recognises the contribution of our SCPs in supporting and delivering this objective. This document is designed to promote a positive and responsible attitude towards SHE issues. It is not intended to be exhaustive but must be considered the minimum standard acceptable to RG / RRG on projects, or areas under its control.

SCPs must bring the content of this document, our Policies, Processes, Procedures, Forms and Guidance's to the attention of all personnel employed or under their control on Robertson projects and ensure they actively manage & monitor all aspects and risks of their operations throughout the duration of the project .

3.0 APPLICATION

The application of the "SCPs Safety, Health and Environmental Minimum Standards," is mandatory on all Robertson sites, premises or facilities within our control and must be complied with by all SCPs and their appointed SC's who undertake work on behalf of RG / RRG. Failure to do so may result in the termination of the subcontract.

The contents of this document are in line with statutory duties. Where Robertson have imposed conditions, which may appear more stringent than those implied by statute, these conditions take precedent. This document must therefore be recognised as a condition of contract.

The SCPs must comply with Robertson "**Home Safe**" aims, initiatives and procedures. This is inclusive of the behavioural safety Initiative, Proud2bSafe and SafetyUp. In this respect, the SCPs are deemed to have made suitable allowance for all relevant time, cost and resources to achieve compliance. (**see Appendix 1**).

The SCP will comply with all Robertson's policies, processes, procedures, guidance documents, ensuring accurate completion of the specific forms as detailed within the subcontract / agreement. The SCP will include ensure that people they put to work have the skills, experience, knowledge & training for the chosen specific tasks / operations

The SCP will comply with Robertson's plant and equipment procedures which includes competent operators, test and inspection etc.

4.0 SAFETY, HEALTH AND ENVIRONMENTAL LEGISLATION

The SCP has a statutory obligation to conduct their undertakings in compliance with United Kingdom legislation and must further ensure that all works are carried out in accordance with relevant Codes of Practice and Guidance issued by Safety Health and Environmental authorities.

The "SCPs Safety, Health and Environmental Minimum Standards Agreement" cannot alter the SCPs statutory obligations. However, it should be noted that it is a condition of contract that those statutory obligations are fulfilled as a minimum to Plan, Manage & Monitor all operations, to reduce the risk of harm to people, damage to property and equipment, resulting in a safe system of work (SSoW) that is suitable and sufficient.

All statutory registers, notices and certificates applicable to the SCP site activity must be maintained and be readily available for inspection by Robertson project teams.

5.0 SUPPLY CHAIN PARTNERS CONTRACT AWARD

On contract award and prior to commencing on site, the SCP will attend a pre-start and contract start up meeting, a start-up meeting where Safety, Health and Environmental arrangements will be confirmed, in detail (note: skills, experience, knowledge & training, duties, roles and responsibilities must be defined and resolved pre-award). At this meeting the register of RG / RRG documentation will be agreed, with all agreed documents being issued to the SCP directors for dissemination to all SCP & sub-contractor project teams, supervisors & operatives. SCP safe system of work writers are to focus on the restrictions in each of the RG / RRG documents and incorporate these into their written safe system of work (RAMS, LPs, for example)

6.0 MANAGEMENT AND SUPERVISION

The ratio for Supervisor/Workers is 1-5/6 for a working Supervisor and 1-8/10 for a Non-Working Supervisor. The non-working supervisor must be in the same vicinity of the workers they are supervising

The Site Manager Safety Training Scheme (SMSTS) qualification is a mandatory requirement required for anyone who assesses the level of risk for each phase of the project operations and / must have the necessary skills, experience, knowledge & training to write task specific RAMS & SSoW, or who oversees or manages a safe system of work on a Robertson project.

The SSSTS (Site Supervisor Safety Training Scheme) is the minimum accepted qualification for a working / non-working supervisor / ganger / charge-hand who is responsible for putting people to work and ensuring the safe system of work is maintained following commencement of the works. This is a mandatory requirement for our supply chain partners.

The SCP must identify within their work package full details of the names, mobile phone number, competencies and typical experience levels of all designers, supervisors, and managers.

The SCPs intended management structure will be included within the contract documentation.

Details are required of certification and training achievements to a recognised standard with particular reference to the ability to demonstrate competence, to manage SHE issues within the scope of the package.

Where a SCP is awarded a substantial or critical package it may be that for the sake of effective Safety, Health and Environmental management the SCP Managers will become responsible for the co-ordination of supervision and work within a portion of the project or required to co-ordinate a specific aspect of SHE on behalf of the project during their works e.g. asbestos removal.

Where required to do so this will be identified to the SCP during the tender process and a suitable management team, with the appropriate competence must be provided to discharge these responsibilities for the duration of the critical stage.

It is the SCP management teams responsibility to ensure that all SCs are provided with suitable and sufficient instruction, training, information and supervision at all times when working on an RG / RRG project, premises or factory. It is not acceptable to assume that the RG / RRG management team will monitor the operations at all times during your works package, the supervision provided must be specific to the task and level of risk.

7.0 CONSULTATION AND COMMUNICATION WITH THE WORKFORCE

SCPs are required to comply with and make their employees & subcontractors aware of Robertson's Safety, Health and Environmental consultation arrangements, which operate on all Company projects, factories and premises.

- All SCPs will receive details of project specific pre-construction and other relevant health and safety information within their subcontract order.
- All SCP management teams are to provide a copy of all company inductions and record of training and valid industry accepted card schemes prior to attending the RG / RRG project specific induction at each project you attend.
- Employee will be encouraged to appointed Safety Representatives, who will consulted with the workforce.
- Health and safety will be discussed as the first agenda item at **ALL** operational meetings.
- Supervisors and managers from Robertson's and SCPs assisted by their respective SHE Advisor / Manager / Consultants will conduct Safety, Health and Environmental audits & inspections, briefings, awareness sessions and weekly tool box talks and all supporting documentation.
- Supervisors who put people to work will attend the RG / RRG managers meeting for the review of daily works, they will then provide a suitable and sufficient Daily Operational Briefing (DOBS) at the start of their shift, covering all shifts and employees. If an employee does not receive a DOBS, the employee will be asked to leave site until the next shift.
- Prior to project inductions, supervisors who put people to work will provide a task specific briefing on the written safe system of work to be used during specific operations / tasks.
- We have an open-door policy, and everyone is encouraged to discuss in confidence any Health, Safety and Environmental concerns with the Project and SHE management teams.
- Safety, Health and Environmental concerns may also be raised anonymously using the positive intervention cards.
- Everyone is also able to discuss Safety, Health and Environmental concerns by emailing shehelpline@robertson.co.uk or calling 0330 1071966 which is Robertson's confidential reporting line.

Robertson operates on the following principles

Be fit for work

- Operatives / Operators are to advise their Supervisor / Manager prior to starting work if they have any medical issues ((cognitive) mind and (Physical) body) which would allow them to assess if the person is fit to complete work that day, being unfit to work can cause accidents.
- All workers must produce evidence of '**fitness for work**' prior to starting work on request.

Always receive a briefing before starting work

- SCPs are to remind their employees only start work once they have been briefed and fully understand the

task, associated risks, controls, and project specific rules, if they do not receive a briefing they must contact their respective supervisor / manager.

- Please follow all rules, all of the time!

Report all unsafe events, acts and conditions

- SCPs are to ensure that all operatives take care of themselves and others at all times whilst at work, positively intervening (stopping work) when in your opinion, something is not safe or correct, that in your opinion may cause an injury to a person at work, even if you're not 100% sure, "better to be safe than sorry".

Stop work if anything changes

- Ensure that all work effected by change stops immediately, and your Supervisor / Manager is informed. Changes to the planned safe system of work may only take limited resources and minutes to actually change and brief to the team, take that moment to change the safety culture.

SCPs should make suitable provisions necessary to ensure non-English speaking employees can understand all information necessary to carry out their duties in a safe manner. Each non-English speaking team must be supervised by a bi-lingual supervisor (bi-lingual in English and the appropriate foreign language) who will be responsible for instructing and briefing them with the safe systems of work, managing and monitoring the task specific daily.

8.0 DIRECTOR & SENIOR MANAGEMENT ENGAGEMENT

SCPs directors and senior managers must attend site to undertake a Director & Senior Managers Safety, Health and Environmental (SHE) Tour of their operational projects, or accompany a Robertson Senior Manager on their tours to demonstrate leadership & management, to reinforce your commitment and recognise good performance and visibly support safety initiatives.

SCP management team are to ensure that all SHE tours or inspections are inclusive of all operational risks and employees, which includes those completed by their appointed sub-contractors.

SCP management teams are also expected to attend Safety, Health and Environmental planning and co-ordination meetings and events when requested by the directors / project management teams / SHE Department.

9.0 PROFESSIONAL HEALTH AND SAFETY ADVICE

The SCP must have access to professional health, safety & environmental (SHE) advice, either in-house, or from an external SHE consultant. The SCPs nominated safety professional must be a member of a professional body such as IOSH or an Industry recognised equivalent.

The SCPs SHE professional is required to thoroughly inspect their works (at least one visit per month or more frequent dependant on the level of risk) produce and provide within a 24 hours period a detailed audit/inspection report with the Robertson Project Management team. All SHE Advisor / Manager / Consultant must identify any areas of concern and recommendations for remedial action before departing the project. In addition, the safety professional will carry out briefings & toolbox talks that are necessary to manage risks prior to leaving the project, and this must be recorded in the detailed report.

SCPs management team is responsible for immediately implementing their safety professional's recommendations and formally confirming satisfactory closure and preventative measures to be adopted to reduce the risk of reoccurrence to the perspective Robertson Management team in writing.

All supply chain SHE Advisor / Manager / Consultant are to ensure that all high-risk safe systems of work, including the risk assessments and method statements are signed off as suitable & sufficient for all tasks /

operations. Their approval form must be provided to the RG / RRG project management team when submitted for approval. Without this approval and signatures, the documents will be sent back to the respective SCP teams. All SCP management teams and the SHE Advisor / Manager / Consultant must ensure that they meet the required period for consultation and provide the approved written documents at least 2 weeks prior to their works package starting, **failure to do so will result in time wasting and financial penalties.**

10.0 RISK ASSESSMENT / METHOD STATEMENT

SCPs must comply with Robertson Method Statement and Risk Assessment Review Form. The minimum requirements for RAMS are contained within Appendix 4, RAMS Review form. Robertson has a range of templates that SCPs may use as a term of reference, however so long as the SCPs Safe Systems of Work (SSoW) Method Statement, Risk Assessments, Lifting plans, Temporary Works Designs as an example, covers the requirements within Appendix 4, using your own SMS system is preferred. If an SCP uses any Robertson documentation as an official document (remove all Robertson logos and branding) all SCP management / supervisors who put people to work, must be familiar with the specific and correct use of the documents.

The minimum competency for those producing, reviewing, and authorising risk assessments, method statements and associated task specific documents that complete a safe system of work is:

- Site Manager Safety Training Scheme (SMSTS) or IOSH Managing Safety qualification
- Supervisor / Manager CSCS / SSSTS (working or non-working)
- SHE Advisor / Manager / Consultant (consultants or in-house SHE Advisor / Manager / Consultant provide advice for suitable & sufficient RAMS, and their own approval signature must be included, prior to issue to the Robertson Management Team for project approval)
- People with specific qualifications, example of this, Appointed Person – Lifting Operations.

The SCP High Risk assessment & method statement approval document must be provided with all documentation to show that the approval process has been completed by the SCP SHE Advisor / Manager / Consultants, this will be for their own documents & for all of their sub-contractors RAMS. All this must be in place prior to provision to the Robertson Management Team for approval.

Particularly poor RAMS or documentation will be returned for improvement without approval to the respective SCP, further review will be required for specific compliance with RG / RRG policies, processes, procedures, & guidance notes (RGN).

The minimum competency for the SCPs person on site who is responsible for ensuring the safe system of work is fully implemented and briefed to the workforce is:

- Site Manager Safety Training Scheme (SMSTS) or IOSH Managing Safety qualification
- Supervisor or Manager CSCS card / SSSTS
- Specific operations – Appointed Person – Lifting Operations for example

The minimum competency for ensuring the content of the task specific documentation is implemented on site and for maintaining the safe system of work is:

- Site Supervisor Safety Training Scheme (SSSTS)
- Supervisor CSCS Card
- Specific operations – Appointed Person – Lifting Operations for example

Risk management techniques must be applied in accordance with the 'hierarchy of controls' (Eliminate, Substitute, Minimise, Mitigate).

All activities must be subject to a formal, documented, project specific risk assessment to determine the

appropriate level of Safety, Health and Environmental controls for all operations, this must include the effective method of waste & excessive material removal to the skips and how your project teams will effectively manage housekeeping to prevent (potential RIDDORs) slips, trips and falls.

All persons on site must be aware that obstructing a workplace or pedestrian route / emergency escape route will not be acceptable at any time during the completion of the project. Request storage facilities / areas from the RG / RRG management teams.

The risk assessment must address hazards/risks to anyone who may be affected by the operations in addition to those who are completing the operations.

The SCPs Method Statement must provide a sufficiently detailed and task / environment specific sequence of work which should include, but not limited to, logistics, movement of plant, management of deliveries and distribution / removal of materials to demonstrate that the work has been adequately planned.

The SCPs Method Statement must contain details of supervision to be provided for the duration of the tasks and those who are appointed into specific / critical health and safety roles.

Where applicable, the Method Statement may also include a scale drawing or sketch showing the extent of the work-space, the location of delivery lorry / plant and vehicle access points and suitably sized holding areas. Physical space for plant and vehicle operations and interaction must be considered for every specific location and required operations at that location.

Method Statements and risk assessments must be produced by the SCP and submitted to the Robertson Management team for approval **2 weeks** prior to the commencement of programmed works, or sooner dependant up the level of risks involved in the operations (this may require an additional consultation period to agree a specific method) Client Requirements and / or agreed approval process.

Risk assessments and Method Statements must be continuously reviewed and updated as circumstances change and operatives re-briefed on any changes made. The Robertson Point of Work Risk Assessment may assist in future assessments.

All SCP Supervisors must be fully briefed, be issued with and fully understand the implication of their safe system of work (**SSoW**) including RAMS and briefing documentation by their employer for tasks for which they are responsible for planning, managing & monitoring. They must also be briefed and issued with other associated documentation (such as the Inspection records / forms, Lift Plan, Permits etc.) by responsible persons within their organisation and understand the requirement of the RG / RRG management in respect of compliance with the documentation that must be provided in pursuit of SHE.

SCPs Method Statements and associated Risk Assessments **must** be reviewed at an interval not exceeding 3 months, or when circumstances change at work, this includes seasonal or random weather changes which change the risks, whichever is soonest. Record all reviews in the RAMS register. RG / RRG have a Point of Work Risk Assessment document that is available to assist in their re-assessment of their operations on a daily basis.

All operatives **must** receive a daily operational briefing from their respective supervisor (or more often as circumstance change) which will advise them of:

- The risks they will be exposed to during the task,
- The risk control measures they **must** use to ensure they don't increase the risks to themselves & others
- The emergency procedures should it not go to plan (this **must** be practiced to ensure it works)
- Who they **must** speak to, should the circumstances / work conditions change & the risks increases.
- Supervisor for the task contact details and any additional nominated people (e.g. Responsible Person, foreman, ganger, person in charge for breaking ground, Confined Space – "Top Man").

Workforce briefings **must** only contain the information specific to the task. The Workforce briefing **must** comprehensively cover all relevant hazards and significant residual risks and **must** be in a format which is easily

explained to the operatives through a series of operational/ task briefings. Workforce briefings **must** not contain any information that is not in the method statement, risk assessment, or change the RAMS accordingly. A record of such briefings uniquely referenced to each Method Statement **must** be maintained by the SCP supervisors and **must** be provided to the Robertson team.

SCPs **must** name a responsible person to identify all hazardous substances, which they are likely to use during their tasks, or are liable to produce / create on site. Material Substance Data Sheet (MSDS) & COSHH assessments **must** be produced and be on site for all of your substances and a copy of these sheets / assessments given to the Robertson Management Team.

11.0 SUB-SUBCONTRACTING

Where a package includes for the provision of a subcontractor, or the SCP wishes to sub- contract part of their works package, a written agreement prior to any contract award must be obtained from Robertson.

The subcontractors must be assessed by the supply chain partners (if they are not already on the Robertson Supply Chain Data Base) to ensure they have the necessary skills, experience, knowledge & training specific to the task / operations, and have adequate resources & health, safety & environmental advice to complete the work. The assessment of any subcontractor used for sub-contract work must be at least to the standard of the Robertson Pre-Qualifying Questionnaire (PQQ). A copy of this assessment should be forwarded to Robertson project management team at the same time as the RAMS (**2 weeks prior to starting work**).

The SCPs is required to include and will be deemed to have included, copies of Robertson's "SCPs Safety, Health and Environmental Minimum Standard Agreement" in any subcontract that they may award and to make compliance with this document a condition of any such subcontract. Evidence of such should be provided to the Robertson management team as required by the Subcontract. **Note:** all SCs are to ensure that the Declaration from is provided to the SCP management team, this should then be forwarded to the RG / RRG management teams as evidence of communication and understanding of the standard

12.0 SHE ACCIDENT & INCIDENT REPORTING

All accidents & incidents that result in injury, harm to people or damage to property or impacts upon the environment, including near misses, **must** be immediately reported to Robertson project management team / premises / office managers immediately and the details of the unplanned event recorded on the respective documentation. An Accident Book Record, additional accident, incident report forms held by the Robertson Management team may be required as part of further investigations. All SCP accidents, and incidents **must** be investigated where serious harm occurs, and action / mitigation taken to prevent a recurrence on any future RG / RRG projects.

Where incidents/accidents are reportable under **RIDDOR** the SCP should discuss the proposed contents of the statutory report with the Robertson Regional SHE Manager before it is submitted to the authorities. It is the responsibility of the injured persons employer to submit the report within the specified timescale. A copy of the final submitted statutory report **must** be provided to the Robertson Regional SHE Manager as soon as possible after submission.

The SCP SHE Advisor / Manager / Consultant should be on site immediately or a representative from the SCP with investigation training must attend, in order that the correct investigation and information may be gathered for review by the RG / RRG SHE Department.

The SCPs **must** provide copies of their final accident / incident investigation report to the Robertson management team & Regional SHE Manager within a reasonable timescale and co-operate fully in any investigation conducted by a Robertson representative. Robertson requires initial unplanned event details

within the first **12 hours**, with an interim investigation report / specific details for all accidents within **24 hours**.

13.0 OCCUPATIONAL HEALTH

The risks to people's health & well-being **must**, as a minimum be subject to an assessment of their occupational health to include, but not limited to, all kinds of dust, vibration, noise, manual handling and stress at work.

SCPs shall identify all occupational health hazards associated with their works that include COSHH substances.

SCPs **must** identify workers performing tasks that require exposure monitoring and health surveillance and ensure that it is provided, in compliance with legal requirements to work exposure limits.

In strict confidentiality, the SCPs employees can bring to the attention of the Robertson management team any issues that they feel would increase the risks relating to their fitness, health & well-being while carrying out their work activities, example of this, poor mobility due to previous injuries, chronic conditions, even diabetes. The employees can use the **Robertson SHE Helpline** shhelpline@robertson.co.uk or calling 0330 1071966 which is Robertson's confidential reporting line.

All SCPs **must** ensure that the relevant management health information and associated documentation is available to Robertson upon request (i.e. Fitness for Task Certificate, evidence of appropriate health surveillance programme).

13.1 Safety Critical workers

Introduction

Personnel undertaking safety critical work (SCW) will be required to provide a fit for work certificate as evidence that they are medically fit to work.

A Safety Critical Worker (SCW) within the Industry Standard is defined as:

"Where the ill health of an individual may compromise their ability to undertake a task defined as safety critical, thereby posing a significant risk to the health and safety of others" A suitable risk assessment of any activity should identify whether it has a safety critical nature and whether in the event of worker incapacity this would be likely to result in a significant risk of harm to the individual worker performing the task or to others i.e. third parties.

In Construction, the following have been defined as 'safety critical':

- Asbestos licensed worker
- Geotechnical operations such as drilling or piling operations.
- LGV/HGV Driver
- All Mobile Plant Operators
- Scaffolder/Rigger
- Slinger/Signaller/Banksman/Traffic Marshal
- Steel Erector Structural/Fabricator
- Steeplejack
- Roadside (high speed)
- Tunnelling
- Confined Space workers
- Working at Height, where there is reliance on personal protective measures i.e. harness use.
- In addition to this, but unlikely to be applicable to a RCG site- Diver, Maritime Operative (specialist), Tunnel Boring Gangs
- Others as identified by the risk assessment process.

To ensure there is no impairment to their performance all safety critical workers must also complete a drug and alcohol test prior to starting on any Robertson site, returning a negative result.

What is the Health Assessment for a Safety Critical Worker?

It is a medical assessment of an individual's 'fitness for task' against defined criteria and the use of professional judgement to ensure that an individual is fit to perform a task effectively and without risk to their own or others health and safety. Fit for Task – Safety Critical Worker Medicals consist of the following tests:

- Health Questionnaire
- Cardiovascular/blood pressure
- Hearing (Audiometry)
- Respiratory Health (Spirometry)
- Visual Acuity
- Nervous System
- Mental Health
- Urinalysis
- Mobility & Co-ordination
- Weight
- Drugs & Alcohol Screening (currently optional)

General Practitioners (GP'S) are not usually specialists in such areas as health screening for the workplace & are usually unable to issue fit for work certificates. Robertson will not accept fitness certificates or letters from GP practices confirming "general good health" as proof of fitness for task for safety critical workers. SEQOHS Occupational Health Providers are preferred.

DVLA Group 2 License Holders

Our activities will involve delivery drivers operating plant on site, these include HI-Abs (or similar), delivery or collection of MEWPs, concrete pump operators and Moffett truck mounted forklifts (or similar). DVLA Group 2 license holders will be exempt from the requirement to provide a fit for work certificate.

Advice to Employers

Subject to the arrangement between the employer and their Occupational Health Advisors, a fitness for work certificate should be supplied; this should not include any clinical information, merely the fitness of the individual for the proposed work and whether any restrictions or adjustments are recommended. A copy must be presented to Robertson site management at induction. The Robertson requirement for the content of the Fit to Work certificate will automatically be met if the Occupational Health Provider is accredited to SEQOHS. If alternative non SEQOHS providers have been used for current health checks, this will be accepted, however evidence of testing content must be provided to confirm it meets Robertson requirements.

For anyone under the age of 54 years old you **must have** the **medical** renewed every 3 years. For anyone between 55-65 years old, its every 2 years and anyone over the age of 65 years old must **have** it done annually.

"Candidates shall not be suffering from medical conditions, or be taking medical treatment likely to cause:

- Sudden loss of consciousness.
- Impairment of awareness or concentration.
- Sudden incapacity.
- Impairment of balance or co-ordination.
- Significant limitation of mobility.

The requirement for assessment of fitness for safety critical work should only be applied where it is necessary and not used as a form of medical selection and potential disability discrimination. Where an activity is safety critical and an essential job requirement, it may be reasonable not to employ an individual even if the Equality Act was likely to apply if there was risk of harm to third parties.

Prior to attending site for work and if taking prescribed medication, the SCM must ensure the medication is captured within the safety critical medical. Failure to capture the medication within the medical will result in the operative being prohibited from carrying out safety critical operations.

14.0 ALCOHOL AND DRUGS

Drug and Alcohol testing may be undertaken on any project or at any premises under Robertson's control as part of Robertson's Induction Procedure or as part of a random programme to discourage individuals being under the influence of drugs or alcohol at work, or where there are reasonable grounds to suspect individuals may be under the influence of drugs or alcohol or for cause, following an accident / incident. Current testing arrangements include "for cause", "random" and at "induction".

No alcohol or drugs may be used, taken, possessed, or supplied at any place of work (including offices, premises and welfare facilities) and people must never be unfit to work due to the lasting or residual effects of alcohol or drug use/mis-use. This will be reiterated at the project specific induction briefings.

Anyone suspected of being under the influence of alcohol or drugs will be removed from the workplace and the RG / RRG / SCP project management teams must ensure that the individual(s) remains on site available for testing. Failure to remain on site for testing will invoke immediate disciplinary procedures.

Only when a test result is above the Drug Cut-Off level will it be deemed non-negative and disciplinary actions will follow in line with our Substance Abuse Policy.

Cut-Off level is a drug testing concept that refers to that point under which a drug test is called negative and above which a drug test is called positive. For drug screening, the cut-off is determined at a point that will optimize drug detection while maintaining minimum false positive results. It is important to emphasize that a negative result does not mean that a sample is drug free, only that the level of concentration of any substance that it may contain is below the defined cut-off. In a drug test, a negative result is defined as a specimen that does not indicate a level of drugs at, or above, the specified concentration of a drug. That specified concentration used is called the cut-off level. A specimen that contains drugs at or above the determined cut-off level is positive. Cut-off levels are included in the Synlab Technical Specification Manual, a copy of which can be requested from Procurement.

If an individual has notified their employer of a pre-existing substance abuse problem prior to entering a Robertson site, relevant support will be offered to them from their employer. Supply Chain members must communicate the level of support provided for Robertson to review and conclude if the individual will be allowed on site.

Any employee or supply chain member entering a Robertson Group workplace should be aware that from the 1st July 2022 Robertson have a mandatory policy of screening for alcohol and drugs as part of the induction process. SCPs should ensure that all workers are below the cut off prior to attending the project. There will be additional financial costs and the supply chain should refer to the T&Cs of their contract for any enquiries. We expect all our supply chain to comply with their own D&A Policy and ensure no persons in their employment or working on their behalf attend a Robertson place of work under the influence of drugs or alcohol.

Robertson Residential Group will continue to test safety critical workers at induction with the Site Management commencing random testing as indicators on a weekly basis, selecting different individuals each time and will continue to do so for the life of the project.

15.0 DISCIPLINARY PROCEDURE

Robertson takes its rules and standards very seriously and any breach will result in a relevant level of disciplinary action being taken.

We will always look at root cause and system failures in all accidents/ incidents, but where a breach is wilful it will be dealt with appropriately.

All SCPs need to be aware that following a breach of any SHE rules they may be subject to disciplinary action which may include being excluded from site.

Disciplinary action will not be taken as an immediate reaction to an incident but will follow a thorough investigation. Whilst the investigation is completed an individual may be suspended from work.

16.0 EMERGENCY PROCEDURES

Robertson's Manager will establish a set of emergency contingency arrangements for accidents, incidents, fire, gas leaks, environmental pollution, summoning the emergency services and evacuation, etc.

These arrangements will be briefed during induction and will be displayed on site.

SCPs must ensure that everyone under their control is informed of the emergency procedures applicable to the site or facility.

SCPs **must** produce their own emergency response plan specific to their operations. The SCP senior management team **must** use their SHE Advisor / Manager / Consultant for hazard & risk specific advice in producing the response plan. Approval by the Robertson Management team, for the identified high-risk activities, e.g. use of MEWPs, lifting of persons, confined spaces, working at height etc or where permits are used.

17.0 ENTRY INTO PREMISES OR ONTO SITE

Mi Pre-Enrolment

Every Supply Chain Partner will be issued an internet link that can be accessed on any electronic device that can access the internet, this link can then be shared with all sub-let contractors, workers, supervisors and all those expected to visit site. The enrolment must take place prior to visiting a Robertson site. The Mi Pre Enrolment four-step process could not be simpler, once completed the Robertson site team will have access to personal CITB credentials, relevant medical and safety history and qualifications – all before people arrive on site saving everyone much time, effort and cost. But most importantly prior to coming to site every person will have watched a number of relevant health and safety induction videos and correctly answered a set of questions relating to each film, thus ensuring together we have taken every action possible to make sure your workforce is fully informed before they start their duties on the site. The process will also include the need to watch a COVID 19 video. Once on site each person will issue their unique reference number (issued on completion of the Mi Pre Enrolment) to the Robertson site manager so checks can be made that the enrolment has been successfully completed. Once on site everyone will be given a site-specific induction. Mi Pre Enrolment is here to ensure the safest start on site for the entire workforce and anyone coming to site. Each enrolment is valid for 12 months upon where re enrolment is required.

After an extended period away from site, supply chain partners / subcontractor employees **must** report to the Robertson Management Team or his / her designated representative and receive an site specific induction before entering site or commencing work. Evidence of appropriate trade skills will be required, and be provided to the Robertson management team, prior to being authorised to proceed on to site .

Supply chain partners / subcontractor employees will only access a workplace using designated routes.

Lone working is positively discouraged (RGN8 for lift shaft operations), however, should there be a necessity for lone working strict operational control procedures must be implemented in line with our procedures which encompasses training.

All weekend or night-time working **must** be agreed in writing & by prior arrangement with Robertson Management Teams.

Robertson Project Management team, specific written work schedules **must** be in place and named competent supervisors for both Robertson and the SCPs to be in attendance at all times.

18.0 FIRE PREVENTION

18.1 Competence

Fire Safety Coordinator must have successfully completed a Fire Co-ordinator training course.

Fire Marshall(s) must have successfully completed a Fire Marshal training course and be adequately trained in fire safety (including fire extinguisher training) and have sufficient status and authority for the effective execution of their duties and responsibilities.

Hot Works Responsible Person holds a CSCS card commensurate with the role, Gas Safety (if applicable) and fire extinguisher training, and have previous hot works experience.

18.2 Prohibitions

- Hand bells and klaxons are prohibited for use as fire alarms
- Deliberate burning of material is prohibited on all Projects / Offices / Depots and Factories
- Storage of fuel in non-specific plastic containers is prohibited
- Jubilee clips are prohibited for connecting flexible gas supply hoses
- Storage of gas and flammable liquids inside, under and on buildings is prohibited
- Portable Halogen lamps are prohibited
- Smoking is prohibited except in designated areas
- The use of compressed gas welding equipment without flash back arrestors is prohibited
- The use of non-LPS (1207 or 1215) temporary protection materials in construction and refurbishment as a temporary protective cover is prohibited
- Storage of additional or unnecessary cylinders (including empty) at the workplace is Prohibited
- The use of LPG as a fuel at an office or welfare facility is prohibited.

18.3 Requirements

In addition to complying with the Fire Precautions (Workplace) Regulations, it is also a requirement that SCPs comply with The Joint Code of Practice titled "Fire Prevention on Construction Sites".

Robertson applies and enforces the Code of Practice therefore, SCPs **must** make suitable provision within their tender. It should be noted that there is a requirement that all flexible temporary protective coverings used on internal finished surfaces or fittings must conform to the Loss Prevention Standard LPS 1207 and LPS 1215 (this being a fire protection standard).

Dependent upon the size and complexity of the project, the site-specific fire prevention arrangements may be compiled in a Fire Safety Plan and co-ordinated by a Fire Safety Coordinator who will advise the SCP accordingly?

On contracts where there is a fire risk from the works activity a Hot Work Permit regime will be enforced.

19.0 FIRST AID

19.1 Competence

1-day emergency first aid at work course.

First Aider must possess a valid First Aid at Work certificate (3 days).

19.2 Requirements

First aid facilities will be provided under the control of a First Aider or appointed person at every site. SCPs will be expected to provide a number of first aiders appropriate to their project workforce and nature of the project to support the common arrangements whose name and location should be prominently displayed on the site notice board.

Where the work involves higher level hazards such as chemicals or dangerous machinery, or special hazards such as concrete works or confined spaces, first aid requirements will be greater.

In these cases, the SCP may then need to:

- provide sufficient numbers of qualified first-aiders so that someone is always available to give first aid immediately following an incident;
- provide additional training for first-aiders to deal with injuries resulting from special hazards

consider additional first-aid equipment (for example Burns, Bleeding Control or Chemical Splash Kits

20.0 LIFTING OPERATIONS

20.1 Definition

LOLER 98, Regulation 2(1) defines "lifting equipment" as "work equipment for the lifting or lowering of loads and includes its attachments used for anchoring, fixing or supporting it". It includes any lifting accessories that attach the load to the equipment in addition to the equipment which carries out the actual lifting function. All plans must include specifics from BS7121, including all parts.

20.2 Competence

Appointed Person competent and holds a valid CPCS Appointed Persons qualification except for Lorry Loaders where an ALLMI Appointed Person card is acceptable.

Crane Supervisor competent and holds a valid CPCS Crane / Lifting Supervisor qualification except for Lorry Loaders where an ALLMI Crane Supervisor card is acceptable.

Slinger / Signaller competent and holds a valid CPCS Slinger / Signaller qualification except for Lorry Loaders where an ALLMI Slinger / Signaller card is acceptable.

Crane Co-coordinator Holds a valid CPCS Crane Supervisor qualification with previous experience of the role in similar circumstances.

Crane Operator competent and holds a valid CPCS (RTITB for overhead gantry cranes in factories and Depots) qualification for type of equipment except for Lorry Loaders where an ALLMI card is acceptable.

Overhead Crane Operator competent and holds a valid RTITB qualification for type of equipment.

Excavator Operators competent and holds a valid CPCS / NPORS card for the category of excavator they are operating. This card must include CPCS lifting operations training (A58C/A59C or A10/12). From 2008 for 360 excavators and from 2010 for 180 excavators lifting was included in the CPCS syllabus. Operators holding cards that pre-date this will require supplementary CPCS training. They must also be trained in the use of any lifting accessories, be familiar with the use of the equipment, Rated Capacity Indicator, and Specific Lifting Duty Charts.

Piling Rig Operators competent and holds a valid CPCS card for the category of rig they are operating.

Telehandler Operator competent and hold a valid CPCS card for the category of telehandler they are operating.

Standard CPCS telehandler training does not include 360° rotating telehandler equipment CPCS category A17D or operating with suspended loads CPCS category A17E. Plan all lifting operation competence for suspended loads.

Fork Truck Operator competent and hold a valid CPCS card for the category of fork truck they are operating. RTITB cards are acceptable only in factory operations. **Do not** lift using suspend loads.

Hoist Erector NVQ levels two or three in Hoist Installation.

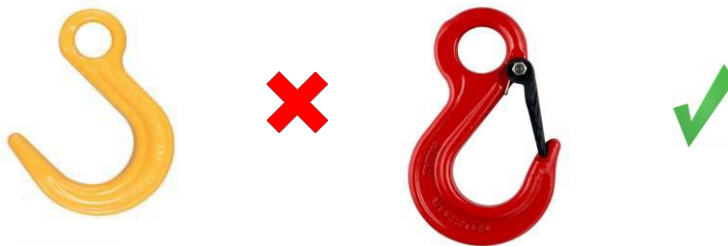
Hoist Operator over 18 and has undertaken training by the hoist supplier and holds a valid CPCS A20 Category card.

Static Lifting Equipment Operator Holds familiarisation training for the static lifting equipment operated.

For Basic Lifts only an individual can undertake more than one of the duties above where they have the required competency.

20.3 Prohibitions

- The use of non-hydraulic hoist mechanisms in crawler cranes is prohibited
- Mobile cranes are prohibited from extracting sheet piles
- The use of open sling hooks (without safety catches) is prohibited (see diagram below)



- The use of excavators, telehandlers, and lift trucks for lifting personnel is prohibited
- The use of Lorry Loaders for lifting personnel is prohibited
- The use of Gin Wheels not fitted with an automatic brake is prohibited
- The use of Swivel Hoists is prohibited
- Lifting operations with the bucket attached to the excavator QH is prohibited
- The use of radio-controlled glass lifting accessories is prohibited
- The slinger / signaller is prohibited from acting as the crane operator, except in the case of lorry loader lifting.

20.4 Requirements

The SCP **must** consult with the Robertson Management Team at a minimum of 4 weeks before commencing lifting operations on site. All Appointed Persons planning lifts should visit the project to assess the environment and possible restrictions.

A competent CPCS Lifting Operations Appointed Person **must** be nominated to plan lifting operations. The SCPs will provide this person, unless otherwise agreed. All Appointed Person-Lifting Operations must be appointed in writing, a copy of this **must** accompany all lifting plan documentation, RG / RRG appointment letter can be used to facilitate this appointment.

Documented evidence of competence will be required (**BS7121**). An approved lifting plan, approved by the SCP appointed person **must** be provided for approval for each type of lifting operation. The Lifting (crane) Supervisor **must** brief the lifting team on the contents of the Lifting Plan, with the safe lifting considerations.

Key personnel **must** be appointed for lifting duties i.e. Lift (crane) Supervisor, crane operator and slinger /

signaller by the AP. The lifting team **must** be trained and competent to carry out their duties and **must** be in possession of a CPCS / ALLMI accredited competence record card. Where a red (Trainee) CPCS card is presented the holder **must** also provide evidence that they are working towards the achievement of a blue (N/SVQ Competent Operator) CPCS card.

Physical plant exclusion zones **must** be established around operational mobile plant and vehicles. This **must** remain in place during all lifting operations. Actual zones will be dependent on the plant / vehicle and any physical restrictions such as the proximity of fixed or temporary structures. The details of the exclusion zones **must** be identified in the Method Statement or safe lifting considerations for the task. Crane supervisor **must** maintain the briefings for the lifting team on a daily basis and reiterate the risks of the lifting operations. The lifting team **must** control the restrictions of exclusion zones and the safe system of work required for entry.

For exceptional tasks mitigated through robust safe systems of work, that require workers to enter zones, for example, kerb laying, disconnecting attachments, slinging loads, offloading materials from forklift trucks or lorry beds, a safe system of work **must** be in place. The safe system **must** be site specific and activities, **must** be conducted with clear communication between the plant operator or vehicle driver and workers performing the task. Operatives **must** not approach or walk under suspended loads, the load **must** be grounded.

Tag lines, where fitted, are to be long enough to handle the load without entering the area of a suspended load. The slinger signaller **must** ensure that the load is as close to the ground or structural level as reasonably practicable before someone walks in close to the load to grab the tag line, this should be in the safe lifting considerations, again **never** walk under a suspended load!

Lifting Accessories must have a unique colour coded identification or comply with Robertson requirements.

Assessment of ground bearing capacity and outrigger pad / haul road and pavements / piling mat design **must** be carried out by a competent person. The Temporary Works Coordinator, in consultation with the Appointed Person, is responsible for ensuring that there is an engineering assessment of the ground bearing capacity and a design of the outrigger pads / haul roads and pavements / piling mats. The pressures imposed on the ground should be calculated or obtained from the crane manufacturer. This should take account of all routes that may traversed.

SCP contract / hire lifting equipment **must** be subject to a Daily Lifting Appliance Checklist prior to any lifting equipment commencing work. There is a duty to provide and have readily available, in date statutory certificates and registers for the lifting equipment and accessories during audit & inspection. A 4-yearly test / overload test is required for all Lorry Loaders.

Where 4 yearly overload testing is not carried out, the crane owner **must** be able to demonstrate that there is a "Defined Written Scope" for the thorough examination of the crane. There **must** be a "Declaration of Compliance" from the independent company carrying out the thorough examinations. (Note: this does not apply to lorry loaders which still require the 4 yearly static overload testing).

Independent inspection organisation used for the periodic thorough examinations **must** be accredited by UKAS and be members of The Safety Assessment Federation (SAFed). Individual engineer surveyors **must** be independent of those carrying out regular maintenance of the equipment.

Crane operators (safety critical workers) **must** be subject to a medical examination a minimum of:

- Up to the age of 45 every three years
- Up to the age of 46-59 bi-annually
- over 60 annually

External crane suppliers **must** organise the medicals for crane drivers /operators they employ.

Where the crane or part of the load being lifted can enter prohibited space, such as over a public highway or

adjacent to overhead lines, the crane **must** be fitted with zone limiting devices to prevent this occurring.

The limiting devices **must** limit both slewing and derricking as required.

Loads suspended from telehandlers **must** only be permitted if designed and included in the manufacturers operating instructions and whilst using proprietary attachments designed for the machine for this purpose.

Do Not attach lifting accessories to the fork if the accessory is not designed for that purpose.

Truck mounted forklifts and other small forklifts used by delivery companies **must** not be used on construction sites. Deliveries **must** be restricted to a suitable hard standing segregated compound.

All loads being delivered to site **must** be arranged with your delivery specialists to arrive on site on the designated platforms to allow safe off loading at all times, there should be no surprises of the safe system of work & safe lifting considerations during any planned deliveries.

Where tower cranes are used, these must be fitted with a block camera and the ability to record this footage.

21.0 LIFTING WITH EXCAVATORS

21.1 Prohibitions

- The use of excavators for lifting personnel is prohibited.
- Suspended loads using a fork attachment on any type of excavator. (fork attachment is not prohibited).

21.2 Requirements

When planning a non-crane lifting operation, the SCPs must consider whether an excavator is the most appropriate machine for the task (as not designed as lifting equipment).

Rated Capacity Indicators (RCI) must not be relied upon for establishing the weight of the load.

The RCI must be calibrated at least annually.

A Non-Crane Lifting Plan (NCLP) must be in place for all excavator lifting operations.

Schedules of Routine Lifts (SoRL) should be considered for each type of load lifted by the excavator.

To prevent undue lateral twisting to shackles, the master link must be able to hang freely, and an in-line swivel shackle must be used, this must be included in the safe lifting considerations / safe system of work.

When lifting with excavators the bucket **must** be removed, ensure the shackle attached to the lifting point is free hanging, and place a swivel shackle between the load and the lifting point.

Where a quick hitch is permanently mounted on an excavator then the thorough examination for the excavator must also cover the quick hitch. If the quick hitch is moved from one machine to another it is classed as an accessory and should be thoroughly examined every 6 months.

22.0 DEMOLITION

Demolition requires detailed planning and co-ordination of site activities throughout the whole process. The work may involve controlled collapse, mechanical or manual demolition techniques in any location from a Greenfield site to a City Centre, therefore pre-planning and implementation of control measures are required through a systematic and structured approach.

A safe system of work must be developed in line with the Code of Practice for Demolition BS6187:2011.

Demolition SCMs must be a current member of the National Federation of Demolition SCMs (NFDC). Evidence of membership, competency and adequacy of resources must be provided to Robertson prior to placing an order.

Demolition SCMs should have an Engineer who is a member of the Institute of Demolition Engineers (IDE) or have the ability to consult with an IDE Member.

A full-time demolition supervisor must be employed and based on the project by the demolition SCMs to oversee and manage all demolition activities on site.

Competent demolition operatives and plant operatives are persons holding the appropriate cards. The minimum level of competence accepted is as follows:

Certificate of Competence of Demolition Operatives (CCDO):

1. Demolition Labourer – Green Card
2. Refurbishment & Demolition Operative – Red Card
3. Demolition Supervisor – Red Card
4. Demolition Manager – Red Card

Demolition Plant Operatives must hold the CPCS Blue Competence Card – Demolition Plant for operatives (Category D90). A copy of each demolition operative's competency card should be retained in the safety file records on site.

A demolition plan must be presented to and approved by the Robertson Management Team prior to works commencing on site, this must include any temporary works arrangements. (This may include the customer/customers representative, Principal Designer and the Regional SHE Manager). Plans must be submitted a minimum 6 weeks in advance of demolition work beginning.

23.0 ASBESTOS

On projects where the presence of asbestos is known, Robertson will advise Subcontract management. Specialist SCPs who are approved and licensed by the Health and Safety Executive for the type of work to be undertaken, will carry out the works. The Regional Robertson Safety, Health and Environmental Manager / Advisor must be involved to ensure that a sufficient assessment is carried out and all necessary notifications are made and controls established prior to work commencing.

On a project or within a property under Robertson's control where the presence of asbestos has not been confirmed, but where the nature of the work could give rise to uncharted asbestos finds (i.e. refurbishment work or excavating on brownfield sites), a protocol must be established in conjunction with Robertson's management, to advise all personnel of the possibility of encountering uncharted asbestos and the immediate action to be taken. This will include stopping work, advising management, sealing, and identifying the area and arranging for samples to be taken for analysis.

Asbestos must not be removed from site without prior agreement of Robertson's site management. Asbestos waste must be treated as Hazardous / Special Waste and disposed of by a registered carrier in the manner agreed with the Enforcing Authority (EA/SEPA) to a specified licensed tip.

Everyone working on or influencing work on refurbishment / demolition projects or where there is a foreseeable risk of encountering asbestos must have received UKATA or IATP asbestos awareness training undertaken within the previous 12 months. The use of the Robertson on-line (e-learning) is ideally suited to meet the requirement of annual refresher training in the 2nd year when supported by face to face initial training and subsequent face to face training not exceeding a 3 year period.

24.0 LPG, HFL AND COMPRESSED GASES

24.1 Prohibitions

- Storage of HFL (Highly Flammable Liquid) in plastic containers is prohibited
- Jubilee clips are prohibited for connecting flexible gas supply hoses
- Storage of gas and flammable liquids inside, under and on top of buildings is prohibited
- The use of compressed gas welding equipment without flash back arrestors is prohibited
- Storage of additional or unnecessary cylinders (including empty) at the workplace is prohibited
- The use of LPG (Liquid Petroleum Gas) as a fuel at an office or welfare facility (excluding caravans) is prohibited

24.2 Requirements

Any SCP bringing LPG, HFL and compressed gas onto site must adhere to the following:

- Cylinders must be stored outside in a safe and secure compound, at an agreed location, not less than six metres from any building and must be stored upright.
- In addition, they must be stored at least twenty metres away from timber framed construction.
- The compound must be divided to separate full and empty cylinders and contents be clearly marked and include warning: HIGHLY FLAMMABLE – NO SMOKING / NO NAKED FLAME
- Oxygen cylinders **must not** be stored alongside flammable gasses and HFLs
- Cylinders in use on site must be secured upright on a trolley system to assist manual handling.
- Cylinders must be fitted with the correct regulator, hoses, crimped connections and where used with burning/welding gear, gauges and flashback arrestors.
- A programme of planned inspection of all equipment must be initiated and equipment must only be installed and used by competent persons
- Suitable type and sufficient numbers of fire extinguishers must be provided at locations where LPGs, HFLs and compressed gasses are used and stored.

The use of tar boilers must be agreed with the Robertson Project Manager. A specific risk assessment must consider location, operation, supervision, and emergency procedures. Tar boilers authorised for use must have temperature gauges, thermal cut off mechanisms and must not be left unattended whilst lit.

The use of compressed gasses for testing must comply with the Mechanical Safe Systems of Work procedure.

25.0 CONFINED SPACES

25.1 Competence

- **Confined Space Coordinator** Holds an accredited City and Guilds National Occupational Standard 6150-03/53 and 6150-14/54 Confined Space qualifications.
- **Medium Risk Confined Space Entry Team** Holds an accredited City and Guilds National Occupational Standard 6150-02/52 Confined Space qualification
- **Low Risk Confined Space Entry Team** Holds an accredited City and Guilds National Occupational Standard 6150-01/51 Confined Space qualification.

26.0 MOBILE VEHICLES, PLANT AND EQUIPMENT

26.1 Prohibitions

- Fuelling of plant by means of transferring fuel from one vehicle to another is prohibited
- Reversing vehicles out of the site is prohibited
- Directing traffic on a public highway is prohibited
- The use of licenced articulated tippers is prohibited without the express approval of the Robertson's

Regional Managing Director

- All non-licensed, road going tippers, rigid or articulated, are prohibited
- The use of **1 Tonne dumpers** is prohibited, without the express approval in writing of a Robertson's Regional Managing Director
- All-terrain vehicles (ATVs) e.g. quad bikes are prohibited, without the express approval of the Robertson's Regional Managing Director
- Carrying of passengers is prohibited in plant unless a specifically designed seat and restraint system is provided
- The carrying of spare buckets suspended from the teeth of an attached bucket is prohibited

26.2 Competence

Plant, Vehicle and Pedestrian Coordinator (PVPC) Must have sufficient knowledge and experience to identify and manage the risks associated with effective plant/people interface. They must hold, as a minimum, the CITB Site Management Safety Training Scheme (SMSTS) and have a level of seniority which allows them to carry out their role without compromise.

Plant and Vehicle Marshals (PVM) All Plant and Vehicle Marshals must be trained to an appropriate level on a recognised course (Pre-and Post-exam questionnaires, minimum 4 hours duration) and the training must be repeated at intervals of no more than three years. PVMs must be over the age of 18, have demonstrated a mature personality and be physically fit. They must be subject to a 'fitness for task' health assessment. Must be able to assess risks and evaluate the risk of harm caused by moving vehicles, be visible to the driver / operator of the equipment / vehicle during all manoeuvres.

Instruct the driver/operator to **STOP** immediately if the driver/operator cannot see the vehicle/plant Marshall.

Marshall shall never walk behind a moving vehicle, item of plant, he/she must remain visible during all manoeuvres.

Mast Climbing Working Platforms (MCWP) are used as temporary working places, giving variable height access to specific areas both above and below ground level. In many cases they are more convenient than other access equipment such as ladders, scaffolding, staging or suspended cradles. All operators must be competent in the use of the relevant MCWP and must be able to present a record of training, be physical capable of performing the relevant tasks and be free from impairment owing to the influence of alcohol and drugs (prescribed or otherwise). The minimum competency requirement for MCWP on Robertson sites are:

Operator	CPCS – A27 NPORS – N119 IPAF Mast Climbing Working Platform (MCWP) IPAF Mobile Mast Climbing Working Platform (MMCWP)
Installer	IPAF MCWP Installer – Standard Configurations IPAF MCWP Advanced Installers – Standard and bespoke designs and can conduct Statutory Thorough Examinations
Demonstrator (For Familiarisation)	IPAF Demonstrator – Enables familiarisation to be given to operatives on emergency decent, carry out pre-use and daily/weekly inspections

**Demonstrator
(User)**

IPAF Demonstrator – Appointed person for the user organisation and have control of MCWP operations on site.

26.3 Requirements

SCPs who utilise mobile plant must:

- Nominate a Plant, Vehicle, and Pedestrian Coordinator with the responsibility for the planning and coordination of mobile plant.
- Plan traffic movement to segregate vehicles and pedestrians and eliminate the need to reverse
- Provide the correct items of plant taking full account of the work activity and site conditions
- All plant brought onto site must be in serviceable & mechanical efficient condition, be properly maintained in addition to complying with current legislation.
- Nominate a Plant and Vehicle Marshall with the responsibility for the marshalling their vehicles and plant including deliveries.
- Where possible ride on plant equipment should be fitted with a green seat restraint light.

26.4 People Vehicle Plant Interface

All SCP and their sub-contractors must comply with their safe system of work, in addition to this requirement the supervisors, operatives and plant operators must ensure compliance with the people vehicle plant interface during all operation on site, this can be explained in your RAMS and additionally you can use the pictograms at **Appendix 6**.

27.0 STATIC PLANT AND EQUIPMENT

27.1 Prohibition

- Static Plant that requires the use of a starting handle is prohibited

Large stationary items of plant such as hoists, batching plants, crushers, etc., are not permitted on to site without the approval of the Robertson Project Manager. The SCP must receive approval on the selection, siting, erection, operating procedures, inspection schedules, maintenance procedures and ultimate dismantling of the plant.

Silo operations

Competence/Training

Only persons trained in the safe operation or servicing of the silos are to be authorised to work within the silo compound.

- All silo deliveries must include full training and user sign off prior to delivery being complete. An example of training content required has been provided as a guide to the standards which are required from any provider. <https://tarmac.com/products/mortar/dry-silo-mortar/>
- All Silo's must have the facility to provide a lock off system on the isolation switch with padlock. This must be included in the training.
- All Silo's must have the facility to support the safe disconnection of live power cable. This must be included in the training.

28.0 TOOLS AND EQUIPMENT

28.1 Prohibition

- Craft knives with snap off blades are prohibited

28.2 Requirements

Tools and equipment must be inspected before each use and receive formal planned maintenance in line with the manufacturer's instructions. Records must be made available upon request.

Knives - All utility knives must either have captured or automatically retractable blades or, where only fixed blade knives are the only practical alternative, they must not have a pointed end and must be holstered when not in use.

29.0 HAND ARM VIBRATION

29.1 Exposure Prohibition

Any persons engaged in a health surveillance programme and diagnosed with HAVS symptoms in severity stages (late 2V/3V/4V and/or late 2SN/3SN) or who suffer from Raynaud's disease / Raynaud's phenomenon of non-occupational origin using the Stockholm Workshop scales are prohibited from using vibrating tools/equipment.

29.2 Requirements

Any employee (direct, supply chain partner, sub-contractor or agency operative) exposed to hand-arm vibration must be engaged in a health surveillance programme.

Where an assessment of exposure from vibrating tools demonstrates the works will be below 75 points (using the HSE Calculator) the works must be reviewed every eight weeks, minimum, or more regularly where a change in work practices or tool selection may impact on potential vibration exposures. Where a reassessment of the risk identifies exposures higher than 75 points, an auditable, accurate and tamper proof HAV management system solution must be put in place.

Where the Assessment of Exposure from Vibrating Tools form demonstrates the works will be above 75 points an auditable, accurate and tamper proof HAV management system solution must be deployed to record and control exposure. Those who put people to work must inform the user of vibrating tool the Magnitude and the trigger time, all restriction must be adhered to at all times.

It is a recommendation that all Robertson Supply Chain Partners utilise HAVS technology, such as REACTEC or similar, to record & controls HAVS exposure & risks, in line with the hierarchy of control. If such technology is not utilised, supply chain partners will be required to justify why such controls are not used and demonstrate that the proposed manual controls are as effective.

30.0 NOISE

SCPs must, wherever possible, provide silenced plant / equipment and enforce the use of covers, baffles and noise suppressants on Robertson projects or premises under our control.

SCPs must discuss with the Robertson Management Team the location and use of noisy equipment such that precautions can be taken to protect people not directly engaged in the activity. Additionally, where appropriate, create hearing protection zones.

31.0 MANUAL HANDLING

SCPs must ensure that all operatives who have included in the assessment of work, manual handling the employer has a duty of care to provide instruction, training, instruction & supervision in the project specific requirements for manual handling and that training in basic manual handling techniques has been provided prior to attending site to carry out a task that involves all levels of manual handling. Note: all tasks must be assessed by a competent person who has the knowledge of the task and manual handling.

An assessment of all manual handling operations for all materials must be completed, using the HSE Mac Tool, or other methods evaluate and control the risks of MH operations.

32.0 OPEN EDGES, VOIDS AND OPENINGS

32.1 Prohibitions

- Netlon type fencing or ticker tape as an edge protection barrier is prohibited.

32.2 Edge protection

The Edge Protection Federation, are a single authoritative body for the industry, describes edge protection as 'primarily to prevent persons and objects from falling to a lower level'. This is a broad statement and to reflect this there are many different types of edge protection available for sale or hire.

The most commonly specified solutions include Herras Fencing, Mesh Barrier Systems, Counterweight Systems, Screen Protection Systems and Tubular guardrail solutions. Each one offers different benefits and limitations so it's important to pick the right edge protection for each project.

To ensure your edge protection meets the highest standards of safety and performance, you must adhere to the European Standard of Temporary Edge Protection – EN 13374. This applies to edge protection systems for flat and inclined surfaces and specifies the requirements for three classes of temporary edge protection. These are known as Class A, Class B and Class C.

- Class A – protection to flat surfaces and slopes generally up to 10 degrees
- Class B – protection to flat surfaces and slopes up to 30 degrees
- Class C – protection to steeply sloping surfaces up to 60 degrees

The safety at height solution you apply on a Robertson site / project / facility under out control must not only deliver high performance systems, but also support the needs of each project at every stage at the earliest time.

32.3 Requirements

All edges and openings at excavations, slabs, floors, decking, must, at all times, be effectively protected to prevent persons or materials falling through. Edge protection must conform to **EN13374** and be approved by the Robertson Manager. All openings must be clearly marked using the information provided in the document RG-HS-26-GUI-001.

Dependent upon the contents of your work package, SCPs may be required to take control of areas or elements of the works, where such areas include openings etc. They must establish, control, implement and monitor effective measures to ensure that the requirements above are maintained at all times.

32.4 Voids

The consequences of falling through a poorly protected hole or void during construction, refurbishment or

demolition can be extremely serious. Similar dangers can arise from materials and / or debris falling through such holes. Hole & void daily inspections must be completed for all TW designed hole & void coverings.

Designers and specifiers have a responsibility under the CDM regulations to try to eliminate the need for potentially hazardous holes and voids in a structure. (For example, they may relocate services and service risers or may detail the use of temporary cast-in structural mesh in riser shafts or specify post pour core drilling of structural floors or apply more comprehensive solutions). Failing that, designers can reduce the risk by designing in either permanent or temporary protection.

During the construction or demolition phase, Robertson's SCPs must ensure that all holes or voids that they create are protected and that protection is maintained to the highest possible standard.

This shall apply to holes, openings in floors, floor slabs, risers, inspection chambers, valve chambers, lift shafts, stairwells, manholes, storage tanks or any other type of opening where there is a risk of persons and / or materials falling through.

The size and type of holes will determine the type of protection to be used and the need to place loads or traffic plant or vehicles over holes will require additional protection measures. These must be addressed by the Temporary Works Co-ordinator.

Planning ahead to anticipate when these voids will constitute a risk to workers is essential.

It is often necessary to create internal voids in buildings under construction or find existing ones in buildings being refurbished.

Key things your company must consider may include using mesh guards or covers which are permanently fixed into concrete floors – these will provide protection to all workers throughout the job:

- No person will be exposed working at height without control measures such as guardrails in place to prevent falls
- All fall protection must be able to withstand the impact of any person that might reasonably be expected to fall onto it
- All fall protection must be securely fixed in place to prevent it being moved or accidentally removed
- Covers must prevent objects and debris from falling through the void
- Warning signs must be displayed on all penetration covers
- Where coverings on the floor are used these must be robust, securely fixed and signed

You can protect voids from underneath by applying nets or using fixed scaffold for example.

If you carry out short duration works around the void, you must provide protection, for example, scaffold crash decks underneath.

Where an SCP or their sub-contractors have an area of site excluded to their use only, they will be responsible to ensure that all holes and voids are covered, that a daily hole & void inspection is completed by a competent person. This record of inspection should be provided to the RG / RRG project management teams for audit.

33.0 PERSONAL PROTECTIVE EQUIPMENT

Mandatory PPE required at all locations must comply with our five-point PPE Standard (see Appendix 3).

34.0 TEMPORARY WORKS

The safe, efficient, correct, and timely execution of our projects depend on the management of temporary works. The arrangements for minimising and controlling the risks associated with temporary works are set out in the Robertson temporary works procedure RG-HS-26-PRD-102. Our procedure is used to identify, plan, design, check, implement, use, and remove temporary works. Our principal contractor temporary works coordinator (PC TWC) has overall responsibility for the temporary works on the project.

All Supply Chain Partners must have their own temporary works procedure that meets the requirements of *BS5975:2019 Code of practice for temporary works procedures*. This procedure should address the following as appropriate to their level of involvement with temporary works:

1. **Use** - SCP makes use of temporary works provided by Robertson e.g., piling contractor using piling platform, brick layer using scaffolding or M&E contractor using MEWP on suspended floor (TW coordination by Robertson)
 - a. Acknowledgement that the PC TWC has ultimate responsibility for and thereby control over the temporary works
 - b. Provide information to the PC TWC pertinent to the design of the temporary works
 - c. Confirmation through the PC TWC that the SCP's intended use of the temporary works is in accordance with the design
 - d. Confirmation from the PC TWC that the SCP has been authorised to use the temporary works (such as a permit to proceed).
2. **Implementation** - SCP supplies, erects and / or removes temporary works to a design supplied by Robertson e.g., groundworks contractor placing piling platform or access contractor erecting façade scaffolding (TW coordination by Robertson)
 - a. Work under the direction of the PC TWC
 - b. Ensuring they have the current 'for construction' design
 - c. Ensuring they have authorisation to commence the temporary works
 - d. Understand any hold points and inspection requirements as set by the PC TWC or specified in the design
 - e. Appointment of any temporary works supervisors (TWS) and their responsibility to the PC TWC
3. **Management** - SCP also arranges for the design, check, inspection and use of temporary works e.g., excavation support for civil engineering contractor or falsework for concrete frame contractor (TW coordination by SCP)
 - a. Submit the procedure for approval by the Robertson business unit's designated individual (DI).
 - b. Define the relationship between principal contractor and subcontractor.
 - c. Appointment of the subcontractor's temporary works coordinator (SC TWC).
 - d. Provide regular copies of the TW register to the PC TWC.
 - e. Submission of design briefs to the PC TWC for approval.
 - f. Understand any limits of the SCP's authority
 - g. Ensure competence of the temporary works designers (TWD) and temporary works design checkers (TWDC)
 - h. The PC TWC must control any interfaces with other supply chain partners

Robertson's DI approval of an SCP to manage their own temporary works is recorded on form RG-HS-26-FOR-125. It also defines any limitations on the SCP's authority to manage their own temporary works.

35.0 SCAFFOLDING

Scaffolding requirements now form part of Section 45 Work at Height section.

36.0 TEMPORARY ELECTRICS

36.1 Prohibitions

- Radios other than as part of the site communication system are prohibited

- Radiant space heaters are prohibited unless with the consent of Robertson Manager
- Heaters without thermal overload are prohibited
- Multiway plug and socket adapters are prohibited unless with the consent of Robertson Manager
- 3KW heaters used in conjunction with a 13-amp plug and socket – fixed heaters must be wired directly into the wall socket are prohibited
- Tubular heaters not fitted with a wire cage are prohibited
- Halogen Lamps are prohibited
- Portable and hand-held tools for use with voltages above 110v are prohibited unless no alternative equipment is available, and providing the equipment is centre tapped to earth, armoured cabled and additional RCDs fitted.
- 240V chargers for cordless power tools are only permitted following approval by the Robertson Management Team and only then in agreed designated locations.

36.2 Requirements

Robertson Management Team must be consulted on SCPs electrical requirements. SCPs must ensure that all temporary electrical systems (Site establishment and on site 110v power systems) are installed and commissioned by competent persons and that certificates are produced on commissioning and thereafter every three months following inspection of site electrics.

All portable electric tools must be inspected prior to each use and be Portable Appliance tested every three months. Suitable records must be maintained and made available when requested.

All office portable electrical appliances must be inspected at 12 monthly intervals.

All generators must be suitably earthed with the following exceptions:

For small scale work of a duration less than one-day, portable generators with outputs up to 10kVA need not be earthed, provided that they are only used with:

- Class II (double insulated, or all insulated) tools and equipment
- Small, single phase generators used for 110v supplies (ratings up to 5kVA) need not be earthed if all of the equipment used is double insulated, or it supplies only one item of earthed equipment and the equipment is bonded with the frame of the generator.

37.0 TRAINING AND COMPETENCE

37.1 Requirements

It is mandatory for everyone engaged on our projects to be in possession of a recognised skills card e.g. CSCS, CPCS or a scheme as agreed by Robertson commensurate with their job role. Anyone wishing to undertake work on any of our sites / projects or facilities under our control will be required to provide evidence of their recognised skills prior to admittance to the project.

Robertson will from time to time host training sessions on site. SCP employees must attend these training sessions if requested to do so. Time costs associated with this type of training will be borne by each SCPs.

SCP personnel must have received appropriate recognised training and certification and be sufficiently experienced to discharge their responsibilities.

38.0 UNACCOMPANIED WORKERS

38.1 Competence

Lone workers need to be sufficiently experienced, have attended a Lone Working Personal Safety training course and fully understand the risks and precautions to their scope of activity. They should be competent to deal with circumstances that are new, unusual or beyond the scope of training, for example when to stop work and seek advice from a supervisor or how to handle aggression.

Further training and briefing may be required, such as first aid and personal safety awareness.

38.2 Requirements

Where there is a requirement for persons to work unaccompanied then an appropriate safe system of work should be developed by the SCP managers and SHE Advisor / Manager / Consultants, and approved by the Robertson Manager.

A means of communication (telephone or radio) must be provided and a system established whereby the unaccompanied worker reports at regular defined times.

39.0 UNDERGROUND SERVICES / EXCAVATIONS

39.1 Competence

Utility Mapping Company

The Utility Mapping Company must be full members of The Survey Association and accredited to ISO 9001 which includes underground utility surveying as part of their accredited scope. Where Ground Penetrating Radar (GPR) is used, the mapping company must be a member of Euro GPR and must hold an OFCOM GPR licence.

Ground Works Supervisor of Excavation Team

An experienced supervisor must be nominated when there is more than one excavation operation taking place on site. The individual must be competent and adequately trained for the task being undertaken. The individual must be fully aware of his/her roles & responsibilities, and that they are undertaking this role and must hold the relevant qualifications detailed in the table below, appropriate to the type of work being undertaken.

Responsible Person in Excavation Team

An excavation team (usually 4 persons) who are required to complete excavations operations, or work within an excavation, or on or near underground utilities, one individual in the team must be appointed as the person responsible for implementing the safe system of work.

The individual must be competent and adequately trained for the task being undertaken. The individual must be fully aware of his/her roles & responsibilities for the operations in the ground, and must hold the relevant qualifications detailed in the table below, appropriate to the type of work being undertaken.

The training associated with the responsible person role should include, in addition to the below, safe digging techniques and the action in the event of an emergency.

The responsible person must ensure that:

- The conditions of any Permit to Dig / Break Ground are followed, pay attention to hold points.
- Safe excavation techniques are applied for hand / power or mechanical excavation
- The ground-work survey for utilities as excavating proceeds, using it for continual surveys as the excavation progresses.
- Exposed utilities are supported/protected as necessary
- Work is stopped if circumstances change

The responsible person must be in attendance when work is carried out under a permit to break ground.

Work must stop if the person is not in attendance.

Excavation Team

Those tasked with excavating around underground utilities must be competent, adequately trained and briefed for the task being undertaken and must hold the relevant qualifications detailed in the table below, appropriate to the type of work being undertaken.

Revised Matrix	SMSTS – 5 DAY COURSE	SSSTS – 2 DAY COURSE	CAT and Genny (incl Safe Digging Practice Training (to HSG47)	Robertson Permit to Dig Training (carried out by SHE team)
Contracts Manager	✓			
Project Manager	✓		✓	✓
Site Manager/Engineer	✓		✓	✓
General Foreman		✓	✓	✓
Ganger		✓	✓	✓
GW Operative			✓	✓
Excavator Operator			✓	✓

39.2 Requirements

Before breaking ground, SCPs must consult the Robertson Management Team to determine the presence of UG services and your safe system of work relating to the safe locating and excavating around underground services such as electricity, telecommunication, gas, water, etc. and request a Permit to Dig / Break Ground.

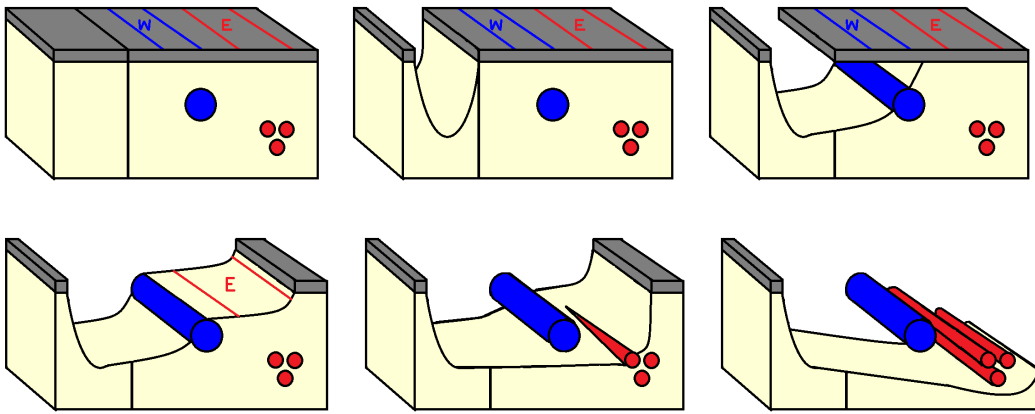
The work must be carried out and supervised only by competent persons who have been appropriately trained in the dangers and controls applicable to underground services and the operation of cable avoidance tool & generator. Record's must be maintained on site for inspection.

Survey equipment must be cable avoidance tool (CAT) and Generator (Genny), both must have individual calibration certification and be carried by all teams who will break ground regardless of the task / operations. Continual survey of the ground will be completed during all excavations to locate the possibility of unknown/chartered services.

Tracer tape will be installed at the correct depth above utilities and a survey conducted to verify its integrity.

All trial hole works and works within exclusion zones must be undertaken using non-contact methods unless a written concession to use conventional excavation methods is obtained from the Robertson Management teams. Conventional excavation (i.e. hand digging) must use electrically insulated carbon fibre tools.

Safe hand & mechanical digging techniques are vital to the safe uncovering, supporting and back filling of the UG services, as an example the diagrams below show a safe method for excavating a safe distance from the services, **note:** it does not show excavating directly above the UG services. Never spike the ground when using hand-held digging tools, this can damage UG services and cause harm to the excavation team.



The higher risk the utility presents, the wider the exclusion zone should be, minimum exclusion = 1.0 m – where the environment does not allow the minimum exclusion zone (i.e. city centres) then a detailed highly supervised system of work is required, which is approved by the responsible project Director / Manager.

Safe systems of work for excavating in hot spots where multiple UG services are identified or expected should make a reasonable assessment for the use of less invasive digging techniques, such as air lance / pick tools with the use of the excavation suction device for removing the spoil. Use of the air pick / Lance greatly reduces the likelihood of damage to the UG services and harm to operatives.

Safe systems of work for excavations must include excavation TW designed support, designed by temporary works where applicable, for unsupported and supported methods, edge protection details and access / egress arrangements should be specific to the use of the TW design.

40.0 OVERHEAD POWER CABLES

No work shall be started in the vicinity of overhead power cables without the approval of the Robertson Project Management team and until all precautions and protection as stipulated in the HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Power Lines" and the RG / RRG overhead procedure have been taken **RG-HS-33-PRD-001**.

Example taken from GS6.

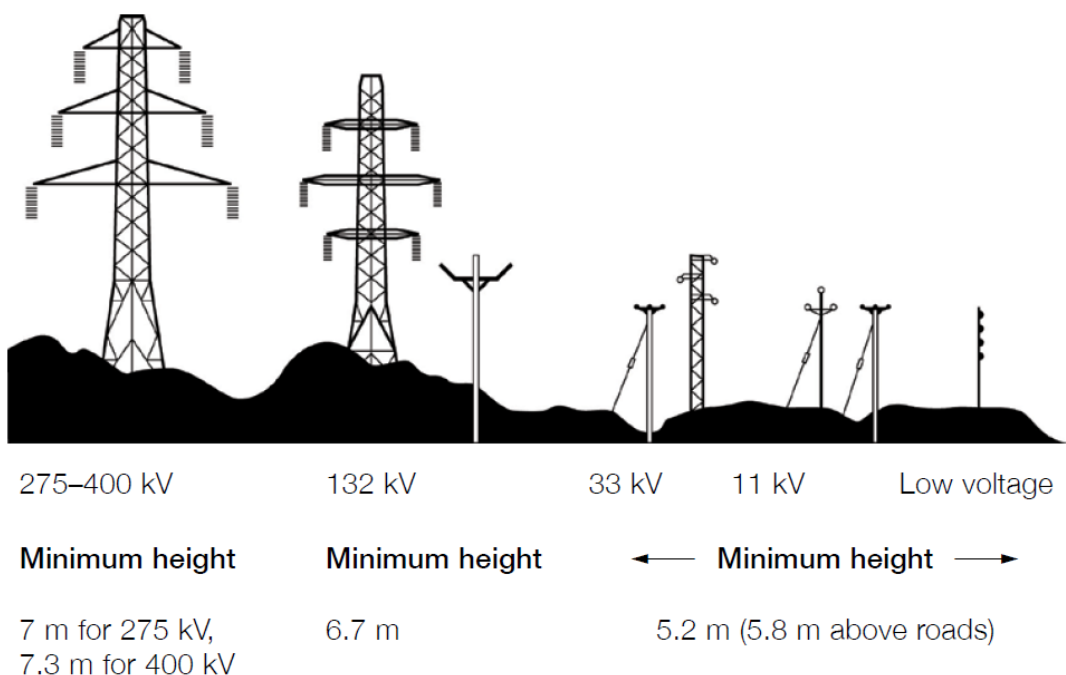


Figure 4 Minimum heights above ground level for overhead power lines

41.0 WELFARE FACILITIES

Robertson is committed to provide a high standard of welfare facilities and accommodation on all projects. SCPs are required to support this policy by assisting in maintaining them in a safe and clean condition and in particular, the canteen must not be used to store materials, deposit clothing, or for smoking. Any person found to be miss-treating the welfare facility will be liable to removal from site and possible prosecution. If a SCPs has any concerns regarding the welfare facilities provided they should immediately draw it to the attention of the Robertson Management Team and raise the issue as soon as possible.

Facilities provided by SCPs must be to an acceptable standard under current construction regulations.

In particular:

- All accommodation must have suitable lighting, heating, and high and low-level ventilation and fire precautions
- All accommodation must be maintained in a clean and tidy condition
- Mess rooms must have adequate seating and tables to accommodate all persons for whom the facility is provided and there must be a means of heating food and boiling water
- Drying rooms must be a separate room from the mess facility and they must be provided with adequate heating and a means of hanging clothes and lockers for safeguarding personal belongings
- Gas rings and open electric fires are prohibited
- Toilets (WC and urinals) must be provided, as most suitable and sufficient washing facilities, including hot and cold water, soap and towels in sufficient number and capacity to allow all operatives to avail themselves of the facilities prior to taking meals and breaks. Separate facilities must be provided for female staff

42.0 HOUSEKEEPING

SCPs must maintain their work environment free from the risk of slips, trips and falls at all times and remove all waste to a designated recycling, re-use or waste to landfill skip / area.

SCPs and their Sub-Contractors must provide a written method for waste removal in their project specific MS document, assessing the risk in their specific risk assessment, this will be managed and monitored by the SCP supervisors for daily compliance.

Where waste cannot be removed during daily cleaning programs, the SCP supervisors must ensure that all reasonable steps are taken to reduce the risk of injuries to their operatives and others, a good example of this is to form a safe storage zone with guarding / fencing, storing all waste inside the safe zone until arrangement can be made to remove the waste to a segregated or general waste storage facility on site.

Conventional sweeping brushes **must** not be used to manage dust waste on site, clearing of floor dust must be completed with a dust extraction unit (Industrial Hoover), this must be rated as M or H, a low rated unit can be used, but the temptation to use this on cutting equipment involves greater risk to the users or others.

Extraction unit must be fitted with a HEPA filter, cleaning the filter must be written into RAMS as it involves a high-risk operation, where a minimum standard face fit test will be required unless a positive air flow helmet and filtered system are used to control the risk of dust inhalation.

Off cut of threaded rods, pipes or cylindrical materials must be placed into a bin/box for safe keeping, re-use or as waste storage, this type of material can cause serious injury to your employees & others, previously resulting in a RIDDOR reportable to the HSE.

Plasterboard and wood materials must not be stacked / stored upright against the wall at any time, materials falling over in the past have resulted in a specified injury.

Cable management must be managed at all times, do not run cable across the floor or working areas. Take MEWPs to the transformers for charging, supervisors are responsible to ensure that they maintain the cable management at all times. Cable management at head height must also be managed correctly, the cables must be at a suitable height to prevent persons being trapped at head or neck height.

Only store materials required for daily work activities rather than for the week, as this causes congestion and increases the risks within the working environment, only with authorisation can this be arranged with the project team, with an assessment of the co-ordination, interaction and material movement activities.

43.0 PUBLIC INTERFACE

Where any tasks / operations are to be carried out in an area accessible to the general public, the SCP must produce a site-specific Method Statement and Risk Assessment, including a procedure detailing the controls which are to be applied to ensure the safety of the public.

The SCP will ensure that they conform to the project specific requirements regarding maintaining the integrity of the site boundary.

Where the SCP provides any proprietary barriers, they will be erected in accordance with the manufacturers' instructions or subjected to temporary works design, inspection regime and permit systems required for their safe system of work.

Signs specific to the risks **must** be displayed on all approaches to the interface with the public.

44.0 WOODWORKING EQUIPMENT / MACHINERY

SCPs must only authorise joiners / carpenters to operate woodworking machinery or with Robertson permission, apprentices who have been CITB trained in the use of the machine and who are working under supervision.

Chain saws are not permitted onto site without the permission of the Robertson Project Director / Manager. They will only be permitted when their use is essential and not as a convenience tool to cut light or medium timbers. SCP management must only authorise competent trained persons to use chain saws and they must ensure that all necessary safe system of work and suitable protective clothing is provided and worn during all use and maintenance operations.

Where possible the use of engineering control measures for airborne dust should be employed. The first line of defence should not be PPE; it should be the provision of, where appropriate, dust collection bags for effective extraction at source.

45.0 WORKING AT HEIGHT

45.1 Prohibitions

The use of following items are prohibited on all Company properties and projects for work at height:

- Low Level Access Systems (hop-ups / metal / wood trestles / bandstands / ironmen)
- Stilts
- Kick Stool Steps
- Exiting or entering a MEWP when it is in an elevated position or operating at height is prohibited
- Driving MEWPs from outside the platform without a prior task specific risk assessment and where not allowed through the manufacturer's instructions is prohibited
- The throwing ("bombing") of materials or objects from any height / platform is prohibited
- "Unprotected traversing at an exposed edge" whilst erecting, dismantling, and altering scaffolding is

prohibited

- The use of Netlon for Work at Height Exclusion Zones is prohibited.
- Accessing scaffold or partially assembled scaffold or alloy working platforms from any other means other than the assigned safe access / egress is prohibited.
- Working from the access ladder on a podium step platform is prohibited, you must use the working platform safely at all times, the podium must be specific to the height of the task to prevent operatives doing this.
- Operatives are prohibited to use or access working at height access equipment with no scaff tag or daily inspection visibly displayed on the equipment at the access point.

45.2 Requirements

All SCP & their SC's must have their own project specific RAMS for working at height operations, reviewed for accuracy & approved by their business appointed SHE Advisor / Manager / Consultant prior to being submitted to the Robertson management team for project approval. All reviews **must** be written to include the restriction of access equipment in the RGN4 GUIDANCE document **RG-HS-37-GUI-004**.

A risk assessment and a method statement task briefing sheet must be produced for all work at height specifying the type of access and workplace provided to prevent persons and materials falling from height. Those engaged in the WaH operation must be provided with a task specific briefing by their supervisor, for the safe working practices in the risk assessment and method statement. Records must be maintained for all such briefings on a briefing form (SCPs can use the RG records where appropriate) and provide a copy (for attachment to the current RAMS) to the Robertson management team.

All working at height operations **must** include and consider the emergency rescue plan to be implemented in the event of a person falling from height. The rescue team / person must demonstrate competence in such matters. Where appropriate to the level of risk, the SCs working at height rescue kit must be as close to the place of work as reasonably practicable, where this includes long duration operations, the emergency rescue plan must be practiced and recorded for audit and inspection. SCs are to monitor the level of rescue cover during holidays, absenteeism and illness of the operatives in the rescue teams.

45.3 Mobile Elevated Working Platforms (MEWPS)

The supplier must be consulted and provided with site specific information to ensure that the correct MEWP is provided. When selecting a MEWP, the manufacturer's instructions must be considered, the operating parameters and limits specified. [RG-HS-27-FOR-007](#) must be completed by the SCM and Robertson Management prior to delivery of any MEWP.

All booms & scissor lifts (MEWP category 1a, 3a & 3b) must have shrouded protection to the platform controls designed in such a way as to guard against sustained involuntary operation of the MEWP.

All boom type MEWPs (MEWP category 3b) must be fitted with a CE marked "SECONDARY GUARDING" device to minimise the risks associated with entrapment of those in the platform. These systems may be electronic such as SkySiren or SiOPS pressure sensitive systems or mechanical such as Sanctuary.

Outrigger pads must be used with all MEWPs that use outriggers. The size and material for the outrigger pads must be determined by a competent person and assessed as suitable by the TWC. Please utilise [IPAFs spreader plate calculator](#) for guidance.

In all cases, a full exclusion zone must be installed around the base of the MEWP working zone. The barriers used must be physically secured to each other with no gap or use of alternatives barriers. Robertson do not permit the use of marking tape or similar as an exclusion zone. See example below. Where the exclusion zone is breached by other members of the MEWP operational team, tool tethering must be used **at all times.**

Risk assessment

The written site-specific Risk Assessment must identify the significant risks associated with operating a MEWP, taking into consideration:

- Overturning
- Travelling to and from the work area
- Accessing the work area and the surrounding environment including ground conditions
- Working at height & rescue of the operators in an emergency
- Avoiding entrapment
- Total exclusion zones
- Wind conditions

Safe System of work (SSOW)

A written site-specific SSW must detail the hazards of operating a MEWP and include a step by step guide on how to do the job safely taking into consideration:

- The type of MEWPs to be used.
- The competence and training requirements for those involved in the work.
- Hazards that need to be considered when travelling to, accessing, or working in the work area.
- Control measures to be adopted.
- Emergency arrangements, such as rescue at height The RA and SSW will be reviewed and commented upon by the Robertson Management Team.

Certification and Inspection

Certification & Inspection Prior to use, copies of the 6 monthly thorough examination reports must be available on site. MEWP operators must undertake a pre-use inspection of the machine.

Harnesses

Full body harnesses with a fixed fall restraint lanyard must be worn in boom type MEWPs, unless working over water and must have completed harness & lanyard training. Lanyards must be adjusted to the shortest length practical. Harnesses will be required to be worn in scissor lifts if there is a residual risk of falls. Lanyard Karabiners must always be secured directly to the designed anchor point. The structure of the MEWP is not to be used as an anchor point for people working outside of the MEWP platform. Harnesses must be checked before use and be part of a regular inspection process.

Rescue Procedures & Rescue Plan

Rescue Procedures and a Rescue Plan must be in place and communicated to those involved in the operation. There must be someone at ground level who has had training on the emergency decent available. Rescue plans must be regularly practiced by those who could be called upon in the event of an emergency. The SSW must consider the positioning of the machine so that access to emergency controls is maintained at ground level. See IPF Guidance on [emergency rescue](#).

Please see Harness Rescue Procedure for more info. [RG-HS-05-PRD](#)

Competence and Training

All MEWP operators must hold a minimum of an IPAF or CPCS Trained Operator Card and undertake MEWP

“familiarisation training” from the supplier for each type of MEWP.

All MEWP operators working as net riggers and steel erectors, along with their associated trades e.g. painters and welders (working as part of steel erection activities, operating mobile or static boom and scissor lifts), shall hold an **IPAF PAL Plus or CPCS Competent Operator Card**. Others may be required to hold IPAF PAL Plus or CPCS Competent Operator Card depending on the outcome of the RA review.

Fit for Work & Oral Fluid Screening

All those who operate MEWPs must hold a Fit for Work certificate in line with [RG-HS-09-GUI-001](#) Safety Critical Worker Guidance and be Oral Fluid Screened for Drugs & Alcohol prior to authorisation given at induction stage.

Exiting the MEWP at height

Mobile elevating work platforms (MEWPs) are specifically designed to lift people to a position where they can work at height safely within the platform. MEWPs are not designed to transfer people from one level to another, or for people to exit the platform at height. People should only enter or exit the work platform at access positions at ground level or on the MEWP chassis. Robertson prohibit exiting a MEWP at height in all circumstances.

Safety Nets and Soft-Landing Apparatus must be used in conjunction with fall prevention measures. These measures **must** be considered through a robust task specific risk assessment. Personal protection such as harnesses and lanyards **must** only be used where collective protective measures have been considered but are not achievable. In certain circumstances, the use of a combination of both collective and personal protective systems may be necessary.

A safety exclusion zone **must** be set up below netting erection works. All net clips **must** be securely fixed to the net to prevent accidental release during installation or dismantling.

All safety netting **must** be overlaid with an appropriate fine-mesh debris netting. Consideration **must** be given to the type of materials likely to fall, e.g. fixings or tools, when choosing the overlay debris netting. Debris falling into the net **must** only be retrieved by a FASET trained operative.

45.4 Scaffolding

All Scaffolding SCP should be aware of and fully compliant with the Robertson Group Procedure on scaffolding RG-HS-31-PRD-001.

Scaffolding SCP will be a member of NASC or as a minimum, an Assessed Member of the Scaffolding Association. High standards of management and supervision are required on all scaffolding works and the SCP **must** provide within the package an overall manager who has been specifically instructed and holds demonstrable competence to ensure these standards are implemented and maintained. Scaffold assembly drawings should be on site and in the possession of the assembly supervisor prior to commencing the work and **must** be available at the time of handover and when any inspections are undertaken.

Unless a scaffold is a basic configuration described in recognised guidance e.g. NASC Technical Guidance TG20 for tube and fitting scaffolds or manufacturers’ guidance for system scaffolds, the scaffold should be designed by calculation by a competent person, to ensure it will have adequate strength and stability for the purpose of use. All scaffolding **must** be erected, dismantled and altered in accordance with either NASC guidance document SG4 for tube and fitting scaffolds or the manufacturers’ erection guidance for system scaffolds. All scaffold design details will be provided to Robertson management team. Any person who erects or dismantles a scaffold **must** be trained and currently certified to the Construction Industry Scaffolder’s Record Scheme (CISRS). Scaffold labourers **must not** be involved in the assembly, altering or dismantling of a scaffold, they can only provide scaffold components to a trained scaffolder from a safe place of work (collective protection

safe working place) or from ground level.

Scaffold **must** be close boarded to prevent people, material or tools falling, and **must** be kept clear at all times to allow free access of 600mm. No gaps in platform greater than 25mm.

Erecting, altering or dismantling scaffolds **must** be carried out in compliance with the National Access & Scaffolding Confederation Guidance Note "The Use of Fall Arrest Equipment Whilst Erecting, Altering, or Dismantling Scaffolding". This lays down the criteria for the erection / dismantling sequence and the compulsory use of fall restraint / arrest equipment. The "Beta Guard" or similar advanced guardrail type system, designed to provide collective protection **must** be used with all scaffolds.

Persons who are required to carry out inspections of System Scaffolds **must**, in addition to the above, attend a product training course for the specific system and hold certification for that scaffolding system.

The "Scafftag" system operates on all projects and **must** be fitted to all scaffolds and mobile towers. These must be completed by authorised competent persons.

Tube and fitting scaffold standards **must** not be humped above waist height. System scaffold humps **must** be as small as practicable (dependent upon the system's smallest unit) but **must** not be more than 4m (i.e. the largest available unit).

A person who has passed a CISRS Basic Scaffold, 3-day Inspection Course is deemed competent to inspect basic scaffold structures (as defined by TG20) and simple designed scaffold only. All other scaffold structures **must** be inspected by one of the following:

- An Advanced Scaffolder who was not involved in erection of the structure.
- A person who has passed a CISRS Advanced Scaffold Inspection course
- A temporary works designer, scaffold designer or structural engineer

Mandatory Tool Tethering

- All handheld tools, safety helmets & PPE, or work equipment that has the potential to fall from height, in all circumstances must be tethered to eliminate or reduce the risk of personal injury to people below their place of work.
- This can be achieved with helmet straps, a selection of tethers, lanyards or similar available products, the strap, tether or lanyard used must have the capacity to support the tool to which its attached, and be short enough to prevent the item striking people below the activity.
- An exclusion zone must be erected by the scaffolding team to secure their place of work, if this is transient, they must move the exclusion zones while they move along the scaffold structure.
- Signs must be displayed on exclusion zone fencing / guarding in all directions,
- "Do Not Enter, Working Overhead"

45.5 Alloy Working Platforms (PASMA)

Before allowing any mobile alloy tower / working platform to be used, SCPs **must** ensure that they have read and fully understand the Robertson Guidance Note 004 (RGN4) that the alloy working platform is suitable for its intended purpose (including the space for use) including advance guard rail systems where appropriate, that the assembly manufacturers instruction manuals are on site and that the operatives erecting, dismantling and altering the alloy working platforms are competent and have received formal training (PASMA) and be able to demonstrate this on request. Depending on the configuration, toe boards may be omitted from the final assembly (this must be in accordance with the manual configuration), double guardrails are mandatory, irrespective of platform height.

Scaffold towers which are identified as incomplete or unsafe **must** be either assembled correctly or otherwise

dismantled entirely. All alloy tower platforms **must** have a valid in date scaff tag displayed at the access end ladder, signed off by a PASMA trained person. All RGN4 equipment must be authorised by the Regional Managing Director (RMD)

46.0 YOUNG PERSONS (YP)

Persons under the age of 18 years will only be allowed on site with the express permission of the Robertson Project Management Team. All requests must be in writing, at least three weeks prior to the YP attending site and **must** include details of the visit, works to be undertaken, anticipated duration on site and supervision details.

The SCP **must** also provide a copy of a young person's risk assessment prior to accessing site. The risk assessment **must** be sign off by the YP's parents, guardian, tutor / teacher. Full instructions on the do's and do not's **must** be in the risk assessment, along with any medical or traits that may affect the YP's health or mental ability.

47.0 ENVIRONMENTAL ASPECTS

Robertson operates an environmental management system certified to ISO 14001 which provides a framework for managing and controlling the environmental aspects applicable to its works. (SCPs are required to either have their own ISO 14001 certified management system or to manage the operations on our Projects in accordance with RG / RRG certified system). As a minimum SCPs must comply with Robertson Environmental Procedures. Further advice on this can be obtained from the Robertson Project Manager.

SCPs are required to identify significant environmental aspects and impacts in their environmental risk assessments and document control measures in their work package.

48.0 ENVIRONMENTAL NOISE / VIBRATION

Where reasonably practicable the SCP **must** make every effort to provide the best equipment specific to the task that reduces the level of noise to as low as reasonably practicable.

All large plant **must** be shut down / switched off when not in immediate use.

Where possible equipment / plant should be located away from the site boundary so it is less likely to cause a noise nuisance / pollution to general public or local residences.

SCPs working outside normal site working hours **must** liaise with the Robertson Project Manager regarding environmental controls for plant and equipment operations.

Every effort **must** be made to ensure that noise partitioning / abatement is used to reduce the noise during night-time work.

49.0 POLLUTION PREVENTION AND REPORTING

All SCPs are to assess the aspect & potential impact of their work processes on the immediate environment. The potential for pollution and sources of pollution **must** be written into all safe systems of work.

Do Not store COSHH substances next to water courses, controlled waters or above aquifers. All substances are to be stored in a suitable container with a bunded base, all bunds are to be suitable to contain 110% of the largest container, or 25% of the aggregate stored on the bunded section. All bund **must** be protected from the influx of rain, failure to do this may result in the overflowing of the water and any substances that have been spilled into the bund.

Regular inspection of the bund should be completed by the responsible supervisors, this will prevent a breach of containment, while maintaining the 110% capacity, should a container leak into the bund.

Suitable & sufficient spill kits and granular absorbent materials are to be stored close to the point of use as well as the COSHH storage containers.

Appropriate fire extinguishers (Powder, Foam or CO2) **must** be positioned to allow operatives to control any small fires, **do not** put people in danger if the fire is unmanageable with a fire extinguisher.

All impacts to the environment **must** be immediately reported to the Robertson Manager.

SCPs **must** identify any activity which has the potential to pollute and they must implement procedures to eliminate or minimise the risk.

Emergency response training **must** be provided to all plant and refuelling operatives, as a minimum.

50.0 WASTE AND MATERIALS

SCPs **must** contribute to our site waste management plan (SWMP) and identify potential waste streams that could arise during their works, along with estimated total quantities of each waste type that will be produced and their planned disposal route.

SCPs **must** comply with the site waste segregation strategy, including the avoidance of cross- contamination of segregated (non-mixed) skips.

Where SCPs make their own arrangements for waste storage and disposal they must provide records of all transfers from the project and provide regular reports on the type and quantity of waste reused, recycled, otherwise recovered, or disposed of to landfill.

SCPs will be expected to demonstrate a 'duty of care' for all waste transfers. Where the SCP is storing, processing, or using waste on a project, a permit, license or exemption may be required from the Environmental Regulator. All conditions within the permit, license or exemption must be adhered to.

SCPs **must** design, specify, and procure materials, products and services with the greatest circular- economy benefits and take all reasonable steps to minimise waste, reduce packaging and give preference to materials and products with the greatest re-used or recycled content and provide documented evidence to Robertson.

Where possible SCPs should employ closed loop waste systems which utilise the waste product from one process or product in another product or process. This can be part of the same construction project or can be through collaboration with other projects / organisations which use the waste as their raw material.

The use of packaging should be minimised and where appropriate made from materials that can be reused, recycled, or recovered wherever feasible including the use of take back and collection services for their materials and associated packaging for subsequent reuse, recycling, or recovery.

Supplier and SCPs shall make available all relevant information associated with primary, secondary, and tertiary (3rd Stage) packaging in accordance with the Packaging Waste Regulations.

Suppliers will be required to take back any packaging deemed excessive or non-compliant at their own expense.

Suppliers of recycled aggregate **must** be in full compliance of the duty of care requirements of the Waste Management Regulations or the WRAP Quality Protocol. Delivery documentation shall state that the product was produced under a quality protocol.

Demolition and Deconstruction SCPs should consider maximising the recovery of materials and resources; minimising demolition arising's through recycling and identifying reuse opportunities; the production / supply of construction materials from recovered demolition arising's; design modification to limit amount of demolition (such as façade retention and other existing structure reuse); and input into new design proposals to assist future demolition.

All waste leaving the project location, regardless of destination **must** have the European Waste Code (EWC)

and the Standard Industry Code (SIC) on the waste transfer notes, this also applies to the final destination disposal site, where a disposal note from the site will end the duty of care for the waste producer. All transfer notes must be provided to the Robertson management team for all loads.

51.0 DUST AND EMISSIONS

SCPs **must** use good planning, management & monitoring when undertaking works to reduce or prevent emissions to air to as low as reasonably practicable (ALARP).

Non-electrical tool water suppression **must** be used to prevent dust generation at the cutting zone.

All vehicles **must** be sheeted when they are delivering or carrying dusty materials off-site or within site.

Volatile Organic Compounds

If the SCP is supplying fit-out and finishing materials then the following materials **must** comply with the Volatile Organic Compound (VOC) content limits set by the project. Examples of these materials include but are not limited to: paints, adhesives, coatings, varnishes, sealants, flooring and insulation materials, ceiling tiles etc. A VOC certificate must be submitted to the Contractor as evidence.

52.0 WATER

SCPs **must not** discharge or abstract water without specific authorisation. This includes discharging over land. SCPs are only to wash out concrete at designated areas, where this is not practicable, make arrangement to wash out chutes only.

SCPs **must** take all reasonable steps to minimise water usage including:

- Using products with lower embodied water
- Reducing water use during construction and or delivery

Where required suppliers of cement, bricks, concrete blocks, steel, rebar, cabling, glass, plaster, timber, PVC, asphalt, and aggregates **must** quantify and provide details of embodied water (cradle to gate) to project teams.

53.0 ENERGY AND CARBON

SCPs **must** take all reasonable steps to minimise energy usage including:

- Reducing energy use during construction and or delivery
- Enabling energy efficiency in use i.e. providing instructions for more energy efficient use
- Developing a suitable management plan to monitor, manage, report and feedback on the performance for the above component(s)
- Co-operate and co-ordinate with others including other Contractors, and Consultants, engaged in connection with the Works in furtherance of this clause

Where required suppliers of cement, bricks, concrete blocks, steel, rebar, cabling, glass, plaster, timber, PVC, asphalt and aggregates **must** quantify the embodied carbon (cradle to gate) of the materials and provide details to project teams. (This information can be obtained from the Merchant).

Suppliers of Fleet, Plant and Equipment **must** provide details of fuel and energy use to Robertson.

Robertson expect suppliers to evidence and validate any claims and on request suppliers will also be required to provide us with all relevant documents relating to the embodied carbon of the products and services provided, either in the form of an Life Cycle Analysis (LCA), Environmental Product Declaration (EPD) or carbon

analysis and provide any relevant data so we can assess the impact of the product or service.

Environmental Specification for Site cabins

If the Sub-contractor is providing temporary site accommodation cabins they should have a B energy rating at least or be energy efficient eco-cabins as a minimum.

54.0 ECOLOGY AND ARCHAEOLOGY

SCPs **must** protect existing vegetation and habitats. Access to restricted areas will be prohibited.

SCPs **must** stop work and report any unexpected wildlife or archaeology.

SCPs are expected to follow the advice of the archaeology or ecology specialists.

55.0 TIMBER PROCUREMENT

If a SCP is supplying materials containing timber products then the timber **must** be either recycled or **FSC/PEFC** (or equivalent)-certified. On LEED-rated projects only FSC and PEFC certified timber is permitted. All timber and timber products **must** be sourced from legal and sustainable sources which are compliant with the UK Government Timber Procurement Policy. We will give preference to schemes that support the principles of the Social Value Act, e.g. the use of timber and timber products which are assured as 'Grown in Britain'.

There are two types of acceptable evidence to prove the legality and sustainability of timber and timber products:

1. Category A evidence can be provided through a scheme recognised by the Central Point of Expertise on Timber (CPET), both PEFC and FSC are acceptable with a full chain of custody.
2. Category B evidence is alternative documentary evidence which provides assurance that the source is legal and sustainable. This includes timber traceable to a forest with a fully implemented forest management plan in line with the UK Forestry Standard (UKFS) which is the standard that underpins a Grown In Britain licence.

We **do not** allow, on our project wood from the following categories:

- a) Illegally harvested wood
- b) Wood harvested in violation of traditional and civil rights
- c) Wood harvested in forests where high conservation values are threatened by management activities
- d) Wood harvested in forests being converted to plantations or non-forest use
- e) Wood from forests in which genetically modified trees are planted

Failure to comply with these requirements will result in the delivery being rejected or returned (at your company's expense), as non-compliant.

All timber packaging supplied from outside the UK from other EU countries or Switzerland **must** be bark-free or kiln-dried and marked "KD" to meet the EU Protected Zone requirements set out in the EU Plant Health Directive, or **must** be ISPM15 compliant. All wood packaging from Portugal **must** either be ISPM15 compliant or otherwise marked to show that it was manufactured in another EU member state. Wood packaging from outside the EU or Switzerland **must** be ISPM15 compliant.

56.0 QUALITY CONTROL

Reference to RCG-QC-01-PED-001 Subcontractor Quality Control Standards

57.0 RESPONSIBLE BUSINESS (OUR SUSTAINABILITY POLICY)

SCPs **must** work to support and comply with the Robertson Responsible Business Policy, which states as both business and individuals we **must** behave responsibly towards:

- Our People:
 - Ensuring team Robertson are safe, healthy and happy
 - Cultivating a diverse and inclusive work force who are treated with respect
 - Empowering our people by providing them with the best learning opportunities and resources
- Our Partners:
 - Engaging communities we work in, creating social value and enabling inclusive growth
 - Developing and supporting a responsible supply chain
 - Delivering quality projects, satisfying and supporting our customers and clients
- Our Planet:
 - Minimising our transport emissions and supporting active and sustainable travel options
 - Driving down our raw resource consumption and maximising reuse and recycling
 - Reducing our carbon footprint, utilities consumption and environmental impact

SCPs **must** work in accordance with the Robertson project specific Management Plans to deliver upon our Responsible Business outcomes, such as the Project Employment and Skills Plan (ESP) and Project Environmental Management Plan (PEMP).

SCPs **must** provide specific sustainability data in the format and frequency identified during the SCPs pre-award meeting.

58.0 SUPPLY CHAIN DEVELOPMENT

SCPs are expected to have a sustainability champion and be able demonstrate how they are changing behaviours of their employees to improve sustainability outcomes. SCPs are also expected to become members of the Supply Chain Sustainability School, undertake a self-assessment and make use of suggested learning resources - working towards 'bronze' membership as a minimum.

<https://www.supplychainschool.co.uk>

SCPs are expected to identify opportunities to improve sustainability outcomes and share with Robertson to improve the way we deliver our projects.

59.0 PAYMENT

SCPs **must** pay their suppliers on time and in accordance with the contract conditions. We have demonstrated our commitment to payment on time by signing up to the Prompt Payment Code. We expect our suppliers and SCPs to commit to the principles of this code as a minimum.

60.0 SUPPLIER DIVERSITY

SCPs are required to provide details to Robertson of attributable spend with Local suppliers (Local is considered to be within a 50-mile radius of the project unless otherwise defined)

SCPs who are not classified as Small or Medium Sized Enterprise's (SME's) are required to provide details to Robertson of attributable spend with SME's,

All Suppliers and SCPs shall at all times have in place and keep updated, an appropriate Diversity & Inclusion Policy which reflects and compliments the relevant statutory provisions relating to diversity and equality Law

in relation to race, sex, gender reassignment, age, disability, sexual orientation, religion or belief, pregnancy, maternity or otherwise and which includes details of their approach to monitoring, recruitment, bullying and harassment and training.

61.0 DEVELOPING TALENT

Suppliers and SCPs are required to provide details to Robertson of programmes and policies in place to promote local employment, including graduate programmes, apprenticeships and use of local labour, in particular for those economically inactive and disadvantaged groups or individuals as well as any attributable outcomes achieved.

SCPs are encouraged to sign up to the 5% Club as a demonstration of commitment to work toward having a minimum 5% of our UK workforce enrolled on formalised apprentice, sponsored student, and / or graduate development schemes within five years. <http://www.5percentclub.org.uk/>.

62.0 LABOUR STANDARDS

In performing its obligations under the agreement, the Supplier shall (and shall ensure that each of its SCPs shall):

- Comply with all applicable laws, statutes, regulations, and codes from time to time in force including but not limited to the Modern Slavery Act 2015, United Nations Global Compact and the International Labour Organisation, International Labour Standards
- Afford their employees the freedom to choose to work for them. Employees should be free to leave the supplier after reasonable notice is served. Suppliers and SCPs should not use forced, bonded or non-voluntary prison labour
- Demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression
- Impose working hours on their staff which are compliant with national laws or industry standards
- Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place.
- Work within the laws of their country

63.0 MODERN SLAVERY

All suppliers and SCP are required to provide details to Robertson of the steps they are taking to ensure Modern Slavery and Labour Exploitation are not taking place in its sub-contractors or in any part of its business.

Suppliers and SCP are required to notify Robertson as soon as it becomes aware of any instance of Modern Slavery or Labour Exploitation taking place in its sub-contractors base or in any part of its business.

Supplier and SCPs are required to:

- Maintain a complete set of records to trace the supply chain of all Goods and Services provided to Robertson
- Implement annual supplier and SCP audits, either directly or through a third-party auditor to monitor performance

64.0 COMMUNITY ENGAGEMENT

SCPs are required to engage positively with the local community, minimise disruption to local people by actively supporting the Involved (community investment) Plan of the project or through their own plan and providing suitable evidence.

SCPs must discuss with the Robertson Management Team the location and use of noisy equipment such that precautions can be taken to protect local communities and people not directly engaged in the activity.

65.0 ETHICAL SOURCING

When sourcing you will consider the materials, labour, products, and services themselves and the ethical records of the companies behind them (to ensure the most ethical companies are rewarded and the least ethical are not) based on the following issues recognising the need for active due diligence and an approach of continual improvement;

Code of Conduct - Suppliers and SCPs shall ensure that all factories and premises used in the manufacture and supply of products and services are compliant or can demonstrate they are working towards meeting our Robertson Code of Conduct.

Bribery & Corruption - Procure materials, products, and services only from suppliers demonstrating and implementing zero tolerance to bribery and corruption, regardless of country of operation and avoid sourcing from Oppressive Regimes.

Sustainable Development - Evaluate and address together the economic, social and environmental sustainability challenges and impacts of sourcing labour, materials, products and services.

Social Value - Consider the economic, social and environmental value that is provided and agree a plan to deliver and report on this over the course of the sub-contract.

Data & Digital - Provide specifications that include social and environmental requirements in addition to technical characteristics and economic indicators, such that these will form part of a digital footprint of goods/services, suited to supporting BIM and collaborative working.

Traceability & Transparency; - Demonstrate a traceable and transparent supply chain for labour, materials, products and services.

Health, Safety and Wellbeing - Benefit the health, safety and wellbeing of all stakeholders including the natural environment.

Legality of Materials - Demonstrate materials are of legal origin.

Commodity Materials - Source commodity materials (such as aggregates, bricks, timber and steel) from the country of operation and / or project / site location, unless there is an environmental, social and economic argument to do otherwise; reduce 'materials miles' where possible, or at least show this issue has been given due consideration.

Complex / Manufactured Products - Optimise social, environmental and economic impacts and opportunities of complex / manufactured products over their entire lifecycle.

Certification & Accreditation - Specify and procure using credible and recognised responsible sourcing and certification schemes, where available.

Openness & Communication - Foster and communicate a business culture of openness, collaboration and accountability in order to achieve and demonstrate the principles of ethical sourcing.

66.0 MATERIAL SPECIFIC REQUIREMENTS

Where it is identified that a material is required which is contrary to the requirements set out in this document and no suitable alternative is available, then a Concession must be sought from the Robertson Management Team/ Project Environment or Sustainability Manager, supported by a Materials Justification Report, prior to acquisition.

Failure to seek approval may result in the material or product being removed, disposed of and replaced, with the full cost borne by the supplier or SCP. Retrospective approval will only be considered in exceptional circumstances.

Suppliers of Steel Products or Components. All steel for publicly funded projects must confirm its purchase point and report in accordance with the Public Contracting Regulations to meet the requirements of the Most Economically Advantageous Tender requirements noted.

Suppliers of Reinforcement Bar or Reinforced Concrete containing Reinforcement Bar. It is a specific requirement that only carbon steel reinforcement (for use in concrete) adhering to the Framework Standard for Responsible Sourcing (BES 6001) is supplied by our suppliers, or associated agents. All steel reinforcement must be specified to comply with BS 4449 or BS 4483.

The supply of loose cut and bent bar must be fully traceable, contain 98% Recycled Content, be CARES & ECO Approved to BS 8666 and is to be obtained from firm(s) holding valid certificates of approval.

Any manufacture of pre-assembled MAG welded fabrications must use reinforcement bar in a specified size range to the relevant requirements of BS7123 and CARES Quality and Operations Assessment schedules 6 and 10 using tack welds and semi-structural joints produced under factory conditions.

All deliveries are to pre-slung and accessible from ground level with full certified lifting equipment. Flat woven web slings provided must be to current BS EN 1492-1:2000 standard and have CE Marking and Certification. This must be provided with each delivery or upon request as required by site.

Suppliers of Natural Stone. Responsible sourcing of natural stone / primary aggregate products must be evidenced through compliance with a recognised responsible sourcing scheme (e.g BES6001), certified by a third party. We expect suppliers to be active members in either the Ethical Trading Initiative (ETI Stone Group), TFT Responsible Stone Program, or the United Nations Global Compact and be members of the Stone Federation GB.

Products supplied should therefore be able to show a clear chain of custody from source to point of use. EU sourced stone will have the appropriate CE Marking and Certification provided with each delivery.

All commercially exploited (UK) primary aggregate shall include the current HMRC aggregate levy charged at the appropriate rate where applicable.

Suppliers of Recycled Aggregates. Suppliers of recycled aggregate must be in full compliance of the duty of care requirements of the Waste Management Regulations or the WRAP Quality Protocol. Delivery documentation shall state that the product was produced under a quality protocol". The Key requirements of the Quality Protocol are that aggregates must be produced under a factory production control system (quality management system) for them to be considered as non-waste products. Quality System in Place, Test Results – not just recent, should include back log over past year and demonstration of frequency; Quality Plan in place.

The Quality Protocol includes the following main requirements:

- Definitive list of acceptable waste input materials
- Aggregates produced to a European (EN) standard or other recognized specification e.g. Highways Agency Specification for Highway Works
- Quality controls for inspection and testing and dealing with non-conforming products
- Good practice for transporting storing and handling recycled aggregates

Recycled Aggregates - Key Watch Points.

- Producer must be able to provide a copy of their Factory Production Control Manual
- This applies to imported recycled aggregates and aggregates produced on site
- Waste acceptance procedures must be defined and responsible persons identified

- The material produced must conform to one of the standards listed A formal inspection and testing plan should be defined with sampling, test methods and testing frequencies specified
- Testing results must be provided to demonstrate compliance with the appropriate standard
- Sites receiving recycled materials must ensure delivery documentation includes a clear product description and specification and a statement that the material has been produced in compliance with the Quality Protocol (the statement of compliance with the Quality Protocol can be included on invoices or on an initial quote)

66.1 Suppliers of Volatile Organic Compounds (VOC) Products (Paints, Sealants, Adhesives, etc)

In the case of unhealthy materials, as far as is reasonably practicable, the supplier shall substitute the material for a healthier alternative.

Give preference to products / materials where treatment applications are applied off site.

Material / Product	Limits of VOC, Formaldehyde and other Emissions
Form Release Agents	<ul style="list-style-type: none"> • 350g / 1 VOC content or water based
Gloss Paint for External or High Wear Use	<ul style="list-style-type: none"> • <50% VOC content or accredited under the Finnish M1 label
Primers	<ul style="list-style-type: none"> • <50% VOC content or accredited under the Finnish M1 label

Sealants	<ul style="list-style-type: none"> • Water based or accredited under the German Blue Angel Eco- Labelling Scheme
Particle Board, Fibreboards, MDF and Plywood's	<ul style="list-style-type: none"> • Zero Formaldehyde boards • Isocyanate bound boards • Accredited under BS EN 13986:2002 • Or accredited under the German Blue Angel Eco- Labelling Scheme • Or accredited under the Nordic Swan Eco- labelling scheme

66.2 Suppliers of Heavy Metals and Brominated Fire Retardants

Heavy metals and brominated fire retardants Suppliers and SCPs shall, as far as is reasonably practicable, minimise the concentrations of heavy metals and brominated fire retardants in products and packaging being supplied.

The level of certain heavy metals and brominated fire retardants in electrical and electronic equipment is controlled by the Restriction of the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Regulations 2006 (as amended).

The level of certain heavy metals in packaging is controlled by the Packaging (Essential Requirements) Regulations 2003 (as amended).

Suppliers and SCPs shall keep details on the substances and materials associated with products and services supplied.

66.3 Other Materials

SCP must source products and materials responsibly, taking into account environmental and social impacts and where applicable ensure they are compliant with recognised and credible standards for ethical sourcing i.e. BES6001 or as otherwise defined by Robertson (More information can be found in our Material Selection Strategy) SCP should avoid supplying or using materials with a high environmental, social, health or reputational risk, or those that are likely to be limited due to forthcoming legislative requirements.

Where possible SCP and suppliers should provide declarations on the embodied impacts of their products, by reference to bespoke Environmental Product Declarations (EPD) or documents such as the BRE Green Guide to Specification or other credible Life Cycle Analysis based tool.

67.0 RED LIST

The following **must** not be used within the delivery of any Robertson contract or construction of any of our works under any circumstances:

- Alkylphenols
- Asbestos
- Chlorofluorocarbons (CFCs)
- Formaldehyde (added)

The requirement is to eliminate the formaldehyde content in bound boards and products used in internal fit-out and structures.

- Hydrochlorofluorocarbons (HCFCs) – The requirement is to eliminate HCFC use in line with UK legislation
- Polychlorinated Biphenyls (PCBs)
- Phthalates
- Short Chain Chlorinated Paraffin's
- Wood treatments containing creosote, arsenic or pentachlorophenol

68.0 GREY LIST

The following are materials where Robertson seeks primarily to avoid, or where no suitable alternative is available, to minimise their use.

Non-FSC or PEFC Timber - The requirement is to Procure 100% of timber products including packaging from recognised responsible sources preferably FSC or PEFC in line with our procedure for Responsible Timber Procurement.

Cement and Virgin Aggregates - The requirement is to maximise the use of cement replacement products in concrete mixes and to maximise the use of Recycled Concrete Aggregate (RCA).

Scarce Minerals - The requirement is to substitute the use of scarce minerals wherever possible otherwise apply the principles of the waste hierarchy to ensure use is reduced or minerals are reused or recycled.

Hazardous Chemicals - The requirement is to eliminate the use of hazardous chemicals covered by the Stockholm and OSPAR Conventions, whilst ensuring management in line with the European Chemicals Regulations. The following have been identified as being harmful to living creatures and where possible alternatives shall be sought.

- Bisphenol A (BPA)
- Cadmium
- Chlorinated polyethylene
- Chlorosulfoated polyethylene (CSPE)
- Chlorobenzene

- Chloroprene (neoprene)
- Chromium VI
- Chlorinated Polyvinyl Chloride (CPVC)
- Halogenated flame retardants (HFRs)
- Lead (added)
- Mercury
- Per fluorinated Compounds (PFCs)
- Polyvinylidene Chloride (PVDC)
- Hydrofluorocarbons (HFC's)
- Aldrin
- Chlordane
- p,p'-Dichlorodiphenyltrichloroethane (DDT)
- Dieldrin
- Endrin
- Heptachlor
- Hexachlorobenzene (HCB)
- Mirex
- Polychlorinated biphenyls
- Polychlorinated dibenzo-p-dioxins
- Polychlorinated dibenzofurans
- Toxaphene Polyvinyl Chloride (PVC)

The requirement is to eliminate the use of PVC in permanent applications, and minimise its use in temporary applications. Permanent works include: flooring, cabling, trunking, ducting, skirting, roofing (incl. preparatory systems), rainwater and drainage products, pipework, cladding, windows, wall covering, signage, baggage systems and display stands

69.0 COVID-19

All SCP and supply chain members are required to demonstrate to Robertson Group, how they have ensured that they have put their own procedures in place to prevent the spread of COVID19. They must also comply with all Robertson Group procedures on site to prevent this.

In Particular- All SCP's must:

- Comply with all information communicated to them relating to COVID-19 issued by Robertson Project Management.
- Although we are removing the need for daily self-declarations it is imperative that people leaders continue to reiterate to their teams not to go to work if unwell or if having tested positive for COVID.
- Continue to maintain good levels of personal hygiene and sanitising regularly.
- As opposed to physical distancing set limits, the focus will be on respecting people's space.
- We are now recommending face coverings as opposed to being mandatory, but where there is overcrowding, or congestion then face coverings should be worn or where a risk assessment identifies.
- Do not allow overcrowding or congested canteens or workspaces, staggering breaks may still be required.

SCP's and their operatives must not attend site if they exhibit any symptoms of COVID19 or have, or suspect they have, been exposed to COVID19. They should comply with the Governments advice relating to self-isolation in the event a member of their family develop symptoms of COVID19.

They should notify their business or line manager as soon as possible and follow sickness absence reporting procedures. They should leave workplace immediately and, advise their business or line manager as soon as

possible detailing the approximate time they started feeling unwell and the names of any other employees who they may have been in contact with. This must be reported to Robertson Group Site Management at the SCP's first opportunity.

Robertson Group will make available to the SCP, all relevant documentation that they have on COVID19. This will include (but is not limited to) RG-HS-38-FOR-003 COVID19 RA Check Form.

Robertson Group also provide a SHE Helpline. RG-HS-38-GUI-004 is the new COVID-19 version of this poster. If the SCP has any concerns once on site regarding COVID-19 or any other SHE issues, they have the option to use this facility.

The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours. Please encourage an open and collaborative approach between workers and employers on site where any issues can be openly discussed and addressed. Daily briefings to ensure that compliance is being maintained, and supply chain supervisor's cascade to their own workforce must take place.

Appendix 1.

Robertson Behavioural Safety Journey – Home Safe Workshops

Introduction

The Robertson Safety Health and Environmental Strategy plays a critical role in achieving our ultimate objective of everyone going Home Safe every day.

In line with our strategy we are already doing many great initiatives throughout all businesses and in conjunction with our supply chain to protect everyone's health safety and wellbeing, and to continue with the great work already being done and ensure continual improvement of our overall safety culture we have now invested further in our behavioural safety journey with the delivery of our Home Safe Workshops. Joe Guilfoyle our Group SHE Director, with the support of the Robertson L&D team and Group & Regional SHE Managers/advisors is leading the roll out of this very important initiative which is fully supported and backed by the Robertson Group Board. The objective will be to deliver the Home Safe Workshop to everyone who works with, for and alongside Robertson.

Home Safe Workshops

The Home Safe Workshops allows us to continue to promote positive attitudes and behaviours in all aspects of health safety and wellbeing with the focus on Engagement and One Team approach. The Home Safe Workshops will take place in offices and projects around all businesses and regions and everyone will be expected to attend, the workshops will last 2.5/3 hours, and attendees will include a mix of Robertson and supply chain workforce, project management teams, senior level management, and not forgetting Client representatives.

Delegated personnel including from our supply chain partners will be selected to be trained to go on and deliver the Home Safe Workshops within their own businesses, regions and projects.

We now want to hear from our supply chain partners on what it is they are doing to influence positive attitudes and behaviours in line with their own behavioural safety programs. The reason being we would very much like to review and recognize each supply chain partners behavioural safety programs as being aligned and equivalent to ours, therefore not requiring those approved supply chain partners having to attend the Robertson home safe workshops, of course this is dependent on proof of attendance at their own workshops being submitted to the Robertson training academy and Robertson project management team on site.

May I thank you in advance for your support with this very important initiative and appreciate your support and commitment to ensuring the health, safety and wellbeing of everyone who works, with for and alongside us at Robertson. In order to discuss and begin the behavioural safety program review process please contact Regional Business Management teams.

By: Joe Guilfoyle
Group SHE Director

Appendix 2.

Safety, Health and Environmental Consultation on Site

Robertson are fully committed to a safe and healthy working environment where everyone on site is valued, treated with respect and consulted on Safety, Health and Environmental matters.

This means of proactive consultation will be promoted and carried out utilising 3 methods.

Method 1:

- Everyone will be consulted on Safety, Health and Environmental issues at induction
- Employee Safety Representatives will be appointed, and consulted with. This appointment will be published locally
- Management will arrange regular HSE communication and consultation sessions
- Safety, Health and the Environment will be discussed as the first item at all operational meetings

Method 2:

- Regular SHE Committee Meetings will be held with Employee Safety Representatives, the minutes of which will be displayed on notice boards
- Employee Safety Representatives will be encouraged to discuss HSE issues with the workforce
- Supervisors will conduct regular Safety, Health, and Environmental toolbox talks

Method 3:

- Everyone will receive a Daily Activity Briefing at the start of their shift at operational level
- Everyone will receive a task specific briefing on the planned safe system of work

We have an open-door policy and everyone is encouraged to discuss in confidence any Safety, Health and Environmental concerns with the management team.

Safety, Health, and Environmental concerns may also be raised by filling in one of our positive Intervention Cards.

Everyone is also able to discuss Safety, Health and Environmental concerns by emailing the shehelpline@robertson.co.uk or by calling our confidential telephone line on 0330 1071966.

Appendix 3

Personal Protective Equipment

This common standard defines the minimum requirements for Personal Protective Equipment when working on or visiting a Robertson Construction Site / Facility under our control. Please note there may be some further PPE requirements to adhere to however you will be advised prior to being allowed access to these properties or by the risk assessment associated with your work.

Prohibitions:

- The wearing of shorts, skirts or cut offs is prohibited whilst carrying out work or where construction activities are taking place

Mandatory PPE Requirement:

The following minimum standards of PPE must be provided and worn at all times:

- Industry Standard Safety helmet (with the persons name on the front of the helmet)
- High visibility jacket or vest Class 2 (or Class 3 when required by a project specific risk assessment) branded with the SCPs logo unless noted otherwise
- Safety footwear (incorporating toe and mid-sole protection and provides support to the ankle)
- Gloves (specific to the work activities being completed)
- Light Eye Protection - (Impact resistant eye protection where required by task specific Risk Assessment)

Site personnel must keep their torsos covered at all times. Arms must also be covered when required by risk assessment.

High visibility trousers must be worn when identified as a control measure following a project specific risk assessment.

SAFETY HELMET COLOUR SCHEME

SAFETY HELMET COLOURS

To be implemented on all new Robertson sites, and existing sites where practicable.

	Black: Supervisor.						
	Orange: Slinger/signaller.						
	White: All Robertson employees, unless employed to carry out duties covered by other helmet colours.						
	Blue: All of those coming to site who do not fall into any of the above categories.						
	Yellow: Apprentices and trainees						
<table border="1"> <thead> <tr> <th>Helmet Stickers</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td></td> <td>Green first aider First Aider</td> </tr> <tr> <td></td> <td>Red fire marshal Fire Marshal</td> </tr> </tbody> </table>	Helmet Stickers	Role		Green first aider First Aider		Red fire marshal Fire Marshal	 <p>Add your name using a label printer</p>
Helmet Stickers	Role						
	Green first aider First Aider						
	Red fire marshal Fire Marshal						

All helmets must be British Standard BS EN 397.

December 2019



In order to differentiate between members of the General workforce and somebody working in a supervisory capacity Robertson have adopted the following:

- White - Your Company Brand All (except if you are a supervisor)
- Black Helmet Supervisors
- Orange Helmet Lifting Operations Team – slinger/signaller
- Blue All who come on to site not fitting into other categories
- Yellow Apprentices and Trainees

Everyone must have their full name displayed on the front of their hard hat.

Project / Role Specific

Works on Public Highways:

The following minimum standards of PPE must be provided and worn at all times:

- Appropriate coloured Safety helmet with, where applicable through risk assessment, suitable chin strap
- High visibility jacket or vest (Class 3)
- High visibility trousers
- Safety footwear (incorporating toe and mid-sole protection and providing support to the ankle);
- Gloves (specific to the work activities)
- Light eye protection incorporating prescription lenses where necessary

Slinger / Signaller:

In addition to compliance with the General requirements above the following minimum standards of PPE must be worn at all times when undertaking this role:

- Orange Safety helmet with, where applicable through risk assessment, suitable chin strap
- Orange High visibility jacket or vest (Class 3) labelled "Slinger Signaller"
- Orange High visibility trousers
- Orange High Visibility Gloves

Plant and Vehicle Marshal

In addition to compliance with the General requirements above the following minimum standards of PPE must be worn at all times when undertaking this role:

- Red Safety helmet with, where applicable through risk assessment, suitable chin strap
- Orange High visibility jacket or vest (Class 3) labelled "Vehicle Marshal"
- Orange High visibility trousers
- Orange High Visibility Gloves

Locating Utilities and Working in Exclusion Zones around Utilities

In addition to compliance with General requirements above, the following PPE is mandatory:

- One-piece full cover flame retardant coverall, of a new generation Protex fabric e.g. 'Protal', including protection to arms, legs and hands
- All high visibility clothing plus any clothing designed to protect personnel against the elements must also be flame retardant
- Flame retardant gloves
- Any other member of the team that could be inspecting or supervising the work area must also wear flame retardant clothing and gloves

Working Over or Adjacent to Water

All personnel working over, or near to water, and at risk of falling in must, as a minimum, wear a retro reflective life jacket designed to keep the wearer afloat in the water face up. The following standards of life jackets must be worn at all times:

- Life jacket - BS EN ISO 12402-2, 12402-3, 12402-4 (designed to support an unconscious person in the water and turn them face upwards, either by built-in buoyancy, or by automatic inflation); or
- Life jacket - BS EN ISO 12402-5 (designed to support a conscious person in the water and should only be used by those who are competent swimmers and who are near to the bank or shore, or who have help and a means of rescue close at hand)

ADDITIONAL REQUIREMENTS

Other items of Personal Protective Equipment that may be required following a task specific risk/COSHH assessment are:

- Medium or high impact eye protection: e.g. goggles, face-shields, visors; Chin straps for safety helmets
- Body protection: e.g. conventional or disposable overalls, chain mail aprons, Kevlar impregnated clothing
- Wellington style boots
- Hand and arm protection: e.g. gauntlets, mitts, wrist-cuffs, armlets
- Foot and leg protection: e.g. gaiters, leggings, spats
- Hearing protection: e.g. disposable / reusable ear plugs, ear defenders
- Fall Protection: e.g. harnesses; lanyards; with inspection records
- Cold and wet weather protection: e.g. padded and/or waterproof jackets and leggings, thermally protected gloves and socks

- Respiratory protection (RPE): e.g. disposable filtering face-piece or respirator, half- or full-face respirators, air-fed helmets, breathing apparatus, compressed-air escape breathing apparatus

Where a person undertakes multiple duties on site with potentially differing PPE requirements their principle role will determine the PPE to be worn. These requirements will be communicated via induction or Daily Activity Briefings to those impacted.

The minimum standard disposable filtering face piece for particulates is FFP3 – unless identified by a risk assessment of the need for a higher standard.

All wearers of filtering face piece RPE must be Face Fit-Tested.

Inclusive to the training the wearers will be clean shaven during all wearing of the tight fitting dust mask, the wearer must be clean shaven in the area where the seal of the mask worn meets the skin to form a seal, this will reduce the likelihood of dust inhalation.

All face fit test certification must be included as part of the RAMS package as evidence of training, mask that must be worn during all operations where dust inhalation may be a risk, whether that be by another supply chain partner.

Appendix 4

RG-HS-09-FOR-003: V3.0

RISK ASSESSMENT METHOD STATEMENT (RAMS) REVIEW FORM

This is an uncontrolled document when printed, do not print this document

Project Name		Project Number	
Package Name / Number		Subcontractor	
Anticipated start date		Issue no	
Activity		Reviewed by	

Reviewed by	Name	Date
Contracts Manager		
SHE Manager / Advisor		
Project Manager		
Senior Site Manager		
Site Manager		
Others Manager		

The RAMS documentation submitted by the Supply Chain should include, as a minimum, the following:	Yes	No		Yes	No
Scope of works			Site personnel & supervision		
Who prepared the document			Materials & safe storage		
Location of works			HAVS assessment		
Programme			COSHH assessments		
PPE (5 point as a minimum)			Risk assessments		
Safe Sequence of work			Manual handling assessments		
Plant & equipment schedule			Working at Height		
Noise assessments			Dust extraction & Face Fit Tests		

Comment	Yes	No	Initials	Date
RAMS recommended for construction				
RAMS NOT acceptable				
Submission required to RG / RRG / client / other				

Robertson authorisation (*to be completed by the project / site Manager)			
Print Name	Signature	Position	Date

Part 1: Checklist – This is not exhaustive but is intended to aid those reviewing RAMS (Please use common sense to this assessment)	Yes	No	N/A
1. Have all the hazardous operations been identified?			
2. Have task specific risks been identified?			
3. Have the risks been reduced to as low as reasonably practicable? (ALARP)			
4. Does the method use alternative work at height means, instead of RGN4 equipment first?			
5. Has the work been planned by a person with the skills, experience, knowledge & training? (SEKT)			
6. Has a safe method of work been identified in short concise bullet points?			
7. Has the highest risk operations given serious considerations?			
8. Have they identified any restrictions or limitations for the activity?			
9. Have they considered a safe means of access and egress?			
10. Have they defined a safe place of work & exclusion zones?			
11. Has proof of workforce competence been provided? i.e. (IPAF, PASMA, CPCS, certification & cards)			
12. Have they identified specialist training requirements?			
13. Have they identified specialist trades that are required to complete parts of the task / operations? If so, add comments.			
14. Have they defined and provided suitable and adequate PPE?			
15. Do they define any first aid provisions?			
16. Have any emergency procedures been defined?			
17. Have they defined task lighting arrangements?			
18. Do they identify all occupational health risks?			

Part 2: Supervision: Please answer all questions?	Yes	No	N/A
1. Have they named the supervisor responsible for this site?			
2. Does he/she have adequate and suitable task specific supervision training and certification / cards?			
3. Is he/she designated working supervisor?			
4. Does he/she understand the SSoW?			

Part 3: Co-Ordination & Co-Operation: Please answer all questions?	Yes	No	N/A
1. Will other people be affected by their work and have they been identified?			
2. Have mitigation measures been applied to reduce the risk of injury?			
3. Has all interaction been assessed, do they insist on controlled zones?			
4. Are permits, if required, identified?			
5. Have they accounted for Hot Works and Fire procedures?			

Part 4: Checklist – This is not exhaustive but is intended to aid those reviewing RAMS. Please answer all questions?	Yes	No	N/A
1. Have existing UG & OH services been identified to them and covered in the method of work?			
2. Has all required plant been included on a plant register?			
3. Does the work involve working near water?			
4. Is highways work involved?			
5. Have COSHH assessment and MSD sheets been provided for all substances / products?			
6. Have all manual handling issues been identified and assessments been included?			
7. Have all operatives completed Manual Handling training?			
8. Have all noisy operations been identified and suitable controls put in place to reduce the impact on operatives hearing?			
9. Is confined space working necessary, planned & organised?			
10. Are electrical tools required, does all electrical tools have an in date portable appliance test? (construction tools tested every 3 months)			
11. Are excavations involved, is the supported or unsupported TW design included?			
12. Does the work involve demolition operations?			
13. Does the work involve asbestos?			
14. Does the work involve lead work?			
15. Does the work involve working at height?			
16. Does WaH include collective protection over individual protection?			
17. Are temporary works designs included in their operations?			
18. Does the work include cement or concrete?			
19. Has the environmental issues of the work been identified?			
20. Has a procedure been identified for the management and use of HAVS			
21. Does the works include the use of Acetylene, if so, what arrangements are in place to remove from site each day (Robertson Do Not allow the storage of Acetylene on site)			
22. Is LPG to be used during the operations?			
23. Is there adequate storage facilities & segregation mentioned in the RAMS?			
24. Does the works include scaffolding or other access equipment?			
25. Does the scaffold require a design, is the design on site, Included?			
26. Is the design specific to the building configuration?			

Appendix 5

Competence

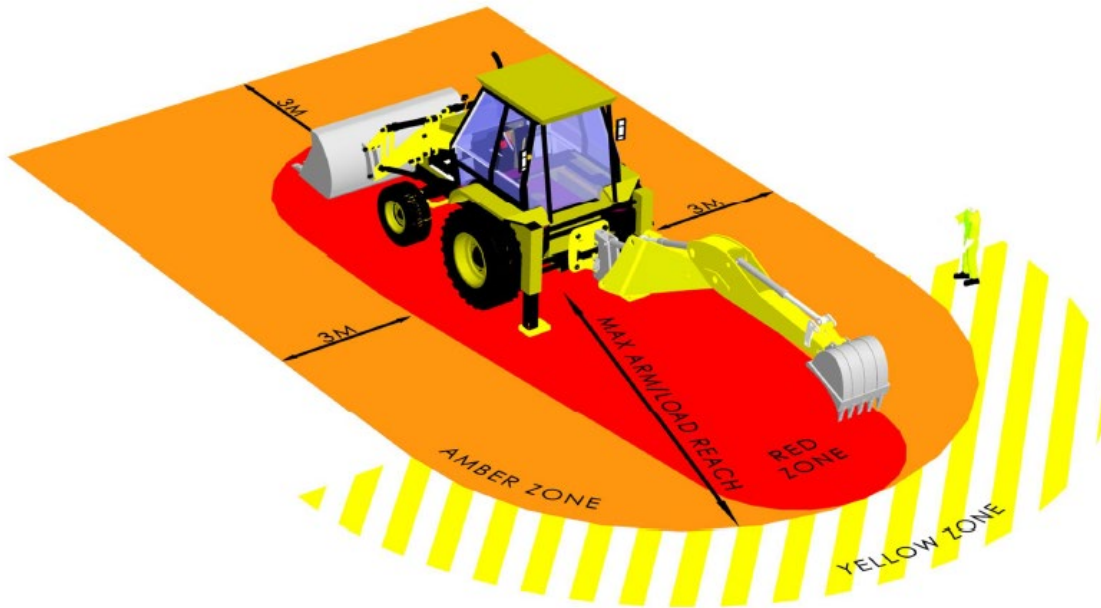
Role	Competence	Responsibility	Guidance
Project Manager	SMSTS*	Puts people to work and / assists in writing or who supervises a safe system of work on a Robertson Project / Facility / Premises.	Robertson Employee / working on behalf of Robertson
Site Manager	SMSTS*	Puts people to work and / assists in writing or who supervises a safe system of work on a Robertson Project / Facility / Premises.	Robertson Employee / working on behalf of Robertson.
Foreman / Supervisor (Non-working supervisors)	SMSTS*	Puts people to work and / assists in writing or who supervises a safe system of work on a Robertson Project / Facility / Premises.	Supply Chain Partner role for large projects / complicated or high risk operations / tasks;
Ganger / Chargehand (Working supervisors)	SSSTS	Ensures practical compliance with the safe system of work following authorised briefing & commencement of the tasks. Must be able to assess the risk of change to tasks, able to stop and evaluate the hazards and risks.	Supply Chain (up to 5 men) must provide a supervisor for their tasks
General Operative / Tradesman	CSCS /CPCS / NPORS / ALLMI Non construction trades	Ensures the safe system of work is maintained at the workplace following the briefing and commencement of the tasks. Must be able to assess the risk of change to tasks, able to stop and evaluate the hazards and risks.	All operatives must be supervised. Minimum Supply Chain Partner or Robertson SSSTS Supervisor required, based on level of risk involved.

SMSTS*= For supply chain **only** we will accept a NEBOSH National Certificate in Construction Health and Safety.

Appendix 6

People Vehicle Plant Interface

DO YOU KNOW YOUR SAFE ZONES? 180 Excavator



Plant Interface Zones

Yellow Zone

The Excavator Banksman (EB) or Machine Controller (MC) must remain within this zone to be able to direct the plant operator. All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator and authorisation from the EB or MC before entering Plant Interface Zones.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), authorisation from the EB / MC, the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off. Where work in the amber zone is unavoidable a robust, task specific, safe system of work must be produced which minimises the time spent within the zone and includes detailed controls for communication between the machine operator and the EB / MC.

Red Zone

Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

360 Tracked Excavator



Plant Interface Zones

Yellow Zone

The Excavator Banksman (EB) or Machine Controller (MC) must remain within this zone to be able to direct the plant operator. All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator and authorisation from the EB or MC before entering Plant Interface Zones.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), authorisation from the EB / MC, the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off. Where work in the amber zone is unavoidable a robust, task specific, safe system of work must be produced which minimises the time spent within the zone and includes detailed controls for communication between the machine operator and the EB / MC.

Red Zone

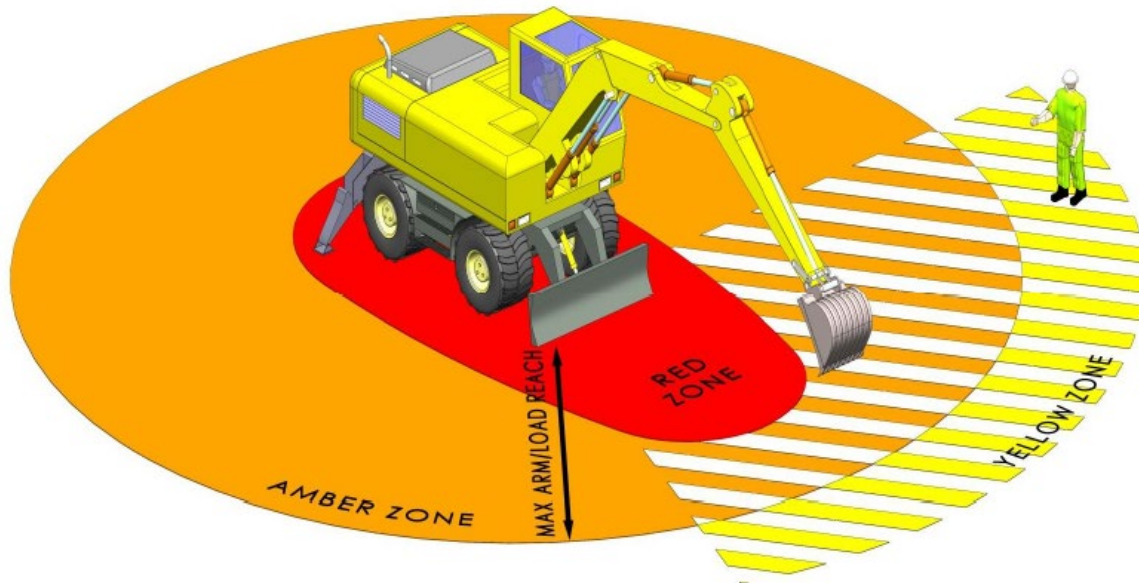
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

360 Wheeled Excavator



Plant Interface Zones

Yellow Zone

The Excavator Banksman (EB) or Machine Controller (MC) must remain within this zone to be able to direct the plant operator. All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator and authorisation from the EB or MC before entering Plant Interface Zones.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), authorisation from the EB / MC, the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off. Where work in the amber zone is unavoidable a robust, task specific, safe system of work must be produced which minimises the time spent within the zone and includes detailed controls for communication between the machine operator and the EB / MC.

Red Zone

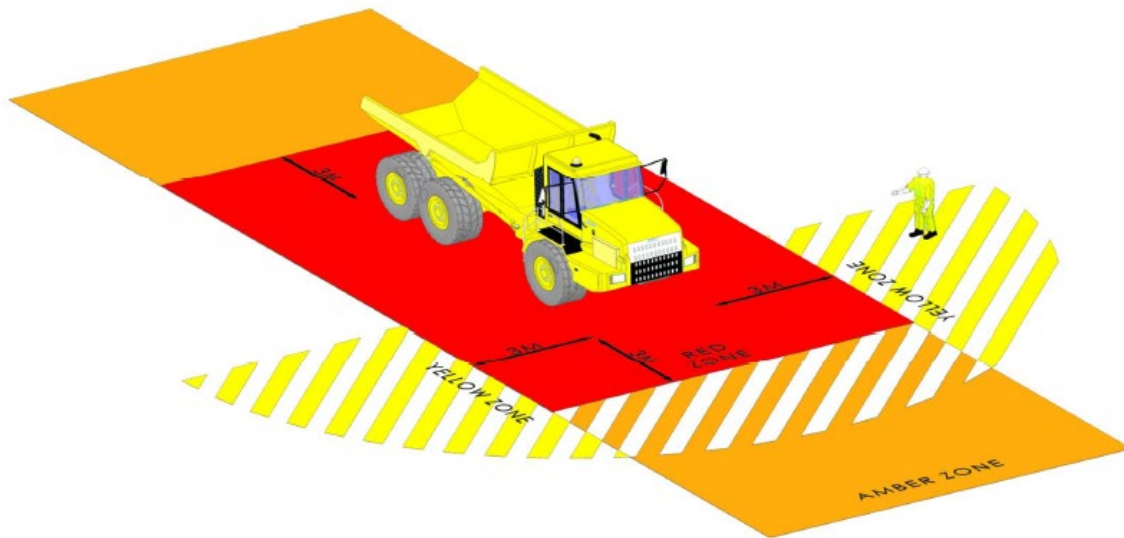
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Articulated/Rigid Dump Truck



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

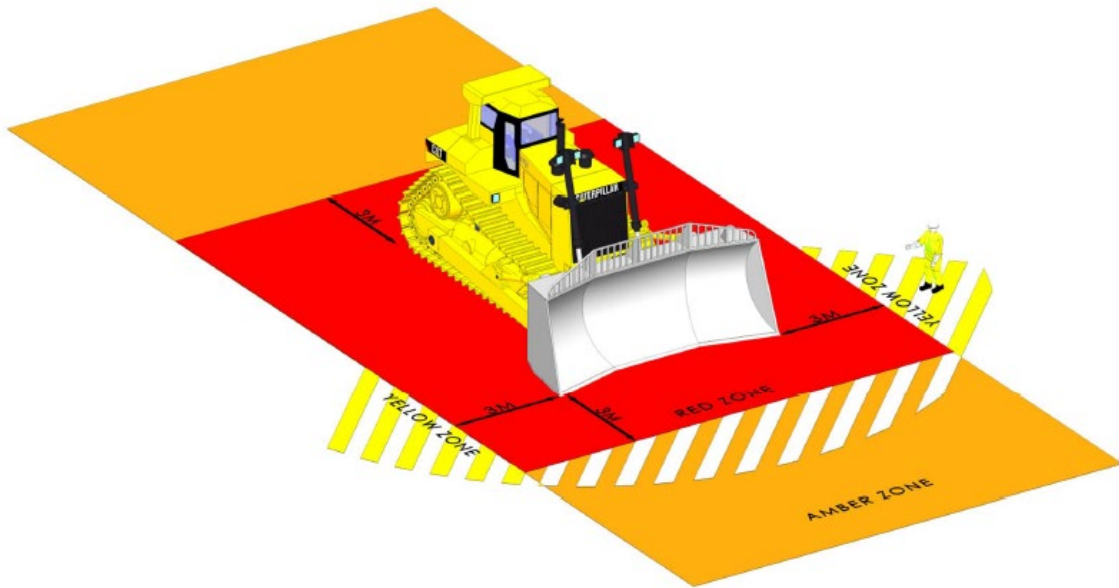
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Dozer



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off.

Red Zone

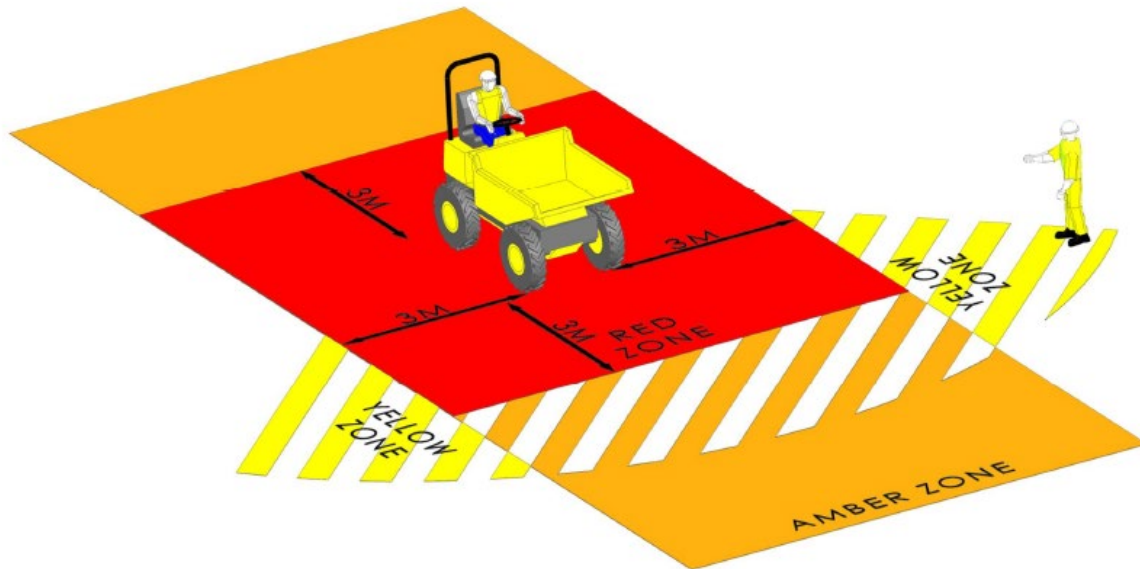
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Forward/Swivel Tipping Dumper



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

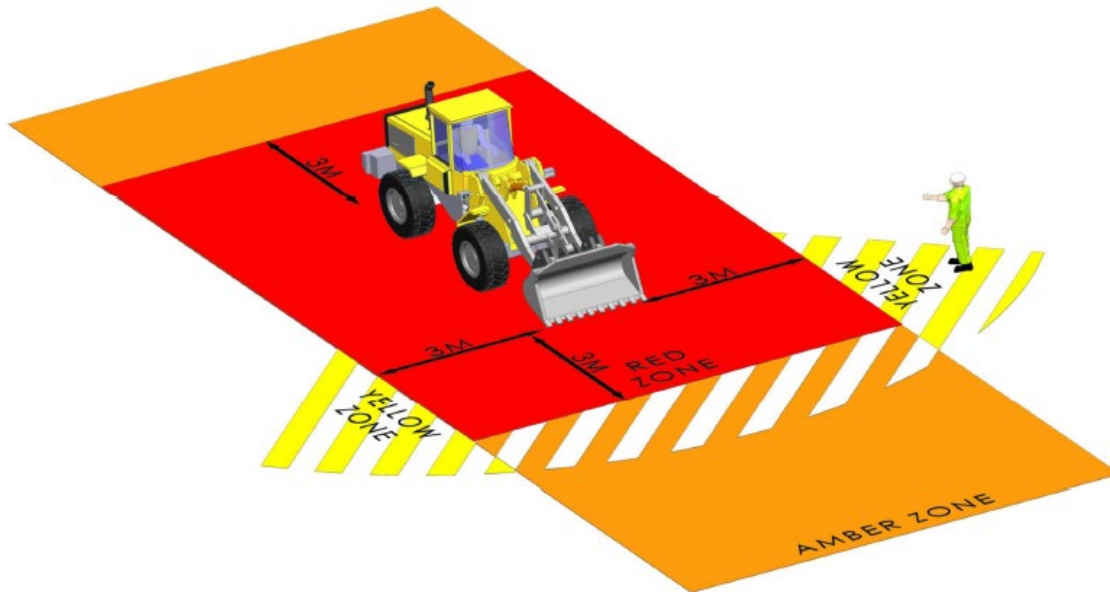
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Front Loading Shovel



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off.

Red Zone

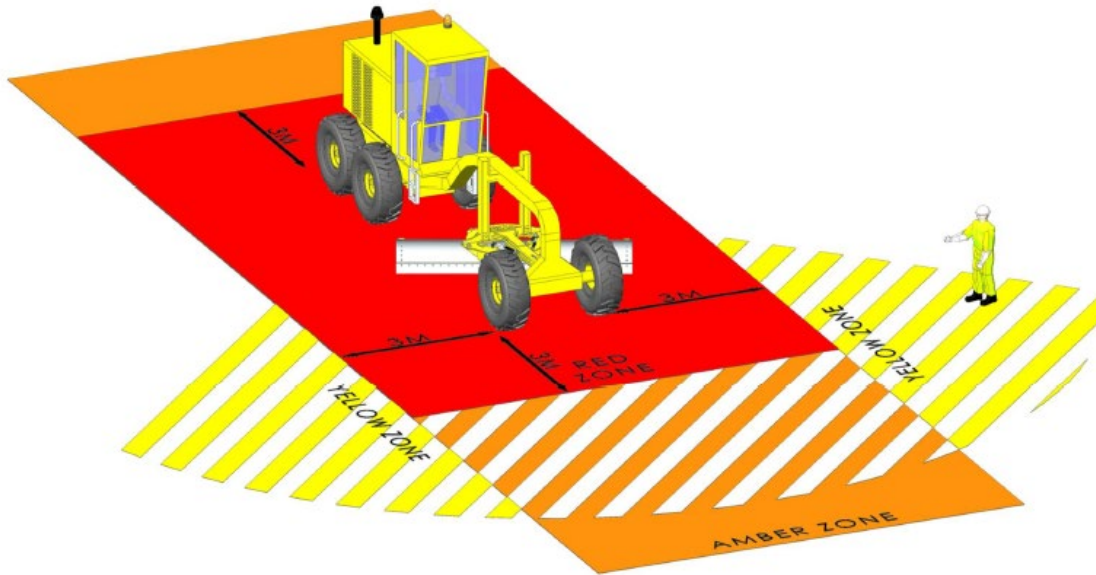
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Grader



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

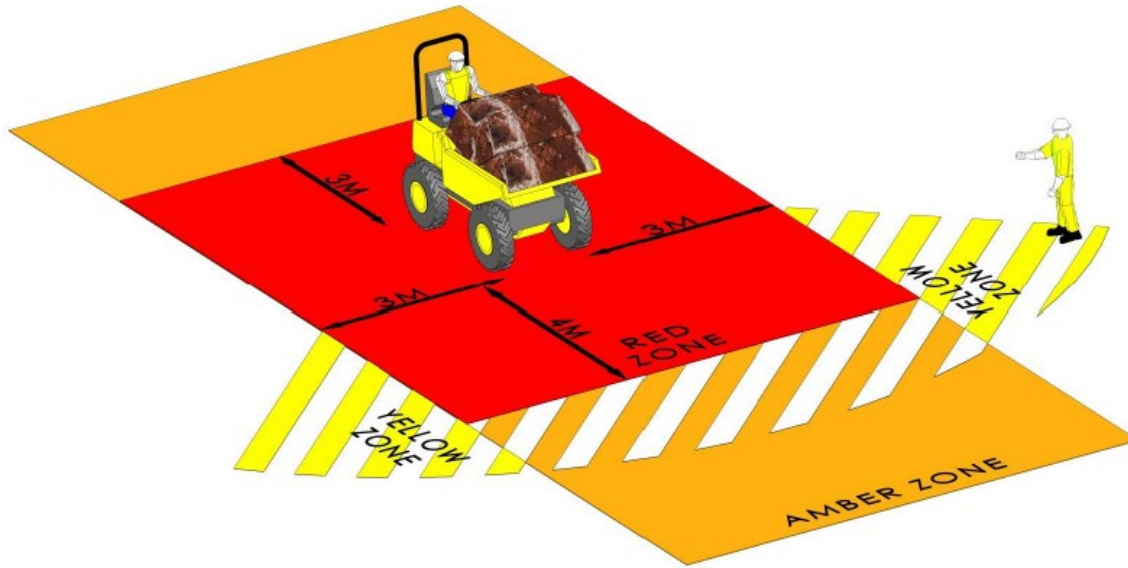
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Loaded Forward/Swivel Tipping Dumper



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

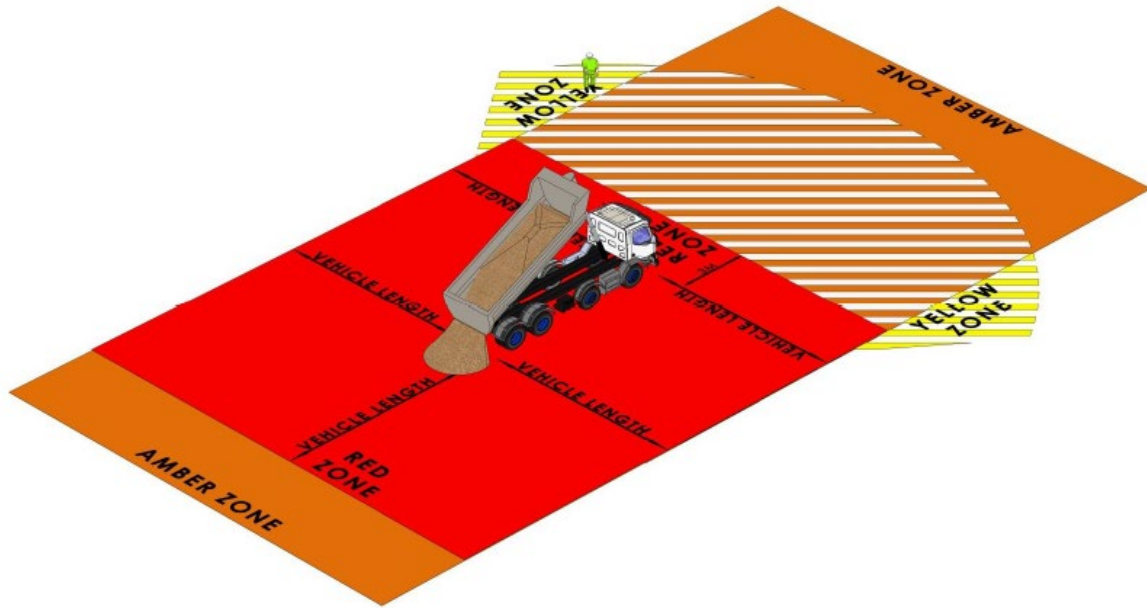
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Lorry – Tipping



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off.

Red Zone

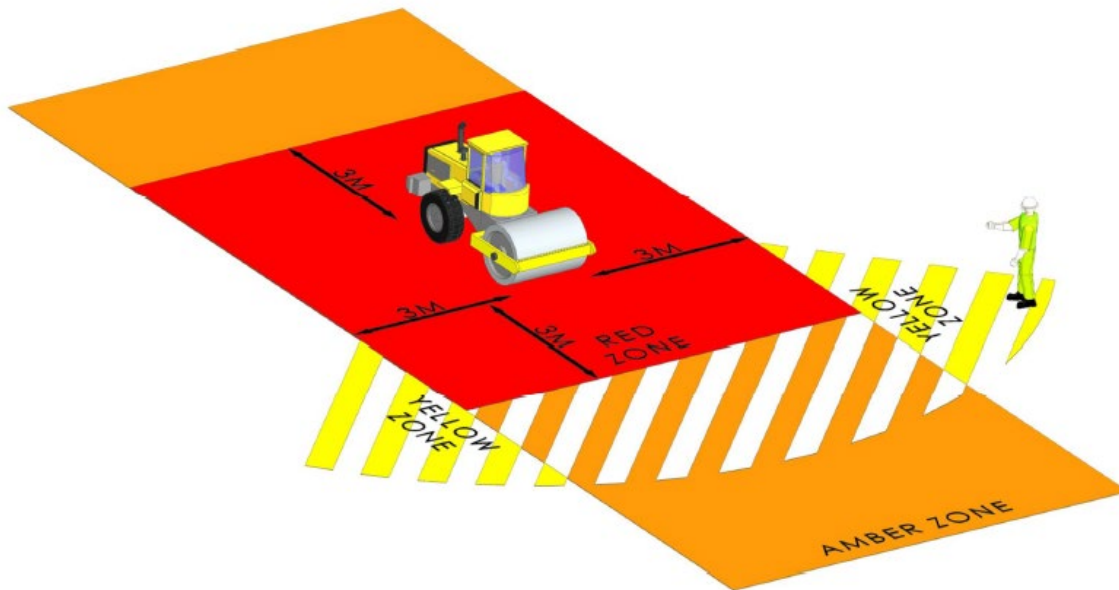
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Roller



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

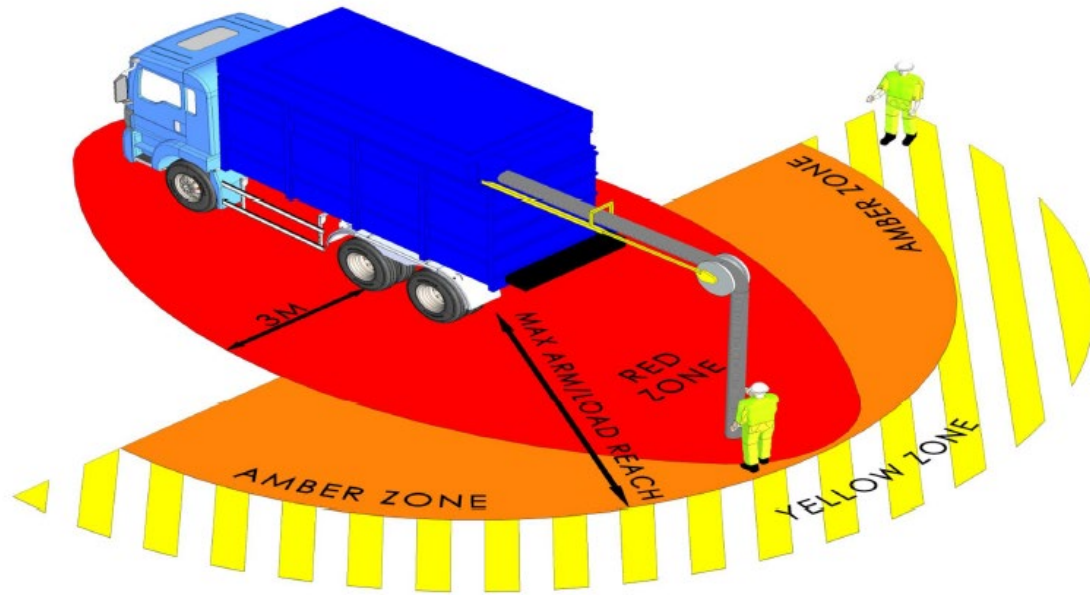
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Suction Excavator



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

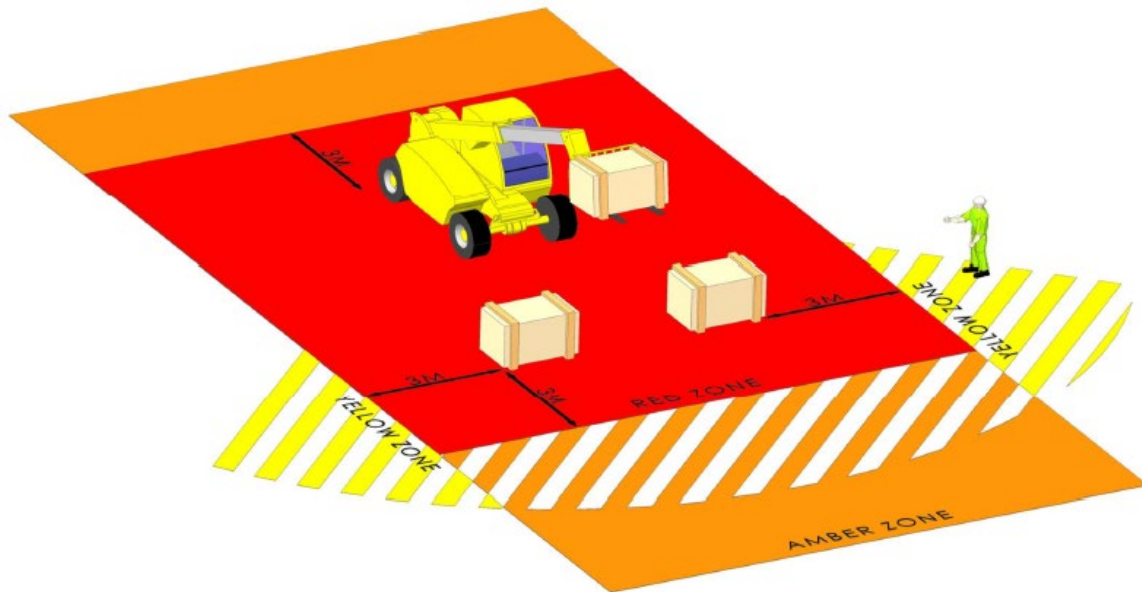
Entry prohibited unless the machine is completely isolated, the suction nozzle stowed in the travelling position or manoeuvred to a safe location with the suction nozzle placed on the ground, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Telehandler



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off.

Red Zone

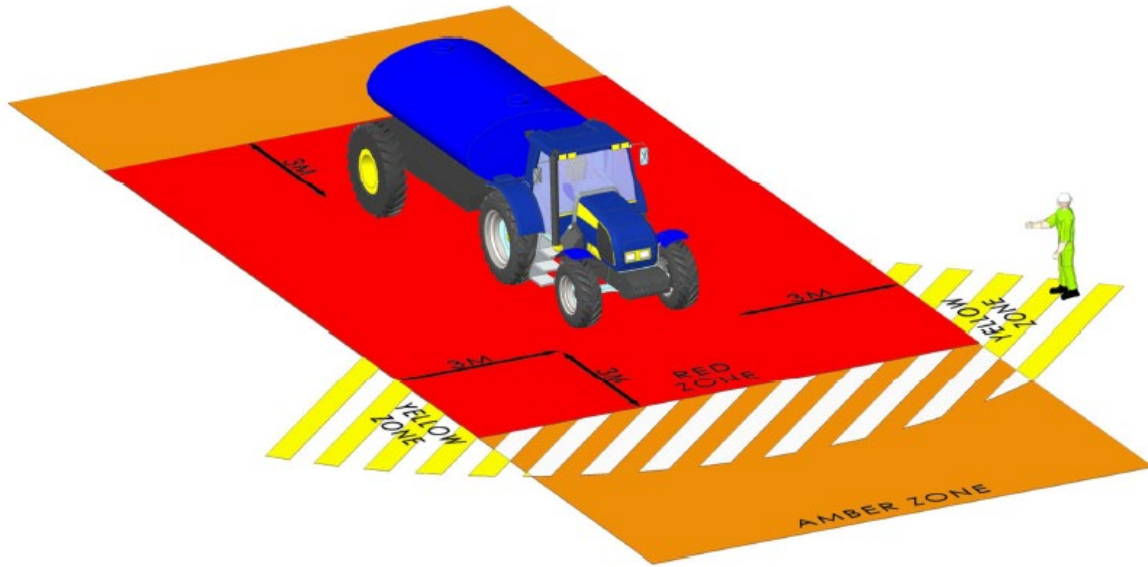
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Tractor



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

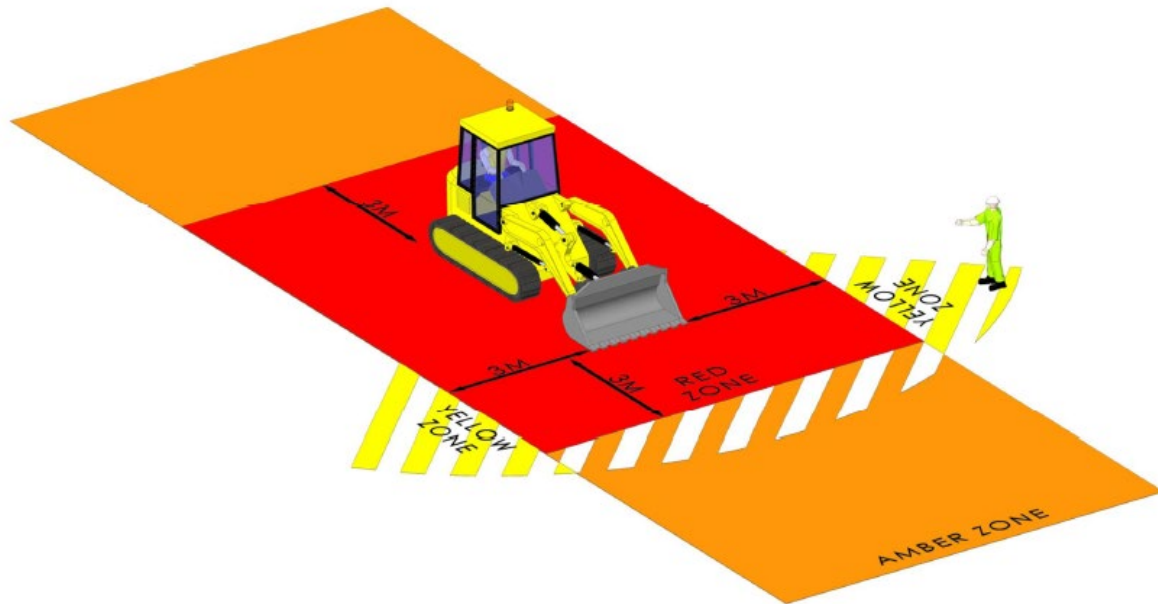
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Traxcavator



Plant

Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised using the safety lever and the engine is switched off.

Red Zone

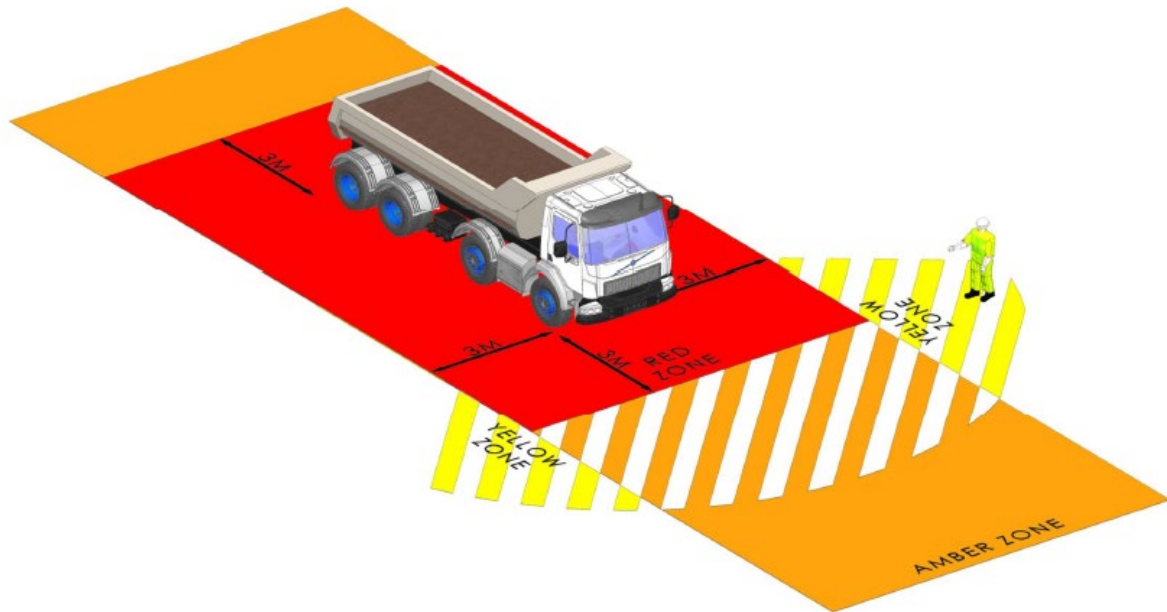
Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

DO YOU KNOW YOUR SAFE ZONES?

Vehicles, Vans and Lorries



Plant Interface Zones

Yellow Zone

All personnel approaching operating plant must do so from this zone to gain visual contact with the plant operator.

Amber Zone

Entry prohibited until positive visual contact is confirmed by the plant operator (e.g. thumbs up), the dipper arm / hydraulics are grounded, the machine is immobilised and the engine is switched off.

Red Zone

Entry prohibited unless the machine is completely isolated, the engine is switched off and a specific safe system of work is in place that prevents the machine being operated either inadvertently or deliberately.

Hatched Zone

Denotes typical sight lines of the plant operator

Appendix 7

Declaration of Competence Declaration of Skills, Experience, Knowledge & Training

Managing Directors Name: _____ **Signature:** _____

The information in the Supply Chain Partners SHE Minimum Standards document, has been briefed and understood by the project team attending the Robertson Project. I have taken the opportunity to ensure that my project team has the specific Skills, Experience, Knowledge & Training for the specific project operations that will be carried out by my company.

Project Name & Number: _____

By signing the declaration, I / we acknowledge that I / we have read and understood this document, the policies, procedures & guidance notes in relation to the contract works package for which we have been selected to complete. I / we will incorporate the restrictions in the RG / RRG documents when completing our project specific health, safety & environment documentation for the project operations.

Supply Chain Partner Project Management Team:

Contracts / Operations Manager Name: _____

Signature: _____

Site Supervisor(s) Name: _____

Signature: _____

I / we acknowledge the requirement of the HASAWA 74, associated regulations and guidance documents provided in the pursuit of a safe work environment & safe systems of work (SSoW) are where reasonably practicable, free from hazards and risks, where these risks cannot be eliminated or reduced to as low as reasonably practicable (ALARP). The remaining risks will be assessed, controls will be enforced by our site management / supervisory teams, during monthly, weekly & daily visits / inspections of our operations on all RG / RRG Projects.

Note: Where you have more than two managers / supervisors attending the project, please copy this page for use of the signature sections above.

This declaration does not override your regulatory obligations to your moral, legal, economic responsibilities to plan, manage & monitor your employees and other whilst at work.

***Please return this page to your main point of contact at RG / RRG prior to commencement of work or your work package will not be able to begin on site.**