

Safety Health & Environmental Requirements for Sub-Contractors

The Sub-Contractor will adhere to the requirements of the Health and Safety at Work etc Act 1974, Environmental Protection Act 1990 and all relevant Acts, Regulations, Codes of Practice, current industry best practice and the Safety, Health and Environmental Policies of: [insert Kier operating company name](#) ("The Company").

Any reference to Sub-Contractor includes Contractor's, Trade Contractor's or other specialists.

Without prejudice to the foregoing condition the Sub-Contractor shall:-

1) **Organisation and Arrangements**

Provide:

- a) The name, qualifications and contact details of the person/organisation providing safety, health and environmental advice to the Sub-Contractor.
- b) Confirmation that the above named will be undertaking a risk based programme of inspection of works covered by the Sub-Contract.
- c) The name and contact details of their Director/Manager directly responsible for safety, health and environmental matters covered by the Sub-Contract.
- d) The name of their Manager/Supervisor on site responsible for safety, health and environment.
- e) A copy of the Sub-Contractor's Safety, Health and Environmental Policy or Policies.

2) **Risk Assessments, Method Statements and Safe Systems of Work**

- a) Identify the hazards/aspects associated with their work, assess the risks/impacts arising from these hazards/aspects and advise how those risks/impacts are to be controlled. This includes any actual or potential environmental impact.
- b) Establish safe systems of work and document them as appropriate as identified by the Sub-Contractor, the Principal Contractor or the Company. The means of addressing an environmental impact can be part of the safe system of work produced by the Sub-Contractor for a specific activity.
- c) Where temporary works, both below or above ground form part of the Sub-Contract, provide the Company with a copy of the temporary works proposals and design calculations where necessary.

3) **Kier Group Safety, Health and Environmental Standards**

Ensure compliance with the Company's mandatory standards and best practice guidelines e.g. Red Tops or Green Tops relevant to the work activity, copies of which are available upon request.

4) **Competence and Training**

- a) Provide evidence of the competence and training for all managers, supervisors, tradesmen and operatives under their control on the Company's site. This shall be in accordance with relevant registration schemes, including but not limited to CSCS, CPCs, Gas Safe Register, CISRS, NICEIC, IPAF, PASMA NRSA, NASC, JIBPMES, PTS and SCORE, unless otherwise approved by the Company in writing.
- b) The competency and training of any person(s) supervising construction activities shall be in accordance with UK Contractors Group (UKCG) requirements, details of which can be found on the UKCG website at <http://www.ukcg.org.uk/UK-Contractors-Group-UKCG-Health-Safety-4c10c1a> or upon request.
- c) Provide evidence of competence of any organisation/person(s) carrying out works on behalf of the Sub-Contractor ("Sub-Sub-Contractors") when seeking approval to sub-let any part of the Sub-Contract works or design. Compliance with CHAS or other pre-qualification schemes recognised by Safety Schemes in Procurement (SSIP) or the Company is acceptable evidence of a stage 1 CDM compliant competence assessment of a Sub-Sub-Contractor organisation. Evidence of competence and training of their managers, supervisors, tradesmen and operatives under their control shall be provided in accordance with 4a/b above.
- d) Where project specific training and competencies are required, the Sub-Contractor shall provide evidence of training and competence in the form of a CDM compliant stage 2 assessment.

5) **Plant & Equipment**

Comply with the following:

- a) All Sub-Contractor's plant/equipment (whether owned or hired) is to be thoroughly inspected before being put to work on site and the relevant certification provided.
- b) All plant/equipment will be operated, serviced and maintained in accordance with manufacturer's instructions.
- c) Engine compartment doors will be kept closed and plant switched off when not in use with key removed when unattended.
- d) All electrically operated portable tools will be restricted to battery powered or 110volts, unless written approval is obtained from the Company. 110volt portable equipment (including leads) shall be tested every 3 months and evidence of testing made available on site.
- e) The Sub-Contractor shall take full note of their responsibility under the PUWER Regulations in respect of all plant and equipment brought on to site for their use.

6) **Access**

- a) Scaffolding shall only be erected, altered or dismantled by competent CISRS scaffolders. All scaffolding shall be provided with a properly completed handover certificate. The following scaffolds and edge protection shall be designed and checked as temporary works: Suspended scaffolds, load-bearing scaffolds, scaffold edge protection, system scaffolds which are sheeted or over 30m high, access scaffolds which are not in full accordance with "established solutions" defined in the Kier procedures ("basic scaffolds" compliant with TG20 for tube and fittings and Kier standards), or proprietary systems which are not in accordance with manufacturers recommendations. Sheeting includes debris netting, which will be fire retardant to LPS 1215 standard.
- b) Proprietary access systems are only to be erected altered and dismantled by competent, trained personnel.
- c) Mobile towers shall only be erected, altered or dismantled by competent, trained personnel.
- d) Use of ladders/step ladders must be authorised by the Company.

7) **Co-operation , Co-Ordination & Communication**

- a) Comply with all directions given by the Company or Principal Contractor with regard to co-operation, co-ordination and communication.
- b) Inform the Company of any identified or potential adverse interface with other works.
- c) Ensure all operatives under the Sub-Contractor's control are aware of all matters likely to cause danger to themselves or others through induction and toolbox talks.
- d) Ensure everyone under the Sub-Contractor's control receives a safety, health and environmental induction before commencing work, directly relevant to the site on which they will work.
- e) Be aware of the number of personnel under their control who are on site at any time.
- f) Provide adequate and appropriate information to those under their control in respect of safety, health and environment.
- g) Ensure that all those under their control comply with all "Site Rules".
- h) Co-operate with the Company's Positive Safety Leadership programme e.g. by ensuring that those under their control participate fully in SUSA (Safe/Unsafe Acts) discussions and other initiatives.
- i) Co-operate with the Company to ensure appropriate consultation with the workforce at the levels of project, work gang and the individual.
- j) Immediately inform the Company of any death, injury, ill health, dangerous occurrence or incident affecting safety, health or the environment, including any unsafe act, condition or near miss. Produce an investigation report if requested and co-operate with any investigation undertaken by the Company.
- k) Provide the Company with relevant information for inclusion in the Health and Safety File.
- l) Take the necessary disciplinary action against any employee who fails to comply with safety, health or environmental requirements. This includes removal from site if directed by the Company.
- m) Ensure that all risks associated with any design, design change or associated systems of work are communicated to the Company.

8) **Health and Welfare**

- a) Ensure provision of adequate and suitable welfare facilities for all persons under their control. This includes, but is not limited to toilets, drying, changing, messing facilities and first aid. Where the Company is to provide these facilities, the Sub-Contractor will provide details to the Company of resource levels within 48 hours of receiving the *notice to commence on site* to ensure the Company can provide adequate facilities.
- b) Accept that any person under the Sub-Contractor's control carrying out, promoting, encouraging or threatening an act of violence will be subject to immediate removal from site. This includes verbal abuse.
- c) Take full account of the Statutory Requirements given in the "Working Time Regulations".

9) **Drugs and Alcohol Policy**

Ensure compliance with the following:

- a) The Company operates a drugs and alcohol policy ("The Policy") to prevent the misuse, possession or distribution of alcohol and/or illegal drugs in the workplace by its employees, Contractors and Sub-Contractors. The Policy is contained in the documents entitled "Drugs and Alcohol Policy Statement" and "Drugs and Alcohol Organisation and Arrangements for Kier Group Operations in the UK" copies of which are available on the Company's website at www.kier.co.uk/responsibility/hs3.asp or are available in hard copy upon request and the Sub-Contractor is deemed to have notice of the terms of the Policy.
- b) The Sub-Contractor will operate a drugs and alcohol policy in all respects equivalent to the Company's Policy to ensure that when at the Company's place of work (including any site) any person performing the Sub-Contractors obligations under the Sub-Contract ("the Sub-Contractor's Person") shall comply with the Policy. The Company shall have the right to refuse a Sub-Contractors Person access to the Company's place of work where the Company has reasonable grounds for considering a Sub-Contractor's Person to be in breach of the Policy or its equivalent.

10) **Young Persons (any person below the age of 18 years)**

- a) Obtain permission from the Company before allowing any young person onto site. The Sub-Contractor shall carry out a specific Risk Assessment for each young person and ensure suitable and sufficient instruction and training has taken place. The Sub-Contractor shall provide adequate supervision to ensure the health and safety of those individuals whilst at work.
- b) Ensure that no person under 16 years of age is allowed on site without the written permission of the Company.

11) **Notifications**

- a) Obtain permission from the Company for any work to be undertaken outside normal working hours, including weekends.
- b) Obtain written permission from the Company if the Sub-Contractor intends to sublet any part of their work.
- c) Provide prior notice to the Company of any individual(s) with communication difficulties that they intend to bring to the site. Prior to the Company granting a permission to proceed the Sub-Contractor will be required to provide evidence indicating they have adequately addressed all management issues regarding the health & safety of these individuals.

12) **Waste Management**

- a) Be aware of and abide by, where appropriate, the requirements of the Site Waste Management Plan (SWMP), together with any site specific waste target(s), to reduce waste or divert waste from landfill.
- b) For their work package, identify the waste streams, forecast the quantity of waste arising and propose how they intend to eliminate, reduce, re-use or recycle the waste, including packaging waste, submitting this information to the Company prior to commencing work on-site.
- c) Focus on preventing the occurrence of waste through prudent ordering, careful handling, provision of adequate storage, and planning the sequencing of deliveries.
- d) Report regularly on their progress to eliminate, reduce, re-use or recycle the waste produced by their activities. The success of the measures put in place to reduce waste should be regularly re-evaluated and, if necessary, changes made.
- e) If responsible for the disposal, off-site, of construction, demolition or excavation (CDE) waste, provide the Company with the following, prior to any waste being removed from the site:

- (i) An authenticated copy of the Waste Carrier Registration Certificate of the company/companies removing the waste. If the Sub-Contractor removes waste themselves, or arranges removal of waste by others (e.g. a haulage company), the sub-contractor must be registered with the Regulator as a waste carrier and broker,
 - (ii) The name, address and licence or permit number of the site (s) where the waste is to be taken, together with evidence, in the form of an authenticated copy of the environmental permit, licence or exemption notification, that the site (s) receiving the waste is/are authorised by the Regulator to do so. In the case of 'exempt' sites, written confirmation is also required from the Regulator that the exemption is valid, and appropriate for the waste being sent there.
- f) If responsible for the disposal, off-site, of construction, demolition or excavation (CDE) waste, provide the Company with the following on an ongoing basis:
- (i) For inert and non-hazardous waste, copies of all Waste Transfer Notes completed correctly, and in accordance with Duty of Care and Waste Regulations.
 - (ii) For hazardous waste, copies of all Waste Consignment Notes and copies of hazardous waste returns from the receiving facility.
 - (iii) Evidence, in the form of an Environment Agency quarterly return, of the recycling/recovery rate achieved by the facility the waste is sent to.
- g) Clear away all waste as work proceeds, ensure it is stored in a safe and secure manner and, where provision is made for the on-site segregation of waste, place it in the appropriate skip/container.
- h) Dispose of the following wastes separately from other CDE waste: oily waste, including contaminated rags and spill granules, oil filters, aerosols, gas canisters, batteries, fluorescent tubes, sodium light fittings and packaging that contains, or has contained, hazardous liquid, resin, adhesive, mastic or powder.
- i) Obtain from the Regulator the appropriate environmental permit or exemption, if they propose to crush and/or screen the CDE waste on site, and provide the Company with a copy.

13) **Pollution Prevention**

- a) Obtain written permission from the Company before disposing of water arising from dewatering excavations, washing down vehicles or draining down heating systems, into any ditch, stream, pond, lake, river, storm drain or foul sewer.
- b) Take all appropriate steps to prevent anything which may cause pollution, including soil or washout from concrete mixers, from entering any foul sewer, storm drain or watercourse.
- c) Store fuel oil in accordance with the Control of Pollution (Oil Storage) (England) Regulations 2001 in England and Wales and the Water Environment (Oil Storage) (Scotland) Regulations 2006 in Scotland, and refuel plant away from any foul sewer, storm drain or watercourse.
- d) Report immediately to the Company any oil or chemical spill or unauthorised discharge into a foul sewer, storm drain or watercourse.
- e) Be aware of, and comply with, any statutory or site restrictions regarding noise, vibration or dust.

14) **Timber and Wood Products**

Provide evidence that all wood and wood products brought to site, in particular plywood, are derived from legally harvested timber from well managed forests. Subject to project specific requirements, this may be in the form of a chain of custody (COC) certificate, issued by bodies such as the FSC, PEFC, SFI, MTCC or CSA, together with a delivery ticket endorsed with the relevant COC number.

15) **Wildlife and Archaeology**

Ensure they are aware of, and follow, any special method of working required to protect wildlife, natural features or archaeological remains on site.

16) **Carbon Emissions**

- a) Take reasonable steps to help reduce carbon emissions, for example by turning off lights, plant and equipment when not in use and, where practicable, car sharing or using public transport.
- b) Provide on a weekly basis details of the amount and type of fuel(s) used by plant and equipment, either belonging to or hired in by them, on the site to enable the Company to calculate the site's carbon footprint.