

Skanska Construction UK Ltd

**Health, Safety, Wellbeing and
Environment Minimum Standards**

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Appendix number	Appendix name			Revision/date
1.	Skanska H&S Policy and Skanska Environment Policy			H&S – February 2020 Env – June 2020
2.	Role Categorisation and Safety Critical workers guidance			Role Categorisation – EHS022 G01 – 01/02/19 Safety Critical workers guidance – EHS022B G01 – 01/06/16
3.	Drugs and Alcohol Policy and Procedure			April 2019
4.	MEWP policy and procedure			MEWP policy and procedure EHS010 G04 – April 2019

5.	Vulnerable road users policy and guidance			Management of Occupational road risk Policy Vulnerable road users procedure Comparison of FORS and CLOCS – 20/08/14 Compliant Vehicles poster – Rev 01 20/08/15 Overview of FORS and CLOCS – 20/08/14
6.	Skanska dust standard			Skanska Dust management standard – Rev 01 01/01/16
7.	Quick Hitch			Quick hitch Clause – EHS010-G02 – September 2009 Quick hitch rules – Rev 01 – September 2009
8.	Surround View cameras			Surround View Camera Standard – EH010-G03 – October 2020
9.	Wheeled plant and underslung loads			Wheeled plant and underslung loads – EHS010-G09 Rev 01 21/12/15
10.	People / plant interface standards			People/plant interface standards EHS 010 G08 – November 2017
11.	Safety Helmet colours			Safety Helmet colours – April 2016
12.	Site Rules			Site rules – rev 05 02/12/20
13.	Plant minimum standards			Plant minimum standards summary – October 2018
14.	Anti-tilt standard			Anti-tilt standard – October 2020
15.	Prevention of falling materials standard			Prevention of falling materials standard – 8 th July 2019
16.	Forward tipping dumper visibility standard			Forward tipping dumper visibility standard – October 2020

1.0 Introduction

This document outlines the Health, safety and Environment standards with which all personnel are required to comply when undertaking work on Skanska projects.

It identifies Health and Safety (HS) and Environment (Env) requirements which are over and above those detailed within H&S Legislation, Approved Codes of Practice (ACOP) and Guidance produced by the Health and Safety Executive (HSE), the Environment Agency and other authorising authorities. Trade Contractors must be able to demonstrate that they have appropriate H&S and Environment management systems in place, monitoring and control processes to comply with these and the additional requirements set out in these standards.

If there is any doubt or misunderstanding of the content of this document the contractor should consult with the Skanska Senior Manager for the project or a nominee for clarification.

There may be Client, Operating Unit, Project or Sector specific requirements above and beyond this document, which where relevant you will be informed of separately.

For reference, Skanska's H&S policy statement and the Environment Policy statement are provided in **Appendix 1**.

This document must also be read in conjunction with the Skanska Sustainable Procurement Policy, and the Supplier Code of Conduct which can be found: <http://www.skanska.co.uk/About-Skanska/Supply-chain-collaboration/>

2.0 Definitions

- 2.1 The Company** – Skanska Construction UK Ltd, or Skanska UK plc forming part of a consortium or Joint Venture with another party.
- 2.2 The Trade Contractor/Supply chain** – Works contractors, Package Contractors, Trade Contractors, Suppliers, specialist contractors, vendors, hirers, consultants, sub-consultants, sub-traders, labour only contractors and sub-Trade Contractors of any tier, engaged on any site of The Company or under any contract to such company.
- 2.3 Company site** – Any construction site, factory, workshop, depot, offices or any other premises wholly or partly under the control of the Company.
- 2.4 Site / Project Lead** – Skanska's most senior manager resident on site or responsible for day to day operations.
- 2.5 Trade Contractor Supervisor** – the Trade Contractors senior person on site supervising the works.
- 2.6 Trade Contractors Operational Team** – The Trade Contractors Operational Team actually undertaking physical work activities

3.0 Skills, knowledge and experience

Skanska UK require that everybody engaged on their contracts/ project/ sites are able to demonstrate the necessary minimum standard of health and safety skills, knowledge and

experience. The following standard should be held by those directing, managing, supervising or undertaking operations on construction sites.

This requirement for individuals to be able to demonstrate formal health and safety training is in addition to a demonstration of skills competency in the form of CSCS as outlined in the Build UK accepted record scheme.

3.1 CSCS Card or Affiliated Scheme

- All personnel working are required to hold a current CSCS card or affiliated scheme for the duties they are undertaking. For those working for Facilities Services, Human Focus cards must be held.
- These details are to be produced at the site induction before commencing work on site.
- CSCS Cards (or Human Focus cards for those working for Facilities Services) must be available on request and will be subject to random verification with the card issuer

The most current version of the Build UK Accepted Record Schemes can be found at <http://builduk.org/information>

3.1.1 Exceptions

Where a person has not yet gained sufficient skills in order to obtain a relevant CSCS card they must obtain a CSCS Construction Site Operative (Green Card which is designed for people working in labouring occupations only). The holder of this card will have obtained a level 1 qualification i.e. 1 Day CITB Site Safety Plus – Health and Safety Awareness and also passed the CSCS Operatives Health, Safety and Environment test. The person must be able to produce evidence that they are working towards skills certification/NVQ etc. as part of an established process plan.

Where a non-UK contractor is used, the skill records of all individual workers must be submitted to the Company during the tender stage for review and assessment. These skill records must include competency and environmental and health and safety training, part of which must include an adequate understanding of UK environment, health and safety legislative requirements

3.2 Skanska Employee skills, knowledge and experience

Skanska UK requires that all Directors, Managers, Supervisors and Operatives hold the correct level of H&S competence for their role, as defined by the Skanska UK Foundation Training Standard.

3.2.1 Trade Contractor Directors

Skanska UK requires trade contractors at director level to be able to demonstrate that they have the necessary skills, knowledge and experience to direct and lead health and safety strategy effectively. The following standards are mandatory, and apply to all projects/contracts/ sites:-

- IOSH Leading Safely
- Management level CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

3.2.2 Trade Contractor Managers

Skanska UK require that trade contractors at manager level are able to demonstrate that they have the necessary skills, knowledge and experience to plan, manage and lead health and safety effectively. The following standards are mandatory, and apply to all projects/contracts/ sites:-

- **For the construction and civil operating units:** the CITB Site Safety Plus - Site Managers Safety Training Scheme (5 Day SMSTS) certificate (valid for 5 years), or 2 Day SMSTS Refresher (valid for 5 years) or IOSH Safety health and environment for construction managers
- **For Facilities Services:** IOSH Managing Safely Certificate (4 Day) (valid for 3 years) and are valid for 3 years.
- **For All:** Appropriate CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

3.2.3 Trade Contractor Supervision

Skanska UK require that trade contractors at supervisor level be able to demonstrate that they have the necessary skills, knowledge and experience to put people to work and monitor to ensure health and safety is effectively implemented. The following standards are mandatory, and apply to all projects/contracts/ sites:-

- **For the construction and civil operating units:** the CITB Site Safety Plus - Site Supervisors Safety Training Scheme (2 Day SSSTS) certificate (valid for 5 years), or 1 Day SSSTS Refresher (valid for 5 years) or IOSH Managing Safely
- **For Facilities Services:** IOSH Managing Safely Certificate (4 Day) (Valid for 3 years)
- **All:** Appropriate CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

3.2.4 Trade Contractor Operatives

Skanska UK require that trade contractors at operative level are able to demonstrate that they have the necessary skills, knowledge and experience to undertake their work with due regard for health and safety. The following standards are mandatory, and apply to all projects/contracts/ sites:-

- **For the construction and civil operating units:** the CITB Site Safety Plus – Health and Safety Awareness (1 Day HSA) certificate (valid for 5 years) or IOSH workplace Health and Safety Awareness for construction operatives or non-construction operatives
- **For Facilities Services:** IOSH Health and Safety at Work for Facilities Services Certificate (1 Day) (valid for 3 years)
- **For All:** Appropriate operatives/trade level CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

4.0 Language

Workers who have English as a second language will only be permitted to work on site in compliance with the following guidelines:

- The worker can demonstrate that they have a basic understanding of both written and verbal English

If the worker cannot satisfy the above the following applies:

- The workers employer must translate the induction and deliver it in the mother tongue
- The workers employer will translate the risk assessment, method statement and briefings and deliver these in the mother tongue
- One English speaking worker who can communicate in the language of the group will be identified as a translator to a maximum group of 4 operatives

5.0 Induction Requirements

All persons working on site and regular visitors will attend a full Skanska site specific induction before they are permitted access to the site. Access will be denied to persons who cannot demonstrate that they have been inducted.

New Starters: Everyone working on site must provide the following before receiving a site specific induction:

- evidence of their entitlement to work in the UK (Passport, birth certificate, Visa's)
- original training cards/certification

In most cases an 'Access Application form' must be completed and given to the project in advance of attending for a site induction – please ensure you check local requirements with the relevant project to prevent delays.

All new starters may be subject to drug and alcohol testing.

Trade Contractor Supervisors: In addition to the site specific induction, all Trade Contractor Supervisors must attend a Supervisors Induction prior to being authorised to undertake the role of a supervisor.

Re-induction: Any person who has been inducted but not attended that site for one month or more shall be required to attend a re-induction. On Facilities Services contracts re-induction is at the discretion of the project team.

Visitors: All visitors to the project must attend a visitor's site induction prior to visiting the construction site and must be accompanied by an individual who has received the full site induction at all times.

Non-English inductions –Where the person inducted does not understand sufficient written or verbal English, it is the employing company's responsibility to translate the induction and communicate in the mother tongue

6.0 Supervision

Trade Contractors are required to provide Supervision for their own Operatives. The Skanska standard for Supervision is a ratio of 1 Supervisor/Manager to a maximum of 12 operatives. However, dependent on risk it may be determined that a Supervisor should be responsible for fewer than 12 Operatives – this arrangement must be discussed and agreed at Project level.

7.0 Culture – Injury Free Environment

‘Injury Free Environment’ (IFE) is about creating a culture of care and concern for one another on our sites to ensure that everyone goes home safely every day.

A 4 hour ‘IFE’ orientation is mandatory, before the individual has been on the project for a duration of 3 months. For persons likely to be on the project less than 3 months, or short term repeated visits, attendance will be at the discretion of the project team.

In addition, all Trade Contractor Supervisors shall attend a 1 day ‘Supervising Injury Free Environment’ orientation within 3 months of completing the 4 hour Injury Free Environment orientation. ‘Supervising Injury Free Environment’ supports supervisors and managers in developing their skill in assigning work through “ask not tell” and balancing the feedback between positive and negative.

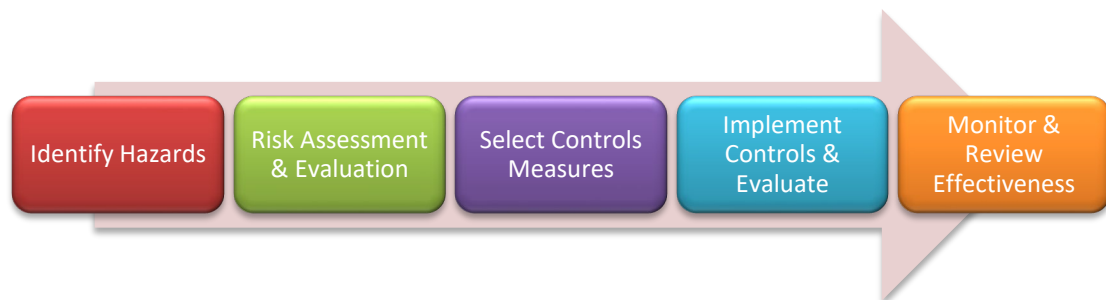
Senior Operations Managers from the Supply Chain with responsibility for Health and Safety will be required to attend an IFE orientation as identified by the company in accordance with risk and spend profiles.

Skanska run regular IFE events (stand up discussions, workshops, forums and conferences) and it is expected that the Trade Contractor visibly supports these events and releases their employees to attend.

8.0 Health and Wellbeing

8.1 Health Risk Management

In construction there are many risks that can harm workers. By law we have a duty to eliminate, prevent or control the risks. It is essential that a suitable health risk management system is in place to manage these risks:



The Trade Contractor shall have competent occupational health provision in place, maintain fitness to work records for their employees and be responsible for managing individuals with health conditions.

The trade contractor shall provide a Health Risk Assessment detailing the statutory Health Surveillance and Safety Critical medical assessment requirements for their staff which should include but may not be limited to;

- Fitness for work assessment
- Respiratory health monitoring
- Hearing health monitoring
- Vibration exposure monitoring
- Skin exposure monitoring
- Vision tests

A copy of the SEQOHS (Safe, effective, quality occupational health service) accreditation certificate should be held on record by the project as evidence of a suitable OH provider providing occupational health expertise and support to the Supply Chain/contractor.

8.2 Health Surveillance

Workers defined by Skanska Occupational Health Standard as 'Category1' (on the tools) will be required to be included in a periodic health surveillance program. See **Appendix 2** for further details.

Health surveillance is important for:

- The detection of ill health effects at an early stage
- Providing information to help evaluate health risks
- Enabling concerns to be raised
- Highlighting lapses in control measures
- Providing training and education

The risk assessment should be used to identify the need for any health surveillance – the health surveillance itself must not be used as a substitute for undertaking a risk assessment and implementing effective controls.

Health surveillance can sometimes be used to help identify where more needs to be done to control risks and where early signs of work-related ill health are detected, employees should take action to prevent further harm and protect employees

8.3 Safety Critical Worker Assessment

Workers defined by Skanska Occupational Health Standard as 'Category 2' (Safety Critical workers) must be included in a periodic health assessment programme. See **Appendix 2** for further details.

The evidence required as proof of suitability of the individual to undertake these duties will be a copy of a 'Fitness to work certificate', issued from an appropriately qualified Occupational Health Provider who should be SEQOHS accredited.

Evidence of 'Fitness to work' shall be provided at induction and the individual should be reassessed by the OH provider, if their health changes significantly e.g. after injury, diagnosis of a condition requiring surgery or ongoing treatment/medication.

8.4 On tool extraction

Where it is not possible to design out the creation of dust resulting from the use of tools and equipment, appropriate controls should be adopted to control the dust emission at source by means of water suppression and / or on tool extraction (OTE).

Where OTE is required, an H (High) or M (Medium) class unit must be used to ensure effective and reliable extraction capability.

See also, **Appendix 6** for the Skanska dust standard.

8.5 Face Fit Testing

Provision of quantitative and qualitative face fit testing shall be provided as required by the employer. The requirement for type and frequency of face fit testing must be assessed in accordance with HSE requirements and risk assessments to ensure legal compliance.

Evidence that 'Face Fit Testing' has taken place must be provided at induction in the form of a certificate of fit testing.

See also, **Appendix 6** for the Skanska dust standard.

8.6 Drug and Alcohol Testing

The Company may undertake testing for evidence of named drugs and alcohol;

- Prior to commencing work on a site,
- Unannounced/random tests – all employees, workers, trade contractors, agency staff and visitors
- Post incident – in the event of an accident that causes or potentially causes injury, loss of life, or damage to property, the employee, worker, trade contractor or agency staff may be required to undergo a drugs and alcohol test
- For cause – any employee, worker, trade contractor or agency staff suspected to be unfit for work because of drugs or alcohol will immediately be removed from site or stopped from commencing work, and required to undergo a drugs and alcohol test.

A failure to partake in D&A testing when requested will result in removal from the project.

Appendix 3 contains the full drug and alcohol policy detailing prescribed limits.

8.7 Working Time

The Trade Contractor shall provide records of working time (plus exceedances and controls) when requested to demonstrate management of working time and compliance with the relevant working time legislation.

9.0 Controls

9.1 Risk Assessment and Safe Systems of Work

All Trade Contractors must provide detailed safe systems of work to the Company in advance of the works including:

- Task specific risk assessments
- Task specific method statements (where required)
- Manual handling assessments
- Noise assessments
- Vibration assessments
- COSHH assessments
- Lifting plans
- Health assessments
- Emergency plans

The documentation must be supplied prior to commencement of the works at a timescale agreed with the project team. Works shall not commence until the Company have confirmed that they have reviewed and are satisfied with the safe system of work submitted. Any delay shall be at the Trade Contractors cost.

The trade contractor must provide evidence that all who are to carry out the works on site have been adequately briefed and records of attendance kept for review and audit. Should the trade contractor introduce new employees during the work activity, the same procedure must apply.

9.2 Pre Task Briefings

To ensure working teams are safely put to work on a daily basis Trade Contractor Supervisors are required to deliver a pre-task briefing to the teams for whom they are responsible.

The following is a basic guide:

- Delivered at the beginning of **every shift and new task or following a change in work process**
- One briefing per task (including if there is a change in the working environment)
- Carried out by the Trade Contractor Supervisor
- Record kept by the Trade Contractor Supervisor
- Records submitted to Skanska on request

Facilities Services specific requirements for pre-task briefings will be provided where appropriate.

9.3 Emergency arrangements

9.3.1 Fire Prevention

The contractor will cooperate with the following Skanska appointments;

- Fire and Emergency Coordinator
- Fire Warden(s)
- Hot Works Responsible Person

General requirements

- In addition to complying with the Fire Precautions (Workplace) Regulations, it is also a requirement that trade contractors comply with The Joint Code of Practice titled "Fire Prevention on Construction Sites"
- A Hot Work Permit regime will be enforced as per the Joint code of practice
- Deliberate burning of material is prohibited on all Projects/Offices/Depots and Factories
- Storage of fuel in plastic containers is prohibited
- Jubilee clips are prohibited for connecting flexible gas supply hoses
- The Storage of gas and flammable liquids inside, under and on buildings must be approved by the project management team through the method statement review process
- Halogen lamps are prohibited
- Smoking is prohibited except in designated areas
- The use of tar boilers must be agreed with the Project Lead. 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
- 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)

9.3.2 First aid provision

All Trade Contractors must ensure first aid provision for their workforce, based on a suitable assessment of the risk and this must detail the arrangements for first aid provision in relation to both trained first aiders and first aid supplies. All first aiders must hold full first aid at work competency.

9.3.3 Rescue plans

All Trade Contractors must provide adequate rescue plans where their operatives will be working in locations from where an emergency rescue may be necessary.

Equipment to implement the plan must be provided and inspected and maintained. A schedule of rescue drills should also be in place.

Developing an adequate rescue plan will require liaising with the Skanska Project team in advance.

9.3.4 Spill Response

All Trade Contractors must provide adequate spill response equipment and develop a spill response plan with the Skanska project team in advance.

9.4 Permits to Work

Permits to work are used to control high risk activities. Permits to work will normally be issued and controlled by Skanska, however the responsible Skanska project manager may delegate the issuing of permits to a competent trade contractor, this appointment by a competent person must be in writing and all trade contractors shall be notified of the delegation.

All completed permits must be returned to the Skanska Authorised Person / Permit Coordinator.

9.5 Inspections and audits

Skanska undertake a variety of H&S and Environment inspections and audits, including but not limited to:

- Weekly site inspections
- Safety and Environment tours/Peer reviews
- Executive Site Sustainability visits (Senior visits)
- Internal Audits
- External audits

Trade Contractors are required to participate in the above and close out any actions that are assigned to them in a timely manner.

Key Trade Contractor personnel are expected to undertake their own H&S and Environment inspections/tours at a frequency determined by risk and agreed by Skanska management. Details of the outcome and actions are to be reported to the Skanska Project team in a timely manner. Use of photos to identify findings in reports is encouraged.

9.6 Work at Height

9.6.1 Scaffolding

- All Scaffold contractors will be members of NASC
- Skanska require that any scaffolding contractor contracted to work on a Skanska UK project, employs a full time Supervisors, who as a minimum is in possession of a current valid Construction Industry Scaffolders Record Scheme, supervisors Card (CISRS), in addition to any certification required for a site manager/supervisor as stated in section 3.2 of this document
- Scaffolding will be erected to TG20 wherever feasible. A compliance sheet must be provided for all scaffolding constructed to the requirements of NASC TG20 to demonstrate compliance with TG20 and BS EN 12811.
- Where a non TG20 scaffold design is required the Skanska temporary works process will be followed. A scaffold design must be submitted by The Trade Contractor for all scaffold works outside of the scope of TG20 which shall be approved by a competent engineer of the Company's choice prior to the erection of any scaffold falling outside of the scope of TG20.
- Scaffolders will work in accordance with SG4
- Preferred access is always via a staircase system i.e. Haki / Layher or similar. Ladders will only be permitted as a means of access from one level to another, where it is proven that a staircase system is unsuitable
- Scaffolds will be inspected by a competent person and records provided to Skanska. In addition all Scaffolds will be tagged e.g. Scafftags
- After erection or any change, scaffolds must be initially inspected by an Advanced Scaffolder or a Scaffold H&S Manager prior to first use. Records of handover must be provided to Skanska. Note: we will also accept a handover from a very competent scaffolder with over 10 years' experience, provided he has been endorsed by his company to be suitably proficient to undertake this role.
- All scaffold components used for edge protection, whether it be around excavations, shafts, roofs etc. are defined as scaffolding and therefore require companies with NASC membership along with appropriately trained CISRS trained operatives to install the scaffolding

9.6.2 Ladders and Stepladders

The following minimum standards apply to the use of ladders and stepladders:

- The use of all ladders and stepladders, is limited to access and where it is impractical to provide a working platform such as scaffold, mobile tower, podium or MEWP
- Aluminium ladders are NOT to be used in live switch rooms or in any location where live electrical facilities are present. Ladders and step ladders made of non-conductive material must be used where live electricity is present
- All ladders and stepladders must be individually identifiable with both the contractors name and unique number or other mark
- All ladder and stepladders must be inspected prior to use and weekly inspections must be conducted and a record kept by a competent person
- All ladders installed to form access as part of a scaffold, must be installed and tied off by a competent scaffolder, in line with SG25. This includes the use of ladders under any erection phase
- A ladder permit system may be employed on Skanska projects

9.6.3 Accessing the top of cabins

In order to prevent the need to accessing the top of cabins during loading and unloading operations the following must be followed:

Low level lifting points must be used on all cabins and ISO containers which are not being stacked (these may be permanently fixed low level engineered lifting points or adjustable lifting points that allow lifting accessories to be attached from ground level),

If this cannot be achieved the individual situation must be risk assessed in conjunction with the Skanska H&S team and project operational team, to eliminate or reduce the need to work at height. Alternative methods may include the use of pre-slung loads and / or the Elebia hook (or similar), but note that these are only suitable options for equipment in situ for less than 12 months due to the requirements for certifying lifting accessories.

9.6.4 Mobile Scaffold Towers

- Must be individually identified and controlled using a tagging system that details:
 - who the tower belongs to
 - who erected it
 - the date of the last inspection
- Must be erected and inspected by PASMA trained operative in line with the manufacturer's instructions

9.6.5 Lift Shaft & Riser Protection

During construction lift shafts & risers will;

- Be provided with a designed working platform at each and every floor level below the level under construction, installed from the bottom up or another Skanska approved alternative method, such as hoist internal to lift shaft
- Be provided with a full height lockable door / gate to be installed upon striking of the formwork / completion of the shaft walls at each floor level
- Be provided with lighting at every floor level
- Be under the control of one named company and all access controlled by a permit to work system
- Have signage indicating this is a lift shaft, SWL of platforms, Lift shaft "Controller" Name / company
- Allow for intermediate access to reach any valves or fire dampers

9.6.6 Open Edges and Openings

- All openings must be clearly marked with indelible markings
- Netlon type fencing / barrier tape as an edge protection or barrier for restricted area demarcation barrier is prohibited
- Staircases will be installed with an integrated handrail or with a proprietary handrail system
- Where the construction is steel framed, edge protection will be installed on the beams prior to lifting into place and securing.

- Skanska operates a 'no gaps' standard in relation to guard rails above the 1st storey on buildings to prevent the fall of materials and debris. All guard rails must be filled with debris netting, K-guard or similar.
- All scaffold components used for edge protection, whether it be around excavations, shafts, roofs etc. are defined as scaffolding and therefore require companies with NASC membership along with appropriately trained CISRS trained operatives to install the scaffolding

9.6.7 Falling materials and Tool Tethering

All items used at a height from which they could fall will be used and stored in a suitable manner to prevent the possibility of items falling. Where items cannot be suitably secured during use or storage exclusion zones must be created, demarcated, labelled and maintained until the risk of the item falling has been removed. These must be suitable to contain any falling item based on an assessment which takes account of what might fall, from where, from what height, and potential to be deflected if striking a structure.

The need for clear zones adjacent to guard rails above the 1st storey on buildings must be risk assessed – where practicable the clear zones should be a minimum of 1m from the guard rail. Clear zones must be physically marked out.

All tools used at height where there is a risk of the tool falling further than the working platform the user is on shall be secured to a suitable anchorage point using specifically designed tool tethering equipment. Means of physically securing secondary attachments to prevent them from falling, must also be in place. Eg: socket on a ratchet wrench being secured with a pin.

All materials must be stored and handled in line with the 'Prevention of falling materials' standard as found in **Appendix 15**.

9.6.8 Mobile Elevating Work Platforms

All work involving the use of a Mobile Elevated Work Platforms (MEWPs) on site must:

- be planned by a competent person who has completed the MEWP for Managers course
- have a specific risk assessment in place
- use the appropriate equipment
- have sufficient emergency arrangements in place (e.g.: rescue plan) and a drill schedule
- ensure the prohibition of lone working, with the exception of van mounted MEWPS where lone working is permitted for short duration tasks, following risk assessment

In addition all MEWPS will:

- be the correct MEWP for the task
- Be compliant with Skanska's MEWP policy (see **Appendix 4**). This policy requires that all category 3b MEWPs are fitted with a safety device fitted to the basket of the machine to guard against serious operator injury from entrapment
- be provided for a reception check by Skanska prior to being used on site

- have designated, authorised users who are clearly identified
- have valid weekly and daily inspections carried out and valid certification in place
- be removed from use following the identification of relevant defects

9.7 Demolition

Skanska UK requires that only Contractors who hold current membership of the National federation of Demolition Contractors (NFDC) are contracted to work on Skanska UK Ltd Projects.

Skanska UK require that any demolition contractor contracted to work on a Skanska UK project employs a full time supervisor, who as a minimum is in possession of a current valid Gold Card (demolition supervisor card)(CCDO) in addition to any certification required for a site manager/supervisors as detailed within section 3.2 of this document. Operatives must also hold the relevant demolition card.

9.8 Temporary Works

The arrangements for minimising and controlling risks throughout the temporary works life-cycle are set out in the Skanska UK temporary works procedures.

The project lead is responsible for ensuring that a Skanska Temporary Works Coordinator (TWC) is appointed. The TWC is responsible for ensuring that all design and construction work is carried out in accordance with the agreed TW procedures. All suppliers (designers, sub-contractors, third parties etc.) are bound by and must work in accordance with the Skanska UK TW procedures. The Companies temporary works procedures and the requirements of BS5975 shall be met and discussed at the pre start meeting. All Temporary Works are to be designed, design checked, installed, dismantled and checked/approved for loading/unloading by competent people. Demonstration of their competence to discharge their professional responsibilities will be required.

All construction materials, components and the physical construction of the Temporary

Works are inspected and approved to ensure their compliance with the design. This will be done through the Temporary Works process.

All excavations shall be subject to a risk assessment by a competent person. The purpose of such a risk assessment is to identify the need for an appropriate engineering solution, e.g.: shoring, battering or stepping, which has been subject to an approval process. Excavations 1.2m or deeper, without exception shall require the installation of an engineering solution.

9.9 Lifting Operations

9.9.1 Competence

Appointed Person competent and holds a valid CPCS Appointed Persons qualification.

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

Slinger / Signaller competent and holds a valid CPCS Slinger/Signaller qualification except for Lorry Loaders where an ALLMI card is acceptable. NOTE: only CPCS cards that state 'All Duties' cover all types of lifting plant. Modules A & B cover cranes, C covers Hiabs, D covers Excavators and E covers Telescopic forklifts.

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

Operators competent and holds a valid CPCS card for the category of excavator they are operating. This card must include CPCS lifting operations training (A58C/A59C or A10/12).

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

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 rotating telehandler equipment or operating with suspended loads. Note: the only rotating fork lift that can be used is a MERLO as this has all the required safety features needed to lift suspended loads. A Merlo must have a competent fully trained operator.

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.

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. Records of familiarisation must be available.

Additional Requirements:

- For Basic Lifts an individual can only undertake more than one of the duties above where they have the required competency.
- Where a red (Trainee) CPCS card is presented the holder must also provide evidence that they are working towards the achievement of a blue (Competent Operator) CPCS card. (See competence section)
- On very busy or complex sites, Crane drivers/Appointed persons/Slinger Signallers/Plant Operators, must hold a Blue card. Red card holders can only work under the guidance of experienced competent people.

9.9.2 General Requirements

- Lifting Accessories must be clearly marked to identify the date of next inspection. This may be through a colour coding or tagging system.

- 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 shall be calculated or obtained from the crane manufacturer. This shall take account of all routes that may be traversed. Ground conditions, underground services and position of any substructures must also be fully considered by the Temporary Works Coordinator and the Appointed Person.
- The Company requires completion of a Lifting Appliance Checklist prior to any lifting appliance commencing work. This will require all statutory certificates and registers for the lifting equipment and lifting accessories to be readily available for 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.
- Where the crane or part of the load being lifted can enter prohibited space, such as over a public highway, over a site boundary or adjacent to overhead lines, the crane must be fitted with zone limiting devices. The limiting devices must limit both slewing and derricking as required.
- Where the tower crane or part of the load being lifted can make contact with another tower crane, each tower crane must be fitted with an anti-collision device. Where a trade contractor erects their own tower crane the anti-collision system must be compatible with the company's.
- 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.
- Non-hydraulic crawler cranes are prohibited.
- Mobile cranes are prohibited from extracting sheet piles.
- The use of excavators, telehandlers, lorry loaders and lift trucks for lifting personnel is prohibited.
- The use of all types of forks fitted to or suspended from 360 excavators and the backhoe of a 180 excavator is prohibited
- The use of Gin Wheels not fitted with an automatic brake is prohibited.
- The use of Swivel Hoists is prohibited.
- The use of radio controlled glass lifting accessories are prohibited.
- The slinger/signaller is prohibited from acting as the crane operator, except in the case of lorry loader lifting.
- It is prohibited to under sling loads under the forks of wheeled mobile plant for transportation

9.9.3 Lifting With Excavators

- When planning a lifting operation the Trade Contractor must consider whether an excavator is the most appropriate machine for the task. The Company Plant standards for excavating equipment must be complied with.
- 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 Lift Plan must be in place for all excavator lifting operations.
- In order 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.
- When lifting with excavators the bucket must be removed, ensure the shackle is attached to the designed lifting point and is free hanging, and place a swivel shackle between the load and the lifting point.
- Any excavator used for lifting shall be fitted with the following equipment and only once a lifting plan has been developed and approved;
 - Load hooking device (if a hook must be fitted with a clip)
 - If maximum lift is over 1000kg (1 tonne) a boom lowering control i.e hose burst check valves to ISO 8643:97
 - Acoustic or visual limiter / indicator
 - Outriggers / blades to manufacturers standards
 - All attachments must be compatible and have the SWL indicated (and shall be included within the weight of the lift)

9.9.4 Loading and unloading

All loading and unloading of medium and high risks loads must be undertaken in line with the project loading and unloading management plan.

9.9.5 Tag lines

All Tag lines used must provide the following:

- Load control (detailed within the manufacturers instructions)
- Anti-tangle
- Anti-burn
- Hi-Viz and reflective
- Snap on and hook up connectivity, including non-conductive hooks where required
- Easy to clean – including a wipe clean reflective strip
- Available in different lengths suitable for the load and site conditions

10.0 Excavations and Buried Services

- No excavation works shall be undertaken without an up to date permit to avoid underground services and identify environmental risks having been issued by the Company.
- It is the responsibility of The Trade Contractor to provide a competent person to carry out the location and recording of underground plant, within the area(s) of working. All equipment utilised in the operation of locating and recording underground plant must be calibrated and evidence of calibration forwarded to The Company within a reasonable time scale on request.
- The use of non-contact methods i.e. vacuum excavation / air lance is the preferred method for excavation.
- Conventional hand digging excavation work methods must use electrically insulated digging tools.

- The Trade Contractor shall equip and train all competent persons responsible for the location of underground plant. The type of equipment must be agreed but should provide a depth reading in genny mode and record of usage.
- Where a Trade Contractor is employed to carry out drilling operations through a structure i.e. Core Drilling, The Trade Contractor must supply the responsible person with a hand held cable detector and provide manufacturer training in the use of this locating device prior to issuing the equipment.
- Before breaking ground all relevant utility plans must be on site for the specific area.
- The use of road pins must be avoided wherever possible, and alternatives such as 'Pinsafe' must be used. Where the use of road pins is not entirely avoidable, non-conductive road pins, such as those made of fibreglass must be used
- See Temporary Works section for further guidance on design and shoring of excavations
- When dewatering of excavations is required, suitable control measures must be in place, eg silt socks, to prevent silty discharge into a drain.

11.0 Plant & Equipment

- Operators of plant must hold a current skill card for the equipment they are operating, which is recognised within the most current version of the Build UK Accepted Record Scheme
- Additional training will be required for the operation of ancillary equipment i.e. quick hitches / lifting equipment / grabs etc.
- **Quick hitches** - All Quick Hitches buckets will be of the 'new generation' fully automatic double-locking device that locks both pins of the bucket.
- **Surround View visibility** - All items of plant with blind spots and within the scope of the Skanska Standard, will be fitted with a proximity warning system which meets the technical requirements for all-round visibility. See **Appendix 8** for full details
- **MEWPs** – see section 9.6.7 and **Appendix 4**
- **Wheeled plant and underslung loads** – see lifting section 9.9 and **Appendix 9**
- **Exclusion Zones** – suitable exclusion zones must be implemented and maintained when excavators are in use. See **Appendix 10**
- **Anti-tilt devices** – will be fitted to wheeled dumpers of any size where the risk assessment identifies that the gradient required for operating may pose a risk of overturning. This is to be in line with the requirements of the 'Anti-Tilt standard' contained within **Appendix 14**.
- **Forward Tipping dumper visibility standard** – all forward tipping dumpers will be selected and used in accordance with the 'Forward Tipping Dumper Visibility Standard' contained within **Appendix 16**
- The Trade Contractor will ensure that any Horizontal Directional Drilling rigs have safety guards fitted to prevent entanglement that comply with HSE requirements. Operators of Horizontal Directional Drilling rigs will hold appropriate city and guilds training and certification, namely city and guilds safe operation of horizontal directional drilling rigs. Supervisors of Horizontal Directional Drilling activities will hold appropriate city and guilds training and certification, namely C&G 386 Management and Control of Horizontal Directional Drilling Projects.
- The use of one ton dumpers is prohibited. This is due to previous incidents of overturning
- Forward tipping dumpers above 6 ton will have the following features to ensure clear visibility for the operator:
 - raised driver seat
 - low head board to prevent overloading of the skip
 - an angled skip to maintain operator visibility
- Copies of all relevant certification/documentation must be held on file and made available on request by the Company
- All plant will be provided for a reception check by Skanska prior to being used on site

- The sound power level in dB of all plant to be used on site must be provided and, where practicable, the plant with the lowest sound power level must be used.
- All compressors, percussion tools, plant and vehicles will be fitted with effective silencers of a type recommended by the manufacturer
- All plant will be shut down or throttled back to idling speed in between periods of use
- All relevant plant will comply with the permissible noise levels set out in the appropriate European Directives and any local restrictions
- All plant and equipment is to comply with the relevant air emission guidelines for particulates e.g.: London Non-Road Mobile Machinery (NRMM) and low emission zone requirements and documentation is to be made available when requested
- Where practicable, low carbon plant must be used eg electric or hybrid.
- Plant and equipment will be maintained in good working order, with particular attention being paid to the condition of silencers and acoustic panels
- Auto-retractable safety knives shall be utilised wherever possible, in favour of conventional fixed Stanley blades. Where the use of auto-retractable blades is not practical, the use of a conventional fixed stanley blade is to be risk assessed and control measures agreed with the Skanska project team prior to use
- The use of metal tri-blade brush cutters and strimmers and chain-link blades on brush cutters are prohibited.
- Angle grinders – must only be used by those who hold an abrasive wheels training certificate and are able to demonstrate competence. NOTE: Petrol driven cut off saws are not classed as an angle grinder and require the operator to have a separate qualification. Angle grinders must not be used without the correct guard being fitted (cutting, grinding or enclosed extraction).
- Mobile plant must have “white noise” reversing alarms fitted to reduce the impact on nearby neighbours.
- Spills kits must accompany items of mobile plant

12.0 Protecting Vulnerable Road Users Requirements

In line with Skanska’s commitment to improving the management of road related risk, and the work of both FORS and CLOCS, Skanska requires that all parties who bring vehicles to a Skanska location will comply with Skanska’s vulnerable road users policy. See **Appendix 5**.

13.0 Electrical Safety

- All electrical portable appliances will be fully PAT Tested, registered and labelled showing the Trade Contractor and / or the plant hires name and next test due date

Construction sites Type of equipment	User Checks	Formal Visual Inspection	Combined Inspection and test
110 V Equipment	Yes, Weekly, Recorded	Yes Monthly	Yes before first use on sit, then 3 Monthly
230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then 3 Monthly (portable RCDs- Monthly
Equipment in site offices	Yes, Monthly	Yes, monthly	Yes before first use on site then yearly.

- No work shall be started in the vicinity of overhead power cables without the approval of the Company Project Lead and until all precautions and protection as stipulated in the HSE Guidance Note GS6 "Avoidance of Danger from Overhead Electric Power Lines" have been taken
- Radiant space heaters, heaters without thermal overload and tubular heaters not fitted with a wire cage are prohibited
- Multiway plug and socket adapters must be fused and surge protected
- 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 Project Lead and only then in agreed designated locations

14.0 Noise, dust and vibration

Activities must be planned and carried out in compliance with environmental legislation, the project's Environmental Management Plan Requirements and associated consents.

- Prior to starting on site, Trade Contractors who will be undertaking works causing significant noise, dust or vibration, must demonstrate to the company how the risk of such activities will be mitigated and managed. Information must be included within risk assessments and method statements for agreement by Skanska UK PLC
- All best practicable means must be used to reduce noise, dust and vibration impact.
- Dampening down will be carried out to reduce dust. Where practicable, rainwater or grey water will be used for dampening down
- All must comply with the Skanska Dust standard (**Appendix 6**)

15.0 Pollution Prevention

To minimise the negative impact of our operations on water, land and soil quality:-

- Where practicable, the concrete supplier will not washout concrete onsite. Washout should be undertaken at the batching plant. Where this is not practicable, the supplier must liaise with the Skanska Project Team.
- Washout of concrete wagons on site must follow the regulatory guidelines to prevent pollution eg via a proprietary concrete wash water treatment system.
- Static fuel tanks (even double-skinned/bunded) must be sited on an interceptor drip tray as a 3rd level of protection and should be sited as far as possible from sensitive environmental receptors
- Mobile fuel bowsers and compressors must have an appropriately sized drip tray eg plant nappies underneath them at all times
- All drums of fuel or CoSHH substances must be bunded to 110% capacity of the largest container or 25% capacity of all the containers, whichever is greater. The bund can be either a plastic sump pallet or of concrete construction built in-situ. The bund must be covered to prevent rainwater ingress. The relevant material safety data sheets (SDS) must be displayed next to the bund.
- Smaller CoSHH items (e.g. mastics, aerosols) must be separately stored in site safes with the relevant SDS kept in the safe.
- The appropriate type, eg oil or chemical, and quantity of spill kits must be provided with mobile plant and training given to employees on how to use them.
- Drip trays or plant nappies are to be provided for small plant and they are to be emptied of rainwater without causing pollution .

- Refuelling must be undertaken at least 20m away from any watercourse and must be done by a competent person.
- In case of pollution run-off into drains, covers or filters must be put in place

16.0 Waste

Skanska has a commitment to deliver zero waste to landfill and has a long term objective to generate zero waste from its projects. Skanska will work to adopt and implement standards for good practice in preventing and reducing waste, recycling more, and increasing the use of recycled and recovered materials.

To meet these commitments and objectives all Trade Contractors working on projects must provide Skanska with a site waste management plan for their work activities prior to starting on site. This must include the anticipated type, volume of waste, waste carrier and end destination authorisations and how the Trade Contractor will minimise it e.g. by using reusable packaging, as well as minimising waste from over-ordering, material damage, and off-cuts.

The waste hierarchy and waste duty of care requirements must be followed when working on a Skanska site:

- prevent unauthorised or harmful deposit, treatment or disposal of waste
- prevent a breach (failure) by any other person to meet the requirement to have an environmental permit, or a breach of a permit condition
- prevent the escape of waste from your control
- ensure that any person you transfer the waste to has the correct authorisation
- ensure a waste transfer or consignment note is completed for every movement of waste

For those Trade Contractors instructed to manage their own waste on a Skanska site, the following applies:-

- Waste must be segregated into separate skips for, as a minimum, concrete and hardcore, wood, plasterboard and metal.
- Signage identifying the correct waste type and six digit waste code must be displayed on every waste skip and container
- All timber pallets must be returned to suppliers where possible or recycled for use
- Hazardous Waste (e.g. used CoSHH items, contaminated spill kit materials) must not be mixed with any other waste. Lockable wheelie bins must be purchased for on-site segregation.
- A specialist and appropriately licensed company is to be used to remove Hazardous Waste directly from site
- Suitable containers (e.g. clip-top drums) for the disposal of Hazardous Waste must be sourced from a specialist Hazardous Waste company.
- Monthly waste data to be supplied to Skanska using the Skanska template.

Prior to any waste leaving site, all Trade Contractors that have responsibility for their own waste streams must provide the following documents:-

- Trade Contractor site waste management plan
- Where necessary, a waste classification in accordance with the regulatory guidelines
- Valid Waste Carriers Registrations issued by the environmental regulators for all companies removing waste
- Valid environmental permissions (eg permits, exemptions) for all facilities where all the waste streams are transported to
- An example of a Waste Transfer Note and Hazardous Waste Consignment Note to be used

All Trade Contractors responsible for the removal of their own wastes must report waste quantities (as tonnage and volume) for each waste stream, in a timely fashion to the Company on a monthly basis, using the agreed format. Supporting Waste Transfer Notes and Hazardous Waste Consignment Note must be made available to the Company immediately on request.

17.0 Carbon

Skanska has a long term Net Zero Carbon 2015 target and to meet this target, Trade Contractors must:

- Report all energy use (e.g.: electricity, site diesel), material use and delivery miles in a timely fashion to Skanska on a monthly basis, using the agreed format. This must include details of how the associated emissions have been minimised
- Report details of embodied carbon, for carbon foot printing calculations, in materials used on sites in a timely fashion to Skanska on a monthly basis, using the agreed format. This must include details of how the associated embodied carbon has been minimised during material production
- Co-operate with the Project Team on carbon reduction goals and demonstrate how they plan to reduce both construction related and embodied carbon.

18.0 Water

Skanska has a long term objective to minimise both water used on site and embodied water contained in its products. To meet these objectives, Trade Contractors must:

- Report all water use on site in a timely fashion to the Company, on a monthly basis, using the agreed format. This must include details of how the associated water use has been minimised
- Report details of embodied water in materials used on site in a timely fashion to the Company on a monthly basis, using the agreed format. This must include details of how the associated embodied water has been minimised
- Co-operate with the Project Team on water reduction goals and demonstrate how they **plan to reduce both construction related and embodied water**. The Trade Contractor must comply with all legal, Environmental Management Plan and consent requirements for the protection of controlled waters (rivers, ditches, groundwater)

19.0 Personal Protective Equipment

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

- Appropriate coloured safety helmet (or bump cap where specified that this is adequate) (See Below) with, where applicable through risk assessment a chin strap or other appropriate restraining device
- A high visibility jacket or vest class 2 (or Class 3 when required by a project specific risk assessment)
- Safety footwear (incorporating toe and mid sole protection and which provides appropriate support to the ankle)
- Gloves (specific to the task)

- Safety glasses (incorporating prescription lenses where necessary and impact rated where relevant)
- Head protection shall display the wearer’s name (first name, first and surname or (non-offensive) nickname) and have a completed ICE tag attached.
- All personnel must keep their torso and legs covered at all times. Arms must also be covered when required by risk assessment.
- When breaking ground, where there is a risk of contacting live services, the control measures used should include the wearing of all in one protective clothing for heat and flame (FR index 3 and Arc class 1 as standard)
- Safety visors used for brush cutting must be either: impact rated polycarbonate (EN166 1B), or, metal mesh visor with impact rated safety glasses (EN166 1B) underneath.
- As a member of Build UK, the following safety helmet colours must be used on all Skanska sites from January 2017.
- Prior to January 2017, projects may follow the previous Skanska standard or adopt the new Build UK standard early
- See **Appendix 11**

Colour of helmet	Occupation
Black	Supervisor
Orange	Slinger/signaller
White	Management and competent operatives and trades
Blue	Visitor/young person/inexperienced worker
Yellow	OPTIONAL – for identifying management as separate to competent workforce (this will be informed locally)

19.1 Works on the Public Highway

- A high visibility jacket or vest class 3
- High visibility trousers for high speed roads or where required by risk assessment

19.2 Track side specific requirements.

Safety helmets worn on or near the line side to be white in colour except under the following circumstances where the individual's safety helmet shall be blue in colour:

- Individual is issued a Track Visitors Permit (TVP)
- Individual is in receipt of a Personal Track Safety (PTS) card with a green square symbol on it; or
- The provision of NR /PRC/MTC/SE0089 - Individual is included on the Infrastructure Maintenance New Starters Mentoring (Passport) Scheme.

The name or logo of an individual's Sentinel Sponsor (or other name or logo agreed with Network Rail) may be marked upon a safety helmet. Such markings shall not exceed 10% of the safety helmets visible surface area.

Safety footwear that complies with BS EN ISO 20345 and which has a covered protective toe cap, mid sole protection and provides support to the ankle (Lace up – not Rigger type).

High visibility orange body clothing with reflective tape to comply with Railway Group Standard GO/RT 3279 and BS EN 471 Class 2. The outer layer of the upper body high

visibility clothing must be clearly marked on the back with the individual's Sentinel sponsor's logo or other logo agreed with Network Rail. (Full length waistcoats, long

sleeved jackets, or similar garments that comply with the standard are suitable, but minivests are not. Sentinel sponsors should supply the garment marked with their logo and the only other logos that may be agreed at the discretion of the Network Rail Project Manager are those which denote a particular project and contract. This type of logo should be printed directly onto the background material between the vertical retro reflective bands on the rear of the garment). The use of high visibility trousers or over trousers which comply with GO/RT 3279 and BS EN 471 Class 1 is also mandatory.

Foul weather clothing (Coat and trousers) to Railway Group Standard GO/RT 3279 and BS EN 471 Class 3 (Gortex type breathable/ water resistant material)

19.3 Additional Requirements

- Other items of Personal Protective Equipment that may be required following a task specific risk/ COSHH assessment.
- The minimum standard of disposable face mask for particles is FFP3.
- All wearers of filtering face piece RPE must have undergone a suitable and sufficient face fit tested for each specific RPE worn.
- Where the Company issues PPE to the Trade Contractor, the Trade Contractor shall ensure that all leavers return any items of PPE issued to the Trade Contractors workforce to The Company for disposal. Failure to return PPE shall attract a charge levied by the Commercial Department. This is a security requirement.

20.0 Asbestos

On projects where the presence of asbestos is known, the Company will advise the trade contractor. Specialist Contractors, who are approved and licensed by the Health and Safety Executive for the type of work to be undertaken, will carry out the works and remove asbestos from site

Asbestos must be managed and disposed of in accordance with waste legislation.

21.0 Work Areas

- All material in storage must be palletised, stored on racks or specialised / bespoke storage systems
- All temporary electric cables (junction boxes, extension leads etc.) are to be secured using "sky hooks" or the equivalent, routed safely and not cause trip hazards by trailing across the floors / walkways
- Good housekeeping must be practiced at all times

22.0 Out of hour's works

Out of hours works will be carried out in line with Skanska's out of hours working procedure. All out of hours working must be agreed by prior arrangement with the Company Project Lead.

23.0 Public Interface

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

Where any proprietary barriers are provided by the Trade Contractors, they will be erected in accordance with the manufacturers' instructions or subjected to temporary works design.

24.0 Materials

Skanska has an objective to proactively select and use materials that are benign to humans and the environment and to use zero unsustainable materials; details are included in the Skanska Sustainable Procurement Policy (<http://www.skanska.co.uk/About-Skanska/Skanska-Supply-Chain/>) which must be followed including guidelines in the use of:

- Timber products (FSC or PEFC certified)
- Quarried products
- Recycled and secondary materials (WRAP Quality Protocol compliance)
- Ethical sourcing (BES6001 and Modern Slavery Act)
- Materials promoting a Circular Economy

Trade Contractors must:

- Report all deliveries of timber and timber products in a timely fashion to the company on a monthly basis, using the agreed format. Supporting delivery notes, clearly stating the chain of custody number associated with the delivery, must be made available to the Company immediately on request
- Report all deliveries of quarried products in a timely fashion to the Company on a monthly basis, using the agreed format. Supporting delivery notes must be made available to the Company immediately on request
- Ensure that all products containing recycled content are recorded and reported in a timely fashion to the Company on a monthly basis using the agreed format. Supporting delivery notes and appropriate documentation to demonstrate compliance with the applicable quality protocols must be made available to the Company immediately on request
- Report all delivery mileage, vehicle type and associated transport CO2 emissions must be reported in a timely fashion to the Company on a monthly basis, using the agreed format. This must include details of how the associated transport CO2 emissions have been minimised

For storage of materials:-

- All material in storage must be palletised, stored on racks or bespoke storage systems
- Good housekeeping must be adhered to at all times
- Any storage of materials on site should not expose them to the effects of weather or cause any environmental harm eg runoff into watercourses
- For goods and materials that can perish, producer's storage specifications shall be followed at all times

25.0 Supply Chain

25.1 Selection of Supply Chain

- All Trade Contractors shall be assessed, and approved, for Safety, Health, Environmental and Quality competency prior to commencement of works in accordance with the Company's management systems, criteria's and assurance audits.

- Demolition Contractors must be a current member of the National Federation of Demolition Contractors (NFDC). Evidence should be obtained regarding competency and adequacy of all resources (Personnel and Plant) before orders are placed.
- For the installation of standard and designed scaffolds only scaffold contractors who are full members of the National Access and Scaffolding Confederation (NASC) are to be employed on the project whether directly by Skanska or by a Trade Contractor.

25.2 Sub Sub-Contracting

- All Sub Trade Contractors shall be approved in writing by the Company prior to commencement of works. The trade contractor shall provide evidence of their assessment of Safety, Health, Environmental and Quality competency to the Company.
- Any Sub Trade Contractor found working who has not been assessed by the Company will be immediately removed from site and any associated costs caused by such removal will be the responsibility of the relevant Trade Contractor.

25.3 Health and Safety and Environment Advice

- The trade contractor must have access to competent health and safety and Environment advice, either in-house, or from a consultant. The trade contractor's nominated safety advisor must be a member of IOSH and meet Skanska's competency requirements (minimum NEBOSH General or Construction) with evidence of their competency and contact details provided at the pre-start meeting and / or prior to commencement on site.
- The Trade Contractor's health and safety and Environment advisors are required to thoroughly inspect their works (frequency of visits dependant on risk) and leave a detailed report with the Project Lead identifying any areas of concern and recommendations for remedial action.
- The Trade Contractors management is responsible for immediately implementing the H&S/Environment advisors recommendations and formally confirming satisfactory close out to the Project Lead in writing.
- Where the above cannot be achieved, alternative arrangements must be agreed with the Senior Health and Safety Manger and Environment Manager of the relevant Operating Unit.

25.4 Additional requirements

- A senior representative of The Trade Contractor must attend a Health and Safety and Environment meeting on a monthly basis or as requested. This may be included within operational progress meetings.
- The Trade Contractor's Senior Management and Directors, with direct responsibility for the project, shall demonstrate visible leadership, reinforce and recognise good performance and shall undertake a minimum of one Health, Safety and Environment site visit per month or as directed by the Company. Any such visit must be advised to the project lead prior to arrival and prior to leaving the project.
- The Trade Contractor supervisors shall undertake recorded Health, Safety and Environmental inspections of their work site, the frequency of which shall be agreed at the pre-start meeting, but which shall not occur less than every week. Copies of the reports from the inspections shall be provided to the Company for inspection on a weekly basis.

26.0 Communications

Skanska UK runs regular communication events on all projects, including, but not limited to:

- Toolbox talks
- IFE stand ups
- Global Safety Stand Down's
- H&S and Environmental alert briefings
- pre task briefings

It is expected that all Trade Contractor representatives and operatives are made available to participate in, and support such communications.

27.0 Incident Reporting and Investigation

- All Health, Safety and Environmental incidents, including near misses and those that result in injury, harm or damage, must be reported to the Company Project Manager immediately and sufficient details provided to allow records to be kept.
- The Trade Contractor, must undertake their own investigations where required and outline actions taken to prevent reoccurrence.
- Where incidents are reportable under RIDDOR a copy of the statutory report must be provided to the Project Lead.
- The Trade Contractor must provide copies of their internal incident investigation report to the Project Lead within a reasonable timescale and co-operate fully in any investigation conducted by the Company. The Company requires initial investigation details for all accidents within 24 hours.
- Where there is absence or long term impact from an incident, the Trade Contractor must pass on new information to Skanska in a timely manner.

28.0 HSE, EA and Enforcement Agency visits

- Should the Trade contractor receive any HSE, EA or enforcement agency visits, the detail of these visits must be communicated to the Skanska project team, in a timely manner. Any actions taken, or follow up requirements must also be communicated to the Skanska Project team

29.0 Provision of Information

- The Skanska Project team may ask the Trade contractor for copies of records or further information such as:
 - Pre-task briefing records
 - TBT records
 - Records of hours worked
 - Number of people on site
 - Inspection records
 - Etc.

It is expected that any such request for information will be actioned in a timely manner.

30.0 Site Rules

Health Safety Wellbeing and Environment Minimum Standards

Revision 8. Issued December 2020.

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Appendix 12 provides the basic Skanska Site rules that are applicable to all locations. Where there are additional location or Client specific site rules, these will be communicated during the site specific induction.