



# MANAGEMENT OF HEALTH AND SAFETY

Policy Document

HS-POL-001-H&S Policy Document\_V12

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## Document Control

The custodian of this policy is responsible for its accuracy and safekeeping

The Health and Safety Policy and, where applicable, the corresponding procedures may be provided to outside organisations on request and as approved by the Managing Director.

It must be provided on request by the Enforcing Authority (Health and Safety Executive or any Local Government Environmental Health Department).

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## Amendment History

Version No	Revision Date	Sections Revised	Details of Revision or Amendments made
V1	01/09/14		Whole New Document
V2	17/09/14		Links to Health and Safety Manual added only
V3	29/10/14		Links to H&S Management System Guidance added
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V5	14/06/16	1.3	1.3 – Increased Mobilengine applications added – Hyperlink to Enterprise Master Document added 3.1 – Added the 'STEP' Campaign
V6	17/01/17	3	Amended section 3 'Behavioural Safety Arrangements' to take account of the current Behavioural Safety Programme

Version No	Revision Date	Sections Revised	Details of Revision or Amendments made
			<p>3.13 Mobilengine link added - User Guide for plant inspections</p> <p>3.16 Method Statement Content</p> <p>3.17.1 Consultation – Added section on use of ‘Observation Cards’</p> <p>3.26 COSHH- Removed Sevron reference and created new template link.</p>
V7	31/03/17	3	3.26 COSHH Procedure added Formatting entire document
V8	20/11/17		‘Review by’ added to Document Control Section
V9	14/8/18	All	<p>Full document review and update.</p> <p>Section 1 re-written</p> <p>Section 2 – Roles and Responsibilities amended to remove duplication and duties not specific to H&amp;S which are covered in MAN03. Lifting team RR removed as covered in SOP-SHE02</p> <p>Clarification of the difference between Management and Operational Procedures in section 4</p> <p>Operational controls section 4 onwards fully revised with the content of some extracted to form individual Operational or Management Procedures with document references added</p> <p>Embedded Enterprise Shortlinks replaced with document reference (highlighted blue), and appendix containing all referenced documents and their links added.</p>
V10	14/10/19	All	<p>Annual review – no significant changes until new IMS goes live and so current reference numbers highlighted blue</p> <p>Changes to the role of HS Director</p> <p>Addition of McGee Piling</p>
V11	20/01/20	All	<p>Overall review</p> <p>Addition of duties and responsibilities as designers, of Asbestos removal section, of monthly safety leadership meeting</p> <p>Emphasis of McGee duties as designers under CDM</p>
V12	20/04/20	18.4	Addition of COVID-19 management. Shortlinks appendix B temporarily removed during the IMS configuration

# 1. Policy and Purpose

## 1.1. Introduction

This Policy is designed to inform staff and employees of McGee 's principles regarding Health and Safety.

The Safety, Health and Welfare of all employees of McGee's are of paramount importance to the organisation and its Directors in all aspects of the organisation's work.

The Health and Safety Management system (SMS) referred to in this Policy, is based on the requirements of various legislation, including, the Health & Safety at Work Act 1974 and associated applicable regulations. The range of regulatory requirements has been reviewed by McGee and a legislation register compiled in document MF-IBP037

This Policy does not replace the various regulations, codes of practice, standards, guidance notes and advice issued by the Health & Safety Executive but sets out the essential requirements in a form recognised by McGee's.

The SMS is designed to support the operational functions of the business as part of the McGee Group (Holdings) Ltd Integrated Management System (IMS)

## 1.2. Health and Safety Policy Statement

McGee Group (Holdings) Ltd is committed to providing work places which are safe, healthy and friendly environments where safe working practices are the norm. We want everyone to encourage responsible behaviour and to contribute positively to seeking safer and more productive ways to work. The Company believes that there is no other function within the organisation that has greater importance than the management of Health and Safety and therefore operates an "If it's not safe: STOP!" policy.

## 1.3. Scope and Purpose

The Policy has been prepared to define and clarify the Health and Safety Management System of McGee Group (Holdings) Ltd. It is not intended that the information contained herein should release individual supervisory or technical personnel from their responsibility to refer to other publications or documents as requested to carry out their Health and Safety duties.

In addition to this Policy, the Manuals and Procedures contained in the McGee Integrated Management System (currently known as the Integrated Business Process IBP) should be referred to for more in depth information and guidance.

This document builds upon the information provided in the Integrated Business Process Management System Manual MAN003 for compliance with the British Standard specification OHSAS 18001:2007, and it will be developed to comply with the new standard for Health and Safety management ISO45001:2018. It is also based on the requirements of various legislation, including, the Health & Safety at Work Act 1974 and associated applicable regulations, as well as industry guidance and best practice. The range of regulatory requirements has been reviewed by McGee and the following document has been produced: MF-IBP037 Health and Safety Legislation Register

## 1.4. Management Objectives and Targets

To ensure that our facilities provide a safe working environment for all employees, visitors and contractors working on McGee premises and sites, we will

- Set targets annually as part of the management review process, to promote the aim of continuous improvement within McGee systems and workplaces.
- Ensure that Objectives are "**SMART**" (specific, measurable, achievable, realistic and timed), and corporately driven to promote a general improvement to the HS performance of McGee Group at all levels within the company.

- review progress monthly in board meetings
- Display the Management Objectives on notice boards

## 1.5. Object of the Health and Safety Management System

To instruct all Company personnel in the Health and Safety concept as operated by the organisation and to demonstrate that the systems are mandatory in their application as required by statute.

Clearly define the responsibilities of McGee personnel within the Health and Safety Management System.

Demonstrate to the enforcing and standards authorities McGee's commitment to the use and review of the Health and Safety Management System with a commitment to continual improvement.

To instruct contractors, and sub-contractors supplying services to McGee's, where necessary, to use Health and Safety management systems as operated by McGee and with which they are required to comply in order to achieve the Company objectives.

The content of the SMS is described in section 4

## 1.6. Document Control

McGee acknowledges that to ensure that the Safety Management System is regularly updated, and to keep up with changes in regulations and codes of practice it is necessary to provide a means to control documentation. This process is controlled centrally by McGee's using the document control procedure referenced MP01

It is the policy of McGee to maintain records to substantiate the control of safety operations & testing and inspection. These records will be maintained on MGL's Enterprise Connect Data Management System.

It is the responsibility of all departments and sites to maintain records relevant to the safe working procedures established by McGee's and as required by the regulations. Any forms or templates used must be the current version on the Enterprise Connect Data Management System. Previous version should not be used. Any changes to the documentation must be requested using form MF-IMS009.

Many of the management forms MF have been converted into a Mobilengine application and the records are tracked through the company dashboards.

Hard copies are still available, but the information will need to be manually uploaded onto the Mobilengine application.

Templates are available on Enterprise to develop site specific documents. All current template versions are on Enterprise and should be used to create project or office specific documents. Previous versions should not be used.

### 1.6.1. Control, Review and Updating of Policy

The master copy of the Health and Safety Policy and Policy Statement is owned by the Group Head of Health and Safety (GHHS) who is responsible for its maintenance. As this forms part of the Integrated Management System, any modifications to this are requested through the Integrated Management System Coordinator (IMSC) using the document Change Request form MF009 (previously IBP009)



Reviews are conducted annually as a minimum or more frequently where required at the discretion of the GHHS. Significant amendments will be communicated to all personnel via e-mail or during toolbox talks.

At least annually, McGee's will carry out a review of the Safety Management System to indicate where improvements may be necessary or to update the system in accordance with newly issued or amended regulations and standards.

To support the day to day monitoring and control of the safety management system and procedures, McGee will carry out regular audits throughout the operating areas. These may be in-house or with the assistance of an independent organisation specialising in safety matters.

## 1.7. Definitions

**McGee's** refers to McGee Group (Holdings) Ltd and its subsidiary companies that are also defined in certain sections as *The Employer*.

*The Employee* refers to employees of McGee and the Employees of any contractor employed by McGee no matter what the extent of that employment.

*The Enforcing Authority* is the Health and Safety Executive and/or the Environmental Health Department of the applicable local authority.

**Enterprise** or the *Enterprise Data Management System* is the electronic system used by the organisation to store records and data. Where the phrase "uploaded onto the Enterprise Management system" is used, this refers to the specific Project Workspace allocated to a contract.

**SMS** refers to the *Health and Safety Management System*, which is the integration of all the disciplines and techniques necessary to ensure the correct levels of Health and Safety within McGee.

**IMS** is the Integrated Management system which contains the Management and Operational Procedures, forms and templates for all business activities undertaken by McGee Group (Holdings) Ltd

**GHHS** is the Head of Health and Safety for McGee Group and Director responsible for Health and Safety

**IMSC** is the Integrated Management System Coordinator – previously the IBP Manager

**SHEQ** is the support function that specialises in Health and Safety, Environment and Sustainability, Corporate Social Responsibility, and Quality Assurance

## 2. Roles and Responsibilities

Everyone working for McGee Group (Holdings) Ltd are required to comply with the company HS Policy and associated company documents as well as all relevant UK Law

High level roles and responsibilities with respect to Health and Safety Management are described below but these are not an exhaustive list. Separate detailed job descriptions are available from HR and task specific responsibilities are described within the management and operational procedures.

A register of assigned responsibilities on a project are specified in Content Management Charter form MF-CON 17

### 2.1. Managing Director

The MD is ultimately responsible for the health and safety of all employees and anyone affected by the operations of the business. This would include ensuring adequate resources are available to

fully comply with the requirements of the Safety Management System and that management reviews of the adequacy of the system is undertaken at least annually.

The MD will personally declare their commitment to managing Health and Safety by signing the HS Policy Statement and ensuring that it is available for all employees and stakeholders to read.

The MD will promote leadership through their Board of Directors and ensure that everyone understands and complies with their Roles and Responsibilities as follows.

The MD chairs the Monthly Safety Leadership Team Meeting.

## 2.2. Group Head of Health and Safety

The GHHS reports to the Main Board on all OH&S Matters.

The responsibilities of the GHHS includes:-

- a) Provision of a monthly report on the safety performance of the organisation including sub-contractors and presentation at the Monthly Safety Leadership Team Meeting.
- b) Assist departmental heads in managing their activities with safety as a value throughout.
- c) To undertake the duties of the company Directors in respect to Health and Safety
- d) Espousing the company values and encouraging safe practices and systems of work at every engagement opportunity with employees and stakeholders.
- e) Ensure that the main Board Directors undertake Directors Leadership Tours as described in The Safe Operating Procedure - Safety Initiative SOP-SHE001
- f) On behalf of the MD, compile and issue a schedule of Directors and Senior Management Leadership tours. Monitor the implementation of the schedule and report to the MD
- g) To support the MD in discharging their duty to:
  - i. Maintain the McGee's OH&S Policy to ensure it remains relevant and appropriate to the organisation.
  - ii. Ensuring the OH&S policy is effectively communicated to all persons working under the control of the organization with the intent they are made aware of their individual OH&S obligations.
  - iii. Ensuring the OH&S Policy is available to stakeholders and interested parties.
  - iv. Arranging for funds and facilities to meet the requirements of the policy.
  - v. Reviewing the Policy and setting objectives for continual improvement of the system during the annual Management Review Meeting.

## 2.3. Directors and Departmental Heads

The Directors, and Department Heads are required to:

- a. Comply with the statutory duties laid down under the Health and Safety at Work etc Act 1974, and the appropriate regulations and codes of practice as amended and with any other requirements to which the organization subscribes that relate to its OH&S hazards.
- b. Be aware of legislation, codes of practice, guidance notes and safe working practices relevant to their work. To take advice from the Health and Safety department on compliance.
- c. Appoint competent persons to undertake duties as required by the SMS

- d. Read, understand and implement McGee's Health and Safety Policy and arrangements.
- e. Make arrangements to bring McGee Health and Safety Policy and other safety procedures to the notice of all employees and sub-contractors.
- f. Be alert to any inadequacies of the effectiveness of the McGee Health and Safety Policy, its arrangements or rules and to bring such inadequacies, to the attention of the appropriate management.
- g. Attend the Monthly Safety Leadership Team Meeting.
- h. Provide for their staff safe methods of working and systems which identify hazards at each place of work within their responsibility.
- i. Be prepared to amend or propose amendments to method statements and safety rules where necessary in conjunction with those affected and make known any alterations.
- j. Establish prior to commencement of contract works that all contractors, including sub-contractors and work package contractors, are aware of the need for all their operations to be carried out in a safe manner and that all subsequently comply with Health and Safety at Work Regulations. To this end arrange for adequate discussion of safety matters at contract meetings so that potential hazards can be identified.
- k. Plan and organise work to be carried out to the required standard with minimum risk to persons, plant, equipment and materials. Give employees and sub-contractors under their control, precise instructions as to their responsibilities to ensure correct working methods where risk of physical harm or damage exists.
- l. Identify any specific training requirements for work activities and have this training arranged. When arranged, release those employees who require training.
- m. Make arrangements for safety induction training for all new starters at the workplace under their control.
- n. Make provision for adequate welfare facilities, protective clothing and equipment and first aid relevant to the workplaces under their control.
- o. Ensure that plant, equipment and materials supplied are adequate for the job in hand and that sufficient information is provided with them to safely use that plant, equipment and materials within their limits or specification and that supervisors check operators' competency.
- p. Act immediately on any breach of safety rules or unsafe condition which come to his/her attention and report such breaches to appropriate management. Where issues are identified then McGee requires certain actions to be taken e.g. the issue of the appropriate penalty card commensurate with the level of the breach observed (procedure MP20). The penalty card poster is to be displayed on site or premises. Enforce McGee disciplinary procedure in relation to breaches of any safety procedures, policies or practices.
- q. Enforce McGee disciplinary procedure in relation to breaches of any safety procedures, policies or practices, reprimanding any member of staff for failing to discharge their duties in a safe, responsible and satisfactory manner.
- r. Provide feedback on perceived attitudes to Health and Safety as part of their employees performance reviews
- s. Ensure that members of the Health & Safety Executive or other enforcement body, and visiting members of the SHE departments are accompanied on Company's premises/site when carrying out visits.
- t. Ensure that appropriate action is undertaken following a Safety Inspection/Visit as may be advised, and report on the action taken.

- u. To undertake Directors & Senior Managers Leadership Tours as described in the monitoring procedures SOPSHE001

## 2.4. Contracts Manager

Contracts Manager report to the Head of Department/director and is responsible for their Project/Site Managers and Site Supervisors.

Contracts Managers' Health and Safety responsibilities are as follows;

- a. Understand and keep up to date with requirements of McGee's Health and Safety Policy and other relevant safety standards.
- b. Ensure employees, sub-contractors and others understand and follow the requirements of McGee's Health and Safety Policy and other relevant safety standards. To ensure the Health and Safety requirements are fully planned and communicated.
- c. Ensure employees, sub-contractors and others have sufficient information, instruction and training on Health and Safety matters.
- d. Ensure all employees, sub-contractors and others are capable, competent to carry out their work in a safe and healthy manner and that adequate levels of supervision are provided by them.
- e. The organisation's Subcontractor and Supplier Prequalification Questionnaire must be completed by prospective subcontractors and come with the evidence required by it. Form MF-IBP011 is provided for this. Other factors like references, bank checks etc will be added to this to ensure the subcontractor is fully competent.
- f. Ensure projects are adequately staffed/resourced to meet legal and contractual Health, Safety and Welfare requirements.
- g. Attend the Monthly Safety Leadership Team Meeting.
- h. Ensure that there is sufficient budget available to provide employees with appropriate welfare provisions, personal protective equipment, plant and equipment.
- i. When McGee are acting as Principal Contractor, ensure a Construction Phase H&S Plan (CPHSP) is produced, is in place and has been agreed with the Principal Designer as sufficiently advanced to commence working, and to ensure that where McGee is **not** Principal Contractor (PC) a Project Safety Proposal should be produced and agreed with the PC.
- j. Ensure that, when McGee are carrying out design work (including temporary works) a design risk assessment is carried out and recorded in a design risk register to ensure compliance with the CDM regulations and to provide evidence that designer's duties are discharged. The design risk assessment/register needs to be forwarded to the appointed Principal Designer for the works.
- k. To ensure that the Project Manager has a site is set up with the required documentation on either in place, on display or both. The site safety start up check list should be followed to set high standards in relation to Health, Safety and Welfare.
- l. Monitor Health and Safety standards and take appropriate actions to rectify any unsafe conditions or working practices and record the actions taken. Where issues are identified McGee requires certain actions to be taken e.g. the issue of the appropriate penalty card commensurate with the level of the breach observed, the penalty card poster explains the process and is to be displayed on site or premises:
- m. Ensure employees and others who fail to comply with relevant Health, Safety and Welfare requirements are subject to disciplinary action.

- n. Ensure arrangements are in place for regular inspections and audits of work activities.
- o. Undertake a RA and produce from it a MS for the overall project and pass this on to the Project Manager and ensure arrangements are in place to undertake further risk assessments and method statements (RAMS) as necessary to cover specific elements from the overall RAMS needing further detail. These arrangements are to be recorded, reviewed and updated as necessary.
- p. Ensure incidents are reported, recorded and investigated as necessary, including the production of reports identifying the cause of the incident and recommended actions to prevent reoccurrence.
- q. Ensure measures are in place to control persons and prevent unauthorised persons entering McGee's premises/ site.
- r. Carry out assessment(s) of the Health and Safety performance of subcontractors with the Project Manager and upload the findings back to the HR and Commercial departments and upload onto the Enterprise Connect Management system. Use form MF-IBP011C

## 2.5. Project and Facility Manager

Project/facility Managers report to their Contracts Manager or line Director and is responsible for Supervisors and operatives working on their projects or facility. They are ultimately responsible for ensuring the safe operation of all activities undertaken on their project or facility

Their Health and Safety responsibilities are as follows;

- a. When McGee are Principal Contractor, ensure that the Construction Phase H&S Plan of Facility Management Plan is maintained and updated as necessary. Updated copies must be saved onto Enterprise Connect Management. This maintains a record of updates that would satisfy any audits undertaken internally and by external companies/clients.
- b. Ensure that where McGee's are **not** Principal Contractor (PC) the Project Safety Proposal is maintained and updated as necessary.
- c. To ensure that the site is set up with the required documentation either in place, on display or both, using the site safety start up check list
- d. To ensure risk assessments and method statements (RAMS) are carried out and produced, recorded, reviewed and updated as necessary.
- e. To ensure arrangements are in place to obtain the required documents, competence evidence from suppliers and subcontractors:
- f. Ensure all persons working on site receive suitable and sufficient Health and Safety induction training, and records of the induction and competence checks uploaded onto the Enterprise Connect Management system.
- g. To provide adequate levels of supervision to ensure safe working practices are observed at all times.
- h. To ensure that Supervision adequately discharge their duties with respect to DAB's TBT, ensuring that operatives are competent and following the requirements of the site rules and RAMS
- i. To ensure suitable site accommodation, welfare - both male and female and first aid facilities are correctly set up and properly maintained throughout the project.

- j. Monitor Health and Safety standards and take appropriate actions to rectify any unsafe conditions or working practices and record the actions taken. Issue Penalty Card Notices or Good Practice Notices as necessary (MP020)
- k. Weekly Manager/Supervisor Inspections must be carried out and recorded using form MF-SHE01C. Any issues identified must be actioned and closed out on the same form.
- l. Ensure that the site team is aware of the safety rewards scheme, including Observation Cards (MP021) and the requirement within this for the reporting of hazards, unsafe conditions and near misses.
- m. Ensure all statutory registers, tests; thorough examination certification, examination certificates and records are maintained and or available for inspection upon request.
- n. Ensure all persons on site are fully aware of the first aid and welfare arrangements for their specific site including the names of qualified or appointed first aiders.
- o. Ensure housekeeping is maintained throughout the site, including making safe delivery areas for loading/ unloading and storage of plant, equipment, tools and material.
- p. Ensure the work location remains secure to prevent unauthorised persons entering the site.
- q. Ensure that documentation is kept up to date i.e. risk assessments, method statements, the Construction Phase Health and Safety Plan and other supporting documentation. Any revisions/revised copies should be uploaded to the premises or projects Project Workspace on the Enterprise Connect Management system.
- r. Also ensure that all the required legal documents, posters and or signs are displayed. The Site Safety Start Up Pack covers these elements MF-SHE002
- s. Ensure that before any works allocated to sub-contractors commence, risk assessments and method statements including safe systems of work are obtained and reviewed in accordance to the SOP on RAMS
- t. Carry out and record a weekly Project Managers/Supervisors Inspection using MF-SHE 01C.
- u. Carry out assessment(s) of the Health and Safety performance of subcontractors and report the findings back through the Enterprise Connect Management system. Use form MF-IBP011C

## 2.6. Supervisors

Site Supervisors report to the Project Site Manager or facility manager and are responsible for the workforce

All Supervisor's Health and Safety responsibilities include:

- a. To work in accordance with safe working procedures as set out following risk assessment and Method Statements for the work in hand.
- b. To lead by example encouraging safe working and compliance including wearing correct PPE, following sites rules, intervene where unsafe working is observed, acknowledge safe working practices, and interact with the workforce
- c. Undertake Daily Activity Briefings (DAB's) each morning or start of shift at the work location, and that records are kept using the Mobilengine application or alternatively - MF-SHE 03C Daily Activity Briefing Register
- d. Ensure toolbox talks are delivered on a regular basis (minimum weekly) and attendance records maintained.

- e. Ensure only competent persons operate plant and equipment and where appropriate certificates of competence are made available for inspection.
- f. Ensure all tools, equipment and plant are maintained in a safe working condition and any defects rectified immediately.
- g. Ensure all persons on site fully understand the correct procedures for the use, storage and maintenance of tools, plant and equipment.
- h. Ensure all substances are handled and stored in a safe manner in accordance with manufacturer's instructions and the McGee COSHH assessments.
- i. Ensure their workforce reports any hazards, unsafe situations and near misses. Taking actions to ensure the situation is rectified as the main priority.
- j. To ensure that statutory inspections are undertaken as required in the regulations and McGee procedures, including Scaffold and Excavation inspections.
- k. Ensure Hot Works are managed as per the McGee procedures.
- l. Ensure excavating and excavations are covered by an authorised RAMS and worked under a permit to Dig (PTD) using form MF-SHE10G
- m. To carry out weekly tool box talks on a pertinent safety subject. The talk should be recorded on MF-SHE 03E and a register kept of talks given using form MF-SHE03E.
- n. Ensure all tools, equipment and plant is maintained in a safe working condition, inspected and any to report any defects to the Project Site Manager.
- o. Ensure all persons under their control are given adequate information and instruction regarding risks to Health and Safety and the measures to be implemented to eliminate or reduce those risks to an acceptable level. This includes Method Statement briefings and Daily Activity briefings, and attendance must be recorded.

## 2.7. Human Resources Management

The Health and Safety responsibilities of HR are as follows;

- a. Working to the Resource Management Procedure MP04
- b. To ensure that all necessary medical surveillance is carried out, as documented for all staff requiring such surveillance.
- c. To maintain records of incidents and loss of work injuries as required by the regulations.
- d. Ensure that all staff and operatives are adequately trained in the work they are required to carry out. To liaise with the Safety Department to include the necessary induction and refresher training required by either regulations or a training scheme.
- e. Training and development record is completed on joining
- f. Review and record the Evaluate the training needs of individuals on joining and annually
- g. Carry out evaluation with the Directors of personnel performance reviews to decide what future training is required
- h. To ensure that staff training needs are evaluated annually and any necessary training identified to ensure they are competent in their new role.
- i. Ensuring Compliance with directives in regards to CSCS competence of all staff

- j. Updating training database and issuing to site management. The scanning of all certificates and competency cards issued, transferring information onto McGee's Enterprise Connect Management Data Management System

## 2.8. Design, Engineering, Estimating and Planning Personnel

Individual responsibilities in Health, Safety and Welfare matters are as follows;

- a. To read, understand and implement McGee Health and Safety Policy, organisation and arrangements.
- b. Know the requirements of the relevant law in Health, Safety and Welfare matters and take whatever action is necessary to achieve compliance when designing and planning projects. Seek the advice of the Safety Department as and when necessary.
- c. Ensure that all Health, Safety and Welfare matters are taken into account when considering construction/demolition methods and materials at all stages from tender to completion and that these are recorded in a design risk register to show compliance with designers' duties under the CDM regulations 2015.
- d. At design and planning stage, see that activities between employees and contractors working on the same project can be carried out safely and without risk to third party person(s) and property.
- e. Where design is undertaken by specialists from outside McGee's, they must be subject to the same Prequalification checks and subsequent evaluation as any Contractors.
- f. Be aware of any hazards relating to the project or to plant and materials to be used in the project and where such exists, bring these to the attention of the appropriate management.
- g. Define areas of high risk, plan and design this work in order to eliminate or minimise risk. Bring this to the attention of the appropriate management personnel as necessary.
- h. Liaise with the Safety Manager or Advisor during design, tender and planning stages.
- i. Ensure plant suggested for work in hand is adequate and safely suited to the activity.

## 2.9. Temporary Works Coordinators

Report to the Head of Engineering.

- a. Must have relevant experience and have attended and passed a Temporary Works Coordinators Course.
- b. Must apply guidance in the SOP-CON002 Guidance Notes for Temporary Works Coordinator
- c. Must apply TW Design Specification as per procedure SOP-CON003, and file TW records on Enterprise Connect Management. The TW Coordinator must ensure the TW register is kept updated on site.
- d. Must be appointed in writing.

Further explanation of their responsibilities are in SOP-CON001 Temporary Works document

## 2.10. Safety Advisors and Managers

Safety Advisors and Managers report to the GHHS.

Safety Advisors and Managers Health and Safety functions are as follows;



- a. Provide information to the GHHS, to enable effective monitoring of McGee's Health and Safety performance.
- b. Assist the GHHS to identify, develop and deliver suitable Health and Safety training to all levels of staff and contractors, as appropriate.
- c. Undertake workplace inspections as required. Safety Reports to be completed using our bespoke mobile app (Mobilengine) or the McGee Pro-forma which must be manually uploaded.
- d. Undertake periodic audits of the workplace and procedures. Identify wherever possible, improvement opportunities. Reports to be submitted to the relevant Management on site and uploaded onto the Enterprise Connect Data Management System
- e. Explain all observations and suggestions for improvements to the project management team during the inspection or audit. As a last resort if the risk cannot be avoided due to the absence of protective measures, stop works in the area.
- f. Any NCR's or opportunities for improvement identified during inspections, tours or audits, will be recorded as per the monitoring and measurement procedure MP14
- g. Assist in the development and promotion of safe systems of work, and keeping up to date risk assessments, method statements, Construction Phase Health and Safety Plans, safe systems of work and other appropriate Health and Safety documentation and standards.
- h. Ensure all relevant Health and Safety documentation is communicated and provided to relevant persons in control of projects, sites or work locations. The site safety start up check list can be used to as a check list:
- i. Carry out assessment(s) of the Health and Safety performance of subcontractors and report the findings back through the Enterprise Connect Management system. The subcontractor evaluation sheet and be used to assist in recording the results of any assessments undertaken
- j. Offer practical advice and work with the project teams in problem solving
- k. Investigate and report on incidents and dangerous occurrences and make recommendations to prevent reoccurrence.
- l. Liaise with Health and Safety Executive (HSE) inspectors, enforcing authorities and external bodies, as required.
- m. Set a personal example by wearing the appropriate personal protective equipment and following recognised safe working practices as appropriate.

## 2.11. Lifting Team

The Lifting operations team includes:

The lifting Manager – reporting to the GHHS

Appointed Persons for Lifting (AP) - reporting to the Lifting Manager unless based on a project where they would report to the Project Manager

Crane Supervisor - reporting to the Lifting Manager unless based on a project where they would report to the Project Manager

All roles are defined in the Lifting Operations Procedure SOP-SHE02

## 2.12. Employees

Employees are responsible to managerial personnel.

Employee's Health and Safety responsibilities are as follows;

- a. Employees are required to hold a valid CSCS card that is appropriate to the nature of their work on site.
- b. To be aware of the requirements of the Health Safety Policy and other regulations which apply to the work at all times. If in doubt to seek advice from their line manager.
- c. To use the correct Personal Protective Equipment (PPE) provided, keeping it in good condition. Report any defects to their line manager.
- d. Return PPE and other safety equipment to its correct storage facility when not in use.
- e. Not to intentionally or recklessly interfere with or misuse anything provided for Health and Safety reasons.
- f. Take reasonable care of the Health and Safety of himself and of other persons who may be affected by his acts or omissions at work.
- g. Not to take unnecessary risks and report any unsafe working practices, unsafe conditions, dangerous occurrences and near misses to your supervisor. Taking actions where safe to do so, to ensure the situation is rectified as the main priority. The reporting and corrective actions will include the completion of the Observation cards and posting in the boxes provided.
- h. Only operate plant and equipment that you are competent and authorised to operate. If they do not have sufficient skill, knowledge or training in a certain work activity, the employee is required to raise this with their manager before work starts
- i. To familiarise themselves with notices, signs, documents and safe working practices relating specifically to your work place.
- j. Present themselves in a fit and healthy condition and not under the influence of alcohol or illegal drugs.
- k. Refrain from drinking alcohol or taking illegal drugs during working hours.
- l. To alert your supervisor when you are under prescription medication that may affect your safety or the safety of those around you by your acts or omissions.
- m. Attend training or daily activity and other briefing sessions provided by McGee's or client in relation to Health and Safety in the workplace.
- n. Use only safe methods of working based on documented risk assessments.
- o. Use only approved methods of work and not to compromise or take short cuts. These lead to unnecessary risk.

## 2.13. Sub-Contractors

Sub-Contractors are required to meet the same standards as employees of McGee and so will be expected to comply with the roles and responsibilities described above for their relevant personnel.

McGee Senior Management are responsible for ensuring that subcontract staff are aware of their responsibilities

Information on prequalification selection and management of Subcontractors is available in the procedure SOP-PC02 (as amended)

Sub-Contractors Health and Safety functions are as follows;-

- a. Must have completed and had authorised the McGee Subcontractor and Supplier Prequalification Questionnaire MF-NET47

- b. Must provide personnel that are competent to carry out the work they have been awarded the contract for. Personnel arriving at a Company site must have the relevant CSCS/CPCS/SMSTS/SSSTS/JIB or CSCS affiliated card as proof of their competency.
- c. Ensure, so far as is reasonably practicable, that any work carried out in or on any premises or site, under the control of McGee's, does not constitute a health or safety risk to employees or to others whom may be effected by their acts or omissions.
- d. Agree safe working procedures with McGee's management personnel before proceeding with any operation which is likely to place anyone at risk.
- e. Confirm safe working procedures in writing to McGee in the form of a method statement (inc. their Health and Safety policy) and risk assessments using a permit to work system, where necessary.
- f. Comply with all safety instructions issued by McGee's management personnel.
- g. Ensure that all contractors comply with McGee's Health and Safety Policy, as well as their own and fully comply with statutory acts and regulations at all times.
- h. Be aware that assessment(s) of their Health and Safety performance will be undertaken during and at the completion of their works. Consideration for further contracts may be influenced by the result of these assessments.
- i. The requirements of the Employees section above will also apply to Subcontractors at all times.

## 2.14. Monthly Safety leadership meeting

The MD has set up and chairs the monthly Safety leadership meeting. The purpose of the meeting is to declare leadership and commitment from the organization's senior management, including awareness, responsiveness, active support and feedback, are critical for the success of the Health and Safety management system and for the achievement of its intended outcomes". Attendees include heads of departments, GHSS, contract managers and members of the H&S team.

The senior operational leadership team in the business come together in these meetings to identify opportunities for learning and improvement across our health and safety systems and operational practices and to ensure that these are captured and driven back into the business, giving a culture whereby continuous improvement, trust and safe delivery are the norm.

The terms of reference include:

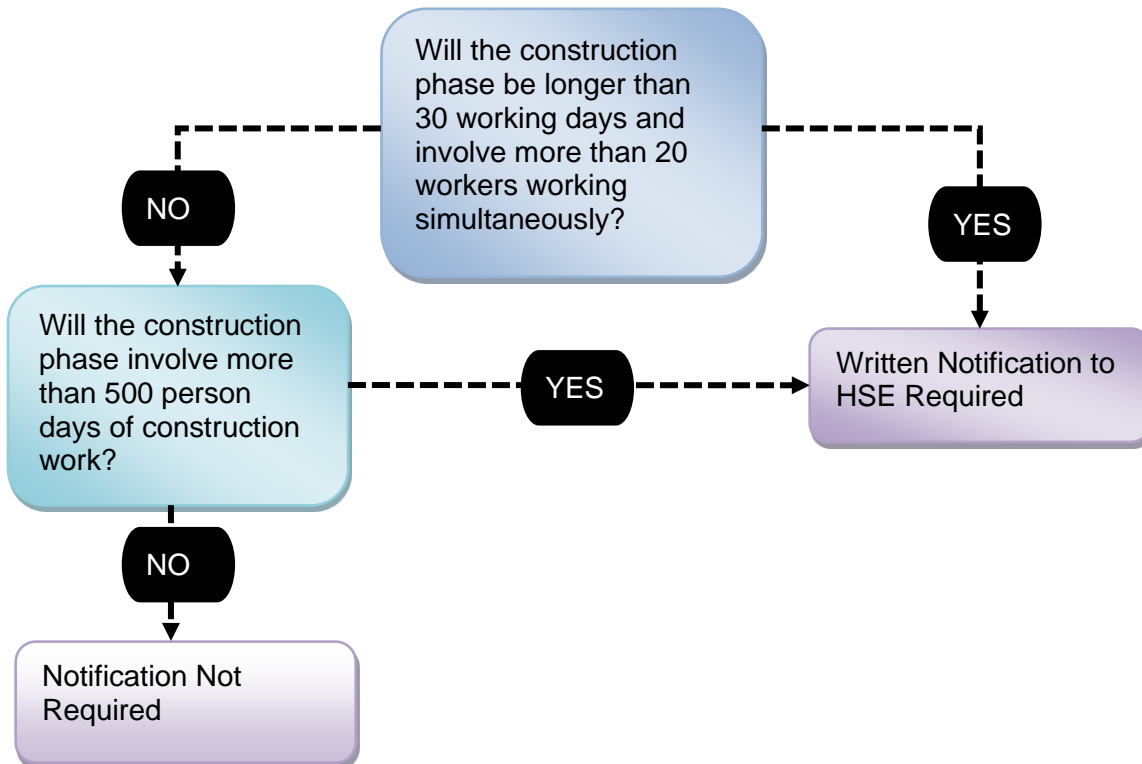
- a. Ensuring all staff within Business Unit return home safely each day
- b. Monitoring and improving AFRs
- c. Ensuring security of operational sites and staff
- d. Meeting client and stakeholder expectations

## 3. Construction (Design and Management) Regulations 2015

The Company recognises its duties and responsibilities under the CDM Regulations in that it may be required to act as the Principal Designer, Designer, Principal Contractor or Contractor, or possibly all roles.

### 3.1. Notification

How to decide if your project has to be notified to the Health and Safety Executive (HSE)



### 3.2. Duties of the Client

Make suitable arrangements for managing a project. This includes making sure that:

- other duty holders are appointed
- Sufficient time and resources are allocated.
- relevant information is prepared and provided to other duty holders
- the principal designer and principal contractor carry out their duties
- Suitable and sufficient welfare facilities are provided.

### 3.3. Duties of the Principal Designer

**McGee can be required on a project by project to carry out the role of Principal Designer, this needs to be put in writing by the Client.**

The duties of the PD include to plan, manage, monitor and co-ordinate health and safety in the pre-construction phase of a project taking into account the general principals of prevention. This includes:

- Identifying, eliminating or controlling foreseeable risks.
- Ensuring designers carry out their duties.
- Prepare and provide relevant information to other duty holders.

- Provide relevant information to the principal contractor to help them plan, manage, monitor and co-ordinate health and safety in the construction phase.

### 3.4. Duties of the Designer

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- Construction and the maintenance and use of a building once it is built.
- Provide information to other members of the project team to help them fulfil their duties.

**Designers duties extend to the design and planning of temporary works as well, when preparing design McGee need to be able to demonstrate these duties are discharged via the compilation of a design risk register.**

### 3.5. Duties of the Principal Contractor

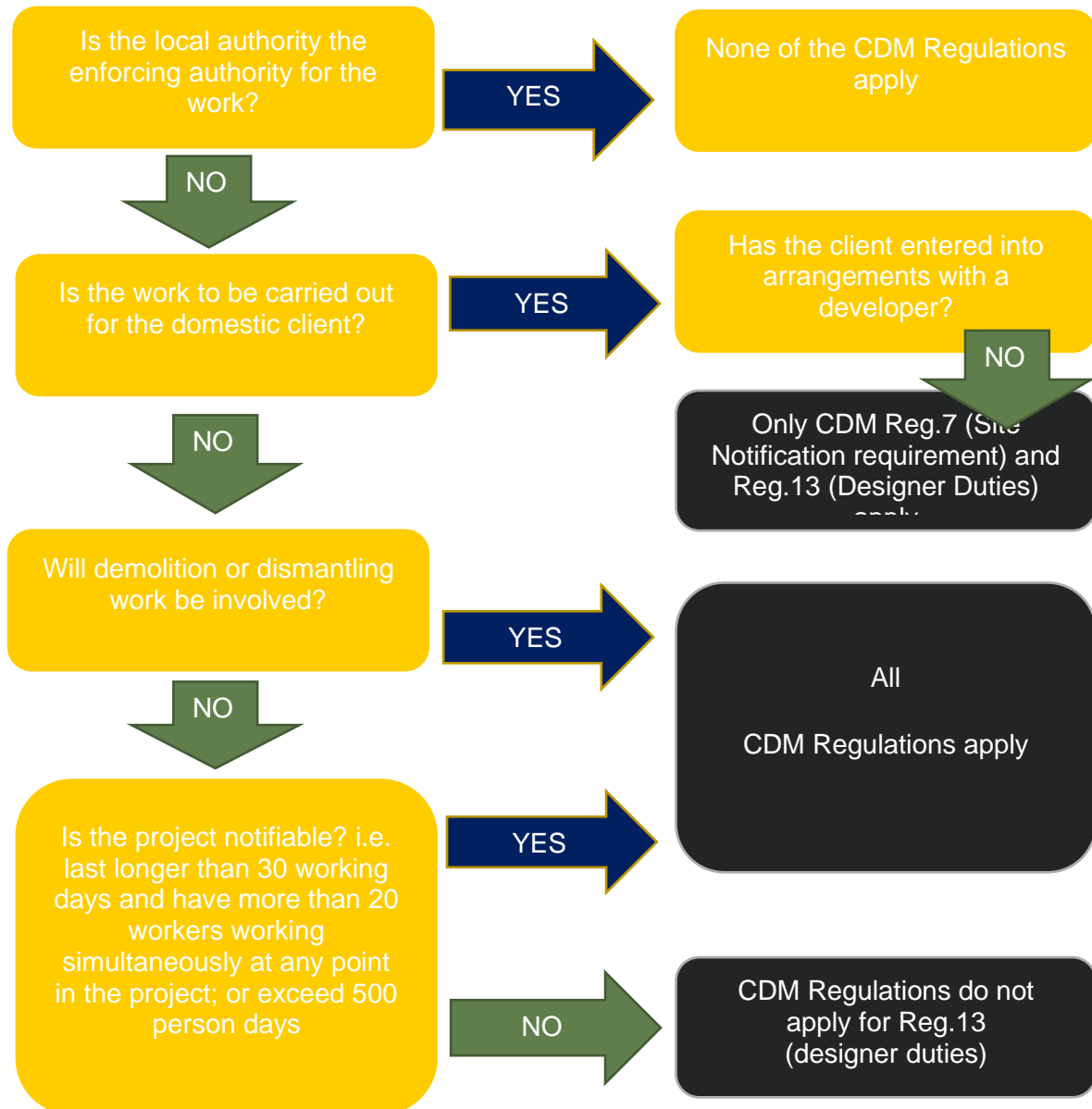
Plan, manage, monitor and co-ordinate health and safety in the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- Organising co-operation between contractors and co-ordinating their work. Ensure that:
- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- Welfare facilities are provided ensure that employers and, if necessary for the protection of workers, self-employed persons- (i) apply the general principles of prevention in a consistent manner, and where required, follow the construction phase plan.

### 3.6. Duties of the Contractor

- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety.
- For projects involving more than one contractor, co-ordinate their activities with others in the project team - in particular, comply with directions given to them by the principal designer or principal contractor.
- For single-contractor projects, prepare a construction phase plan.

### 3.7. How to decide when the exceptions to the CDM Regulations apply

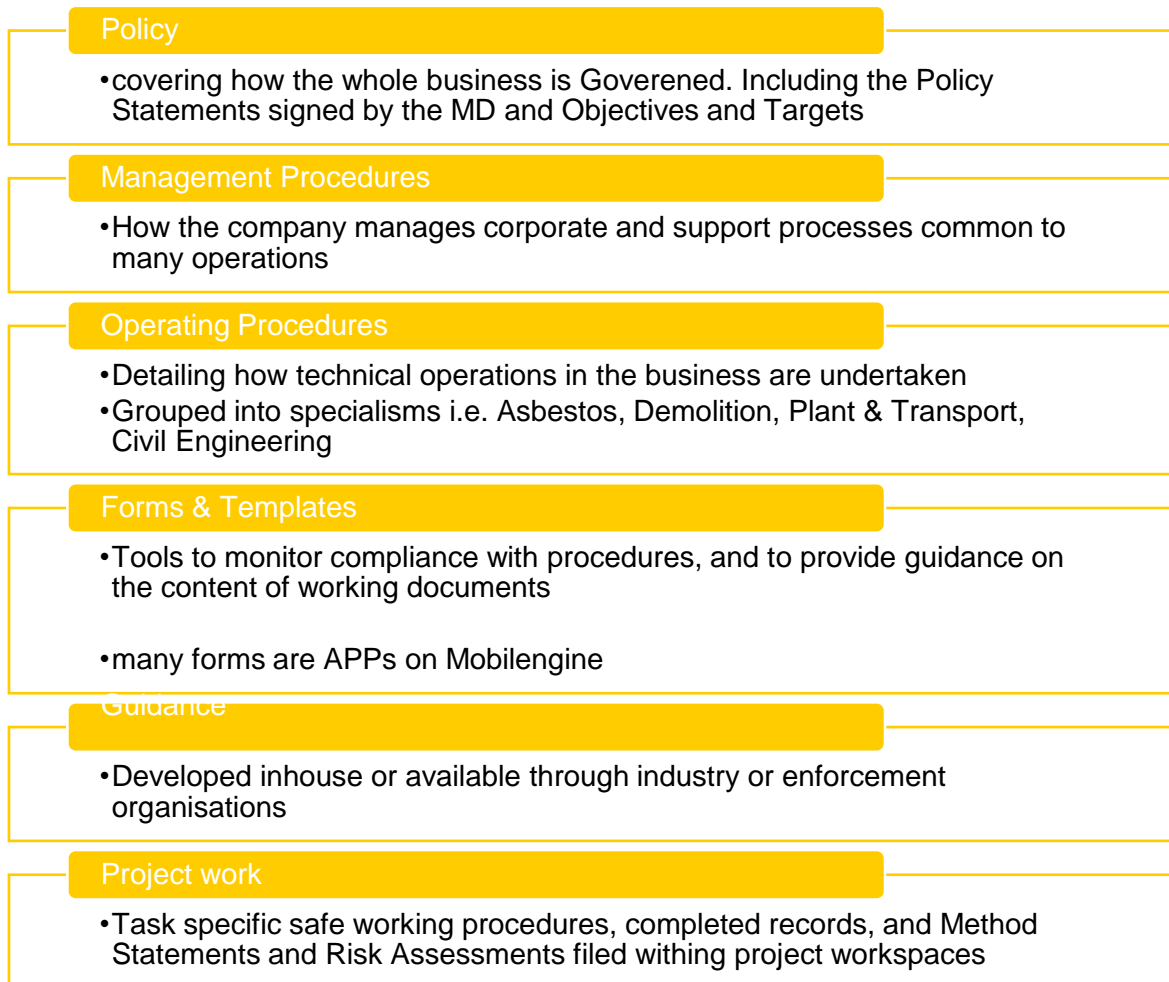


## 4. The structure of the SMS

The responsibility for the effective implementation of the safety system is shared by McGee’s Directors, Managers and staff. Formal safety audits and inspections are conducted to ensure the continued adherence to the system, with a management review undertaken annually. Opportunities and suggestions for improvement of the system are fed back into the Management system

The exiting SMS supports the different functions that have developed within the McGee group over its history. Work is currently being undertaken in developing a new integrated management system IMS which will intern modify the structure and content of the Safety Management System.

The content of the Safety Management System is expected to remain as described below.



## 4.1. Management Procedures (MP's and MAN's)

These describe the standards expected in all aspects of the McGee business. The standard of McGee's Health and Safety record is dependent upon the actions and risks taken by its employees in any sphere of the work. It is necessary that there is a full awareness of the requirements at all levels. This will be provided by in-house training for all employees and will be included in the induction training of new employees.

Health and Safety Management Procedures and Forms will be developed and maintained by the Safety Team, with input by operational specialisms as required. Management documents applicable to other aspects of the company's undertaken (i.e. document control, purchasing, Auditing, etc) may also have input from the GHHS.

Management Procedures are given an alphanumerical reference MP##

Management Manuals are given an alphanumerical reference MAN##

An up to date master list of all standards and their revisions will be maintained by the Integrated Management System coordinator, (IMSC)

## 4.2. Operational Procedures (OP's)

These are the basis of the day to day working of McGee, and are task specific, containing more detail on the McGee standards of working.

To maintain the link with the current system of documentation for different disciplines within the wider group, i.e. Plant and Transport, Demolition, etc, the OP's within the new IMS will be grouped together in disciplines

As a rule of thumb, any process that generates a revenue is an "Operation" of the McGee business.

Health and Safety as a management support function has direct input into all Operations undertaken by the business

Operational Procedures are given an alphanumeric reference OP##

### 4.3. Forms and Templates

Forms and Templates offer the framework for monitor compliance with the requirements of the MP's MAN's or OP's

The majority of all the HS forms are now APPs on Mobilengine. A few remain in hard copy and are available to download on Enterprise. Once complete these forms are either kept on site or sent to the Safety Department through [safety@mcgee.co.uk](mailto:safety@mcgee.co.uk) or [incidents@mcgee.co.uk](mailto:incidents@mcgee.co.uk)

An up to date master list will be maintained by the IMSC.

**The Safe Working Procedures & RAMS:** The safe working procedures, Method Statements, Risk Assessments, Briefing Sheets and Tool Box Talks, include the work instructions, inspection and testing during the work and on final completion.

**Construction Health and Safety plans** will be prepared for each project or site of work. These will take account of the risk assessments carried out for the work activities within McGee's.

**Design risk assessments and risk registers** will be prepared for each project where McGee are carrying out design works

### 4.4. Guidance

Standards and publications are available to all employees through access to the "Construction Industry Publications (CIP) Manual", which covers Guidance for Safety in Demolition & Construction, and the "Construction Environmental Manual". Both of these publications are stored on and maintained within our Health & Safety section of McGee's Enterprise Connect Management Data Management System.

### 4.5. MobilEngine

McGee have implemented and are continuing to implement fully integrated mobile applications, to meet the needs of the business in terms of legislation compliance, best practices and internal policies relating to the following area:

- Employee training records
- ICE details
- Site specific Inductions
- Site specific DAB's and MS briefing
- General Toolbox Talks
- Permit system of working
- Inspections - Various



- Asbestos Forms - limited to 2 (Enclosure Integrity) and Exposure
- Vehicle Inspections
- Diary events
- Tool Box Talks

This is a phased implementation with a proportion of the management workforce issued Android tablets in order to fulfil the above mentioned responsibilities through a paperless system. Until such time as this has been 100% implemented across McGee's, the management workforce can refer back to the hyperlinks in this document to fulfil our health and safety responsibilities although wherever possible the applications provided through Mobilengine is expected to be used.

Any procedures still carried out on a paper version can be found in the hyperlinks in Appendix B.

## 5. Competency and Training

It is Company policy to ensure that all personnel have the appropriate experience and training to carry out their duties in a safe and competent manner. The company training Policy POL04 is available on Enterprise.

The Training and Development Manager is responsible for the organization and co-ordination of the Training Programme.

Where a line manager has identified a training need, the Internal training request form MF-HR25 is completed and sent to the McGee Training department: [training@mcgee.co.uk](mailto:training@mcgee.co.uk).

The Training department will confirm whether the training can go ahead or not. Where the training is agreed then the training department will source the course and advise the Management of costs, location, course attendance requirements and dates

Training attendance register form MF-HR11

Completed Training Records are kept in a secure area on Enterprise in accordance with GDPR

## 6. Communications

The Management procedure MP17 details the arrangements for Communication, Participation and Consultation

Opportunities for consultation are through daily work briefings, weekly tool box talks, and in monthly meetings or site stand-down. All operatives will be encouraged to discuss safety issues/concerns without fear of reprisal.

Site Safety Meetings or Workforce Discussion Forums are held on a monthly basis. These can be held for all operatives on site monthly involving a site stand-down. These sessions will be hosted by the Project Managers assisted if necessary, by the Safety Advisors and with Site Supervisors in attendance to answer any questions raised.

Hazard and Near Miss Observation cards are also available as per procedure MP21, and the company operates Penalty Card Notices (PCN) and Green Card Notices (GCN) as per procedure MP20. Electronic versions of these are being developed for Mobilengine

Where the workforce are foreign nationals with English as a second language, their level of understanding will be risk assessed on an individual basis. All workplaces will include an adequate number of translators or supervisors sufficiently fluent in English and the language of the operatives they will be supervising, through whom detailed instructions and information can be passed to the workforce. Line Managers are responsible to ensure that safety instructions and information are communicated and understood. Determining the adequacy of the ratio between

workers and translators will be determined via risk assessment on the specific project but should not exceed 1 in 10.

## 7. Pre-start

Prior to work starting on site, the opportunities and risks to the business, employees and stakeholders will be identified and planned

### 7.1. Contract Review

It is McGee's policy to clearly define and document the safety requirements from the enquiry stage until the contract is placed.

The relevant management personnel are responsible for ensuring that the order and contractual requirements are clearly defined and met. They are also responsible for keeping records from the enquiry stage onwards. Such records shall document the procedures within the contract which refer to Health and Safety and its co-ordination between McGee's and the contractor/client.

Upon request, the enquiry is carefully studied by the relevant management personnel, who will assess the requirements of the work and set out the contractual and safety requirements in accordance with this Health and Safety policy.

Further information is available in MP05 Customer Processes procedure

### 7.2. Purchasing

It is Company policy to apply strict control in providing comprehensive details of the order requirements for products provided from external sources, and to ensure that contractors achieve the required safety standards.

It is the responsibility of management personnel responsible for purchasing either equipment, labour or other services and ensures that the supplier provides the necessary information to allow assessment, co-ordination of protective and preventive measures necessary.

Further information is available in MP07 Purchasing procedure

Reference to the company Minimum Standards MP23 should also be made

### 7.3. Selection and Assessment of Sub-Contractors

McGee recognises the importance of only appointing sub-contractors who are competent and who will allocate adequate resources to Health and Safety management.

McGee will assess the competency and resource allocation of each sub-contractor being appointed. This will be achieved by selecting sub-contractors from the approved contractor list managed through Achilles, or undertaking individual assessments incorporating the questions from the British Standards publication PAS91 before awarding contract. McGee will follow the guidance provided by the HSE "Managing Contractors - a guide to Employers" HSG159

The Commercial Director will be responsible for the selection of sub-contractors, supported by the Operational management teams, and where necessary the Health and Safety Department will assist.

The sub-contractor can work to their own safe working procedures as long as they comply with those of McGee and that they are reviewed as part of the tender process to ensure that they are suitable and sufficient.

The organisation will carry out assessment(s) of the Health and Safety performance of subcontractors and report the findings back through the Enterprise Connect Management system.

Where their performance is not up to the standards they will be advised and an improvement plan required from them, which will be monitored. Failure to implement the plan will result in their company being suspended from the McGee list of subcontractors.

## **8. Hazard identification, Risk Assessments and Controls (RAMS).**

The procedure for Hazard identification, Risk Assessment and Controls is covered in detail by Management Procedure MP15. This procedure also covers acceptance and monitoring of RAMS from other Contractors

Also refer to the Risk Assessment Hazards and Controls Guidance Document

A method statement describes the safe system of work and logical sequence of a work procedure to enable the persons concerned to know in advance how to undertake the work in the safest way

Supervisors will explain the content to their workforce so that it is fully understood, and then monitor the works for compliance and whether the method of works needs to be modified

The actual contents of a method statement depend largely upon the task to be undertaken. The Company template should be used to produce the Method Statement, whether it is a Tender MS, a Plan of Works MS, or a Task Specific MS.

In the development of any of the above documents McGee's Minimum Standards MP23 should always be implemented.

### **8.1. Tender Method Statement**

These documents are produced during the tendering process for new projects. It holds information such as an introduction into McGee's, a site history and project challenges. This must not be used during the construction phase of the project.

### **8.2. Plan of works Method Statement**

This is the Parent Method Statement which should be used to develop method statements. The 22 point plan which is only an overview of the project activities. TEMPLATE-PWXXX-(PROJECT NO)-VX

### **8.3. Task Specific Method Statement**

This is the document which will describe in detail the task or process being undertaken as highlighted in the plan of work. A risk assessment must accompany this document. TEMPLATE-Task specific methodology

Any subsequent amendments to the agreed method statements should be detailed on MF-SHE005-B Modification to Accepted Method Statement Form. Any revisions, modifications or revised copies should be uploaded to Enterprise Connect Management.

For Demolition works the British Standard BS6187-2011 Code of Practice for Full and Partial Demolition is available for reference on Enterprise

### **8.4. Permit to Work System**

For works involving significant risks, documented control checks may be required. These are often in the form of Permits to Work (PTW). Such systems will be implemented for the following activities/situation, using forms MF-SHE-10 available on Enterprise or the Mobilengine App for each type: -

- Working in confined spaces:
- Work on high voltage electrical systems/Work on live electrical systems: Specialist contractors will be used on this work where their procedures and permits will apply.
- Hot Works:
- Permit to dig:
- Permit to Work with ladders and Stepladders:
- Permit to Cut Redundant Services:
- Permit to Load falsework:
- Permit to Strike Falsework:

Additional permit to work systems may be implemented where specifically required by Clients.

A register of Permits issued and closed must be maintained.

Further information on the management of high risk activities using permits is in the management procedure for Hazards, RA's and Controls MP15

## 8.5. Personal Protective Equipment

As far as practicable The Company will design out the need for PPE to control risks to operatives, as required in the Principals of Prevention and hierarchy of control measures. Where this cannot be achieved suitable and sufficient equipment will be provided to minimise the risk of personal injury or ill health.

The Company will comply with the Requirements of the Personal Protective Equipment at Work Regulations 2002, in particular: -

- Employees will be provided with personal protective equipment - the requirements for PPE will be assessed for each work activity and work area. Following assessment the use of PPE as recommended, will be mandatory.
- All personal protective equipment will be assessed to ensure its suitability to protect against the identified hazard.
- Items of personal protective equipment are selected to ensure they are compatible with each other where more than one item is to be worn at the same time.
- Personal protective equipment is maintained, replaced or repaired as necessary.
- PPE will be issued to personnel and this issue will be recorded on the Record or Personal Protective Equipment issue MF-SHE12A. This record must be updated whenever new or replacement PPE items are issued.
- Suitable accommodation is provided for all personal protective equipment to ensure it does not become damaged or contaminated when not in use.
- Users of personal protective equipment have been fully trained in its use including details of the hazard which the personal protective equipment will protect them against.
- Fit tests of respiratory protection will be undertaken to ensure personnel are issued with the correct equipment and that it is worn correctly
- Employees have been instructed to make full and proper use of the personal protective equipment and to report any defect or loss to their Supervisor or Manager as appropriate.

- PPE required will be determined by Risk Assessment of the specific work in hand and in consultation with the Safety Department. Minimum PPE for site working will be:
  - Hard Hat to BS EN 397
  - High Visibility Vest or Jacket to EN 20471 Class 2 - White for general use, Black for Supervisors and Orange for onsite Lifting Team personal (Lifting Supervisor and Slinger Signallers)
  - Footwear to EN ISO20345 200j with toecap and midsole (class SB-P, S1-P, S3, or S5)
  - Eye protection to EN 166 Type 1F
  - Gloves to BS EN 388 with a cut or chemical resistance dependant on the task
- **Depots and Stores:** To undertake a risk assessment and determine the PPE to be worn but a minimum of Hi-viz vest and safety footwear, as noted above must be worn regardless.
- Inspection of PPE is required to ensure it is fit for use and this should be undertaken using the Record of Personal Protective Equipment Inspection form.
- Safety critical items, such as harnesses and lanyards inspections require a more detailed inspection record using the Fall Restraint/Arrest Equipment Daily Pre Use Inspection Record on Mobilengine (MF NET 57)

## 8.6. Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH)

The Control of Substances Hazardous to Health aims to protect all employees from the harmful effects of substances at work. It does this by requiring us, the employer, to carry out risk assessments and as a result to take steps either to prevent exposure or to control the risks of employees (or others who may be affected) from such substances. The use of substances hazardous to health will be considered at process design, considering the hierarchy of control outlined in the COSHH regulations and as required under CDM, and the Management regs. Where hazardous substances cannot be eliminated or substituted, controls on their use and storage are required.

The following reference guidance is available;

- The Control of Substances Hazardous to Health Regulations Approved Code of Practice
- HSE booklet, 'A step by step guide to COSHH assessment';
- HSE publication EH40 - 'Occupational Exposure Limits';
- HSE guidance booklet - 'Monitoring strategies for toxic substances'.

The responsible person will complete the 'COSHH – Substances Stored On-Site' Register (McGee Proforma MF-SHE013-B which will identify the Substance Manufacturer, Substance Name, Quantity Present and whether a COSHH Risk Assessment has been prepared. This initial inventory will be kept updated as new substances are brought onto the premises. This document will be readily available within the COSHH storage room.

Initially a Hazardous Materials Checklist is used to identify and also quantify what substances are in the premises using the Company pro-forma MF-SHE 029:

Compile a Hazardous Materials Register using the Company pro-forma MF-SHE3A:

Under take an assessment of the substance using the Company pro-forma MF-SHE13D:

Where it has been identified that a substance is classified as hazardous, the responsible person will obtain Safety Data Sheets and then complete a full CoSHH risk assessment using McGee Proforma MF-SHE013-D. The full risk assessment will be stored together with any relevant/available Safety Data Sheets in the COSHH Storage area.

The following will be considered during the risk assessment process:-

1. Assess the Risks - Hazard Potential
2. Decide what precautions are needed - estimate of risk
3. Prevent or adequately control exposure - hazard reduction
4. Ensure that control measures are used and maintained
5. Monitoring exposure
6. Carry out appropriate health surveillance
7. Prepare plans and procedures to deal with accidents, incidents and emergencies

The Project or facility manager is ultimately responsible for ensuring that operatives are properly informed, instructed, trained and supervised in the use of substances hazardous to health

## 8.7. Manual Handling

The Company is aware that more than a third of all over seven day injuries reported to the HSE/local authority are caused by manual handling operations. As an employer the Company will endeavour to avoid the need to carry out manual handling so far as reasonably possible. Further information is available in the MF-SHE07A

A risk assessment of Manual Handling tasks will be undertaken using the Company pro-forma, and the controls briefed to the workforce through the RAMS briefings, daily task briefings and tool box talks. The assessment must cover T.I.L.E.:-

- The task, type of movement and repetition. The distance the load needs to travel
- The individuals capabilities
- The load size, weight, grip/lifting points, can it be reduced
- The environment including the nature of the route (i.e. stairs, uneven ground), the weather and lighting

Employees are required to use the equipment provided for them correctly and to report any defects. If they are unsure on how to do the task safely, then they must raise this with their line manager in order

## 9. Site Audits and Inspections

All operations will be inspected and audited as part of the Integrated Management System (MP14).

Internal Audits are carried out in accordance to the management procedure MP12

Leadership tours including sample inspections are carried out in accordance to SOP-SHE-01

All workplaces are inspected as per the management procedures. Facility/Project Managers and Supervisors are required to undertake inspection of their sites in order to maintain standards and to record the management of issues found on site. The Inspection Report form MF-NET37 (MF-SHE-001 for the HS department audits) or the Mobilengine App should be used to record the inspections and track action close out.

Compliance against minimum standards MP23 should also be checked.

## 10. Emergency Arrangements

See also MP10 on Emergency Preparedness and Response

### 10.1. Fire Precautions

The Company recognizes the main purpose of fire safety legislation is to safe guard life. All reasonable steps will be taken to prevent or minimise the risk of fire in offices, workshops and sites.

The Company will comply with the requirements of Regulatory Reform (Fire Safety) Order at all its offices, workshops and sites.

The Company will comply with the requirements of the Construction (Design and Management) Regulations 2015 and the current Joint Code of Practice on the Protection from Fire on Construction Sites and Buildings Undergoing Renovation (FPA).

The Company will also follow the guidance in the HSE publication “Fire Safety in Construction Work” HSG168, CIP Publication Fire Prevention on Construction Sites, CIP Manual Section 5 and in the CITB publication GE700 for its site based work

Responsibility for carrying out the requirements of this procedure falls to the particular premises/contract/depot manager advised by the safety department. The risk of fire and those likely to be affected by it starts with the tender documents and the Health and Safety information Pack, followed by the tender team deciding on the methodology. The methodology will reveal whether or not hot works can be avoided and if the answer is no, then it must be managed safely.

The following risk assessment, procedures, forms, inspections and permits will be undertaken:

- a. Carry out a detailed risk assessment of fire hazards for each office, site and workshop. From the risk assessment appropriate fire prevention, detection and control measures will be implemented. The risk assessment for each site must include the potential effects on any adjacent/neighbouring properties considering: project office or office complex location, location and storage of flammable liquids, COSHH storage, unavoidable hot works and existing fire escape arrangements. The standard risk assessment pro-forma should be used MF-SHE-04
- b. Fire prevention assessment must also be carried using the form MF-SHE-14A
- c. ALL unavoidable Hot Works will be subject to the issue and use of a Hot Works Permit MF-SHE-10B
- d. Maintenance of any fire detection, fire alarm and firefighting equipment will be carried out by competent persons at the required intervals.
- e. Organise regular fire inspections and evacuation drills to ensure employees and others are aware of evacuation procedures. The fire drills will be monitored using the Fire Drill Checklists MF-SHE-14B
- f. Fire Warden & Fire Marshalls for the office, workshops and sites (as required from the fire risk assessment, local government and contractual obligations) will be appointed to control, monitor and review the procedures at the given location. Monitoring will be carried out by the Fire Warden using the monthly Fire Inspection Checklist MF-SHE-14C
- g. Training for the various roles described, use of firefighting equipment, issue of permits will be undertaken as and when necessary by the Company SHE department.

THERE WILL BE NO SMOKING IN ANY COMPANY WORK AREA EXCEPT IN DESIGNATED AREAS SET UP FOR THE PURPOSE EXTERNAL TO OFFICES, PROJECTS AND WORKSHOPS.

## 10.2. First Aid

The Company recognises its duty to provide adequate first aid provision for all employees who may be injured at work or become ill. Identifying and managing the first aid provision is outlined in the Management Procedures on emergency arrangements and training & resource. Also note the procedure for accident and emergency response MP18

The Company will comply with the Health and Safety (First Aid) Regulations 1981, in particular:

- a. A risk assessment of the need for first aid at each of the Company's work locations will be undertaken, taking into account access to emergency services, and taking into account the First Aid at Work Regulations Approved Code of Practice as guidance.
- b. A suitable number of competent first aiders or appointed persons will be allocated at each location. The numbers allocated will provide sufficient cover in the case of sickness or holidays.
- c. Each workplace and company vehicle is equipped with fully stocked first aid kits, suitably sized to suit the numbers of persons employed at the relevant location.
- d. Signs are displayed within the workplace detailing the names and photographs of the first aiders, appointed persons and the location of the first aid boxes. Poster templates are available on Enterprise
- e. Responsibilities to maintain and replenish the first aid kits lie with the most senior person based at each work location, or their nominated person

## 11. Protection of the Public

The Company recognises that its activities have the potential to cause injury or ill health to members of the public. We also recognise that children are injured or killed on or near construction/demolition sites each year. The following measures will be taken to eliminate or reduce these risks to acceptable levels:

- a. Wherever possible suitable fencing (see also the engineering design MP on hoarding) will be erected around the perimeter of the premises to prevent unauthorised persons entering and the main entrance will be kept locked outside normal working hours.
- b. Suitable signs will be displayed at the entrance and on fencing around the perimeter to warn persons of the danger and to keep out. (see also the MP on corporate branding)
- c. If there is a high potential for unauthorised access, the use of security guards and/or surveillance cameras will be considered. (See also POL17 on GDPR)
- d. Site vehicles and pedestrians will be segregated by the use of designated routes, barriers, cones and signs, as appropriate.
- e. Suitable procedures will be developed to ensure only authorised persons are allowed on the Company's premises, this may include the use of identity badges and site passes. All persons will be required to report to the site office and sign in; they must also sign out when they leave.
- f. All persons working on the Company's premises will undergo induction training (MF-IBP16; MF-HR09) to warn of the dangers of unauthorised persons entering and the precautions to be observed to prevent such an occurrence.



- g. Where appropriate, briefing sessions will be held with the tenant liaison representative/s to warn of the danger associated with the work and the methods to be used by the Company to control risks including preventing unauthorised persons getting onto the site.
- h. Where appropriate, briefing sessions will be held at schools to warn the teaching staff and children that construction/demolition work will be taking place, the risks involved and the precautions to be observed.
- i. A full risk assessment will be undertaken for each project to determine the measures needed to prevent unauthorised persons entering. It will also consider specific risk and associated controls over matters such as site transport, loading and unloading activities, scaffolding, slips trips and falls, electricity, dust, noise, vibration, falling objects, stored materials, hazardous substances etc. to ensure members of the public are adequately protected.

## 12. Workplace Layout

The planning and installation/maintenance of any workplace needs to be in accordance with McGee Minimum Standards.

Layout Plans for each premises/site operated by the Company are provided and show the locations of the following, plus anything else required for the location:-

- Emergency exit routes
- Assembly point if required (i.e not a dispersal policy)
- Emergency assembly points
- First aid equipment
- Fire extinguishers
- Fire Hydrant location and wet/dry riser connection point
- Main services isolation
- Flammable materials stores
- Hazardous product stores

These are displayed on notice boards and contained within the emergency plans held with the reception or site offices and at locations available to the Emergency Services.

## 13. Storage of Materials, Plant and Equipment

The planning and installation/maintenance of any storage area needs to be in accordance with McGee Minimum Standards MP23.

All materials, plant and equipment shall be safely and securely stored and shall not obstruct any gangway, traffic route or any other means of access or exit.

The storage of toxic, corrosive and highly flammable materials, LPG and compressed gases will not be allowed on Company premises unless authorised by the Workshop Manager/Project Site Manager.

Where materials are to be stacked, ensure they are placed on a firm foundation and that slings can be safely removed without disturbing the stack. Secure the stack with ties or chocks if necessary.

Take care when removing items from the stack so that its stability is not affected.

## 13.1. Waste

Waste on site must be stored in a manner that is considerate of the occupational health and safety of those around it, of the comfort and wellbeing of the workforce and other stakeholders including neighbours, and in a manor not to promote fire risks. Security will need to be considered to prevent theft or misuse

All wastes arising from the work shall be disposed of only in accordance with the provisions of the Environmental Protection Act 1990 or Control of Pollution (Hazardous Waste) Regulations 2005 and Waste Management Regulations 2006 as applicable. Reference should be made to the Environmental Aspects Management Procedure MP09 and the Company waste procedures. Vehicles carrying waste, and the sites on which they are disposed, shall be licensed to carry out the duty. Wastes shall be disposed of only to a licensed carrier. Further information is available from the Environment and Sustainability department

## 14. Safe Access and Egress

The planning and set up of any access and egress points needs to be in accordance with McGee Minimum Standards.

Access to and egress from the place of work must be kept clear at all times to prevent trips and falls and to ensure that in an emergency situation, the means of escape is clear at all times.

Plant and Personnel segregation must be planned and provided. This will be covered in the Traffic Management Plan which is produced using the Company template. Emergency escape routes must be suitable and sufficient for the numbers in the workplace and the distance needed to travel to reach a place of safety. The table below indicates the minimum requirements as per HSG168 for travel distance to a place of safety.

	<b>Fire hazard</b>		
	<i>Lower</i>	<i>Normal</i>	<i>Higher</i>
<b>Enclosed structures:</b>			
Alternative	60 m	45 m	25 m
Dead-end	18 m	18 m	12 m
<b>Semi-open structures:</b>			
Alternative	200 m	100 m	60 m
Dead-end	25 m	18 m	12 m

## 15. Office Safety

Offices must be treated the same as any workplace with consideration made to safe access and egress, welfare provisions, emergency arrangements, appropriately trained persons, and risk assessed activities.

The following must be adhered to;

- a. All offices must be subject to a risk assessment of the hazards present, and actions taken to remove or mitigate the risks identified.
- b. All offices must be kept in a clean and tidy condition.
- c. All corridors, walkways doorways etc., must be kept clear of obstruction.

- d. Flammable liquids must not be stored in the offices other than the normal desk top quantities.
- e. Electrical and telephone cables must not be allowed to become trip hazards by being left loose across the floor.
- f. All office personnel must be aware of the emergency evacuation procedure and all emergency exits must be clearly marked and properly maintained.
- g. Alarm sounder tests should be weekly and at least one fire evacuation per year must be undertaken
- h. Electric sockets must not be overloaded and all portable electrical appliances must be tested at least twice a year PAT testing
- i. Extension leads must not be 'daisy chained' by linking them together as this overloads them and can cause a fire.
- j. Electric heaters with naked elements shall not be used.
- k. All electric heaters must have clear air movement to and from the heating element. Clothes shall not be draped over electric heaters and water shall not be allowed to drip from clothing on to electrical apparatus.
- l. Fire Plans and emergency procedures must be produced, displayed and the building users informed of them.
- m. Where external smoking areas have been provided, means of properly extinguishing cigarettes must be provided and used. All matches and cigarettes shall be properly extinguished before being placed in the fire proof receptacles provided.
- n. Articles of clothing not being worn shall be placed on hooks or hangers provided for the purpose.
- o. Fire extinguishers must be properly sited, maintained and easily accessible for use in emergencies. In the case of a major fire, the building shall be vacated immediately, any attempt being made to extinguish the fire as there is too great a risk of death or severe injury.
- p. Display screens and workstations will be self-assessed using the Company form MF-HR33 and suitable control measures implemented. Employees will be provided with information and training on the correct use of display screen equipment and work stations
- q. Eye sight examinations will be provided, when necessary and records maintained. Where assessment determines, the Company will subsidise the eye test and purchase of one pair of standard prescription glasses for the employee, from our approved eye care partner.

## 16. Behavioural Safety Arrangements

A healthy safety culture is important to us as an organization. It is influenced by a number of factors such as the organisational environment, management attitude and commitment, the nature of the job or task, and the personal attributes of the individuals.

We at McGee have introduced a Standard Operating Procedure to describe our behavioural safety training and awareness scheme, 'STEPSAFE' Campaign "Step up your safety" SOP-SHE-001

This aims to promote a culture which aims to increase participation and develop commitment to continuous improvement with the view of providing a risk free environment.

Our Behavioural awareness training is known as 'Think Safety – Change Your Behaviour Not Your Lifestyle'

## 17. Accident Reporting, Significant Incident Management and Emergency Procedures

The Management Procedure MP18 describes the McGee requirements for the reporting of accidents etc and it provides all the links to the various report forms, documents and guidance needed in a case of an accident or emergency.

The companies Safety Department will assist in the implementation of the procedure

## 18. Occupational Health

The Human Resource Department will manage the relationship between the Occupational Health Service Provider and Site Personnel. The Occupational Health Service Provider will retain individual's health surveillance records.

Further information on the content and scope of the Occupational Health provision is in the Occupational Health Policy POL015

### 18.1. Alcohol and Drugs

McGee's recognise that the Health and Safety performance, conduct and relationships with other persons at work may be affected by anyone under the influence of drugs or alcohol.

McGee's adopts a proactive approach to drugs, solvent and alcohol management within the workplace applying the following rules: -

- a. Induction training will include advice to employees on the health risks associated with taking illegal drugs and excessive amounts of alcohol.
- b. Managers and Supervisors will make every effort to identify persons with possible alcohol or drug related problems.
- c. Line Managers and the HR Manager can/will offer counselling to those who need it. They will establish the extent of the problem and determine a rehabilitation programme if appropriate.
- d. Employees found to be under the influence of illegal drugs or alcohol during normal working hours will be removed from the place of work. It is considered a disciplinary offence, which may lead to instant dismissal.

Refer to Company Drugs and Alcohol Abuse Policy POL03 for further information

### 18.2. Health Surveillance

Activities which could place employees at risk and for which health surveillance may be appropriate include:

- Exposure to Vibrating Tools
- Exposure to Noise
- Exposure to Chemicals
- Exposure to Sensitising Agents

Site Management is required to ensure that exposure of employees to hazardous substances/activities is prevented or controlled.

## 18.3.Noise and Vibration

Refer to the Company noise Monitoring and Vibration Standard Operating Procedure SOP-ENV001

The Company premises and contracts where applicable must put in place a Noise Monitoring Plan using this template: MPL-EM004

Some areas within Company premises may be designated 'Hearing Protection Zones'. Where this is the case employees will be provided with suitable hearing protection that must be worn at all times.

Suitable signs will be displayed to indicate the area designated a hearing protection zone.

In accordance with The Control of Noise at Work Regulations 2005, where an employee is likely to be exposed to the 'first action level' noise above 80 dB(A) or 'second action level' noise above 85 dB(A) when operating tools, plant and equipment, suitable hearing protection shall be provided and worn.

Vibration is a serious source of potential nuisance and damage to surrounding people and structures.

Consideration must be given to conducting surveys, propping, restraining, tying in, repairing, monitoring for damage etc, as per demolition specification.

## 18.4.COVID-19

In March 2020 the World Health Organisation declared a Coronavirus pandemic. The effects will be present for a significant length of time and McGee will conduct its business in line with government advice through Public Health England and the Construction Leadership Council Site Operating Procedures. Specifically, McGee has:

- Coordinated the health and safety response through the Health and Safety Director;
- Established a network of Coronavirus coordinators to be the focal point of their location's response, share information, act on direction and maintain records of those self-isolating;
- Required each work location to undertake COVID-19 risk assessments for both general site activities e.g. access/egress welfare etc as well as for specific tasks;
- Required work locations to amend safe systems of work to take account of the new risk assessments;
- Required each work location to have a Coronavirus Plan to demonstrate how the pandemic is being managed at that location;

## 19. Welfare Arrangements

### 19.1. Sanitary Conveniences and Washing Facilities

Always refer to McGee Minimum Standard MP23.

Suitable and sufficient sanitary conveniences and washing facilities will be provided at readily accessible places. They, and the rooms containing them, will be kept clean and be adequately ventilated and lit. Washing facilities will have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. Wash hand basins to be of sufficient dimensions to wash forearms. If required by the type of work, showers will also be provided. Men and women will have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

No on site	WC	Urinal	WHB
25	1	1	1
50	2	2	2
75	3	3	3
100	4	4	4
150	5	5	5
200	6	6	6
250	7	7	7
300	8	8	8
350	9	9	9
400	10	10	10

The table is extracted from BS 6465

### 19.2. Drinking Water

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups, will be provided. Water will be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers will be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems, may be provided as a secondary source of drinking water. Drinking water will not be marked unless there is a significant risk of people drinking non-drinking water.

### 19.3. Accommodation for Clothing and Facilities for Changing

Adequate, suitable and secure space will be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities will allow for drying clothing. Changing facilities will also be provided for workers who change into special work clothing. The facilities will be readily accessible from workstations and washing and eating facilities, and will ensure the privacy of the user, be of sufficient capacity, and be provided with seating.

### 19.4. Facilities for Rest and to Eat Meals

Suitable and sufficient, readily accessible rest facilities will be provided.

Seats will be provided for workers to use during breaks. These will be in a place where personal protective equipment needs not to be worn. Rest areas or rooms will be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work, where applicable.

Where workers regularly eat meals at work, suitable and sufficient facilities will be provided for the purpose. Such facilities will also be provided where food would otherwise be likely to be contaminated.

Where provided, eating facilities will include a facility for preparing a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers will be provided with a means for heating their own food (e.g. microwave oven).

Smoking will not be permitted in any welfare facilities or site offices.

## 20. Operation of Plant, Machinery and other equipment

The Procurement Department is responsible for ensuring that the required regulatory inspection and testing of equipment is carried out and the Project Site Manager when using hire equipment. The responsibility extends to ensuring that only equipment suitable for the duty shall be employed and all examination certificates made available for inspection.

In the first instance, all faults on equipment or non-compliance with correct usage shall be reported for corrective action. Such corrective actions shall be against a time scale with positive action taken and recorded when completed.

All machinery brought onto Company's premises/ site shall be fully safeguarded to prevent access to dangerous parts of machinery in accordance with legislation and relevant BS EN Standards.

All machinery shall be examined for defects before being put into use. Machinery shall be maintained in a safe working condition at all times. All necessary inspection and test documentation shall be completed and copies made available for inspection upon request.

Machine guards shall not be removed from machinery unless authorised by the Workshop Manager/Project Site Manager or Supervisor. All work on unguarded machinery will be undertaken in accordance with a permit to work system operated by the Company.

When installing machinery the suppliers or manufacturers shall provide the necessary information and instruction on its correct use and maintenance.

### 20.1.Fixed Machinery

Only machinery which is suitable and/or properly adapted for the work shall be used, where it is without risk to Health and Safety and is adequately maintained.

Where specific hazards are likely to be involved, access to the equipment shall be restricted, to those employees given the authority to use it. Only personnel that are competent will operate any machinery.

Control systems shall be designed as to fail-safe so that any breakdown/damage to the machinery shall not result in danger.

All machinery shall be regularly inspected and certified by competent examiners as to its suitability for use. The certification must be scanned and uploaded onto the Enterprise Content Management System.

Emergency Stop buttons must be fitted to all machinery.

### 20.2.Plant

Only plant, which is suitable and/or properly adapted for the work shall be used, where it is without risk to Health and Safety and is adequately maintained.

Before any plant is used the work must have a RAMS in place. The item(s) of plant that are to be used must have been thoroughly examined and an in date certificate obtained from the supplier

Where specific hazards involved with the plant have been identified, access to the plant shall be restricted to those employees given authority to enter the area.

Only personnel that are competent will be permitted to operate any plant. They must hold a valid Construction Plant Certification Scheme Card (CPCS) for the machine they are to operate. In order to be able to renew the CPCS card the operator must maintain the necessary log to ensure he has achieved the required hours worked for all categories on the card.

The operation of plant falls into the category of Safety Critical and therefore means that the operator must undergo a medical or have an in date medical certificate. These medicals are undertaken annually.

Plant must be inspected regularly and not more than weekly, undergo a written inspection. The inspection should be recorded using the Company pro-forma record sheets on Mobilengine or on Enterprise MF-SHE11C for Large Plant, and MF-SHE11B for Small Plant

## 20.3. Portable Machines and Tools

All portable machinery and tools used within Company work areas must comply with the requirements of The Provision and use of Work Equipment Regulations 1998.

They must be regularly inspected to ensure that all necessary safety guards are in place and secure prior to use. Where it is available all inspections of plant both large and small must be carried out via our Mobilengine applications.

Where they are powered by electricity they must be 110v and PAT tested every 3 months when used on site. Each item should be labelled and the test record uploaded onto the Enterprise Content Management System.

Only competent employees shall be permitted to use such items.

Portable electrical tools including grinders and disc cutters must be;

- a. Inspected before use and a written inspection recorded weekly using the Company PUWER Report of Weekly Inspection proforma MF-SHE11B:
- b. PAT tested if electrically powered and included in PAT test register (use pro-forma MF-SHE034
- c. Identified with a unique number.
- d. Supplied at 110v when used on Company premises.
- e. PAT Tested every 3 months.

240v equipment may be used in occupied premises provided they are used in conjunction with residual current device (RCD) protection.

### 20.3.1. Abrasive Wheels

The Company will ensure that abrasive wheels and cutting discs are selected and mounted only by competent persons who are aware of the risks concerned and the precautions to be followed. The work will be controlled by the Company Hot Works - Permit to Work proforma MF-SHE10B:

Guards must always be fitted whilst grinders and disc cutters are in use.

Specific Eye protection for high speed impact must be worn when operating any type of abrasive wheel machine or disc cutter. Eye protection must comply with EN175-B

Suitable hearing protection must be worn when carrying out any cutting or grinding operation.

Suitable face-fitted facemasks must be worn when carry out any cutting or grinding operation produces airborne dust or particles.

### 20.3.2. Cartridge Operated Tools

No person under the age of 18 years will be allowed to operate a cartridge-operated tool on Company premises.

All persons operating cartridge-operated tools must be formally trained and competent



All cartridge tools and cartridges must be stored in a safe place when not in use. They must never be left unattended during break periods or between operations.

Cartridge operated tools must not be used in an area where flammable gases, vapours or dusts are present.

Operators must ensure that a suitable safety zone is maintained around the working area, and where necessary, restrict the entry of persons by the use of barriers, guards or other suitable means. Where appropriate suitable notices must be clearly displayed warning of the danger

Operators of cartridge-operated tools must wear suitable hearing, hand and eye protection.

When not in use operators must ensure that the tools are maintained in an unloaded condition.

### 20.3.3. Non-powered Hand Tools

All persons shall ensure the hand tools they use are in good condition and correct for the work they are undertaking. Defective tools must be repaired or replaced as necessary.

Eye protection over and above the mandatory safety glasses, must be worn where there is a chance of particles flying from the work piece or the hand tool being used.

All hand tools must be free from mushroom heads, cracked or split handles and any other defects.

When working on or near electricity, only approved insulated hand tools must be used.

All hand tools must be kept tidy during the working period and returned to toolboxes, bags or other holders when not in use.

### 20.3.4. Inspection and Testing

It is Company policy to ensure that all equipment is maintained in a safe working condition. Also, that it shall be inspected and tested on a regular basis in accordance with the relevant regulations. This applies to items such as local exhaust ventilation, electrical equipment, hoists etc.

## 20.4. Electrical Installations

The risk to life and serious injury, by the use of incorrect electrical supply is high. Electrical equipment or appliances, other than those supplied by the Company, should never be used.

All equipment shall be regularly checked and certified by competent persons.

Installations of, alterations or adaptations to temporary electrical supplies, should be made only by competent Electricians.

On site Portable electrical plant, site lighting, hand tools and hand pumps, will only be used at 110 volt supply. All 110v equipment will be PAT tested every **three months**.

The site, workshop or office in question will produce a register of equipment needing PAT testing using the company form MF-SHE11H pro-forma

If it is necessary to supply electricity at either 240v or 415v, the cable used must be of the armoured type, protected by an RCD device to protect the user.

Care must be taken with the location of electric cables supplying the various items of equipment throughout the Company's premises/ site. They must be kept tidy and suitably positioned to prevent trip hazards. They must not be allowed to be in wet conditions.

Where electrical equipment is used in an office the testing will be 6 monthly for portable items and twelve monthly when items are fixed in position.

Faults in electrical equipment must be rectified by qualified electricians only.

Under no circumstances will unqualified staff be permitted to make electrical repairs or connections.

## 21. Lifting Operations

See the Safe Operating Procedure for Lifting Operations SOP-SHE002 – Lifting Operations for the procedures and requirements for lifting operation planning, arrangement and control.

The Lifting Plan or Lifting Method Statement can be set up using the Company template LOP

Use of Lifting Accessories, Slings and lifting points is covered in the Company “Schedule of Common lifts”.

### 21.1. Hoists

All hoists must be protected by a substantial enclosure; entrance gates fitted with interlocks to prevent inadvertent opening.

Before use the hoist must be tested by the installer and insurance provider and the certificate recording this retained by the site and uploaded to Contents Server. A current Thorough Examination (TE) certificate (6 monthly) must also be retained and uploaded.

The Supervisor or other competent persons must inspect the hoist daily before starting work and record all such inspections in writing, weekly in the L.O.L.E.R. file, using the Company proforma MF-SHE11D or the Mobilengine app

Only trained authorised personnel are to be allowed to operate the hoist. The hoist must be left unusable by unauthorised person(s) when the operator is away from the equipment.

The safe working load must be clearly marked and never exceeded.

The controller must be so positioned that the hoist can be operated from one position only.

Under no circumstances should passengers use hoists designated "materials only".

### 21.2. Lifting Accessories

All lifting accessories must have a current 6 monthly TE certificate supplied with them.

The identification number and safe working load must be clearly marked/tagged onto all lifting accessories

All lifting accessories must be inspected before use; and any damage or defect reported to the Supervisor and the item taken out of service. They must be cleaned and stored in dry conditions when not in use.

Then weekly inspections of lifting accessories are to be recorded on the Company proforma MF-SHE11D, and retained in the site LOLER file or on the Mobilengine app.

## 22. Asbestos removal

Asbestos management and removal operations are carried out by McGee Environmental Services (MES).

The health and safety arrangements required to carry out asbestos management and removal activities are covered by POL20 Asbestos Policy and SOP-CON-010\_Asbestos Standard Procedures.

Only trained managers and operatives can perform such activities and should asbestos be discovered on any McGee site works must be stopped and the contract manager should contact MES to discuss any further activity including making the area safe.

## 23. Demolition

Demolition activities are considered high risk and therefore need to be well planned, supervised and carried out. There are a number of Standard Operating Procedures on the Enterprise system covering the management of this work:-

SOP-CON006 applies Demolition work

SOP-CON007 applies to Demolition site establishment.

SOP-CON008 applies to the demolition tender method statement

SOP-CON001-SOP-CON005 applies where the demolition requires Temporary Works

### 23.1. Explosives

Explosives are not used or handled in the Company's work.

### 23.2. Welding and Cutting

All welding and cutting on the Company's premises shall be controlled under the Company Hot Works permit system MF-SHE10B operated by the Workshop Manager, Project/Site Manager or Supervisor.

The RAMS for the work may stipulate that a fire marshal or watcher is required to be in place

Cylinders containing Oxygen and LPG must always be stored and used in the vertical position. Cylinders must be treated with care and not heated, dropped or rolled along the ground. Keep all valves and fittings clean and in a well maintained condition free from splits and cracks. Always turn off the equipment when not in use.

Always take advantage of any natural ventilation, local extraction or stand up wind from the work.

Screens must be used to protect persons from arc eye, who are in the immediate vicinity of the work.

Suitable purpose made welding/burning goggles or shields must be provided and used by the welder/burner.

Flammable liquids and materials must be kept well clear of the work area where welding or cutting is taking place.

Vessels or containers which contain flammable liquids or materials, must not be welded or cut until such liquids and materials have been removed and no flammable vapours or fumes are present.

Articles which have been cleaned with solvents or degreasers shall be thoroughly dried before heat is applied.

Electric arc equipment must be used with insulated electrode holders. Leads are to be regularly inspected for defects before putting into use. The earth and return leads must always be connected to the item to be welded and never to structural steelwork

## 24. Enabling works

### 24.1. Underpinning, Shoring and Propping

These are engineered solutions to give a retained structure stability or support during full or partial demolition of its surroundings (BS6187:2011 cl16.1). See also BS EN 12811-1,

BS EN 12811-2, BS EN 12813, BS EN 1993-6, BS 5975 and HSE document: *The Management of Temporary Works in the Construction Industry*

### 24.2. Excavations

All works involving excavations must be subject to Risk Assessment and a Method Statement as it is a known hazardous workplace. The ground can be affected by heavy rain, drought or vibration all of which may cause a collapse of an excavation.

The following points must be observed at all times when working in excavations of 1.2m or more in depth.

- The work will be controlled by the Company proforma, MF-SHE10G Excavations - Permit to Dig
- Excavations should be battered back to the recommended angle depending on ground type; this will remove the risk of collapse and falls from height associated with steeper excavations.
- Spoil or equipment must be placed a safe distance from the edge of the excavation.
- Excavations must be fully supported by timber supports or battered back sufficient to eliminate the risk of earth falls.
- Safe and secure access/egress must be provided to and from the excavation.
- Barriers must be erected if access to the site can be gained at night and warning lights must be positioned on the barriers.
- Workplace (Excavation) inspection will be carried out daily with a written recorded weekly, using the Company pro-forma MF-SHE11A

## 25. Work in Confined Spaces

A confined space is a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

The Confined Spaces Regulations 1997 apply where the assessment identifies risks of serious injury from work in confined spaces. These regulations contain the following key duties:

- avoid entry to confined spaces, e.g. by doing the work from the outside;
- if entry to a confined space is unavoidable, follow a safe system of work; and
- put in place adequate emergency arrangements before the work start

A Management Procedure will be developed to cover work in Confined Spaces (CS), expanding on the following precautions:-

- a. The work must be controlled using the Company Safe Entry Checklist for Work in Confined Spaces Permit to Work MF-SHE019

- b. The confined space must be checked for toxic fumes or dust and adequate oxygen for breathing.
- c. Unless otherwise proved to be safe by testing, when entering a confined space, a self contained or remote breathing apparatus must be worn. Normal full face masks will not provide protection in an oxygen deficient atmosphere.
- d. The CS worker must wear a life line and there must always be a Top Man who monitors the safety of the operative entering the confined space. The Top Man must call for assistance in the event of an emergency and under no circumstances must the standby operator attempt to enter the confined space himself/herself.
- e. The Top Man must be briefed on his/her duties and the emergency phone number provided.
- f. Should the Top Man have to leave his post then all CS work must cease and workers vacated from the CS.

## 26. Piling

McGee's inhouse Piling division ensure that piling activities are planned and managed with consideration of the wider project, using competent persons.

The management of the Piling rigs, mobile cranes excavators and dumpers will undertaken by the McGee Plant and Equipment department.

A risk assessment for the works will be carried out in accordance to the McGee management procedure MP15 for RAMS. The RA will take into account ground conditions, local structures and infrastructure, archology and services information above and below ground. Local structures will be monitored during the piling activities for movement, noise or vibration issues

Areas of work will be surrounded by signed barriers appropriate to the site to prevent unauthorised personnel from entering the area, and to provide segregation between plant and equipment. Consider fall protection on all plant and equipment as well as around any cored openings.

The piling mat must be designed as per the company temporary works procedures and templates MF-CON01 to MF-CON04. Plate bearing tests on the mat must be undertaken before work starts

All spoil/arising's will be stored in a safe location as not to pose a risk to the piling operations or to block access for the workforce.

Where Bentonite is to be used, the silo/tank will be positioned in a reasonable distance from the works, considering the path of the hose lines to the rigs.

Reinforcement cages will be delivered just in time and lifted in accordance with the lift plan for the operations. As far as practicable, pile casings or guide walls will sit proud of the piles to act as edge protection. Where this is not practicable, consideration must be made for fall protection into the hole.

Lowering of reinforcement must be under the control of a qualified and experienced backsman/slinger/signaller, and they are responsible for checking that all personnel are clear of the reinforcement before it is lowered down. All lifting equipment must be inspected as per the LOLER requirements.

Piling procedures have now been developed and divided based on the piling methodologies and techniques applied.

## 27. Substructure and Superstructure construction

Before undertaking any construction work, a risk assessment for the work is undertaken and the controls identified are described in a detailed method statement. The method statement will detail

the sequence of construction, the provision of any temporary works, the plant and equipment required including lifting operations, and the competency's necessary to undertake the work safely

Wherever possible work at heights must be undertaken from a suitable platform such as scaffolding or by a mobile elevated work platform. The Work at Heights procedure SOP-SHE003 must be followed including consideration of the hierarchy of controls with use of harnesses as a last resort worked under a Work at Height Permit MF-SHE010. Collective fall protection such as Safety nets must be installed by competent personnel and inspected

Suitable precautions must be taken to prevent materials or articles falling during construction of the structure must be considered including tool tethering and perimeter fans or crash decks.

Space for loading out and fabrication of formwork and reinforcement cages will be required and should be considered as part of regular logistics and coordination meetings. Any weather restrictions to construction activities such as lifting wall shutters, must also be continually monitored

## 27.1.Reinforced Concrete structures

The method statement must specify the sequence of construction, the methods erecting formwork, reinforcing cages and placing of the concrete, how the structure will be kept stable at all times including the types of temporary works support to be used, and any weather restrictions on lifting formwork shutters

Only competent employees /contractors shall be appointed to carry out reinforced concrete construction work.

Where temporary works and formwork erectors have to work at height, safe means of access and egress to the work platform must be provided and maintained at all times. Where the decking area is over 100m<sup>2</sup>, in area two means of access and egress should be maintained.

Access routes under the suspended slab formwork must be planned and clearly identified. Plastic tape should not be used as this is easily broken and caused a housekeeping issue. Areas or erection and striking must be securely fenced and signed to prevent unauthorised access

As the support work (in whatever form that has been decided upon) comes under the banner of Temporary Works (TW) then it must be designed and checked by competent persons as described in SOP-CON001 and associated procedures.

Controlling elements of the works includes using the Falsework Inspection and Permit to Load document MF-SHE10D, the striking of formwork using the Company permit and inspection of the form working area as a workplace using the Company proforma

Placing of concrete can be carried out by numerous ways, including directly from the supplying lorry, lifted in a Concrete Skip, wheel barrowed or using a pump line. Where pumping is the method of choice then the Company MF-SHE11I Concrete Pump lines checklist should be used

PPE provided should be waterproof to prevent the contact of the person's skin by the wet cement contained in the concrete mix.

## 27.2.Post tensioned concrete structure

Post-tensioning must only be undertaken by a specialist contractor.

The position of the tensioned strands should be clearly identified for follow-on trades.

Access routes across poured slabs need to be considered to avoid tripping on grouting tubes

## 27.3. Steel Erection

Only competent employees/contractors shall be appointed to undertake steel erection work.

The method statement must specify the sequence of construction, the methods of making connections and how the structure will be kept stable at all times including the types of temporary support to be used. Use of advance handrails fixed to the steel beams before erection should be considered

Work must be planned so that steel erectors can undertake as much work as possible at ground level. Where steel erectors have to work at heights, safe means of access and egress to the connection points must be provided and maintained at all times.

Steel erection must not be undertaken where weather conditions such as ice, frost, snow, rain, fog or high winds impose adverse working conditions. The weather conditions must be continuously monitored to detect the onset of adverse weather conditions. Following a stoppage due to adverse weather conditions, the steel structure must be checked for stability before work is allowed to restart.

All lifting and slinging work must be carried out by or under the supervision of a competent person and in accordance with the procedure SOP-SHE005.

## 28. Working at Height

Falling from height is the main cause of accidents and fatalities in the construction industry.

The Company recognises the importance of managing work at height with the same degree of expertise and to the same high standards as other core business activities.

The Company will comply fully with the requirements of the Working at Height Regulations 2005 and will avoid working at height wherever possible. The Hierarchy of control as described within the regulations will be followed.

The Group works to Work at Height procedure SOP-SHE003

There is a template for a work at height rescue procedure in the enterprise filing systems called MF NET10

### 28.1. Scaffolding

The Company uses specialist Contractors for all its scaffolding needs, design, erection and dismantling. The McGee in house engineering department will also review all scaffolding designs beyond standard SG20.

Design of scaffolding system falls under the requirements of the CDM regulations 2015 and therefore a design risk assessment needs to be carried out. If design is carried out by sub-consultants, a design risk assessment needs to be provided in the same way.

### 28.2. Access equipment

Mobile elevated work platforms may only be operated by trained and authorised personnel. Equipment must be used in accordance with the manufacturer's instructions and the safe system of work involving the use of the equipment must be detailed with in the risk assessment and method statement for the task. Pre use daily inspections should be carried out on MF-SHE-11k

Aluminium towers or podium steps may only be assembled and inspected by trained and authorised personnel in accordance with the manufacturer's instructions. The safe system of work involving the use of the equipment must be detailed with in the risk assessment and method statement for the task.



# APPENDIX A

ADDITIONAL GUIDANCE





## 29. Appendices

### 29.1. Appendix A - Additional Guidance

McGees will comply with relevant legislation and approved codes of practice relating to work activities being undertaken. A library of general guidance which includes legislative publications is available to employees by accessing the Enterprise Connect Data Management System

Further sources of information:-

<https://books.hse.gov.uk/>

British Standard PAS91

<https://shop.bsigroup.com/ProductDetail?pid=00000000030336960>

HSE publication providing guidance on the management of contractors HSG159

<http://www.hse.gov.uk/pubns/books/hsg159.htm>

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