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| Scope |
| This procedure applies to all Company projects, offices, facilities, asset and concession companies and Joint Venture (JV) projects where the Company Management System has been adopted by the JV Board. Where the Company is required to operate another party’s Management System then the requirements of the Joint Venture/Alliance Business Management System (BMS) Assessment must be followed in relation to assessing the validity of third party management systems. |

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| Purpose |
| The purpose of this procedure is to define the health and safety controls associated with the safe use of plant (mobile or static). However, this procedure does not cover the physical operation of plant.  The requirements in this procedure are considered to be our current standards and must be adopted as part of a safe system of work. However, Projects and Contracts are also encouraged to identify new methods of working as long as these are: developed through rigorous risk assessment, demonstrably improve on current standards, deliver legal compliance and are approved in accordance with the Control of HSES Derogation procedure ([HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992)).  This document excludes arrangements for Lifting Operations ([HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085)), Pressure Systems ([HSF-PR-0042](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5650) Mechanical Safety) and On-Track Plant (Road Rail Vehicles) ([OPS-PR-6603](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5876)) as these are dealt with in separate procedures. |

Procedural Requirements

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|  | Competencies |
|  | **Supervisor** – An individual appointed by the Site Lead to supervise and co-ordinate Plant and to ensure statutory inspections are carried out. They must be sufficiently experienced and knowledgeable in: |
|  | * The safe use of the item of plant |
|  | * The suitability of plant for a task |
|  | * What inspections are required |
|  | * When and how defective plant must be quarantined. |
|  | **Skipper/Captain** - must hold a Boat Masters License (BML) or Standards of Training, Certification and Watch keeping (STCW) – appropriate to the vessel and the area of operation. When towing and/or pushing, the specific endorsement is also required. |
|  | **Plant Operators** – must only operate plant for which they have been authorised and hold a relevant & valid training/competency card from one of the following accreditation bodies: |
|  | * Construction Plant Competence Scheme Card (CPCS) |
|  | * National Plant Operators Scheme (NPORS (CSCS))\* |
|  | * International Powered Access Federation (IPAF) |
|  | * Association of Lorry Loader Manufacturers and Importers (ALLMI) |
|  | * Road Transport Industry Training Board (RTITB) |
|  | * Energy & Utility Skills Register (EUSR) |
|  | * Mineral Products Qualification Council (MPQC) bearing the Construction Skills Certification Scheme (CSCS) logo. |
|  | * Sentinal Scheme Card (Network Rail & London Underground infrastructure projects only) |
|  | \*Traditional (non CSCS) NPORS Plant training cards – See HSES Training and Competence Procedure (HSES-PR-0026) |
|  | In accordance with [2015 UKC-SA-006 Safety Alert – M3 Fatal Injury](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Resource%20Library/Health-Safety/2015%20UKC-SA-006%20Safety%20Alert%20-%20M3%20Fatal%20Injury%2028th%20July%202015.pdf) suction excavators must be supplied with two qualified operators: |
|  | * The principle operator must hold the following competency: |
|  | * CPCS card category A78E Vacuum Excavator – LGV – semi powered arm / A78F Vacuum Excavator LGV – fully powered arm |
|  | * Must have a valid, minimum category C, driving licence for driving on the public highway |
|  | * Shall hold a current Driver CPC qualification |
|  | * A minimum NRSWA operative competency |
|  | * The secondary operator must hold as a minimum the following competencies: |
|  | * (Non LGV driver) – CPCS A78G semi powered arm / A78H fully powered arm |
|  | **INTERACTION WITH OTHER PROCEDURES** |
|  | Plant can be the source of a number of hazards. Some of these hazards are also dealt with in other procedures which must also be referred to where relevant: |
|  | |  |  | | --- | --- | | [HSF-PR-0060](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8571) | **Vibration** – The use of vibrating hand tools must be in accordance with the Hand Arm Vibration procedure. | | [HSF-PR-0044](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8150) | **Noise** – The use of Plant must comply with the Control of Noise procedure. | | [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | **Personal Protective Equipment** – Users of Plant must be issued with, and instructed in the use of, all task specific protective equipment. | | [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) | Vehicles, Plant or Equipment Used in **Lifting Operations**, must comply with the Lifting Operations procedure. | | [HSF-PR-0023](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1897) | When undertaking **diving operations**, the controls within the Diving Operations procedure must be followed. | | [HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) | **Vehicle and plant movements** must be in accordance with the People, Vehicle and Plant interface procedure. | | [HSF-PR-0009](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8140) | **Hot works** such as welding and brazing must be in accordance with the Fire Prevention, Control and Hot Works procedure. | | [HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232) | **Work at Height –** Vehicles,plant, tools and equipment used or worked on at height must be in accordance with the Work at height procedure. | | [HSF-PR-0003](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1263) | **Mobile phones & hand-held radios** used whilst driving/operating vehicles and plant must be in accordance with Mobile Phones and Hand Held Radios procedure. | | [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Periodic **Health Surveillance/Assessments** for mobile plant operators must be in accordance with the Occupational Health Surveillance –Assessment Procedure. | | [OPS-PR-6603](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5876) | **Control of On-Track Plant** – Use of rail specific plant (OTP) must comply with the Control of On-Track Plant procedure. | | [NR/L2/RMVP/0200 P521](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | **On-Track plant operations** scheme if civils mobile plant is used within 3m of the nearest running railway line and On-Track Plant is in operation, the civils plant must be planned and operated under an On-Track Plant Operations Scheme (POS) provider. | |
|  | **AUTHORISATION TO USE** |
|  | The Site Lead will ensure that authorisation to use plant will be given either verbally or by appointment to a specific role. |
|  | Site Leads must ensure only competent plant operators who are in possession of training specific to the item of plant are authorised to use it. |
|  | In accordance with HSES-PR-0026 Training and Competency the Site Lead must ensure that any trained but inexperienced or ‘new to project’ operatives have direct supervision to ensure they have the competence and abilities to work to a high standard of safety in line with their training and Balfour Beatty Golden Rules  This is a requirement of [2016-UK-Update-001 Fatal Injury Third Don Crossing Aberdeen](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Resource%20Library/Health-Safety/2016-UK-Update-001%20Fatal%20Injury%20Third%20Don%20Crossing%20Aberdeen_%206th%20May%202016.pdf) |
|  | Young Persons (as defined in [HSF-PR-0066](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7039)) are prohibited from operating all Plant. |
|  | **SELECTION OF PLANT** |
|  | The Plant Specifications must be used when selecting and procuring items of plant (Plant and Equipment Specification Index ([HSF-RM-0046e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1717)). |
|  | Any item of plant which does not have a current Plant and Equipment Specification must be identified and approved in accordance with the New Product and Engineering Change Procedure ([HSF-PR-0070](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1909)) or, for On-Track Plant the ‘Control of On-Track Plant’ procedure ([OPS-PR-6603](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5876)). |
|  | The Site Lead must ensure that Plant and accessories provided are suitable and sufficient for the task and meet the requirements of the relevant Plant and Equipment Specification ([HSF-RM-0046](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7104)). |
|  | The Site Lead must ensure the risks associated with the use of Plant are assessed and ensure a safe system of work has been developed for the intended task in accordance with the Setting People to Work Safely procedure ([HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). |
|  | The Site Lead must ensure that all relevant permits or exemptions (i.e. waste exemption: T5 screening and blending waste) are identified applied for and in place before the plant is used. |
|  | Any ‘Quick Hitch’ attachments required to be fitted to Plant must be supplied, fitted and used in accordance with the Safe Use of Quick Hitch Devices ([HSF-RM-0046c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7666)). |
|  | All vacuum/suction excavation equipment must be procured or hired directly through the Balfour Beatty Plant and Fleet Thurnscoe Centre of Excellence to ensure equipment and operators are provided to the correct specifications. This applies to both directly procured and subcontracted operations. |
|  | DELIVERY/Collection OF Plant |
|  | The Site Lead must ensure that the requirements for the delivery/collection of plant are communicated to suppliers in advance of all deliveries and collections taking place. See the People, Vehicle and Plant Interface Procedure ([HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815)) for more details. |
|  | The Site Lead must ensure a suitable Loading/Unloading Area is provided. See ‘Minimum controls for Loading and Unloading areas’ ([HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165)) |
|  | Loading/unloading must only take place in designated areas. Delivery Drivers must be briefed on the need to familiarise themselves with the area and make any necessary amendments to their Risk Assessment and Method Statement/Work Package Plan/Lifting Plan. The site will also advise any additional measures required by their People, Vehicle and Plant Management Plan ([HSF-SF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7809) or [HSF-SF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7810)). |
|  | The Site Lead must ensure that a suitable Site Representative is available to accept the delivery/collection of plant/equipment. Under circumstances where the Site Representative is not available, the delivery/collection must be postponed until a Site Representative is available. |
|  | All deliveries/collections must have a written Risk Assessment and Method Statement/Work Package Plan for unloading and loading, together with any necessary on-site assembly instructions, including attachments and accessories. This must take into account the following considerations: |
|  | * Delivery/collection location |
|  | * Ground conditions |
|  | * Weather conditions and weather forecast |
|  | * Overhead structures and cables |
|  | * Temporary Traffic Management arrangements |
|  | * Transfer routes |
|  | * People, vehicles and plant interfaces |
|  | * Load security |
|  | * Work at height (if applicable) |
|  | * Plant/Tools/Equipment used as part of the delivery |
|  | * Competences required to load/unload |
|  | The Site Lead must ensure plant delivery/collection Risk Assessment and Method Statements/Work Package Plan are suitable and sufficient in advance of the delivery/collection taking place, and must be accessible to the driver at the time of delivery/collection. |
|  | Upon arrival to site, the driver must park in a designated area and report to the Site Office (or Site Representative) to receive any site specific instructions/induction. No unloading or loading operations are permitted until the Site Representative has given authority to do so. |
|  | The Site Representative must ensure that delivery operators meet the following minimum requirements: |
|  | * Lift Plan:   + Basic\* / generic lifts – may form part of a method statement / WPP   + Intermediate / complex\* - require a specific lift plan   \*Refer to [HSF-PR-0039 Lifting Operations](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) for details on lift complexity. |
|  | * Valid (in date) CPCS/ALLMI or NPORS card or proof of in-house training covering the operations being undertaken |
|  | * Valid (in date) Thorough Examination Reports for all lifting accessories carried on the vehicle and potentially being used |
|  | * Valid (in date) Thorough Examination Report for the crane attached to the vehicle |
|  | * The SWL/WLL of the crane clearly displayed for all positions of the boom with the outriggers down and in place |
|  | Deliveries/Collections involving Plant which is driven or operated in order to complete the loading/unloading activity, must be operated by a sufficiently competent and trained operator/driver for the type of vehicle they are loading/unloading. The training must be sufficient for the loading/unloading activity to be completed in a safe manner. The training as a minimum must cover all aspects of operation necessary to complete the activity. The operator/driver must be able to produce upon request evidence that they have met the competency requirements for the activity they are undertaking. |
|  | Deliveries/Collections involving winching operations must be in accordance with the Hauling & Winching procedure ([HSF-PR-0033](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6982)). |
|  | Drivers must wear Personal Protective Equipment (PPE) detailed in the Site Induction (or delivery driver briefing) and the Risk Assessment and Method Statement/Work Package Plan. |
|  | Deliveries involving working at height must be in accordance with the Work at Height Procedure ([HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232)). |
|  | Vehicles used for plant deliveries where the operator is required to access the plant whilst loaded must be suitable for this purpose, i.e. steps, hand rails or safety lines etc. As a minimum requirement, the principle of 3 points of contact must be adhered to. In all cases the method of working must be covered in the Risk Assessment and Method Statement/Work Package Plan. |
|  | Tipping |
|  | Tipping can be dangerous. The machinery or load can can cause serious harm. If not managed safely on site there is a risk of vehicles overturning, with a potential; to cause fatal accidents. HSE guidance should be followed to help establish a safe system of work. Refer to [Workplace Transport Information](http://www.hse.gov.uk/workplacetransport/information/tipping.htm) for guidance when Tipping activities are taking place on site. |
|  | The Site Lead and Plant Operator must make sure that tipping faces are suitable and safe.  Tipping sites should be:   * Level (a gradient that is within parameters set by the project (and calibrated on the inclinometers and free from ruts, potholes, mounds etc.) * Firm and stable (the whole site must be able to hold the vehicle and load during tipping) * Clear overhead (there must be no power cables or pipe work) |
|  | All ADTs working on Balfour Beatty projects must be fitted with an inclinometer to warn the driver when the skip of the ADT is outside of set parameters.  The reversing of ADTs up or down stockpiles is banned on Balfour Beatty projects. |
|  | Forward Tippping Dumpers must not travel on stockpiles and only discharge the load at the foot of the stockpile. |
|  | INSPECTION OF DELIVERED PLANT |
|  | A visual inspection must be conducted and the relevant [Plant Specification Checklist](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/Pages/Health-Safety/Plant_Specification_Homepage.aspx) completed by the Site Representative. Additional information may be added to the Checklist if required e.g. actual sound level (dBA) where relevant etc. Any items found to be non-conforming must be evaluated by the Site Lead to ascertain the severity of the non-conformance. Further support may be obtained from the HSES Advisor if required. See Non-conformances Section). |
|  | All suction excavation equipment regardless of the hirer must have the Plant and Equipment Specification Checklist – Vacuum Excavator ([HSF-CL-0046m](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1917)) fully completed prior to first use. |
|  | All plant, when received on site, must be entered into the site Plant Register. The Site Lead must ensure the Plant Register ([HSF-TF-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7672)) or equivalent is kept up to date with new, replacement and off hired equipment on a weekly basis. |
|  | All non-road mobile machinery (NRMM) deployed in Greater London must be inspected to ensure that it meets the NRMM requirements outlined in ([ENV-RM-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6570)) and registered accordingly on the on-line NRMM register. |
|  | **NON-CONFORMANCES** |
|  | All non-conformances identified on the Plant Specification Checklists must be reported via the contact details below and in accordance with the Plant Specification Guidance ([HSF-RM-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2784)). |
|  | Services Plant Desk - [bbssplant@balfourbeatty.com](mailto:bbssplant@balfourbeatty.com) 0870 8444 888 (option 1, 1, 1)  CSUK Plant Desk - [CSUKPLANT@balfourbeatty.com](mailto:CSUKPLANT@balfourbeatty.com) 0870 8444 888 (option 1, 1, 2)  Helpline - [help@balfourbeatty.com](mailto:help@balfourbeatty.com) 0800 121 4444 |
|  | **REFUELLING PLANT** |
|  | PPE must be worn in accordance with the requirements of the PPE procedure ([HSF-PR-0048)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083). |
|  | Portable fuel containers: |
|  | * Must be a UN approved type, the contents clearly labelled and the container regularly inspected for signs of damage. Relevant safety signs must be displayed on the container |
|  | * Plastic containers must have a limited capacity of 10l |
|  | * Must be protected from sources of heat and stored out of direct sunlight |
|  | * Must be opened slowly to release any pressure that may have built up inside the container |
|  | * Must be opened or decanted at least 10 m from a heat source |
|  | * Must only be used with a pouring spout that is purposely designed for the fuel container |
|  | * Must be opened or decanted at more than 10 m from water courses and drains |
|  | Refuelling must take place away from potential sources of ignition with the engine switched off and when the equipment has cooled down. |
|  | When re-fuelling or decanting fuel, a minimum safe distance of 3 metres from other people, plant & vehicles must be maintained at all times. |
|  | Refuelling vehicles and mobile plant must only take place at designated refuelling points utilising fixed installations or proprietary fuel bowsers, with no pedestrians in the vicinity whilst the vehicles are being positioned in preparation for fuelling. For guidance see Plant Specification [HSF-SP-0046HT – Refuelling Station.](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1242)  The details for refuelling must be included within the People, Vehicle and Plant Management Plan ([HSF-SF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7809) or [HSF-SF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7810)) and briefed to all relevant personnel. |
|  | Where multiple refuelling locations are required, these must be specifically designated and segregated from normal site operations. Where this is not possible due to space restrictions, a mobile refuelling area must be designated using appropriate signs and barriers. |
|  | Refuelling must take place at least 10m away from any watercourse or drain where practicable. |
|  | Drip trays/plant nappies must be used when refuelling and absorbent material must be available on site to deal with inadvertent spillages (Spill Management and Response [ENV-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6998)). |
|  | Fuelling of plant by means of transferring fuel from one vehicle to another is prohibited, except mobile fuel bowsers. |
|  | Suitable fire fighting equipment (typically an AFFF foam fire extinguisher) must be available at a designated re-fuelling point. Where re-fuelling is undertaken away from a fixed re-fuelling point the fire extinguisher fitted to the vehicle must be made available. |
|  | **BULK FUEL DELIVERY** |
|  | The following controls must be in place during fuel deliveries: |
|  | * Deliveries must be carried out on surfaces that are impermeable to oil (e.g. concrete, asphalt etc.) and isolated from drainage systems |
|  | * Where drains are located next to storage tanks, these must be sealed using a drain cover |
|  | * An automatic overfill prevention device must be in place if the tank or vent pipe cannot be seen by the delivery personnel |
|  | During delivery of fuel, a Balfour Beatty employee must be present at all times to ensure that: |
|  | * The correct liquid is placed in the correct tank |
|  | * That the tank has sufficient capacity to take the delivery quantity |
|  | * Spill kits are readily available and clearly identified |
|  | * Any spillages are contained, cleared up as soon as possible and reported |
|  | **MAINTENANCE & ADJUSTMENTS** |
|  | Planned preventative maintenance and inspection must follow manufacturer’s instructions. The Site Lead must ensure that all Plant is subject to planned inspections and maintenance by a competent person and that records are maintained. |
|  | Pre-Use Daily/Weekly Checklists must be used to record an inspection, any defects and corrective actions taken. See the Plant Pre-Use-Daily-Weekly Check Index ([HSF-RM-0046d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11010)) for more details. |
|  | Where an existing checklist is not suitable for an item of plant, the Work Equipment Inspection Register ([HSF-TF-0046b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7673)) must be used and the details forwarded to [hse@balfourbeatty.com](mailto:hse@balfourbeatty.com). |
|  | All plant operators must report all defects immediately to their supervisor who must arrange for the item of plant to be quarantined if the defect impedes the safe operation of the machine. All quarantined plant must be physically identified as “out of use” by use of a red card or similar site specific scheme, until the defect has been rectified or the item removed from site. |
|  | Unless the manufacturer’s instructions state otherwise, all electrical and mechanical Plant must be switched off or isolated before adjustments are made and before any accessories are connected or disconnected. |
|  | The Site Lead must ensure maintenance personnel/fitters park in the designated visitor area and report to the Site Offices (or Site Representative) to receive any site specific instructions/induction prior to attending to the plant/equipment. |
|  | Maintenance personnel/fitters must receive the full project induction if allowed to work unaccompanied on site, or must be accompanied by the Site Representative at all times. |
|  | The Site Representative must brief the maintenance personnel/fitter on the access/egress points to the location of the plant/equipment and must ensure that an exclusion zone is set up and enforced if the item cannot be moved from its work location. |
|  | All articulated dump trucks must be subject to instrumentation brake testing (such as [SIMRET](https://www.turnkey-instruments.com/images/documents/Interpretation-of-Simret-Results.pdf)) prior to the vehicle commencing on site and at two weekly intervals thereafter. The Instrumentation Brake Test Form ([HSF-SF-0046c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7671)) must be used to record these items. In situations where it is not feasible to carry out instrumentation brake testing, a weekly ramp/brake test must be conducted. |
|  | **USE OF PLANT** |
|  | Pre-Use Inspection |
|  | Before any item of plant is used for the first time in a shift it must be visually inspected by the operator and any controls checked for any defects or faults. The results of the inspection must be recorded on the relevant Pre-Use-Daily-Weekly Checklist or in the case of Road Rail Vehicles, the rail specific document such as machine log book. See Plant Pre-Use-Daily-Weekly Check Index ([HSF-RM-0046d)](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11010) for more details. |
|  | Where more than one operator inspects the item of plant in the day/shift, then the operator must review the previous operators’ inspection record and update it only if there are any changes. |
|  | Inspections of trailers or towable plant must be completed before the trailer or item of plant is moved. |
|  | Mobile Plant Movement on Sites |
|  | The risks associated with the movement of plant on site must be either eliminated or controlled to prevent injury to pedestrians. See People, Vehicle and Plant interface procedure ([HSF-PR-0047).](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) |
|  | Mobile Plant Movement on Public Highways |
|  | Any plant that is to be used on the public highway (including the towing of trailers) must be covered by a safe system of work and risk, assessment and must comply with statutory highway and vehicle Regulations (Setting People to Work Safely procedure [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591)). |
|  | Operators must possess a valid driving licence for the category of plant or vehicle and the correct endorsement for towing a trailer, where applicable. Note that these statutory requirements can be particularly complex and may change if an empty trailer is loaded during the day or a payload on a trailer is off-loaded. |
|  | All construction site plant (excluding towed plant) that is used on the public highway must have an Authorisation to Take Plant onto the Public Highway ([HSF-SF-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7668)) and must be correctly prepared for travelling on the highway in accordance with the manufacturer’s instructions. |
|  | Where plant is required to be escorted, the escort vehicle must be fitted with lighting and signage in accordance with New Roads and Street Works Act, Chapter 8. Routes must be planned in advance to ensure that any height, load and width restrictions have been identified. |
|  | The principle operator of any suction excavator must hold a valid, minimum category C, driving licence if driving on the public highway and hold a current Driver CPC qualification. |
|  | At no time must anyone work or walk underneath the boom or vacuum nozzle of a vacuum excavator, whether it is being operated or not |
|  | **PARKING & SECURITY ARRANGEMENTS** |
|  | Mobile plant and trailers must be parked, keys removed and immobilised in designated areas on site at a safe distance from the site security fence and permanent and temporary buildings. Pressure must be released from air tanks, hydraulics, parking brakes engaged and other relevant methods specific to the item of Plant used to prevent movement. |
|  | The Site Lead must ensure that there are adequate provisions available for Operators to secure Plant from unauthorised use. |
|  | Plant operators must ensure that their equipment cannot be operated by unauthorised persons at any time, including removing/securely storing keys and using security equipment where provided. |
|  | The coupling or uncoupling of HGV trailers must be in accordance with the People, Vehicle and Plant Interface procedure ([HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815)). |
|  | Uncoupled trailers must have the trailer park brake applied or stop blocks (wheel chocks) placed behind the wheels. |
|  | **PLANT USED FOR PUMPING CONCRETE/** **CEMENTITIOUS SCREEDS/GROUT** |
|  | The Site Lead must complete a Permit ([HSF-SF-0046b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7670)) prior to any Plant being used to pump Concrete/Cementitious Screeds/Grout, and issue it to the plant operator, whom must follow the controls detailed within it. |
|  | **PLANT REQUIRING AN ENVIRONMENTAL PERMIT** |
|  | In order to operate, some pieces of plant such as crushers and concrete batching plant require permits from the Local Authority (called Local Air Pollution and Control (LAPPC) Permits). This includes mobile crushers & screeners and concrete batching plants operating on a Balfour Beatty site. For further information refer to [ENV-RM-0039a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8756) Waste Management Licences, Permits and Exemptions. |
|  | **COMMUNICATION** |
|  | Mobile phones or personal media devices must not be used by Plant operators, plant and vehicle marshals or other duty holders whilst they are in the process of conducting their duties. |
|  | Approved methods of communication and the requirements for use are detailed within the People, Vehicle and Plant Interface procedure ([HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815)) and must be followed at all times. |
|  | **DOCUMENTATION AND CERTIFICATION** |
|  | Site Lead must ensure that all relevant statutory examinations/inspections that are carried out have records maintained for owned, hired and supply chain/subcontract vehicles, Plant. See Pre-Use-Daily-Weekly Check Index ([HSF-RM-0046d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11010)). |

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| Abbreviations/Definitions | |
| **SITE LEAD** | The person directly responsible for the Health and Safety of all employees, subcontractors and third parties, and for the care of the environment, affected by our works. |
| **PLANT** | Plant, machinery, equipment and apparatus used for an industrial activity. In construction, ‘Plant’ refers to heavy machinery and equipment used during construction works. |
| **MOBILE PLANT** | Plant with tracks or wheels, including ride-on equipment, mobile remote-controlled equipment, work vehicles such as vans, pickups and cranes, boats, barges. |
| **STATIC PLANT** | Plant which does not move its location during use such as tower cranes, crushers, generators, compressors, pumps, screed pumps, mixers, silos, batching plant, extraction equipment, grit blasting pots, wheel washers, screens, heaters, blowers, press trailers, winches, puller/tensioners. |
| **SITE REPRESENTATIVE** | Any (Employed or Sub contract) person competent to:   * Accept and direct a delivery to the site * Correctly identify non-conformances/defects * Complete any necessary checklists * Liaise with the Site Lead/Plant Operator or Plant & Vehicle Marshal |
| **RED TEXT** | Not yet available, use current BMS for relevant document |
|  | This highlights a requirement from a significant incident investigation and contains a link to the source material where available. |

| INPUTS | | |
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| **Reference** | **Type** | **Title** |
| MSC-PR-0002 | Procedure | Joint Venture/Alliance Business Management System (BMS) Assessment |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
|  | [Legislation](http://www.legislation.gov.uk/ukpga/1991/22/contents) | New Roads & Street Works Act (Chapter 8) |
| [L22](http://www.hse.gov.uk/pubns/priced/l22.pdf) | Legislation | Provision and Use of Work Equipment Regulations |
| [L138](http://www.hse.gov.uk/pubns/books/l138.htm) | Legislation, ACOP and Guidance | Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) |
| [ENV-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7125) | Reference Material | Above Ground Storage of Oils, Fuels and other Liquids |
| [ENV-RM-0018a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6998) | Reference Material | Spill Management and Response |
| [ENV-RM-0011a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6570) | Reference Material | London Projects Non-Road Mobile Machinery (NRMM) Emissions Regulations |
| [HSES-PR-0011](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8591) | Procedure | Setting People to Work Safely |
| [HSF-PR-0003](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1263) | Procedure | Mobile Phones and Hand Held Radios |
| [HSF-PR-0009](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8140) | Procedure | Fire Prevention, Control and Hot Works |
| [HSF-PR-0023](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1897) | Procedure | Diving Operations |
| [HSF-PR-0033](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6982) | Procedure | Hauling and Winching |
| [HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance - Assessment |
| [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) | Procedure | Lifting Operations |
| [HSF-PR-0044](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8150) | Procedure | Noise |
| [HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) | Procedure | People, Vehicle and Plant Interface |
| [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | Procedure | Personal Protective Equipment |
| [HSF-PR-0042](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5650) | Procedure | Mechanical Safety |
| [HSF-PR-0060](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8571) | Procedure | Hand Arm Vibration |
| [HSF-PR-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232) | Procedure | Work at Height |
| [HSF-PR-0066](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7039) | Procedure | Children - Young Persons |
| [HSF-PR-0068](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1117) | Procedure | Electrical Safety |
| [HSF-PR-0070](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1909) | Procedure | New Product and Engineering Change |
| [OPS-PR-6603](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-5876) | Procedure | On Track Plant (Road Rail Vehicles) |
| [HSF-RM-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-2784) | Reference Material | Plant Specification Guidance |
| [HSF-RM-0046c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7666) | Reference Material | Safe Use of Quick Hitch Devices |
| [HSF-RM-0046d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11010) | Reference Material | Plant Pre-Use-Daily-Weekly Check Index |
| [HSF-RM-0046e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1717) | Reference Material | Plant and Equipment Specification Index |
| [HSF-RM-0046g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14011) | Reference Material | Plant Specification Delivery Checklist Index |
| [HSF-RM-0063e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-13165) | Reference Material | Minimum controls for Loading and Unloading Areas |
| [HSF-SP-0046HT](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1242) | Specification | Refuelling Station |
| [NR/L2/RMVP/0200 P521](https://home360.balfourbeatty.com/kc/EngTech/Pages/IHS.aspx) | Network Rail Guidance | Network Rail Plant Guidance |
|  | External Guidance | [SOE - Safe coupling and uncoupling Guide](http://www.soe.org.uk/downloads/1469437136-safe-coupling-guide.pdf) |
|  | External Guidance | Construction Plant-hire Association (CPA)- [Good Practice Guide on the Safe Use of Suction/Vacuum Excavators](https://www.cpa.uk.net/savepublications/) |
|  | External Guidance | [Turnkey – Interpretation of SIMRET results](https://www.turnkey-instruments.com/images/documents/Interpretation-of-Simret-Results.pdf) |
|  | HSE Guidance | [Workplace Transport Guidance - Tipping](http://www.hse.gov.uk/workplacetransport/information/tipping.htm) |
|  | Guidance | [Spillard Safety Systems – VCAS 200 – Vehicle Collision Avoidance System Manual](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-37345) |
| [HSF-TB-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11257) | Toolbox Talk | Dumpers |
| [HSF-TB-0046b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11258) | Toolbox Talk | Lorry Loaders (Palfinger Hiab Atlas) |
| [HSF-TB-0046c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11259) | Toolbox Talk | Crawler and Mobile Cranes |
| [HSF-TB-0046d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11260) | Toolbox Talk | Vehicle Mounted Crane |
| [HSF-TB-0046e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11261) | Toolbox Talk | Fork Lift Trucks |
| [HSF-TB-0046f](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11262) | Toolbox Talk | Excavators |
| [HSF-TB-0046g](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11263) | Toolbox Talk | Concrete Pumps |
| [HSF-TB-0046h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11264) | Toolbox Talk | Rollers |
| [HSF-TB-0046i](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-11629) | Toolbox Talk | Hot Boxes |
| [HSF-TB-0046j](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-14946) | Toolbox Talk | Safe Use of Remote Controls with Lorry Loaders |

| OuTPUTS | | | |
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| **Reference No.** | **Document Title** | **Responsibility** | **Retention Period** |
| [HSF-TF-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7672) | Plant Register | Site Lead | 3 years |
| [HSF-TF-0046b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7673) | Work Equipment Inspection Register | Site Lead | 3 years |
| [HSF-SF-0046a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7668) | Authorisation to Take Construction Plant onto the Public Highway | Site Lead | 3 years |
| [HSF-SF-0046b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7670) | Permit to Pump Concrete - Cementitious Screeds - Grout | Site Leads | 3 years |
| [HSF-SF-0046c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7671) | Instrumentation Brake Test | Site Lead | 3 years |
| [HSF-SF-0047a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7809) [HSF-SF-0047b](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7810) | People, Vehicle and Plant Management Plan People, Vehicle and Plant Management Plan (Short Duration Transient Sites) | Site Lead | 3 years |
| [HSF-CL-0046m](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1917) | Plant and Equipment Specification Checklist – Vacuum Excavator | Site Lead | 3 years |
| Various | Relevant Plant Specification Checklist | Site Lead | 3 years |
| Various | Relevant Daily/Pre-Use Checklist | Plant Operator | 3 years |
| Various | Relevant Inspections & Thorough Examinations | Site Lead | 3 years |