



# Subcontractors

## Minimum Expectations

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Balfour Beatty – Power Transmission and Distribution

**Balfour Beatty**

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# 1 Introduction

Safety is our Licence to operate and in our business, nothing is more important than being Safe. Our goal is to achieve Zero Harm:

- No injuries or ill health caused by our work activities.
- Everyone goes home safe.
- We look after ourselves, and each other.

We treat our Subcontractors in the same manner as our own employees. We expect all of our subcontractors to work with us in achieving Zero Harm and follow our policies and procedures when working for Power T&D. We believe that ensuring the safety of our Subcontractor's should have the same focus as ensuring the safety of our employees. We must work together with a shared vision that all injuries are preventable.

This document outlines the minimum Health and Safety expectations that we require from all of our subcontractors.

As a minimum, we expect all of our subcontractors to comply with all current H&S legislation and Power T&D rules and procedures; failure to do so, may involve them been removed from site and prohibited from working for Balfour Beatty in the future.

A number of key procedures (and the requirements) are included within this document. Other relevant procedures will be provided on a contract by contract basis.

The document also explains the PT&D Behavioural Programme, Making Safety Personal and the requirement for all our subcontractors to have an equivalent programme.

## 2 General

### 2.1 Site Induction

Before any work is carried out at site, all subcontractors must receive a Power T&D site specific induction. This will comprehensively cover all Health, Safety, Environmental, Quality and Sustainability (SHEQS) requirements. All inductions must be planned and agreed in advance of any work commencing on site. Any subcontractors, who do not plan and agree a time and arrive at site expecting to carry out work, will be turned away.

In addition to the above, any visitors attending one of our sites must receive a visitor's induction.

### 2.2 Site Rules

All subcontractors and visitors who work or visit a Power T&D site must follow all our site rules. These will be explained during the site induction. Failure to comply with our site rules may lead to removal from site and prohibition from working for Balfour Beatty in the future.

### 2.3 Golden Rules

All subcontractors and visitors, who work or visit a Power T&D site, must follow the Balfour Beatty Golden Rules. These are as follows:

GOLDEN RULE	WHAT DOES THIS MEAN?
1. Be fit for work	You must be fit to undertake the work you are required to do. You must wear the correct PPE and be properly qualified or adequately trained. Please advise your Supervisor/ Manager prior to starting work if you have any health issues (mind and body) which mean you are unfit to work.
2. Always receive a briefing before work	Only start work once you have been briefed and fully understand the task, associated risks, controls and rules. Follow all rules and safe systems of work. You must make sure that you have the right permits in place and use the right tools and equipment.
3. Report all unsafe events and conditions	Take care of yourself and others at all times, positively intervening when something is not safe or correct. Use the Take Care reporting cards or call the Helpline on 0800 121 4444 to report an unsafe event or potential risk.
4. Stop work if anything changes	Ensure that work stops and your Supervisor/Manager is informed when there are changes to the planned safe system of work, or if you are concerned that the activities are unsafe.

## 2.4 Personal Protective Equipment (PPE)

All subcontractors are expected to provide their own PPE in line with our standards and ensure all of their employees are aware of and adhere to the Power T&D PPE policy.

All Power T&D operational sites are mandatory PPE areas. Depots and workshops are also mandatory PPE areas where work is undertaken that creates hazards in the environment such as dust, flying particles, noise, chemicals, falling objects and vehicle / plant movements etc.

Power T&D has a PPE policy which all subcontractors must follow:

### **The Mandatory PPE requirements are:**

- Head Protection (including four point chin strap if working at height / risk of fall),
- Light Eye Protection,
- Safety Boots, with midsole, protective toe caps and ankle protection, no rigger boots are allowed.
- Gloves,
- High visibility upper layer worn PPE, Class 3,
- Flame Retardant Clothing\*.

### **Additional Requirements:**

- Hearing protection - Mandatory where hearing protection zones are in place or when using plant/equipment that is identified as requiring hearing protection
- Orange high visibility vest/jackets are required for all plant and vehicle Banksman /Marshalls\*
- Orange coveralls must be worn when working trackside (Rail Operations)

\* FR PPE is mandatory when working on or adjacent to utilities or live electrical equipment.

**Exceptions** - Non FR Water Proof jackets and leggings are available to wear over the standard issue FR Coveralls for Overhead Lines Operatives and Foundation Operatives.

# 3 Supervision / Management / Training

All sub-contractors must be adequately supervised whilst carrying out work on Power T&D sites.

All Supervisors will be non-working.

Each Supervisor of any work crew shall hold either CITB Site Supervisors Safety Training Scheme card (SSSTS), CCNSG Leading a Team Safely Course certificate, CSCS Supervisor card or equivalent.

Where an equivalent is presented, this shall be approved in writing by the Power T&D Project Manager in consultation with the H&S Manager.

Subcontractors must be able to demonstrate the minimum competency level to be able to access site.

The following schemes / cards are accepted:

- CSCS Card;
- CITB Site Management Safety Training Scheme;
- CITB Site Supervisors Safety Training Scheme;
- CCNSG Safety Passport; and
- SHEA Power Passport (only permitted for Utility works).

All subcontractor employees must be fully trained and qualified for the specific work they are undertaking. All training/competency and any applicable authorisation certificates must be presented during the site induction and before any work can take place.

Plant operators will be trained to a CPCS/NPORS standard.

No change is to be made to personnel on site without prior agreement of the Balfour Beatty Site Manager.

Subcontractors proposing to utilise or control personnel whose first language is not English shall document this in the Construction Phase Plan (CPP) and detail specific management and operational arrangements to ensure adequate and sufficient communication is in place.

The subcontractor shall be required to specify the arrangements that will be provided and maintained to ensure adequate translation of work instructions and safety rules throughout the project. These arrangements will include the presence of a translator at safety inductions, when applicable. Where

subcontractor's propose to use interpreters, the interpreter shall be competent in written and spoken English.

Workers with language barriers must be supervised by a competent supervisor who is able to communicate effectively with them. The ratio of supervisors to workers requiring language assistance on a site will be determined by risk assessment by the subcontractor with final agreement on the proposals sought from Power T&D Site Management Team. Under no circumstances must the ratio exceed 1:5.

### **3.1 Mobile Phones**

- The use of a hand-held mobile phone or a hand-held radio, including hands-free equipment or devices, whilst driving or operating mobile plant and vehicles on the highway, private property or a construction site is prohibited. This includes employees driving their own vehicles between work locations.
- Drivers must park their vehicles in a safe and legal position to make or return calls, listen to any voicemails, read/send emails or text messages.
- Two-way radios may be required during operations where direct communications between operators is necessary to discharge their duties (e.g. where operations are conducted by operators not in line of sight of each other; cable insertion, or tension stringing of overhead line conductors. In these situations suitable hands free communications equipment shall be provided for, and used by, operators. The use of two-way radios will be determined following risk assessment.

### **3.2 Setting to Work/Risk Assessment & Method Statements**

- Prior to starting work all subcontractors must have receive a setting to work brief and only start work once they fully understand the task associated risks, controls and rules. All operatives must sign to record that they have received and understood this briefing.
- Subcontractors are responsible for ensuring adequate risk assessments and method statements are in place for all of their work activities. Each risk assessment must be undertaken by a person who is familiar with the hazards presented by each work activity being undertaken and hold as a minimum, an SMSTS, qualification.
- Each risk assessment must identify the hazards and significant risks presented by each work activity, how each hazard may affect anyone who is exposed to the hazard (e.g. employees, visitors to site and members of the public), and the control measures required to be implemented to enable the work to be carried out safely.

- After the hazards have been identified and the significant risk determined, then appropriate mitigation measures must be documented and implemented to ensure each risk is reduced to the lowest level reasonably practicable. The first option must always be to look at eliminating the risk completely.
- All RAMS should be submitted at least 20 days before work is due to commence to allow Power T&D project staff adequate time for review. On no account must a work activity commence unless the documentation reflects accurately the process to be undertaken for each task.

If during the course of work there is a requirement to change the methodology to complete a task, the team must stop work, "Take 5" and assess the situation. "Take 5" is a Balfour Beatty process whereby if there is an issue at site, all work is stopped and a discussion takes place and a review is carried out. As a result, if any changes are required then work is not permitted until everything is in place.

### **Management of Change**

If during the course of the works there is a requirement to change the methodology to complete a task, the team must stop "TAKE 5" and re-assess the situation.

If there is a "minor" change, the management of change section on the Method Statement must be completed. A setting to work briefing, detailing all the changes made, must then be delivered to all personnel involved before work can recommence.

A minor change can be defined as follows:

- If the change does not increase the severity or likelihood of a particular Hazard. (e.g. a 13 tonne excavator is detailed on the RAMS and a 12 tonne excavator is delivered to site).
- If one of the team members is absent where it is confirmed that it is NOT essential for a set number of team members to complete the task in a safe manner.

If there is a "significant" change to the methodology required the works must stop and the RAMS must be revised and then approved by the originator or another individual of the same designation. A setting to work briefing, detailing all the changes made, must then be delivered to all personnel involved before work can recommence.

A significant change is defined as follows:

- If the change increases the severity or likelihood of a particular hazard.
- If there is a change to key personnel within the supervisory or team structure where it is essential for a set number of supervisors & team members in the gang structure to complete the task safely. e.g. Foreman/Ganger, specialist plant operator or one of the essential team members is absent from work and there is no replacement for the day.

- A change where the engineering principles in the originally approved RAMS are compromised.

Examples of significant changes are:

- If there was a period of heavy rainfall that invalidates the “temporary works” ground conditions.
- If the originally approved electrical safety clearances cannot be achieved.

### **3.3 Reporting of Accidents and Incidents**

Subcontractors must report all Health, Safety, Environment and Quality incidents, hazards, near misses, injuries or events to their Balfour Beatty site representative. This must be done in a timely manner and for all serious events, this must be within 30 minutes of the event occurring. In addition, for all serious events, the site must be preserved and quarantined until such time as an investigation can take place. Photographs and witness statements must be obtained from all sub-contractors, who may have been involved with this event.

Dependent on the severity of the event, BB Power T&D may require the sub-contractor to carry out their own investigation and in addition, they may be required to take part in the Balfour Beatty investigation.

If a subcontractor employee cannot attend work due to illness or any diagnosed disease, this should be reported to a member of the Balfour Beatty Site Management Team directly or via the subcontractors Line Manager / supervisor as soon as possible.

All Accidents, incidents and near misses no matter how minor, MUST be reported immediately to the Supervisor and then subsequently reported to the BB Management team & BB Helpline 0800 121 4444 to be recorded on our incident recording system (iSMS) This must be done in a timely manner and for all serious events, this must be within 30 minutes of the event occurring.

Balfour Beatty will only accept that an injury is work related if it is reported to us immediately and on the day it occurred.

Dependent on the severity of the event, BB Power T&D may require the subcontractor to carry out their own investigation and in addition, they may be required to take part in the Balfour Beatty investigation.

Take Care observation cards may be used to record any Observations/Interventions (Positive & Negative) and any Hazards. These cards will be found in the Project Office. In addition, they can be reported directly to the Balfour Beatty Helpline telephone, 0800 121 4444

### **3.4 Work at Height**

The Work at Height Regulations require every sub-contractor to ensure that work at height is properly planned, appropriately supervised and undertaken in a manner that is, so far as is reasonably

practicable, safe. All working at height activities must be assessed and a safe system of work developed and implemented.

Work at height on vehicles should be avoided whenever possible. If it is unavoidable, the activities must be planned to prevent or mitigate the risk of falls with appropriate control measures put in place.

Any operative required to work at height must be given adequate information, instruction and training on the hazards of the task and the safe system of work that is in place.

All work at height must be adequately supervised.

### **Mobile Elevated Working Platforms (MEWP)**

- All users of MEWPs must be competent and must use a fall restraint harness and fixed length lanyard attached to a designated anchor point in the MEWP basket. At all times those working in the MEWP basket must keep both feet on the basket floor and never on the basket rails.
- All MEWP activities must be thoroughly planned and a safe system of work produced. This must be reviewed by a member of the Balfour Beatty site team.
- A MEWP Coordinator must be appointed to coordinate the selection of the correct MEWP, planning of the works and coordinate their use.
- All MEWPs used on Company projects, either directly or through subcontractors, must be designed to prevent entrapment through sustained involuntary operation of the MEWP, either through electronic or mechanical systems. Examples include Sky Siren/SiOPS pressure sensitive systems, shrouded protection to the platform controls or Sanctuary Zones.

## **3.5 Vehicle Deliveries**

If sub-contractors deliver equipment or materials to site, a safe system of work must be in place. This must include the following:

- The load is packaged to ensure materials can be offloaded safely and that the shape and size of the package does not increase the risk.
- The off-loading vehicle used is appropriate and is properly equipped for the load.
- The operator of the offloading equipment e.g. HIAB/fork lift, is trained and competent for the equipment.
- Any site specific off-loading restrictions are taken into account e.g. overhead lines.
- Public interfaces are reviewed and additional control measures taken e.g. traffic management controls and/or the use of a banksman.
- A safe waiting area is provided.
- A safe loading/unloading area is provided.

- Where reasonably practicable a Balfour Beatty Load Angel Site Safe System should be utilised to prevent fall from height.

For vehicles with no edge protection, one of the following must be implemented:

- Arrangements for unloading from ground level by hooks, slings or agreed lifting equipment.
- Fixed or temporary vehicle edge protection.
- Fixed or portable edge protection system.
- Designated offloading area with fixed running line and harness with fall restraint.
- Vehicle based running line and fall restraint system.
- Proprietary airbags, or suitable alternatives, to surround the vehicle.

When access is required to lifting points which cannot be achieved from ground level, at least one of the following must be implemented:

- Designed lifting points at the bottom of load e.g. cabin/container.
- Lifting frame/spreader beam.
- Fixed telescopic support and running line with inertia reel.
- Designated offload area with fixed running line and fall restraint harness.
- Secured ladder point to point (secured top and bottom).
- Footed ladder e.g. restrained at the base by another person.

When high-sided vehicle containers are to be accessed, at least one of the following must be implemented:

- Arrangements to access the vehicle body from ground level.
- Use of designed lifting points at the bottom of cabin/container.
- Use of automatic sheeting equipment.
- Provision of secured ladder point to point (secured top and bottom).
- Provision of a designated area with fixed base edge protection.

### **3.6 Avoidance of Risk of Utility Strikes**

All ground breaking activities and work in close proximity to live electrical overhead lines will be carried out under the controls identified in Power T&D's Authorisation to Work near Existing Services Procedure (AWNES). An AWNES document shall be issued by a Balfour Beatty Authorised Person (AP) AWNES. All contractors involved in ground breaking activities must have a minimum level of training. The recommended training course for BB Power T&D is 'Utility Excavations (Category One) – Locate Utility Services' which is accredited through the Energy & Utility Skills Register (EUSR).

Compliance with the HSE document HS(G)47 – Avoiding Danger from Underground Services is mandatory. Contractors have the responsibility to ensure all available utility plans are on site at the point of work during any excavation work and that they use trained and competent people to undertake the work.

Compliance with the HSE document GS6 – Avoiding Danger from Overhead Power Lines is mandatory. The AP - Awnes will explain the control measures to the sub-contractor works supervisor, who in turn will brief these to the working party. All of the working party must sign to say they have received and understood the briefing.

### **3.7 Plant/Vehicle & People interface**

All sub-contractors will be briefed on the Balfour Beatty Plant & People Interface requirements and the associated 3 metre rule as part of the site induction.

The nominated Balfour Beatty Plant & Vehicle Coordinator (PVC) will allocate a trained Plant & Vehicle Marshal (PVM) to oversee the sub-contractors work unless one member of the sub-contractor team has undergone the Balfour Beatty PVM training module.

The PVM for the working party will be identified on the Point of Work Risk Assessment and identifiable by means of an Orange Hi-Viz Jacket.

A suitable number of trained PVMs shall be appointed by Balfour Beatty to control plant and vehicle movements in line with the hierarchy of control.

In addition, the PVM may be required to assist with vehicle movements in congested areas or assist plant and vehicle operators. They must always do this in line with training, positioned within visual contact of the plant operator and where practicable outside the **3 metre exclusion zone**.

#### **Hierarchy of control**

People, vehicle and plant interface shall be planned and controlled by application of the hierarchy below. The hierarchy means that you start at the top (green) and only if it is not reasonably practicable to do so, can the next lower level be used.

Any justification for progressing down the hierarchy shall be detailed within the safe system of work. Radio communications must be considered for all activities outside the Green section of the hierarchy. Only when the risk assessment identifies that the introduction of radio communications either introduces additional risk or adds no benefit can the requirement be omitted from a safe system of work with Director authorisation.

The People & Plant hierarchy of control applicable to plant and vehicle movements is set out below.

Level	Description	Risk Control Measures	Radio Communication Assessment
<b>1 Eliminate</b>	People Plant Interface removed	Large, fenced off area with people eliminated from the work area. Plant operates without marshalling.	People & Plant Interface Eliminated Risk eliminated introduction of radio communications does not provide additional benefit.
<b>2 Minimise</b>	Full, physical segregation of people and plant	Observe the Plant Safe Zones by physically restricting people from entering the Red and Amber exclusion zone. Erect physical barriers around a single operation outside the maximum reach of the machine. This must be marshalled.	Only when the risk assessment identifies that the introduction of radio communications introduces additional risk can the requirement be omitted from a safe system of work with Director authorisation.
<b>3 Minimise</b>	Partial Segregation of people and plant	Observe the Plant Safe Zones by restrict people from entering the Red exclusion zone using visual means, cones or spray marks that denote the red zone. This zone requires increased marshalling/machine controlling, a robust Safe System of Work, increased supervision and measures to prevent unauthorised access	Radio communications must be adopted for all activities in this scenario in conjunction with hand signals. Only when the risk assessment identifies that the introduction of radio communications either introduces additional risk or adds no benefit can the requirement be omitted from a safe system of work with Director authorisation.
<b>4 Mitigate</b>	No Segregation of people and plant	<p>Exceptional tasks that require essential personnel to enter the Red and Amber Plant Safe Zone (for example, kerb laying, disconnecting attachments, slinging loads, off-loading materials from fork lift trucks or lorry beds) must be mitigated through a robust site and task specific Safe System of Work. <b>These tasks must only be conducted with:</b></p> <ul style="list-style-type: none"> <li>clear communication between the plant operator or vehicle driver and essential personnel performing the task;</li> <li>a method of preventing non-authorized access; a full time Plant &amp; Vehicle Marshal/Machine Controller;</li> </ul> <p>increased supervision, and a strict discipline in executing the task exactly as written.</p>	No segregation of people and plant, Risk Control Aids in place, but because of exceptional tasks requiring essential personnel to enter the red zone area radio communications is imperative in ensuring that giving and receiving safety critical information and/or instructions are clear and concise and instant. Only when the risk assessment identifies that the introduction of radio communications either introduces additional risk or adds no benefit can the requirement be omitted from a safe system of work with Director authorisation.

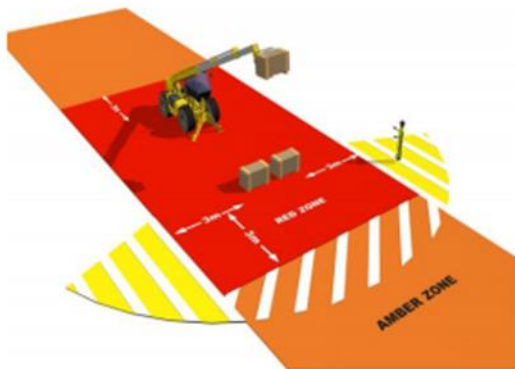
## Operating Zones

To remove the risk of contact with people and plant/vehicles the objective should always be to maintain a distance of at least **3 metres separation between people and Vehicles / Plant whilst in motion.**

- **Exclusion zone-** an area into which pedestrian entry is prohibited unless the machine is completely isolated with the slew arm/attachment/bucket grounded, the machine immobilised using the safety lever and the engine switched off.
- **Controlled access zone** – an area into which pedestrian entry is prohibited except under a safe system of work e.g. entry prohibited until a trained PVM is controlling the area, positive visual contact is made with the plant operator, the slew arm/hydraulics grounded and the machine is immobilized using the safety lever.

Below are examples of two of the most common items on plant on our sites.

### Telehandlers



#### Plant Interface Zones

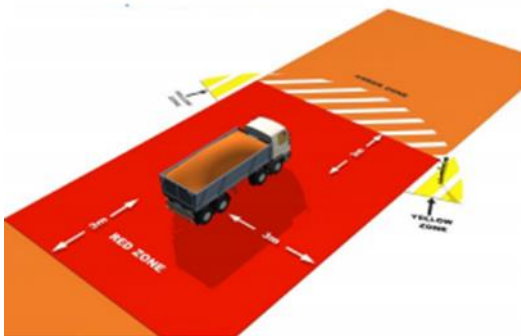
**Yellow Zone** - All personnel involved with the plant operation must remain within this zone to maintain visual contact with the plant operator.

**Amber Zone** - Entry prohibited until positive visual contact is made with the plant operator, the slew arm/hydraulics grounded and the machine is immobilised using the safety lever.

**Red Zone** - Entry prohibited unless the machine is completely isolated with the slew arm/attachment/bucket grounded, the machine immobilised using the safety lever and the engine switched off.

**Hatched Zones** - Denotes typical sight lines of the plant operator

### Vehicles, Vans and Lorries



#### Plant Interface Zones

**Yellow Zone** - All personnel involved with the plant operation must remain within this zone to maintain visual contact with the plant operator.

**Amber Zone** - Entry prohibited until positive visual contact is made with the plant operator and the machine is immobilised.

**Red Zone** - Entry prohibited unless the machine is completely isolated with the machine immobilised and the engine switched off.

**Hatched Zones** - Denotes typical sight lines of the plant operator

**A Safe System of Work** shall be established specifying when and where plant or vehicles are manoeuvring. Pedestrians must be separated from the area by means of highly visible barriers or must maintain a minimum distance of **3 metres from the plant/vehicle**. The separation distance should take account of the reach of the boom of an excavator (or jib of a crane etc.).

### 3.8 Lifting

All sub-contractors working on behalf of BB Power T&D must have in place arrangements to demonstrate compliance with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). A Safe System of Work (SSOW) must be established by a competent person for every lifting operation regardless of complexity.

#### The SSOW must ensure:

- Details of the lifting equipment's capabilities are available.
- All lifting/work equipment and accessories have undergone maintenance, testing and inspection.
- Valid and in-date thorough examination certificates for the lifting equipment are available.
- Lifting accessories provided by the contractor must have valid and in-date thorough examination certificates available for inspection.
- The provision of competent personnel, including those responsible for assembly, maintenance, testing and inspection.
- The provision of competent supervisors who have the necessary authority to allocate tasks to other personnel involved in the lifting operation.
- Prevention of unauthorized use or movement of any lifting equipment or accessories.
- The safety of all persons including those not involved in the lifting operations but who may be affected by them.
- Weather and environmental conditions are considered for all lifting operations.

Safe Systems of Work must be understood by everyone involved in the lifting operation(s) before work commences.

#### Lift Complexity

The lift complexity must be established when planning lifting operations. Lifting operations are defined as one of the following:

- **Basic** - For routine operations with equipment such as lorry loaders, telehandlers and excavators the planning of each individual lifting operation will usually be a matter for the people using the lifting equipment, such as the Equipment Operator (EO) and the Slinger/Signaller (SS). The weight of load is known and there are no significant hazards at lift site or on access.
- **Standard/intermediate** - Lifting operation where there are hazards, either within the working area of the Lifting Equipment or on the access route to the working area, but do not involve the use of more than one piece of Lifting Equipment, must be planned by the AP and Supervised by the Lift Supervisor.

- **Complex** - Complex loads, where two or more cranes are required or exceptional hazards exist, must be undertaken under the Supervision of an AP.

Lift plan documentation and personnel requirements are dependent on lift complexity and must be determined by a competent person.

### 3.9 Training

In order to work on Balfour Beatty sites, subcontractors require a level of knowledge and experience (competence) will ensure that they work safely and do not put themselves or others at risk of injury. All subcontractors working for Balfour Beatty must provide their employees with appropriate training. Subcontractor's proof of competency information of all employees will be submitted to BB Site Management a minimum of 1 week prior to starting on site.

### 3.10 Hot Works Permit

A Hot Work Permit is required for any temporary operation, involving open flames or producing heat and/or sparks. This includes, but is not limited to, brazing, oxyacetylene cutting, grinding, soldering and welding.

The person undertaking the Hot Work must verify that a Hot Work Permit is in place before work commences. The permit is issued for one location only and is valid for no longer than 8 hours.

Subject to agreement, an alternative Permit system may be introduced by a specialist contractor provided that it is of a standard, at least, equivalent to the Balfour Beatty procedure. However, all Permit to Work Systems on any Power T&D work site must be overseen by the PT&D Project Manager.

Subcontractor's employees will be trained and required to follow the Hot Work Standards of Balfour Beatty. The Project Manager will ensure that this training has taken place prior to starting Hot Work.

A register of Hot Works Permits must be used to track the issue and return of permits.

All Hot Work Permits to be retained as part of the Project records.

## 4 Sensible Monitoring/Inspections

Balfour Beatty has in place a "Sensible Monitoring" programme. This is risk based and will monitor all the high risk activities taking place at site on a weekly basis. All subcontractors will be involved in this programme and will be subject to inspections as part of this. In addition, sub-contractors will be subject to Power T&D and Balfour Beatty Group audits as part of the internal audit programme of our safety management system. A Monitoring System is vital on site to ensure all work is being undertaken according to procedures, RAMS, legislation, and most of all, undertaken safely.

Each project will have an active Sensible Monitoring Plan and an action tracker as per the prescribed Sensible Monitoring Plan Template.

In addition to the inspections as part of the sensible monitoring plan, all sub-contractors will have in place their own inspection and monitoring process covering all of their work activities.

Subcontractors working on BB PT&D sites will be subject to workplace inspections, the same as all BB PT&D employees. Where an inspection or audit, identifies a non-compliance associated with a subcontractor, the BB PT&D Site Manager will be identified as the person responsible for liaising with the subcontractor to ensure that the appropriate corrective action is implemented.

# 5 Control of Substances Hazardous to Health (COSHH)

Where subcontractors use hazardous substances suitable and sufficient COSHH assessments must be provided before work commences.

Where employees are required to use substances hazardous to health they will be provided specific training on the hazardous substances, the safe systems of work and control measures to be implemented. Where appropriate PPE will be provided and used.

## 6 Contractor requirements

Contractors will be sent the following prior to starting work. (Tick appropriate)

Section	Reference	Procedure Title	Yes	No
Policy	HS-PL-003-PTD ( GH0/HSEN/PO /010/A05)	Health & Safety Policy	√	
	EP-PL-001-PTD	Environmental Policy	√	
	QA-PL-001-PTD	Quality Policy	√	
	POD-PL-007- PTD	Alcohol and Drugs Policy	√	

# **7 Behavioural Safety Programme – Balfour Beatty, Making Safety Personal (MSP)**

Making Safety Personal (MSP) is Balfour Beatty's behavioural safety programme. The programme consists of a four modules (MSP1 – MSP4) and the appropriate modules are undertaken by the workforce, supervisors and leaders. MSP is an integral part of our journey towards Zero Harm. This programme is being rolled out during 2016/2017.

Subcontractors should have in place a demonstrable behavioural safety programme for all of their employees. This must be at least equivalent to MSP. In the absence of an equivalent programme they will be required to attend the appropriate Balfour Beatty MSP module(s) training sessions.

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