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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 use of hand tools (hand operated or hand powered tools) and related portable equipment.  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: -   * Office based equipment such as photocopiers, laminators and PCs * Arrangements for lifting equipment and pressure systems as these are dealt with in separate procedures. |

Procedural Requirements

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|  | **COMPETENCIES** |
|  | The Site Lead must ensure that all persons who use tools and equipment have received adequate information, training, and instruction on its safe use. |
|  | Supervisors or Managers of users of tools and equipment must have received adequate information, training and instruction to supervise its safe use. |
|  | **Abrasive Wheels** can only be used by persons who have been trained and hold an appropriate (relevant class or description) certificate. An abrasive wheel can only be mounted by a person who has been trained and who holds an appropriate (relevant class or description) certificate to mount wheels and discs. |
|  | **Cartridge-operated tools** can only be used by persons who have been trained and hold an appropriate (relevant class or description) certificate. Due to colour coding of cartridges, the Site Lead must ensure that operatives using cartridge-operated tools do not suffer from any condition affecting their ability to perceive colour. Explosives cartridges, which resemble blank ammunition, used in tools of this type must be safely and securely kept. |
|  | **Carpentry/Woodworking Machinery** can only be used by persons who have been trained and hold a relevant CSCS card commensurate with their role and briefed on the safe use of the tool, in accordance with manufacturer’s instructions, and along with the safe system of work. |
|  | **Chain saws** can only be used by persons who have been trained in First Aid at Work, who hold current certificates of competence for portable equipment of this type and have experience in the work being undertaken. (<https://www.nptc.org.uk/qualificationschemes.aspx?id=3>) |
|  | **Rotary Disc Cutters** can only be used by persons who have completed the BB Handheld Disc Cutter/Floor Saw course (EUSR or NPORS accredited), or a similar course of at least the same standard. |

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|  | **INTERACTION WITH OTHER PROCEDURES** |
|  | Tools and equipment can be the source of a number of hazards. Some of these hazards are also dealt with in other procedures, which must 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 tools and equipment which generate/cause noise 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 tools and equipment must be issued with all task specific protective equipment, and instructed in its safe use |
|  | * [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) **Lifting Operations** - Tools or Equipment used in Lifting Operations, must comply with the Lifting Operations procedure |
|  | * [HSF-PR-0009](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8140) **Hot Works** – Any equipment that generates heat or emits hot particles (welding, cutting, grinding, hot air torches etc.) 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** – Tools and equipment used or worked on at height must be in accordance with the Work at height procedure |
|  | * [HSF-PR-0068](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1117) **Electrical** – Tools and equipment including battery charging units must be maintained, with PAT inspection and testing carried out in accordance with the Electrical Procedure |
|  | * [HSF-PR-0012](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6441) **Gas Cylinders** – tools and equipment that use portable gas cylinders must be in accordance with the Gas cylinders procedure |
|  | * [HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) **Delivery Vehicles** – tools and equipment delivered to site must be in accordance with the People, Vehicles and Plant Interface procedure |
|  | * [HSF-PR-0021](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1112) **Dust** – tools and equipment may create dust such as rotary saws etc. and the COSHH assessment with provide the specific control measures which must be implemented in accordance with the COSHH procedure |
|  | **SELECTION OF TOOLS & EQUIPMENT** |
|  | The Site Lead must ensure that tools & equipment provided are suitable for the task. |
|  | Standard Specifications for the selection of tools and equipment are detailed within the Business Management System.  See the Plant Specification index ([HSF-RM-0046e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1717)) for more details. |
|  | Tools & equipment not included in the plant 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)). |
|  | Metal star blades are not permitted for brush cutting works \* - A 15m exclusion must be in place at all times between strimming and all other (pedestrian) operatives whilst strimming is in progress.  \* A requirement of [Network Rail Safety Advice NRA 19/09](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1585-37802) |
|  | The following must only bepermitted by the Site Lead when their use is essential and safer alternatives are not suitable for the task: |
|  | * Fixed bladed strimmer (sometimes known as a brush cutter) |
|  | * Chain saws (see relevant section below) |
|  | * Rotary disc cutter(see relevant section below) |
|  | All utility knives must either have captured or automatically retractable blades or, where only fixed blade knives are the only practical alternative, they must not have a pointed end and must be holstered when not in use. See Utility Knives – Our Expectations ([HSF-RM-0049a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6984)). |

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|  | **SAFE USE OF TOOLS & EQUIPMENT** |
|  | General requirements |
|  | All tools and equipment must be used in accordance with manufacturer’s recommendations and must only be used for their intended purpose. |
|  | All moving parts must be securely guarded and checked daily by the user. |
|  | Air intakes and exhausts must be kept unobstructed at all times. |
|  | Exhausts must be positioned away from flammable materials. |
|  | Exhausts must be positioned away from the workforce. |
|  | Homemade/adapted tools are prohibited (unless approved via the New Product and Engineering Change Procedure [HSF-PR-0070](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1909)) |
|  | Electrically driven small tools must be either powered by battery or by a 110 volt centre tapped to earth electrical supply wherever possible. Where this is not possible an appropriate Residual Current Device (RCD) must be used. |
|  | Electric cables must be in good repair, must not present a tripping hazard and must be protected from damage at all times. |
|  | Battery charging units must not overload sockets. |
|  | All electrical equipment and cables must have an in date Portable Appliance Test in accordance with the Electrical Safety procedure ([HSF-PR-0068](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1117)). |
|  | All fuels and oils must be kept at least 10 metres away from the working area and all watercourses. Watercourses are defined as rivers, streams, ditches, drains, cuts, culverts, dikes, sluices, sewers (other than public sewers within the meaning of the Water Industry Act 1991) and passages, through which water flows. Fuel bowsers must have locked caps – see Storage of Fuels, Oils and Liquids [ENV-RM-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7125) for the full environmental controls.  Petrol powered equipment must only be used when the filling caps are fully closed and secured and must not be used in a confined or unventilated space or when working from a MEWP. |
|  | All guards and riving knives must be adjusted as required to ensure minimal blade exposure and checked daily for correct operation. |
|  | Use of portable circular saws, chop saws and cross cut mitre saws at height, must be in accordance with the manufacturer’s instructions and the safe system of work (which must include such items as tool tethering, exclusion zones, tool and material stability). |
|  | Timber must be de-nailed prior to cutting or planing operations. |
|  | Pneumatic tools must have proprietary whip checks fitted to all couplings. |
|  | Portable lighting used on site must be positioned in such a way as to ensure that drivers of approaching vehicles are not dazzled. Consideration will also be given to any nearby properties, particularly residential. Where possible LEDs should be used. |
|  | 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 using all tools and equipment with the exception of non-powered hand tools, which may be used under direct supervision. |

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|  | Risk assessment |
|  | The Site Lead must ensure that the hazards and controls associated with the safe use of tools and equipment are recorded in a risk assessment ([HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851)). |
|  | The risk assessment must be produced 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)) and be suitable for the task. |
|  | The risk assessment must determine if any additional or task specific Personal Protective Equipment (PPE) needs to be provided over and above the Company minimum requirements. See PPE procedure ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)). |
|  | The Method Statement ([HSES-TF-0011h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7856)) or Work Package Plan ([HSES-TF-0011d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7852)) must detail any additional or upgraded PPE required for the safe use of tools & equipment. |
|  | Maintenance of Tools & Equipment |
|  | Tools and equipment must be visually inspected before each use and receive formal planned maintenance in line with the manufacturer’s instructions. |
|  | Tools & Equipment requiring calibration must be calibrated in accordance with the Calibration of Inspection Measuring and Test procedure ([QUA-PR-0300](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1389)) or the accordance with the client’s requirements if more stringent. |
|  | Tools & Equipment found unserviceable during inspection must be immediately withdrawn from use, tagged and quarantined until the defect has been rectified. |
|  | Only qualified persons will repair or make adjustments to any power tools. |
|  | Power tools must be isolated in accordance with the manufacturer’s instructions, before any cleaning or dismantling of the tool takes place. |
|  | Any waste materials resulting from maintenance i.e. batteries, work parts etc. should be disposed of using the appropriate waste receptacle as per Waste Management reference material ([ENV-RM-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8609)). |
|  | **STORAGE OF TOOLS & EQUIPMENT** |
|  | Live power tools/cartridge tools must never be laid down and left unattended. |
|  | Tools and equipment which are not being used must be stored: |
|  | * securely to prevent unauthorised use |
|  | * in a clean dry place, protected against damage |
|  | **CHAINSAWS** |
|  | Users of chainsaws must be issued with, and instructed in the use of: |
|  | * Personal protective equipment: |
|  | * + Chainsaw leggings or ballistic nylon trousers |
|  | * + Safety helmet with full face visor and ear defenders |
|  | * + Chainsaw mitts / gloves |
|  | * + Disposable gloves or cotton inserts (where mitts / gloves are not personal issue) |
|  | * + Gaiters |
|  | * Emergency equipment: |
|  | * + A first aid kit with large wound dressing and eye wash |
|  | * + Means to call for emergency assistance i.e. radio or mobile telephone |
|  | Users of chainsaws must be medically fit to operate a chainsaw, see the Occupation Health Surveillance Procedure ([HSF-PR-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734)). |
|  | All staff working with chainsaws must operate in teams of two or more and must have at least 2 Emergency First Aid at Work trained personnel within the team.. |
|  | **SELECTION AND USE OF TOOLS AND EQUIPMENT ON THE NETWORK RAIL MANAGED INFRASTRUCTURE** |
|  | The use of Cable Avoidance Tools (C.A.T) may sometimes affect the signalling systems due to the frequencies emitted. Approval must be sought from Network Rail prior to the use of such equipment. |
|  | Portable lighting used on site must be positioned in such a way as to ensure that drivers of approaching trains are not dazzled or confused as to the aspect shown by a signal. Consideration will also be given to any nearby properties, particularly residential. |
|  | All relevant site employees and the client (if applicable) must be notified of defective tools or equipment. |
|  | **HAND TOOLS** |
|  | The following rules will apply when using hand tools: |
|  | * All shafts and handles will be in good condition, free from splinters and splits, and will be adequately secured to the tool. All tools having a point or edge will be kept properly sharpened |
|  | * The heads of all hammers, chisels etc. will be kept free from mushrooming |
|  | * Spanners will not be used when jaws are distorted. Only the correct size of spanner will be used |
|  | * Spanners will not be fitted with lengths of tubes to give extra leverage |
|  | * Special care will be needed when using insulated hand tools to ensure that the insulation is checked carefully before use |
|  | * When a file has a sharp pointed tang at one end, it will be fitted with a protective handle |
|  | * Hand tools used around live utilities must be insulated in accordance with the Avoiding Danger from Services procedure ([HSF-PR-0015](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8637)) |
|  | **ROTARY DISC CUTTERS (RDC’S)** |
|  | In line with sections 3.1 and 4.2 the Site Lead must ensure that the selection of a rotary disc cutter is suitable for the task using the hierarchy detailed below: |
|  | |  |  |  | | --- | --- | --- | | **Level** | **Description** | **Risk Control Measures** | | **Elimination** | Remove the need to use an RDC | * Use alternative equipment to cut material (see 9.5) * Have material cut to size by manufacturer (off site) | | **Minimise** | Minimise the risk from a RDC | * Make cuts above ground, with plenty of working space * Ensure the work piece is secure and supported during the cut * Reduce the number & length of cuts needed * Ensure that the correct blade is used for the material being cut * Ensure that dust suppression/extraction is working correctly * Ensure the work area is barried off * Floor or trolley mounted saws used in preference to a hand held saw | | **Mitigation** | Remaining risk must be mitigated through a robust safe system of work | * Only use trained and competent operators * Senior Operations Manager approval of RAMS * There is sufficient room for the operator to adopt their normal stance * There are no services within 500mm of the cut * There is sufficient ventilation to ensure the exhaust fumes will not be allowed to build up. Where this could be a problem then electric grinders will be used * Use the correct PPE ([HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083)) | |
|  | Use of RDC within 500mm of a known live utility is prohibited in all but exceptional circumstances\* |
|  | \*If there are exceptional circumstances where the use of an RDC within 500mm of a service cannot be avoided then a specific risk assessment must be produced. The risk assessment must detail the additional control measures (e.g. isolation, guarding) to prevent damage to the service. The risk assessment must be submitted to the Senior Operations Manager for approval. |
|  | RDC’s can only be authorised to teams that have the following: |
|  | * competent first aider within the team as detailed in the First Aid Needs Assessment ([HSF-SF-0008a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1121)). |
|  | * emergency equipment: |
|  | * + a first aid kit with large wound dressing and eye wash |
|  | * + a means to call for emergency assistance i.e. radio or mobile telephone |

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|  | **Alternative Equipment to RDC** |
|  | |  |  |  | | --- | --- | --- | | **Activity** | **Size** | **Alternative** | | Ductile or steel pipe | Up to 12” | Hinged pipe cutter (Reed) | | Over 12” | Reed style cutter  Keel cutter | | Cast iron pipe | 4” and below | Reed cutter | | 4” to 12” | Hinged pipe cutter | | 4” to 18” | Hydraulic pipe cracker | | 18” + | Keel cutter | | Clay or pot pipe |  | Pipe cracker or hammer | | Asbestos cement |  | Hand saws | | PE pipe |  | Guillotine  Hand saw | | Reinforcement | Up to 1¼” dia | Hydraulic bar cutter e.g. Ogura cutter from Vimpex | |

| Abbreviations / Definitions | |
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| **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. |
| **TOOLS AND EQUIPMENT** | * Hand tools, such as hammers and screwdrivers, * Powered tools, including electric (such as hand drills and circular saws),pneumatic, hydraulic, cartridge or compressed air, stationary remote-controlled equipment * Welding and oxy/fuel gas equipment. |
| **ABRASIVE WHEEL** | * a wheel, cylinder, disc or cone which, whether or not any other material is comprised therein, consists of abrasive particles held together by mineral, metallic or organic bonds whether natural or artificial; * a mounted wheel or point and a wheel or disc having in either case separate segments of abrasive materials; * a wheel or disc made in either case of metal, wood, cloth, felt, rubber or paper and having any surface consisting wholly or partly of abrasive material; and * a wheel, disc or saw to any surface of any of which is attached a rim or segments consisting in either case of diamond abrasive particles. |
| **ROTARY DISC CUTTER (RDC)** | * A portable powered cut off saw, generically known as Stihl saws, Road (floor) saws, cut-off saws or simply disc cutters |
| **CARPENTRY/ WOODWORKING MACHINERY** | Includes:   * portable circular saws * bench saws * chop saws * cross cut mitre saws * jigsaws * reciprocating saws * routers |
|  | 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** |
| [HSES-PR-0004](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6992) | Procedure | Control of HSES Derogation |
| [L22](http://www.hse.gov.uk/pubns/priced/l22.pdf) | Legislation | Provision and Use of Work Equipment Regulations |
| [L114](http://www.hse.gov.uk/pubns/priced/l114.pdf) | Legislation | Safe use of woodworking machinery |
| [HSG 17](http://www.hse.gov.uk/pubns/priced/hsg17.pdf) | HSE Guidance | Safety in the Use of Abrasive Wheels |
| [INDG317](http://www.hse.gov.uk/pubns/indg317.pdf) | HSE Guidance | Chainsaws at work |
| [ENV-PR-0007a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7125) | Procedure | Storage of Fuels, Oils and Liquids |
| [ENV-RM-0035a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8609) | Reference Material | Waste Management |
| [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 |
| [QUA-PR-0300](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1389) | Procedure | Calibration of Inspection Measuring and Test Equipment |
| [HSF-RM-0049a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6984) | Reference Material | Utility Knives – Our Expectations |
| [HSF-RM-0046e](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1717) | Reference Material | Plant Specification Index |
| [HSF-PR-0021](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1112) | Procedure | Control of Substances Hazardous to Health |
| [HSF-PR-0060](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8571) | Procedure | Hand Arm Vibration |
| [HSF-PR-0044](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8150) | Procedure | Control of Noise |
| [HSF-PR-0048](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8083) | Procedure | Personal Protective Equipment |
| [HSF-PR-0039](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8085) | Procedure | Lifting Operations |
| [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-0063](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8232) | Procedure | Work at Height |
| [HSF-PR-0012](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-6441) | Procedure | Gas Cylinders |
| [HSF-PR-0047](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7815) | Procedure | People, Vehicles and Plant Interface |
| [HSF-PR-0015](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-8637) | Procedure | Avoiding Danger from Services |
| [HSF-PR-0066](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7039) | Procedure | Young Persons |
| [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-0035](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1734) | Procedure | Occupational Health Surveillance-Assessment |
| [HSF-SF-0008a](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-1121) | Form | Assessment of First Aid Needs |

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| OuTPUTS | | | |
| **Reference No.** | **Document Title** | **Responsibility** | **Retention Period** |
| [HSES-TF-0011c](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7851) | Risk Assessment | Site Lead | 3 years |
| [HSES-TF-0011h](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7856) | Method Statement | Site Lead | 3 years |
| [HSES-TF-0011d](https://home360.balfourbeatty.com/ghoreferencecentre/Group%20BMS/_layouts/DocIdRedir.aspx?ID=2KHUWT73P6SE-1572-7852) | Work Package Plan | Site Lead | 3 years |