



Sub-Contractor's Health, Safety and Environment Standards



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Preface

All references to the “establishment” will mean the place of work e.g. site, project, premises, office.

All references to the “senior manager” or “senior management team” will mean the individual(s) with overall responsibility for the workplace e.g. Project Manager, Facilities Manager, Plant Manager.

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1. Introduction

OCL Facades is committed to achieving the highest possible standards of health, safety and environmental performance on all of its construction sites.

We recognise that, in order to do this effectively, our supply chain must fully support and commit to the same aims and objectives. We believe that only by working closely together and focusing on common health, safety and environmental objectives, can a



measurable and sustainable improvement in health, safety and environmental performance be secured.

This document, 'Sub-Contractor's Health, Safety and Environmental Standards', applies to any sub-contractors that have been secured to work within or supply OCL Facades establishment and has been published in order to make clear the health, safety and environmental responsibilities to be managed and monitored by the sub-contractors management team.

In accordance with our Health, Safety and Environmental Management Systems, we are moving towards working only with registered companies that have been 'approved' as a result of a detailed assessment. In order for any company to progress to approved status, confirmation is required that the standards within this document must be upheld.

This document does not detract from information provided within the Construction Phase Plan, Environmental Management Plan, Premises Plan or other contract documents, which will form the source for all establishment specific information and typically constitutes initial information for sub-contractors.

OCL Facades also requires each sub-contractor to commit to only use competent members of their own organisation to carry out any activities they are contracted to undertake. As such, each sub-contractor should not sub-let activities under any circumstances unless under authorised prior agreement with the senior management team.

Therefore, notwithstanding the requirements of relevant legislation and contractual arrangements in force via the terms and conditions of our sub-contracts, we require each sub-contractor and supplier to commit to the conditions outlined within this document, by signing and returning Sub-contractors Health, Safety & Environmental Competency Questionnaire.

We expect the full co-operation and commitment from all sub-contractors in fulfilling our legal duties under health, safety and environmental legislation and in compliance with our policies.

2. OCL Facades Obligations

POLICY

We will ensure that health, safety and environmental policies are managed with the highest priority.

DISCIPLINE

We will ensure a robust approach to any shortfall in compliance with agreed health, safety & environmental requirements. Disciplinary action will be used to enforce this where required.

ORGANISATION

We will ensure that the health, safety and environmental competence and resources of all sub-contractors are assessed prior to appointment to work on our behalf.

SAFE SYSTEM OF WORK

We will ensure that a risk assessment is prepared covering each work activity and that a safe system of working is produced and agreed before each activity commences.

ENVIRONMENT

We will ensure that an environmental assessment is prepared to identify and minimise our environmental impact. We will ensure that all general and hazardous waste is separated and processed by a licensed waste transfer station or treatment centre.

CHAIN OF CUSTODY

We will ensure that chain of custody requirements are communicated to sub-contractors and reporting schedules agreed.

TRAINING

We will ensure that all personnel are appropriately trained; experienced and competent to perform their roles and that every person working for us receives a specific induction before being allowed to start work.

COMMUNICATION / CONSULTATION

We will ensure that arrangements are in place for communicating information on agreed working methods and risks involved, prior to any work being permitted to start. We will encourage feedback and comments on safety matters via the Safety Leadership Team.

SAFE, AUTHORISED ACCESS

We will ensure that only authorised access is available to each site, that particular areas of danger are specifically restricted and access to all works areas are kept clear and tidy.

WELFARE

Where under our control, we will provide good welfare facilities, keep them clean and serviced

SUPERVISION & MANAGEMENT CONTROL

We will ensure that each trade is overseen by a competent full-time supervisor &/or manager responsible for verifying that agreed safe working methods are being followed.

MONITORING & AUDITING

We will regularly monitor and formally review procedures and activities through inspection, observation, examination and reporting so as to maintain and improve performance. We expect all who visit or work at our establishments to fully co-operate in the implementation of these objectives.

3. Sub-Contractor and Supplier Obligations

POLICY

You will ensure that all health, safety and environmental policies are managed with the highest priority.

DISCIPLINE

You will ensure a robust approach to compliance with agreed health, safety and environmental requirements. Disciplinary action will be used to enforce this where required.

ORGANISATION

You will ensure that the health, safety and environmental competence and resources of your sub-contractors and suppliers are assessed prior to their appointment.

SAFE SYSTEM OF WORK

You will ensure that a risk assessment is prepared covering each of your work activities and that a safe method of working is prepared, reviewed and agreed by the OCL Facades senior management team before each activity commences.

ENVIRONMENT

You will ensure that your personnel comply with the environmental assessment and waste management plan in place for the establishment. You will produce waste reports where under your control, and comply with all relevant legislation.

CHAIN OF CUSTODY

Where chain of custody certification is required, you will ensure that delivery notes and invoices for timber or timber products comply with chain of custody requirements and are sourced from legal sources.

TRAINING

You will ensure that all your personnel are appropriately trained; experienced and competent to perform their role and that every person receives a specific induction before being permitted to start work.

COMMUNICATION/CONSULTATION

You will ensure that everyone working on your behalf understands the agreed safe method of working and risks involved, prior to any work being permitted to start. You will encourage feedback and comments on safety matters, attend safety meetings and assist with the monthly safety monitoring programme as required.

SAFE AUTHORISED ACCESS

You will comply with site rules regarding access to restricted areas. You will co-operate to ensure that all work areas remain clear and accessible, with materials and equipment stored tidily in designated areas.

WELFARE

You will ensure welfare facilities are not abused by your personnel.

SUPERVISION & MANAGEMENT CONTROL

You will ensure that each trade is overseen by a competent full-time supervisor and/or manager who ensures the agreed safe working methods are followed.

AUDIT & REVIEW

You will co-operate fully with arrangements made by the OCL Facades to monitor and audit procedures and activities at our establishments. You will undertake any appropriate remedial actions as required by our senior manager or management team.

4. Requirements and Standards

POLICY

The following policies are available on request:

- Health and Safety Policy
- Environmental Policy
- Smoke Free Workplace Policy
- Drug and Alcohol Policy
- Occupational Health Policy
- Sustainability Policy

We all have a duty to ensure that operations are carried out safely and with minimum effects to the environment.

Where unsafe practices are identified, OCL Facades recognises its responsibility to take appropriate action and expects the full co-operation of our sub-contractors to effectively fulfill this duty.

SAFE SYSTEMS OF WORK

Risk Management

The Management of Health and Safety at Work Regulations 1999 require all employers and self-employed persons to carry out (and record) a suitable and sufficient assessment of the health and safety risks to workers for all work activities undertaken and record this.

OCL Facades therefore requires its sub-contractors to provide comprehensive, robust risk assessments that clearly identify how each of their activities will ensure hazards and their associated risks are removed or reduced as far as possible.

A method statement is also required to describe the sequence of carrying out a work activity and to detail how control measures will be implemented. The method statement therefore needs to be written in conjunction with and refer to the relevant risk assessment(s). It may also require further supporting documentation e.g. COSHH assessments, technical drawings.

Experience has shown the quality of method statements across the construction industry to be variable. To assist in establishing a more consistent presentation of method statements at our establishments, OCL Facades requires all sub-contractors to:

- Prepare risk assessments and method statements for each activity / task in a timely manner.
- Check each method statement to ensure it is suitable and sufficient for the task, prior to submitting their method statement to the Senior Manager.

Where works or activities involve the need for specialist training, competence or key safety appointments e.g. qualified electricians, appointed persons, first aiders, fire wardens or Banksmen, this must be clearly outlined within the contractor's safe systems of work and evidence made available.

Approval of Method Statements and Risk Assessments

All method statements must be reviewed for scope and adequacy by the Senior Manager (or nominated person) and agreed prior to the sub-contractor being permitted to commence work.

A sufficient time period must be allowed for this process to be completed in order to minimise disruption or prevent delays to the programme of works. As such, all sub-contractors are required to submit each method statement to the Senior Manager at least 1 week prior to the agreed start date for the work activity.

Notwithstanding the above and depending upon the nature of any particularly complex or highly hazardous activities, the Senior Manager may request submission at an earlier date to ensure the review process can be completed prior to work starting.

Where a method statement is reviewed and deemed to be insufficient or incomplete (either in content, clarity, depth or scope of information), it must be amended and re-submitted for review and approval prior to work starting.

Young Persons

Young persons, i.e. individuals under 18 years, are seen to be particularly at risk due to inexperience and lack of awareness to the risks around them. Additional supervision, training and information are essential to reducing these risks.

Sub-contractors have a duty to inform the Senior Manager of any young persons planned to enter a OCL Facades establishment and to provide an individual risk assessment for suitable control measures to be put in place prior to their arrival. Young persons are not to be given hazardous tasks, such as using electrical or mechanical plant or equipment and additional supervision from the sub-contractor will be necessary.

Communicating Method Statements and Risk Assessments

Agreed Method Statements and Risk Assessments must be communicated to all members of the sub-contractor's team and any further affected parties, prior to work commencing.

As such, the sub-contractor's supervisor &/or manager will be responsible for ensuring that:

- All members of their team and all operatives are made fully aware of safety rules and method statements that apply to and support their agreed working methods.
- All members of their team and all operatives are made fully aware of any special or additional control measures that apply to their activities.
- They produce and retain any records of communicating any of the above to their workforce.

The senior management team will ensure that this takes place and will assist in coordinating the briefing as necessary.

TRAINING & COMPETENCY REQUIREMENTS

OCL Facades expects that all personnel contracted to work for us be competent to undertake their role, based upon appropriate knowledge, training and experience.

We require that competence to be supported as a minimum by a valid, current CSCS or CPSC card. The following requirements also apply:

- Crane operators must hold specific cranes CPCS certification.
- Slinger/signalers must hold CPCS certification.
- Mobile towers must be erected by a trained scaffolder or operative with PASMA.
- Sub-Contractors' operatives using mobile towers must be aware of requirements for the safe use of towers. (Manufacturers' instructions must be available on site).
- All scaffolders must hold appropriate certification, under the CITB Scaffolders Registration Schemes (CISRS) and comply with NASC Guidance SG4:05.
- Electrical technicians must hold JIB Skills certification.
- All operators of plant and equipment that are covered by CPCS / IPAF schemes must hold appropriate certification for specific type of machine e.g. MEWPs.
- Drivers must hold the appropriate license for specific type of vehicle e.g. HGV.

Note: If operations are likely to involve any of the above you are advised to discuss the requirements with the Senior Manager at the earliest opportunity. No claims for extra costs will be allowed due to these specific requirements.

For non CITB levy paying companies, certificates to equivalent industry wide certification scheme e.g. ECITB may be acceptable on provision of the appropriate documentation to the Safety Dept well in advance of the works.

Sub-contractors must also provide sufficient resources to satisfy necessary safety appointments, including first aiders, fire / emergency co-ordination, appointed person/supervisors for lifting operations, as identified prior to award of the sub-contract.

If it is found that a particular individual does not hold proof of competence, the sub-contractor will be responsible for providing verification of the individual's suitability to the senior management team prior to the individual being put to work.

SAFETY INDUCTIONS

The Senior Manager will be responsible for managing and maintaining a scheduled programme for safety and environmental inductions to suit all work. They will liaise with each sub-contractor to ensure that all members of their team attend inductions. This is at the sub-contractor's own cost.

SAFETY RULES

Safety Rules for the establishment are issued at induction and apply to all members of a sub-contractors team, including those working under their direct control. As such, anyone found contravening safety rules may be subject to Disciplinary Action and exclusion from the establishment.

All drivers and visitors are required to comply with the establishment's safety rules for their respective situations.

Drivers under the control of the sub-contractor's management team are required to comply with the safety rules for vehicle drivers.

Visitors under the control of the sub-contractor's management team are required to comply with the safety rules for visitors, including the establishment's signing in procedure.

Where they require access to construction site areas outside designated safe routes, prior authorisation must be gained from the Senior Manager. The sub-contractor is responsible for providing the appropriate PPE, ensuring that it's worn correctly and escorting them at all times.

As and when it is deemed necessary, the sub-contractor will ensure that their visitors receive additional or further information e.g. induction, in order to maintain their safety.

DAILY BRIEFINGS

Sub-contractors will be required to actively support the OCL Facades daily briefing process.

Everyone is encouraged to ask themselves the following:

- Have you and your co-workers had an induction?
- Do you and your co-workers know who's supervising you?
- Do you and your co-workers know what is to be done today, are the right people available to help you and are your activities covered within your method statement?
- Are you and your co-workers wearing and using the correct PPE? Is it of the correct type and classification?
- Do you and your co-workers have the right equipment for the task and is it safe to use and do you have the required approvals e.g. fire extinguisher, COSHH data, spill kits?
- Do you and your co-workers have the required permits / approvals to undertake the work?

Any concerns or failings should be reported to your supervisor immediately, after which any suggestions for improvement should be passed onto the site management team or a member of the Safety Dept.

SUPERVISION

Supervision levels will be determined according to the levels of risk involved and the competence of those undertaking the works. The Senior Manager and sub-contractor will agree supervision levels prior to award of sub-contract and requirements will be identified within the method statement and risk assessment.

Sub-contractors must be able to declare and demonstrate the level of health and safety training undertaken by their supervisors and/or managers, which should respectively reflect their responsibilities. Sub-contractors must provide sufficient resources to satisfy necessary safety appointments, including first aiders, fire / emergency co-ordination, appointed person/supervisors for lifting operations, as identified prior to award of the sub-contract.

Sub-contractors must provide full-time supervision for their work activities. The sub-contractor's supervisor and/or manager will monitor and report on the ongoing suitability of control measures for their work activities

Each member of the sub-contractor's management team will be subject to the OCL Facades' monthly monitoring programme and infringements may result in disciplinary action.

INFORMATION & CONSULTATION MEETINGS

The Senior Manager is responsible for ensuring that the following meetings are attended by sub-contractor's representatives (at their own cost):

- Pre-start meetings to agree site set-up requirements, the availability of sub-contractor's risk assessments/method statements, site safety and environmental controls and waste management.
- Progress meetings to review the ongoing suitability and adequacy of the above.
- Safety meetings to discuss issues related to the establishment.
- Meetings to discuss and review specific safety and environmental procedures e.g. evacuation arrangements to reflect changing hazards.

Attendance is mandatory and at the sub-contractor's cost. Any remedial actions identified must be carried out as required.

PROTECTION OF THE PUBLIC

Protection of the public is of paramount concern, and all arrangements must take into consideration the reduced level of awareness amongst members of the public. Any provisions for protecting the public defined in the establishment's plans must be adopted by all personnel alike e.g. Construction Phase Plan, Environmental Management Plan.

ENVIRONMENTAL ASSESSMENT

Each sub-contractor must make their operatives aware of the environmental impacts associated with their operation and ensure that minimization practices are understood and implemented.

Method statements must detail specific measures that will prevent nuisance arising from noise, vibration, dust, smoke and fumes. Sub-contractors will report against environmental key performance indicators as agreed by the senior management team

CHAIN OF CUSTODY

Where the Sub-Contractor is required to supply timber or timber products under a Chain of Custody certification, all delivery notes and invoices for such materials will clearly state the Chain of Custody certification details.

The description of the materials supplied to site will include the correct Chain of Custody Scheme and, where applicable, the percentage claim, e.g. "FSC Pure", "FSC Mixed 70%", "FSC Mixed Credit", "PEFC min 70% etc."

If certified and non-certified materials are included in the same delivery, the materials, delivery documentation and invoice must also clearly differentiate certified from non-certified materials.

The Sub-Contractor warrants that he will not supply timber or timber products that are sourced from any of the following sources:

- Wood harvested from forests where traditional or civil rights are violated.
- Wood harvested from non-certified forest areas having high conservation values which are threatened.
- Wood harvested from genetically modified (GM) trees.
- Illegally harvested wood.
- Natural forest that has been converted to plantations or non-forest use.
- Forest areas protected by law (or planned to be so protected).

TEMPORARY WORKS

Temporary Works are defined as all works required for execution, completion, maintenance and/or demolition of permanent works which will normally be removed from the site on completion. All temporary works must comply with our inspection procedures. Sub-contractors are required to demonstrate by calculation that temporary structures are capable of withstanding the loading required.

Design information including calculations, must be supplied with sufficient time to allow us to scrutinize the information, or the start of the operation may be delayed

MANAGEMENT OF LIFTING OPERATIONS

All lifting operations must be undertaken in line with 'BS7121 Code of Practice for Safe Use of Cranes' and the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998.

Sub-contractors engaged in lifting operations must have an authorised Crane Supervisor as detailed in the Lifting Plan. The sub-contractor's Crane Supervisor must be approved by, and report on lifting matters to, the Appointed Person (Lifting Operations).

All cranes, excavators, etc. used as lifting appliances, must be operated in accordance with the Lifting Plan for the establishment.

Operators and slingers/signalers MUST hold a current CPCS card for the appropriate category of plant equipment. This is a mandatory requirement and certificates of competence must be supplied to the Appointed Person for review prior to commencement of any lifting activities.

SHARED USE OF WORK EQUIPMENT

Any plant or equipment that is to be used as shared plant, must comply with the same requirements applied to any other plant and equipment at the establishment.

Where this is applicable, the sub-contractor is responsible for ensuring that any shared use work equipment they supply is carefully selected, used and maintained in accordance with the manufacturer's requirements and in accordance with any applicable statutory requirements.

PERMITS TO WORK

Where hazardous elements of an operation are undertaken, a permit to work system may be put in place. This will be identified within the relevant method statement and risk assessment(s).

Examples of high risk activities that require a Permit to Work include (but are not limited to):

- Removal of highly hazardous materials and substances e.g. lead and asbestos.
- Working in a confined space i.e. a restricted work space where other hazards exist.
- Working at height where a full body safety harness is required.
- Live electrical works.
- Hot works.
- Excavations and temporary works.

Where any such works are not covered within an existing method statement and/or risk assessment, the sub-contractor must provide the Senior Manager with an activity-specific system of work that fully outlines what is to be undertaken, who will carry it out and what special arrangements must be implemented.

Once the Senior Manager has agreed the safe system of work, the sub-contractor obtains a Permit to Work from the Senior Manager (or nominated person) prior to starting the work activity on a daily basis.

Once issued, the sub-contractor is responsible for ensuring the scope of the activity is as expressed within the Permit and for ensuring all safety control measures are maintained for the duration. The sub-contractor must present the Permit at the end of each day to the Senior Manager (or nominated person) for review and sign off.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Method statements and risk assessments must state what type and classification of Personal Protective Equipment (PPE) is required to support each work activity and the appropriate PPE must be worn for the work undertaken at all times.

The sub-contractor's site supervisor and/or manager is responsible for ensuring that personnel under their control are issued with the appropriate PPE and that it is suitably cleaned and maintained.

ITEM	BRITISH STANDARD	COMMENTS
Safety Helmet	EN 379	White safety helmets to be worn by operatives.
Safety Footwear	EN 345	All safety footwear must incorporate a steel toecap and mid-sole protection.
High Visibility Jacket / Vest	EN 471	Yellow vests for general purposes with company logo. Orange vests for Banksmen and slinger/signalers with 'Banksman' on the rear. Vests must not be cut down and must be clean to fully retain their reflective qualities.
Safety Eyewear	EN 166 1F, class 1 EN 166 1B, class 1	General protection against dust, debris and airborne particles. Additional protection against liquid (chemical) splash, large particles, molten metals and solids.
Protective Gloves	EN 388	Gloves must be selected based upon EN388 5-digit classification system to provide full protection to support the activity e.g. protection against cuts, abrasions and burns etc (or a combination thereof).

OCL Facades and the trade contractor shall take appropriate and immediate action if an employee is not or incorrectly using their PPE.

Where additional PPE is necessary, the sub-contractor's method statement will identify the requirements. Examples may include the following:

ITEM	REQUIREMENTS
Hearing Protection	Ear defenders and ear plugs (BSEN 352-2) Ear defenders attached to safety helmets (BSEN 352-3)
Fall Arrest Equipment	Full safety harness with safety lanyard (BS EN 361)
Chemical Gloves	Gloves to protect against chemicals and micro-organisms (BSEN 374)
Respiratory Protection	General protection against non toxic dust (BSEN 149 Type FF P1S) Protection against toxic and hardwood dusts (BS EN 149 Type FF P2S) Protection against fumes and highly toxic metals (BS EN 149 Type FF PS3) Protection against highly hazardous materials, e.g. asbestos fibres and bio-hazards

All sub-contractors are required to ensure that any additional requirements are fully adhered to as and when it is necessary to do so. This will include all dress code requirements e.g. no shorts or vest.

FIRE PREVENTION, DETECTION & EMERGENCY PROCEDURES

Each sub-contractor is required to provide suitable and sufficient resources to comply with the requirements of the establishment's Fire Plan and Emergency Procedures, which will include manpower, administration, equipment, training, monitoring and fire safety advice.

Where additional emergency arrangements are required due to the work being undertaken, sub-contractors must incorporate these provisions into their method statement and/or risk assessment(s). Sub-contractors must liaise with the Senior Manager to ensure their emergency arrangements do not conflict with arrangements already in place at the establishment.

Halogen lights represent a fire risk and therefore are only permitted when installed in a fixed position by a trained electrician.

Temporary surface protection e.g. Correx, must be fire retarded in conformance with LPS 1207.

All Hot Works must be carried out by qualified, named operatives and supported by a comprehensive method statement and risk assessment(s). A Hot Works Permit will also be required on a daily basis and the 'Permit to Work' procedure must be followed.

The OCL Facades expects all sub-contractors to adhere to best practice regarding fire prevention and protection.

ACCIDENT, INCIDENT & NEAR MISS REPORTING

Sub-contractors must report any accidents or incidents to our senior management team at the earliest opportunity once injured parties have been taken care of, regardless of how small or insignificant.

You must provide a copy of the Accident Book entry &/or subsequent investigation, in order for us to accurately record and manage accidents effectively to assist in future prevention.

Where a sub-contractor doesn't provide their own accident book, they will be required to follow the OCL Facades Accident/Incident Reporting procedure.

The requirements of the Data Protection Act 1998, must be adhered to.

Where there is a reportable injury or disease, you will inform the Health and Safety Executive (HSE) directly, as required under the Reportable Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 (as amended 2012).

The sub-contractor will also provide the Senior Manager with the following information:

- A copy of the Accident Book entry;
- Copies of any witness statements;
- The results of an in-depth accident investigation undertaken by the Sub-Contractor;
- A copy of the completed F2508 form issued to the HSE;
- Copies of any further information or evidence e.g. photographic evidence.

Sub-contractors are required to keep the OCL Facades informed of the subsequent development of long term injuries, diseases and dangerous occurrences.

Sub-contractors must cooperate fully with any ongoing accident investigation undertaken by the Senior Manager (or nominated person) for the OCL Facades or the HSE, and assist in implementing subsequent remedial actions or preventive measures as required.

The senior management team must also be notified of any other significant incident e.g. trespass, violent acts, vandalism or near miss that potentially could have caused harm.

DRUG & ALCOHOL TESTING

Our Drug and Alcohol Policy implements controlled measures to prevent personnel, as far as possible from:

- Carrying out work when affected by drugs or excess alcohol; or
- Consuming drugs or alcohol at work.

These measures may include pre-employment, post incident and unannounced random drugs and alcohol screening. These measures ensure that we:

- do not knowingly employ or retain any worker, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences.
- take suitable action, usually dismissal or termination of contract, against anyone found at work to be under the influence of alcohol or drugs in breach of this policy.

Any worker found to have tested positive after a test or who refuses to take a test will be immediately removed from the work in which they are engaged.

SITE WASTE MANAGEMENT PLAN

The OCL Facades will provide information/assistance in the creation of a Site Waste Management Plan for each establishment. This will include details of how we separate general / inert / recyclable waste and hazardous waste prior to removal and how we forward this to a licensed waste transfer station or treatment centre.

Sub-contractors must provide waste reports when removing waste from site at timescales agreed with the senior management team, in line with the Site Waste Management Plans Regulations 2008. Reports must include a description of the type of waste, using the European waste code, quantities in tonnes and recycling rates for each type of waste removed from site.

Where, as a part of a particular sub-contractor's tender agreement it has been agreed that the sub-contractor is to accept full responsibility for the management and removal of their waste, this must (as an absolute minimum) include the following environmental control measures:

- To provide a fully detailed environmental risk assessment and method statement (if separate from or in addition to any other task-related documentation that has already been supplied)
- To provide copies of all relevant Environment Agency waste carrier licenses and HSE operator licenses (as applicable)

- To ensure that any general or inert waste is safely handled, identified and securely stored at site
- To ensure that any hazardous waste is safely handled and stored at site, is clearly identified and is kept separate from any other types of non-hazardous waste
- To ensure that all general and hazardous waste that is removed from site by the sub-contractor is transferred to an approved location, i.e. an appropriate EA licensed waste transfer station or EA licensed treatment plant
- To ensure that all general / inert waste is supported by the production of appropriate EA Duty of Care Waste Transfer Notes
- To ensure that all hazardous waste is supported by appropriate EA Hazardous Waste Consignment Notes
- To ensure that once produced, copies of all relevant documentation is passed onto the Project Manager (or nominated member of the project team) for filing within the site health and safety file.
- To provide waste reports at timescales agreed with the management team. The reports must include a description of the type of waste, using the European waste code, quantities in tonnes and recycling rates for each type of waste removed from site

Sub-contractors must keep copies of waste transfer notes and consignments notes for a minimum of 2 or 3 years respectively.

All waste must be dealt with in accordance with the Environmental Protection (Duty of Care) Regulations.

SITE DIRECTIVE NOTICES

A Site Directive Notice may be issued by the Senior Manager to a sub-contractor to formally identify specific actions required for improvement on a construction site. This may include safety related matters e.g. waste removal, house-keeping, PAT testing requirements. Costs may become chargeable to the sub-contractor if a Site Directive Notice is not actioned and signed off by management within the identified timescale.

MONITORING

OCL Facades Safety Management System (SMS) incorporates a comprehensive monthly monitoring programme of procedures, checklists, inspections and audits, which are co-ordinated by the Senior Manager of the establishment.

Sub-contractors are required to facilitate the senior management team or may be requested to take ownership of certain aspects of health, safety and environmental monitoring in accordance with the establishment's programme. This may include completing checklists, monitoring compliance, attending safety meetings and contributing to such activities.

Sub-contractors have a legal duty to carry out regular inspections of certain work equipment under their control e.g. working platforms, mechanical plant, lifting equipment. Where sub-contractors undertake their own inspection regime, the Senior Manager will require a copy of inspections as and when they are completed. OCL Facades SMS guidance and forms are available for use on request.

Sub-contractors will be required to identify who has responsibility for managing and monitoring each of their work activities. Each sub-contractor's supervisor &/or manager will attend safety information and consultation meetings as requested by the Senior Manager and undertake appropriate remedial actions as requested by the site management team. Infringements may result in disciplinary action.

OCL Facades maintains a database of sub- contractors, where ongoing performance is measured and recorded against specific requirements, along with any disciplinary warnings issued to sub- contractor personnel. This database enables the senior management and health and safety teams to periodically review performance and breaches in compliance in order to optimise resources and agree future resource allocation.

Each sub-contractor is required to provide evidence on request of specific monitoring to verify the final status and safe completion of any activities they have carried out.

DISCIPLINARY CODE

We operate a comprehensive disciplinary code on all sites, which allows for warnings to be issued and recorded. Implementation of this procedure and authorisation for issuing warnings is at the discretion of the premises/site management.

Any individuals who receive a warning for gross misconduct or a third warning will be required to leave with immediate effect.

Where warnings are issued, the sub-contractor will be required to reply in writing that action has been taken to prevent recurrence of the breach.

First Warning (Yellow Card)

Any unsafe act, behavior or condition will be discussed with the individual concerned and a Yellow Card will be issued indicating the improvements required.

Once issued, the warning will be in place for a period of three months from the date of the offence. After that time it will expire and no longer form part of an individual's work period.

Examples of infringement at this level are:

- Failure to correctly use and wear Personal Protective Equipment (PPE) e.g. not task specific or fit for purpose, damaged, wrongly classified or not worn.
- Knowingly working on unsafe platforms e.g. scaffolding, towers, ladders.
- Knowingly working without current permit e.g. hot works, excavation, electrical systems, commissioning.
- Unsafe methods of slinging.
- Operating plant, equipment and transport without authority.
- Unauthorised alteration of working platforms.
- Failure to use defined access routes.
- Supervisors not satisfactorily closing out issues highlighted through monitoring and auditing activities.
- Failure to use access equipment provided e.g. scaffolding, towers, podium steps.
- Failure to segregate hazardous waste or follow waste segregation practices.
- Instances of foul or abusive language and/ or behavior deemed likely to offend others or adversely affect the company's professional image.
- Failure to comply with guidance documents issued by the sub-contractor, e.g. risk assessments, method statements and other any site safety instructions etc
- Failure to comply with environmental control measures that have been expressed by the OCL Facades senior management team.
- Failure to make available appropriate and up-to-date material safety data sheets and / or corresponding COSHH risk assessments at the point of provision
- Operatives using hazardous substances without appropriate training.
- Failure to manage the safe handling storage, identification and removal of hazardous waste that is the responsibility of the sub-contractor
- Failure to manage the effective segregation, identification, handling and removal of non-hazardous and recyclable waste
- Failure to adequately protect the surrounding environment, e.g. client's property, public property, endangered species, flora and fauna etc.
- Failure to readily provide applicable waste transfer documentation, i.e. appropriate EA Duty of Care Waste Transfer Notes or EA Hazardous Waste Consignment Notes.
- Failure to being able to readily provide a valid EA and / or HSE operator's license.
- Supervisors not providing guidance, training and awareness of health, safety or environmental control measures.
- Supervisors not monitoring and enforcing health, safety and environmental rules.
- Supervisors not satisfactorily closing out issues relating to yellow cards previously issued to members of their team.

Second Warning (Yellow Card)

Should the first warning go unheeded, or the individual commits a second offence within three months, a second warning will be given. The individual will be removed from site for the rest of that day, pending an investigation into the incident. Formal disciplinary procedures may be required.

Examples of infringement at this level are the same as above.

Exclusion from Site (Red Card)

Any individual committing gross misconduct relating to safety or environmental issues, or a further subsequent offence by an individual, who has already received a yellow card, will result in the individual being permanently removed from site.

Exclusion from site is the most serious action that can be taken and as such will require the individual to be suspended from work while a full inquiry into events is held by the company.

Examples of the infringements at this level are:

- Premeditated breach of safety rules where there is a perceived risk to life or serious injury.
- Unauthorised removal of safety devices e.g. limit switches, interlocks, guard rails, where in the manager's opinion; there was immediate risk to life.
- Deliberately exposing others to danger by not complying with agreed safe methods of work.
- Deliberately not complying with the instructions in method statements, risk assessments, task sheets, MSDS data or individual COSHH assessments.
- Deliberately not complying with the site environmental control measures or waste management requirements.
- Putting persons to work who are not fully competent or trained to do so, particularly young persons.

AUDITING & REVIEW

Regular internal audits are undertaken as identified in the monthly monitoring programme.

Sub-contractors must cooperate fully with any arrangements made by OCL Facades to monitor and audit procedures and activities at our establishments, undertaking remedial actions as required by the senior management team.

Where OCL Facades does not have a specific procedure or standard in writing, the requirements of the following should be implemented:

- Approved Codes of Practice and published best practice advice and guidance from the Health and Safety Executive.
- Relevant British Standards.
- Published advice and guidance from NetRegs.

All queries should be directed to the Senior Manager or the Safety Manager.

HEALTH & SAFETY FILE

Each sub-contractor must provide information as required by the Senior Manager for inclusion in the Health and Safety File, as required by the CDM Regulations 2007 and environmental legislation.

All sub-contractors are reminded of the importance of submitting the necessary documentation in the required format and in a timely manner.

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