

Introduction

The Management of BGIS UK & Europe regards the promotion of QHSE measures as a mutual objective for Management and employees at all levels.

BGIS UK & Europe makes every effort to safeguard the QHSE of its employees and any other person working on its premises.

The Company expects all Sub-Contractors to take a similarly serious view of QHSE and to co-operate fully with the site's Health and Safety rules and procedures.

This guide booklet is issued to Sub-Contractors carrying out work for, or on behalf of Optimum. It provides a framework of Sub-Contractors QHSE Policies. As a Contractor you must comply with the relevant sections.

The booklet is aimed at our Sub-Contractors management & supervisory staff. You must bring these rules to the attention of all your relevant employees and other personnel under your control.

If you have any concerns or misunderstandings about these rules, you must seek clarification from BGIS UK & Europe PRIOR to starting work.

YOU are responsible for ensuring that personnel under your control understand and comply with the relevant QHSE Procedures.

B Scope

B.1 The term 'Sub-Contractor' applies to all persons not directly employed by Optimum, who are contracted to provide a service to the Company. This applies equally to those persons who are subcontracted to provide services as part of the Company's commercial activities, those who visit BGIS UK & Europe premises on a regular and frequent basis and those who only visit on 'breakdown' calls. Examples of Sub-Contractors are building and electrical Sub-Contractors, security, catering, contract service/maintenance on specific machinery (e.g. photocopiers).

B.2 Competence of Sub-Contractors

B.2.1 All Sub-Contractors are expected to employ competent personnel. BGIS UK & Europe reserves the right to ask for proof of competence.

B.3 Access to and Egress from BGIS UK & Europe Managed Services Offices

B.3.1 All Sub-Contractors working at any BGIS UK & Europe Managed Services Offices must report to reception. Sub-Contractors working at regional premises must comply with the local signing in and out arrangements.

B.4 Access to and Egress from BGIS UK & Europe Managed Services Client Sites

B.4.1 All Sub-Contractors working at any BGIS UK & Europe Clients Sites must liaison with their BGIS UK & Europe site contact regarding access and egress.

B.5 Removal from Site

B.5.1 Any Contractor found working in an unsafe manner or contravening health and safety rules and procedures may be removed from site.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

B.6 Risk Assessments/Method Statements/Safety Statements

B.6.1 Before any work to be carried out by Sub-Contractors commences, a risk assessment/method statement (or Safety Statement within the ROI) must be produced by the Contractor. Assessments/statements should include precautionary measures to be taken to protect anyone who may be affected from hazards rising out of the Contractor's activities.

C SAFETY GUIDELINES FOR SUB-CONTRACTORS

C.1 Working on BGIS UK & Europe Offices and Clients Premises

C.1.1 This booklet forms part of the BGIS UK & Europe Integrated QHSE Manual and sets out the QHSE rules which Sub-Contractors will be expected to work to whilst working on BGIS UK & Europe Offices and Clients' premises.

D Contents

1. Legal Obligations
2. General Obligations
3. Health and Safety Policies
4. Induction to BGIS UK & Europe Offices and Clients' Premises
5. Risk Assessment
6. Method Statement
7. Control of Substances Hazardous to Health
8. Personal Protective Equipment
9. Housekeeping and Disposal of Waste
10. Fire Prevention and Emergency Procedures
11. Fire Aid
12. Supervision
13. Accident Reporting
14. Manual Handling
15. Permit To Work
16. Electricity
17. Working at Height
18. Ladders/Stepladders/Trestles/Staging's
19. Mobile Elevated Working Platforms
20. Fall Arrest
21. Scaffold
22. Personal Carriers
23. Forklifts
24. Cranes and Lifting Equipment
25. Confined Spaces
26. Noise
27. Excavation
28. Demolition
29. Temporary Hoarding etc works
30. Working Over/Adjacent to Water
31. Work Equipment/Construction Plant
32. Machinery Guarding
33. Abrasive Wheels
34. Cartridge Operated Fixed Tools
35. Company Plant/Equipment/Energy Sources
36. Gas and Oxygen Equipment
37. Highly Flammable Liquids and Petroleum Gas (LPG)

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

- 38. Radiography etc.
- 39. Health and Safety Plan
- 40. Planning and Design
- 41. Safety Supervisors
- 42. Health and Safety Training
- 43. Toolbox Talks
- 44. Welfare
- 45. Display Screen Equipment
- 46. Safety Committee
- 47. Health and Safety Training
- 48. BGIS UK & Europe QHSE Audits

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Legal Obligations

You must ensure that your employees and those personnel under your control comply with the legal duties and responsibilities imposed by the Health and Safety at Work etc Act 1974, & relevant statutory provisions.

These rules do not relieve you from your legal or contractual obligations.

General Obligations

You must ensure that any plant, vehicles, equipment, machinery, apparatus, and materials brought onto or used are safe, without risk to health and maintained in a safe condition. Appropriate examinations and tests of plant, equipment etc. must be carried out and any reports and/or certificates should be made available for inspection by Optimum.

We [BGIS UK & Europe] retain the right to stop any operation or activity if it is considered that there is an unacceptable risk.

You and the personnel under your control must comply with instructions given by an authorised BGIS UK & Europe employee in respect of Health & Safety. BGIS UK & Europe promote the highest standards of safe working and expect these standards to be adopted by its Sub-Contractors.

To further these requirements the Contractor is expected to co-operate by complying with all Acts, Regulations, Codes of Practice and Standards which are pertinent to his activities.

In all cases where the Contractor's activities bound or overlap the areas affecting:

- The Public
- BGIS UK & Europe Employees
- Other Sub-Contractors/Sub Sub-Contractors
- Surrounding property

Every care must be exercised to safeguard the aforementioned from danger or damage.

In addition, Sub-Contractors are expected to comply fully with the rules and procedure set out in this document, and to bring these rules and procedures to the attention of all of their employees who will be working on BGIS UK & Europe Offices and/or Clients' premises.

Prior to the commencement of any site activity by the Contractor BGIS UK & EUROPE will require to receive a copy of:

- The Sub-Contractors Health & Safety Policy Statement
- The Sub-Contractors Certificate of Employers Liability Insurance
- Risk assessments and method statements for the works to be carried out

Sub-Contractors will be expected to use competent staff in conducting any work for BGIS UK & Europe. Certificates of Competence may be requested at any time during the contract by BGIS UK & Europe and these must be supplied by the Contractor.

Horseplay will not be permitted and will result in the person being removed from site immediately.

Sub-Contractors must become familiar with and adhere to all site safety or security regulations.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

All Sub-Contractors must comply with all requirements and directives of any BGIS UK & Europe QHSE Managers, Contract/Project Manager's or Supervisor's in charge of the Offices and Clients' Premises, which are given to them in pursuance of health, safety or welfare regulations which are currently in force.

All Sub-Contractors must, without delay, notify BGIS UK & Europe in writing of any Improvement/Prohibition notice served against them and to state what remedial action will be taken and the date when this action will be affected. BGIS UK & Europe reserve the right at all times to satisfy itself that the action is appropriate.

Health and Safety Policies

Before commencing work, you must provide the following documentation to Optimum:

A copy of your Health and Safety policy, including details of the organisation and arrangements for ensuring that the policy is implemented.

Copies of any written Health and Safety procedures applicable to the work to be undertaken
Risk / COSHH assessments and method statement (as appropriate)
Verification of the competence of those people undertaking the work.

Induction on to Site

You must ensure that a suitable and sufficient induction training programme is in place for delivery prior to the commencement of work, or as appropriate in the case of visitors.

You must maintain comprehensive records of personnel who have attended induction training. These details must be available for review by BGIS UK & Europe on request.

Risk Assessments

You must undertake suitable and sufficient risk assessments.

These risk assessments must be in writing and will detail the foreseeable hazards, personnel affected, degree of risk and the precautionary measures to be taken to eliminate or effectively control the risks.

In the event that any such risk assessments are reviewed and subsequently revised, then the revised risk assessment will be brought to the attention of (and copied to) the appropriate BGIS UK & Europe Manager.

You will be requested to complete a Dynamic Risk Assessment prior to the commencement of work activities. The Dynamic Risk Assessments are additional to the full task specific risk assessments and should not be viewed as a replacement to those that are requested prior to your attendance on site.

The Dynamic Risk Assessments are designed to make personnel 'STOP' and 'THINK' prior to commencing a task and to therefore ensure that all the necessary controls measures identified in the site-specific risk assessment are in place.

Method Statements

When required to do so by Optimum, or when identified as necessary as a result of risk assessment, you must develop and issue a comprehensive written method statement for safe working. The method statement will detail the sequence of works and identify the

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

relevant precautionary measures required to ensure that the activity is conducted without risks.

The method statement will be provided to BGIS UK & Europe for consideration and approval prior to the commencement of the relevant works.

All works MUST be conducted in accordance with the method statement.

Control of Substances Hazardous to Health (COSHH)

You must comply, in full, with the requirements of COSHH Regulations. In particular, you must:

- conduct suitable and sufficient assessments on the use of substances hazardous to health, relevant to their operations
- introduce and implement adequate control measures identified as a result of the foregoing assessments
- review, and maintain and where appropriate, test control measures
- monitor exposure of personnel exposed to hazardous substances
- ensure that a programme of health surveillance is implemented for personnel under your control, where appropriate
- provide adequate information, instruction, and training to personnel whose health may be exposed to risk from hazardous substances
- at appropriate intervals review your arrangements for controlling the risks to health arising from exposure to hazardous substances
- ensure hazardous waste is safely disposed of.

You must provide the BGIS UK & Europe site Manager with details and copies of COSHH assessments for hazardous substances to be used by you.

Personal Protective Equipment (PPE)

You must ensure that all personnel under your control are provided with and use suitable PPE, as required by the relevant statutory provisions which will include:-

- The Personal Protective Equipment Regulations,
- Control of Substances Hazardous to Health Regulations,
- Construction Health Safety and Welfare Regulations,
- Noise at Work Regulations,
- Confined Spaces Regulations,
- Other relevant legislation.

All PPE provided by must conform to British / European Standards.

You will be responsible for making arrangements for the maintenance, cleaning, replacement, and storage of PPE, and for the provision of training, information and instruction on its use to your personnel.

You must ensure that specific Site rules on the use of PPE are observed by personnel under your control.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Housekeeping and Disposal of Waste

In the interests of everybody's Health and Safety you must keep the work, storage and welfare areas tidy and not allow excess materials, debris, rubble, off cuts or other waste to accumulate or infringe safe access.

Transport for all such waste etc. must be arranged by you for suitable disposal at a licensed disposal facility or transfer station.

It is your responsibility to identify, segregate and dispose of hazardous waste in accordance with the relevant statutory and Company health, safety, and environmental requirements.

Flammable or other hazardous waste must be safely stored during their use and at the end of each working shift.

Where flammable liquids are used the appropriate fire precautions must be in place and necessary training provided in its use.

No substance or waste may be disposed of down any drain, this includes wastewater. If there is any risk of spillage of any substance, a spills procedure must be established, and appropriate control methods put in place before the task commences.

Fire Prevention and Emergency Procedures

You must have a Fire Safety Plan for the work you are to undertake. A fire risk assessment must have been undertaken to develop this plan.

You must ensure that adequate fire prevention and precautions are taken whilst carrying out activities, especially when involved in hot work e.g., burning, welding, grinding, etc- [a permit to work will be required].

Fire precautions provided by you must be subject to the required inspection and maintenance.

You must ensure that the personnel under your control are aware of and trained in the correct procedures to be followed in the event of fire, fire alarm or emergency evacuation and other emergency procedures. This will require them to know, for example, the location and correct use of:-

- fire extinguishing equipment
- alarm call points
- alarm 'sound'
- emergency evacuation procedures
- emergency telephones □ escape routes and fire exits
- assembly points.

Procedures to be implemented in the event of bomb threat and/or similar threat from subversive groups must be developed and submitted to BGIS UK & Europe for approval prior to commencement of work.

Existing procedures for actions to be taken in the event of an emergency may have already been implemented by Optimum; it is your responsibility to ensure that you understand such procedures and the action you and personnel under your control are required to take.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

First Aid

You have the responsibility to ensure that compliance with all relevant requirements of the Health and Safety (First Aid) Regulations is observed

You should provide an adequate number of suitably trained first aid personnel or where appropriate, appointed persons.

You should provide an adequate supply of suitable first aid equipment.

Supervision

You must ensure that competent personnel provide adequate supervision during the works and that all operations are subject to inspection and monitoring at appropriate and agreed intervals.

Accident Reporting

You must copy reports of all accidents to Optimum, in addition to your Company arrangements for the statutory reporting of such events. NOTE: Any fatal or major injury or dangerous occurrence must be reported immediately to the BGIS UK & Europe Health & Safety Manager.

Manual Handling

You must ensure that operations are conducted in accordance with the requirements of the Manual Handling Regulations 1992.

So far as is reasonably practicable, you must ensure that personnel under your control avoid the need to undertake any manual handling operations which involve a risk of injury.

You must undertake a suitable and sufficient risk assessment of all such manual handling operations and take appropriate steps to reduce the risk of injury to the lowest practicable level. Records must be provided to BGIS UK & Europe for inspection.

All personnel under your control who undertake manual handling operations must be provided with adequate information, instruction, and training on the means to carry out the task safely.

Permit to Work Systems

A permit to work system is a formally documented safety procedure designed to provide additional safeguards for a specified activity or place (e.g., hot work permit, Confined spaces, HV electrical work etc).

A permit system is a strictly controlled and systematic safety procedure. It must provide a clear written record that foreseeable hazards have been addressed and adequate control measures implemented.

A Permit to Work system must include the following:

Only competent and 'authorised' persons issue permits to work
All relevant personnel UNDERSTAND the hazards and precautionary measures that are required.

- The area or activity affected by the permit is clearly defined.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

- The period of time for which the permit is approved is clearly defined
- The correct personal protective equipment is defined, provided & used
- The permit is accepted by a suitably competent ‘person in charge’ of the work to be undertaken.
- The permit is ‘cancelled’ when the activity to which it refers has been completed or the time limit imposed by the permit has been reached.

BGIS UK & Europe operate a Permit to Work system for specific operations. You will be required to strictly comply with this procedure.

You must ensure that all personnel under your control are provided with adequate information, instruction, and supervision to ensure the effective implementation of any permit to work system in operation.

Electricity

You must ensure that all work under your control is undertaken in accordance with the requirements of the Electricity at Work Regulations.

Installation, modification or repairs of any electrical equipment will only be carried out by a competent, qualified electrician and such work must comply with the requirements of the Electricity at Work Regulations, supporting guidance and where appropriate, the current edition of the Institute of Electrical Engineers Wiring Regulations (18th Edition).

Where you are required to work in the vicinity of any electrical equipment (including overhead and underground power cables), you will take all necessary precautions to avoid accidental contact with live conductors etc. NO live working is to take place.

You must ensure that all personnel working on electrical systems are provided with and use the correct tools when isolating. These must include a proving unit and voltage indicator with fused leads; lock out and tag out equipment and insulated tools and equipment.

All equipment must be treated as “live” until such time as the appropriate isolation and testing confirms the equipment as dead.

Electrical equipment owned or hired by you or otherwise under your control, must be subject to a programme of regular tests, inspections, and examinations by a competent person at an appropriate frequency.

Power tools should, wherever practicable, use a power supply of 110V. This should be supplied from a centre tapped to earth transformer. Where other voltage equipment is used it must be from a protected supply (Protection such as residual current circuit breakers must be used).

Working At Height

When providing working platforms (scaffold/trestles etc) you must ensure that they are erected, altered or dismantled by competent personnel.

When you are involved in work which results in the potential for a person to fall through or from a floor, roof, working platform etc. you must erect adequate barriers, crawling boards etc. and suitable warning signs to prevent such a risk.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

You must also ensure that any materials, tools, or equipment stored or used at heights, are adequately secured to prevent them being dislodged, blown, dropped or otherwise falling from the height.

Suitable fall arrest equipment must be provided for use by competent personnel where the risk of falls cannot be adequately controlled. A Permit to work will be required for most work at height.

Ladders, Step Ladders, Trestles and Staging's.

You must ensure that that any ladders, stepladders, trestles, and/or lightweight staging's used by personnel under your control are maintained in a safe condition and are fit for the purpose of their design.

Similarly, to scaffold you must ensure that every ladder used by personnel under your control has a firm, level footing, is of adequate length, is securely fixed near it's upper (and lower) resting place and is suitable in its construction for the nature of the work.

Ladders etc. must be subject to a formal inspection programme.

The inspections must be conducted by a competent person with sufficient knowledge and experience to identify defects that could occur.

Mobile Elevating Work Platforms (MEWP's)

All operators and users of MEWP's under your control must be provided with adequate training in accordance with manufacturer instructions and Health and Safety guidance.

You must make sure that MEWP's are inspected and examined, and that maintenance and servicing are carried out by a competent person at the appropriate intervals. The results must be recorded and available for inspection by BGIS UK & Europe.

The safe working load of the MEWP should be clearly marked on the platform, and this must not be exceeded.

A permit to work will be required for operations in the vicinity of live electrical equipment, such as overhead lines, sub-stations, etc.

All personnel who are required to work aloft ride on any MEWP must wear a suitable fall arrest harness and lanyard attached to the MEWP cage.

Fall Arrest Equipment

Where it is not practicable to provide a suitable working platform, and guard rails, for activities where there is a risk of injury from falling personnel under your control must be provided with suitable fall arrest equipment. The fall arrest equipment may include safety harnesses, lanyards, inertia reel blocks and running lines.

Any personnel issued with fall arrest equipment must have received adequate training to ensure they are competent to use the specific equipment, including the attachment points at the location it is required.

You must ensure that all such fall arrest equipment is properly maintained including inspections and examinations. The records of examinations must be available for inspection by BGIS UK & Europe

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Scaffolds

You must ensure that where scaffolding is provided it is erected, altered, dismantled, and inspected only by experienced trained scaffold erectors.

You must make sure scaffold is inspected by a competent person at appropriate intervals [not exceeding seven days].

Results of these inspections must be kept available for inspection.

Any scaffolds, which may impede pedestrian, plant, or vehicle access, must only be erected following appropriate authority from Optimum.

All scaffolds must be provided with suitable access. Where ladders are used, they must be of adequate length and properly secured.

A permit to work will be required where scaffolds are to be erected/used near live electrical equipment, such as overhead lines, sub-stations, etc.

You must display suitable warning signs and notices on / near scaffolds under your control.

You must ensure that any platforms or scaffold is not overloaded.

Adequate temporary lighting must be fitted to the scaffold [especially where it is adjacent to roads and footpaths].

Personnel Carriers

Where a crane is used for raising or lowering personnel you must ensure that a suitable personnel carrier is provided. The crane, personnel carrier and all wire ropes and associated lifting equipment must be tested and examined. Test certificates & reports must be available for inspection.

Before using any personnel carrier, you must ensure that the carrier and associated lifting equipment is suitable for the purpose, is securely fixed and the environment it will be used in is safe from risks.

All personnel who are required to ride in a personnel carrier will wear a suitable fall arrest harness and lanyard attached to the personnel carrier.

A permit to work will be required for operations in the vicinity of live electrical equipment, such as overhead lines, sub-stations, etc.

Forklift Trucks/Telescopic Handlers

You must only allow persons who are under your control to operate a forklift truck or telescopic handler if they are competent.

Competence requirements can be satisfied by the issue of a Certificate of training issued by an authorised body [i.e., CITB or similar organisation]

You must ensure that all forklift trucks/telescopic handlers used under your control are properly maintained and serviced.

2You must not permit a forklift truck or telescopic handler to be used as a working platform

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Cranes and Lifting Equipment

You must ensure that any crane or lifting equipment [as defined in the lifting equipment and lifting operations regulations] under your control is only operated to comply with the regulations and relevant guidance.

Prior to the first use of any crane and/or lifting equipment, you must provide BGIS UK & Europe with copies of current 'in date' equipment certification.

You must ensure that only persons in possession of a valid Certificate of training, issued by an authorised body, operate such lifting equipment.

The operating areas (including travel routes) for cranes and lifting appliances must be clearly defined and agreed in advance with Optimum.

Potential hazards such as overhead power lines, 'structures', underground services, excavations, unstable ground, etc. must be identified following a thorough and documented survey and risk assessment copied to Optimum.

The Contractor will ensure that 'duty charts' are displayed on the crane or lifting appliance, as appropriate.

You must ensure that a sufficient number of trained banksmen and slingers are appointed to enable the safe movement & lifting & lowering operations of the crane/lifting appliance used under your control.

A permit to work issued by BGIS UK & Europe will be required for most operations involving the use of a crane or similar lifting equipment.

Confined Spaces

You must not permit personnel under your control to enter or commence work in any place defined as a confined space, a written safe system of work has been developed and agreed and a 'permit to work' issued.

NOTE: A confined space may be a borehole, shaft, manhole, chamber, vessel, pipeline, tank, duct, sewer, pit, or any other space in which the atmosphere may become hazardous and involve risks such as asphyxiation, explosion, fire, oxygen enrichment, dust and fumes.

You must provide personnel under your control with suitable atmospheric detection, protection and rescue equipment, adequate training to use such equipment properly, when conducting operations in confined spaces and when appropriate, suitable, and sufficient supervision and safety back up.

You must maintain written records of all atmospheric tests carried out

Noise

You are responsible for ensuring that all relevant requirements of the Noise at Work Regulations are complied with as far as they apply to the operations and personnel under your control.

Where you bring plant or machinery onto the Site, you must ensure that noise levels generated by this is as low as reasonably practicable.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Where we consider the operations generate excessive noise levels, you must undertake noise level assessments or surveys and record the results. A copy of such reports will be provided to BGIS UK & Europe on request.

Where you anticipate that operations may generate excessive noise levels you must advise BGIS UK & Europe accordingly so that all reasonably practicable precautions can be taken to protect other persons who may be affected.

You must provide suitable ear protection to personnel under your control in accordance with the requirements of the Noise at Work Regulations and provide such personnel with adequate training and instruction on the use and maintenance of such equipment.

Excavations

Before commencing any demolition or dismantling work, you must:

- Obtain written permission from BGIS UK & Europe
- Prepare and submit to BGIS UK & Europe for consideration, a detailed written safety plan in accordance with the CDM regulations.

Prior to commencing any excavation, you must ensure that the area of the excavation has been thoroughly surveyed to check for the presence of any underground services [electricity, gas, water, communications etc].

Where services are identified, ONLY hand excavation must be carried out until the identified services have been located and made safe.

Only suitable materials, properly designed, must be used to support the sides of the excavation.

Suitable rigid edge protection around excavations and openings must be provided. Sufficient warning lights, signs and barriers must be deployed.

You must ensure that all excavations and support systems are subject to thorough inspections by a competent [experienced] person.

Excavations must not be entered where there is a risk of collapse.

Demolition

Before commencing any demolition or dismantling work, you must:

- Obtain written permission from BGIS UK & Europe
- Prepare and submit to BGIS UK & Europe for consideration, a detailed written safety plan in accordance with the CDM regulations.

The safety plan must include [but not be limited to] the following detail:

- The competent person appointed to supervise the work
- That services, including electricity, water, gas, or communications that may be affected by the demolition have been isolated and made safe.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

- Sufficient numbers of suitable warning notices and adequate barriers have been erected to restrict access to the areas affected.
- The installing of adequate temporary supports, props, shoring, etc to eliminate accidental collapse.
- Adequate control over the emission of dust/fume/smoke and debris.
- Provision of safe access and working places for all personnel involved
- The risk of injury to Sub-Contractors personnel or others, or damage to plant or equipment, is assessed and eliminated and all statutory safety requirements and prohibitions complied with.

Temporary Hoarding etc. Works

A written safe system of work should be produced for the erection, installation, loading, unloading, and dismantling of works including framework, falsework and excavation support systems.

The work must be approved by BGIS UK & Europe prior to commencement.

Work Over or Adjacent to Water

Where you undertake work over or adjacent to water, adequate controls must be in place to eliminate the risk of personnel falling into the water, being swept away by currents, engulfed by inrush of water, or drowning.

Safeguards including, but not necessarily limited to, safety nets, lines, safety harnesses, life jackets, buoyancy aids and adequately equipped rescue boats **MAY NEED TO BE PROVIDED.**

Work Equipment and Construction Plant

It is your responsibility to ensure that any work equipment [as defined in the relevant regulations] provided for use by personnel under your control, including any machinery, appliance, apparatus, or tool satisfies the requirements of the relevant Regulation.

You must ensure that before such equipment is used it is examined by a competent person to ascertain it is free from defects and it is safe for use.

You should also ensure that the 'equipment' is subject to a programme of regular inspection/examination and planned maintenance carried out by competent personnel. Records must be kept and available for inspection.

Only competent personnel must use/operate equipment. Approved certificates of training [i.e., CITB] are required for some equipment.

Machinery Guarding

You must ensure that personnel under your control do not remove, interfere, or tamper with guards on any plant, equipment, or machinery.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

In the interests of safety personnel under your control should check that all necessary guards are in position and any other safety devices e.g., emergency stops, limit switches, etc. are in working order.

Abrasive Wheels

The only personnel that are permitted to mount an abrasive wheel are those that have been provided with adequate training and appointed in writing as authorised to do so.

When using abrasive wheels equipment ALL necessary signage and safety segregation hoarding must be in place & offer adequate protection.

Personnel under your control must be provided with suitable personal protective equipment, including eye and ear protection. The instructions in its use and maintenance must be communicated and understood.

Cartridge Operated Fixing Tools

Where you intend to use cartridge operated fixing tools you must provide a written safe system of work for the use of such equipment.

The written safe system of work will detail: -

- the names of the authorised users of the equipment
- the secure storage arrangements for tools and cartridges
- the control measures for issue and return of equipment the limitations on the type of work undertaken the safety precautions to be taken during use.
- the provision of suitable personal protective equipment, including eye and ear protection and instruction in its use and maintenance.

All personnel must be formally authorised to operate such tools and must have been adequately trained (i.e., HILTI) and appointed as competent.

Company Plant, Equipment and Energy Sources

In the interests of health and safety you must not use or allow persons under your control to use or operate, any plant and /or equipment, or energy services such as gas, compressed air, electricity etc, provided at the location unless permission has been given by Optimum.

Where you use such services, you have a responsibility to ensure that it is used properly and that any defects are promptly reported to Optimum.

Gas and Oxygen Equipment

Where personnel under your control intend to use or use gas and oxygen equipment during the work you must ensure that the equipment complies with the relevant statutory provisions and appropriate British Standards.

Such equipment must be regularly inspected, leak tested and adequately maintained by a competent person.

A 'Permit to Work' issued by BGIS UK & Europe will be required for work involving the use of this type of equipment.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Cylinders containing gas or oxygen must be correctly stored and secured.

All gas cylinders must be shut off when not in use.

You must ensure that any oxygen or gas equipment, including hoses, is not allowed to obstruct roadways, walkways, manholes, ladders, or other means of access/egress, where damage or a trip hazard could occur.

Any work in a confined space requires an additional ‘Permit to Work’

Highly Flammable Liquids and Petroleum Gas [LPG]

You must ensure that all highly flammable liquids and liquefied petroleum gasses under used under your control are stored and used in accordance with the current statutory provision and guidance.

A ‘Permit to Work’ issued by BGIS UK & Europe will be required for work involving the use of this type of equipment.

You must ensure that all containers holding flammable liquids will have their lids replaced as soon as possible after use. Only minimum quantities of flammable liquids should be used at any time, with the bulk of the material kept in secure containers in an approved flammable store.

Empty containers will be removed from Site by the Contractor as soon as possible and arrangements made for their safe disposal.

You must display “No Smoking” and other appropriate warning signs, provide an adequate number of suitable firefighting appliance wherever flammable liquids are stored or used.

Radiography etc.

Where you carry out radiography, ultrasonic or other non-destructive testing (NDT) for Optimum, you must comply with the requirements of relevant legislation, codes of practice and any specific procedures.

In particular, you must ensure that: -

- where a statutory requirement exists, you must ensure that a Radiation Protection Adviser has been appointed, in writing who will be suitably qualified and experienced to provide advice on compliance with the relevant statutory provisions.
- all work involving ionising radiation is subject to comprehensive written local rules ensuring that the work is carried out in compliance with the statutory provisions, and that the rules are brought to the attention of the appropriate personnel.
- all Site radiography work is supervised by a Radiation Protection Supervisor. Contractor’s Radiation Protection Supervisors must be appointed in writing and a copy of such appointments forwarded to the BGIS UK & Europe Site Manager
- only classified workers are engaged in radiography work
- radiography areas are clearly identified by the erection of suitable barriers warning notices and flashing lights

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

- audible warnings (horns) will be sounded, and warning lights illuminated, before a radioactive source is exposed
- all other Site personnel are clear of the affected area before radiography takes place
- any incident that may result in over-exposure of personnel will be reported to the BGIS UK & Europe Site Manager immediately for investigation and notification to the relevant enforcing authorities where appropriate
- you have a written emergency procedure to be followed in the event of loss, damage or malfunction of an isotope or associated equipment. This procedure will be submitted to BGIS UK & Europe for consideration and comment before commencement of the work.

You must ensure that where personnel under your control who are not involved in radiography work, but who may be affected by such work, are provided sufficient information and instruction. You must ensure that any warning notices, alarms, and barriers are in place and observed.

Health and Safety Plans

You must provide a suitable and sufficient safety plan for the works to be undertaken when this is appropriate [or requested].

This safety plan must clearly identify each activity to be undertaken, the foreseeable hazards [and risks] with the control measures that will be implemented to ensure that the works proceed safely. Specific risk assessments/method statements and written safe working procedures MUST BE contained within this safety plan.

The safety plan must be submitted to the appropriate BGIS UK & Europe Manager for consideration and approval before commencement of the works.

Any subsequent revision to the safety plan must be submitted to Optimum.

Planning and Design

Where you are responsible for the planning and/or design of the works, you must ensure that all the relevant Health and Safety matters are taken into account during these stages of the work (CDM Regulations).

Foreseeable hazards associated with the work, and activities that will be undertaken following completion of the work must be identified, with the appropriate measures to control the risks specified in writing.

Safety Supervisors

You should have appointed a competent (experienced) person with the responsibility to oversee the safe conduct of the work operations.

You must advise us of the name of the Safety Supervisor and the name(s) of the competent person(s) appointed to give Health and Safety advice in accordance with the requirements of health and safety Regulations.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

Health and Safety Training

Health and Safety awareness is essential to safe working. Personnel under your control [including management and supervisors] must have been provided with adequate training to enable them to carry out the work in a safe manner.

Records of Health and Safety training [and competence in general] should be made available to BGIS UK & Europe for verification.

Toolbox Talks

BGIS UK & Europe maintains a comprehensive database of toolbox talks. You may operate [or be required to operate] a programme of toolbox talks for the personnel under your control during the works.

You must maintain detailed records of such talks, including the names of attendees, and the date delivered. These details must be available for review by BGIS UK & Europe on request.

Welfare

You ensure that personnel under your control are provided with suitable and sufficient washing and toilet facilities and accommodation for taking refreshment and keeping clothing (including arrangements for wet clothing). Where such facilities and accommodation are provided by you, they must be maintained in a clean and serviceable condition.

We may consent to our own welfare facilities being shared with personnel under your control. HOWEVER, this must be formally agreed.

Display Screen Equipment

Where you install Display Screen Equipment on the site for use by personnel under your control, you must ensure that the requirements of the Health and Safety (Display Screen Equipment) Regulations are complied with. In particular, this will require you to:

- ensure that relevant display screen equipment is adequately assessed for compliance with the requirements of the Regulations
- develop written procedures to ensure that workstation components, environment, tasks and software satisfy the statutory requirements
- provide adequate information and training for your personnel defined as display screen equipment users

Safety Committees & Forums

You may be invited/requested to attend the BGIS UK & Europe 'health and safety consultation group' meeting (similar to a Health and safety committee). The purpose of the group is to 'promote Health and Safety awareness'

Safety performance and improvements are discussed in addition to some standard agenda items. The group consists of a cross section of the BGIS UK & Europe business.

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE

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QHSE Audits

BGIS UK & Europe operate an in-house audit system. This includes our Sub-Contractors and suppliers.

You will be requested to co-operate with us during the audit process. The audit process is a tool to help develop and enhance health and safety management techniques, action recommendations may be issued to you.

Unsafe Act Process

BGIS UK & Europe operates an unsafe act process. The process is designed to challenge unsafe behaviour and stop unsafe acts from occurring; to review and improve standards of safety and to recognise individuals and Sub-Contractors who apply exceptional safety standards.

Hazard Reporting

BGIS UK & Europe promotes the identification of unsafe conditions, acts or events and we require that all our Sub-Contractors participate in reporting these occurrences through our internal Hazard Reporting system.

Disciplinary Procedures

You should have written disciplinary procedures for personnel under your control, who may contravene statutory, or Company Health and Safety requirements, which include Regulations, rules, or procedures.

These procedures must be brought to the attention of all personnel under your control at the earliest possible opportunity.

BGIS UK & EUROPE

RULES FOR SUB-CONTRACTORS

Please complete the following being an acknowledgement of having understood the information contained within this booklet and agreeing to abide by the rules and conditions applicable to the work that is to be undertaken by you or persons working for, or on behalf of, BGIS UK & Europe.

COMPANY:

NAME:

POSITION:

DATE:

Owner: QHSE	Issue Date: 01/10/2021	Version: QHSE-780-4
Title: Sub-contractor code of conduct	Last Revision Date: 01/03/2022	Reviewer: QHSE