



## Environment, Health, Safety and Wellbeing (EHSW) Minimum Standards

ISSUE STATUS: **CONTROLLED**/~~UNCONTROLLED~~

This EHSW Minimum Standard is the property of: -

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## **STATEMENT**

At Genco we are committed to the prevention of injury and ill health and providing a safe working environment for our employees and others who may be affected by our activities. As a minimum Genco is committed to ensuring compliance with legislation and are committed to achieving the highest level of environment, health, safety and wellbeing standards through continual improvement.

EHSW is an integral part of our business and has equal status to other aspects of our business performance. Appropriate financial and physical resources will therefore be provided to implement this standard.

This EHSW Minimum Standard sets out Genco minimum requirements to meet commitment to continually improving environmental, health, safety and wellbeing practices.

This document is to be read alongside Genco HSQE Policies and procedures and must always be adhered to whilst carrying out works on behalf of Genco as an employee or contractor working under Genco control.

Any employee or contractor found to be in breach of Genco Minimum Standards will be subject to Genco disciplinary procedure which could result in dismissal.



**John Roberts**  
**Director**  
August 2019

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## 1. HEALTH & SAFETY REQUIREMENTS

### 1.1. Legislation

Whilst operating on any site under Genco control or on behalf of Genco the employee, contractor and all their employees will ensure that they comply with all relevant legislative requirements and HSE Guidance. The contractor shall pay regard to the Health and Safety at Work etc. Act 1974 and any other Regulations, including but not limited to:

- Construction (Design and Management) Regulations (CDM)
- Management of Health & Safety at Work Regulations
- Control of Substances Hazardous to Health Regulations (COSHH)
- Control of Asbestos Regulations
- Noise at Work Regulations
- Manual Handling Operations Regulations
- Personal Protective Equipment Regulations
- Electricity at Works Regulations
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- Lifting Operations & Lifting Equipment Regulations
- Provision and Use of Work Equipment Regulations
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- Health & Safety (First Aid) Regulations
- Construction (Head Protection) Regulations
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- Supply of Machinery (Safety) Regulations
- Hazardous Waste Regulations
- Control of Asbestos Regulations
- Corporate Manslaughter and Corporate Homicide Act
- Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)

Genco employees, contractors and all their employees shall at all times pay regard to, and make provision for, the safety and protection of all affected by their operations, both directly and indirectly.

The provision of suitable and adequate resources to ensure the effective management and control of environmental, health, safety and wellbeing standards on site will carry a cost element. These standards will assist the contractor in their planning and provision of the satisfactory resources to our projects.

## 1.2. Contractor H&S Policy

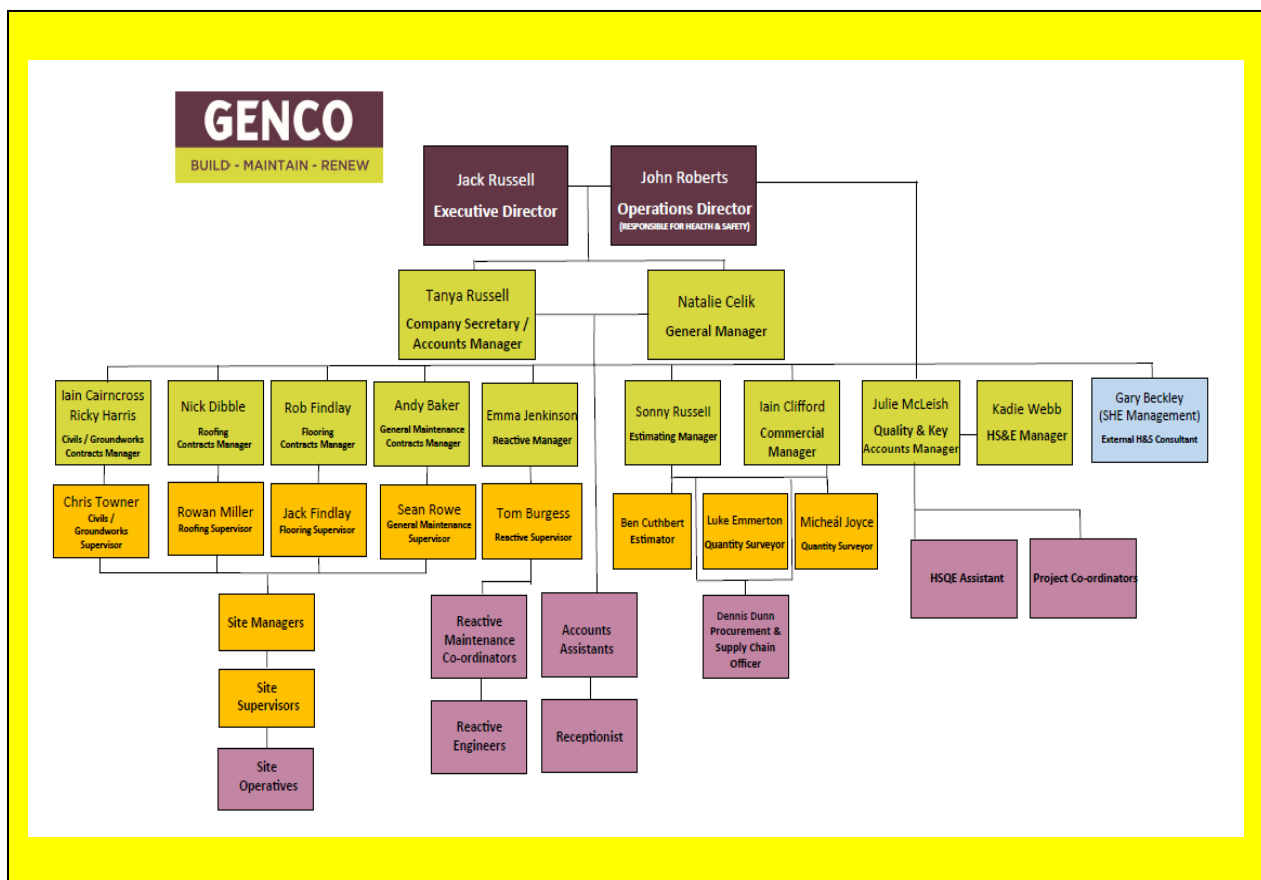
Contractors engaged by Genco must ensure that their current H&S and Environmental Policy together with applicable HSE arrangements are submitted to Genco prior to commencement of any works. The Contractor is responsible for issuing to Genco any revisions of the policies on at least an annual basis.

## 1.3. Communication Strategy

Contractors will outline their communication strategy for HSQEW both in relation to internal and external communications. This strategy should include contact details and alternative communication routes in the event that an identified individual cannot be reached.

## 1.4. Management Structure and Site Representatives

The contractor must confirm to Genco with their company organization structure clearly identifying the personnel who have Health, Safety and Environmental roles and responsibilities within the company and at site level.



## **1.5. Emergency Actions and Safety Instructions**

Genco employees, contractors and all their employees will comply with Genco emergency arrangements at all times as identified in the task / site specific construction phase plans or the emergency arrangements as identified by the client.

On arrival on a site Genco employees, contractors and all their employees will be subject to a site-specific induction which will include all site-specific health, safety, environmental and welfare arrangements. Genco employees, contractors and all their employees are to ensure that they are aware of the actions to be taken in an event of an emergency, where the fire escape door/route is and where the assembly point is in the event of emergency evacuation. The contractor must also ensure that they identify who the appointed fire marshal and first aider are. In the event of an evacuation the contractor will not re-enter the premises until the appointed person has confirmed that it is safe to do so.

Genco safety instructions, procedures and relevant emergency services procedures will be complied with at all times by all employees, contractors and all their employees regardless of who employs them.

## **1.6. First Aid Arrangements & Notification of Incident / Accident**

### **First Aid**

The contractor shall provide and maintain first aid arrangements in accordance with the Health & Safety (First Aid) Regulations and adhere to Genco procedure.

Genco requires that all contractors provide a trained first aider and first aid equipment on site to ensure compliance with legal obligations. Where this is not considered practicable the contractor must address this with Genco management prior to commencement of works.

Where Genco are PC we will ensure that all first aid and first aid equipment requirements are met, as identified within the site / task specific risk assessment.

### **Accident & Incident Reporting Procedure**

In the event of an accident or incident the injured person should seek first aid assistance from the identified first aider(s). All incidents must be recorded in the client's first aid logbook on site and reported to Genco H&S Manager to enable a full investigation to be carried out.

### **ALL ACCIDENTS & INCIDENTS, NO MATTER HOW MINOR, MUST BE REPORTED TO GENCO H&S MANAGER IMMEDIATELY OR AS SOON AS POSSIBLE AFTER THE INCIDENT HAS OCCURRED.**

Where emergency medical treatment or the emergency fire services are required, the nearest person should contact the emergency services on 999, giving the nature of the injury, details of how it occurred, the first aid action that has been administered and the location of the building they need to attend.

Genco reserve the right to request the Contractor to carry out a full incident investigation following accident, incident, dangerous occurrences or near misses that could have resulted in an injury, damaged to property or an environmental impact and provide a written report within an agreed timescale. The report to include action to rectify, lessons learnt, and evidence of steps taken to prevent reoccurrence.

RIDDOR: Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. death, fracture, amputations, injury to eyes, crushing, burns, asphyxia etc. Please refer to the regulations for a full and detailed list of accidents or injuries that are covered under RIDDOR. Genco H&S Manager will complete and return the necessary RIDDOR report within the required timeframe.

Genco will carry out a full investigation in accordance with Genco Accident & Incident Reporting procedure and record all findings.

### **1.7. Safe Operation and Provision of Plant & Access Equipment to include scaffold**

Plant, machinery or equipment must only be operated by qualified, trained and certificated personnel. Any person found to be operating any plant, machinery or equipment without the required certification will be removed from the site.

All plant, machinery and equipment must be inspected in accordance with manufacturer's guidelines and relevant regulations.

A visual inspection must be carried out before each use. Under no circumstances should plant, machinery or equipment be used if deemed to be defective or unsafe. All defective equipment must be reported to Genco management and taken out of use immediately.

Scaffold access towers may only be erected by a PASMA trained Operatives and must be tagged and inspected before first use. Further checks will be completed if any changes are made to the tower structure, following an incident, inclement weather, any situation which could affect the integrity of the scaffold, or following 7 days – whichever is sooner. Operatives who are using access towers must NOT enter the tower if there is any sign of damage or parts missing. Where a pre-use inspection has identified damaged or missing parts, the operative must report to the site manager/supervisor and a PASMA trained operative is to inspect and confirm if safe to proceed. This must be recorded on the inspection records and appropriate tag affixed to the scaffold to prevent use.

Fixed scaffold may only be installed by an approved scaffolding contractor who has been subject to Genco pre-approval process. Scaffolding must be inspected by a competent person as a minimum on a weekly basis and this must be recorded on the scafftag. Additional inspection must be carried out following an incident, inclement weather or any situation which could affect the integrity of the scaffold. All scaffold access erected must be compliant with TG20 and other specified regulatory requirements. Where a pre-use visual inspection has identified damaged or missing parts, the operative must report to the site manager/supervisor and a competent scaffold installer is to inspect and confirm if safe to proceed. This must be recorded on the inspection records/scafftag.

Under no circumstances must alterations be carried out by non-qualified personnel. All evidence of competence must be provided to Genco prior to commencement of works.

### **1.8. Portable Appliance and Work on Electrical Systems**

Any portable electrical equipment brought onto any Genco sites must be fit for purpose and have a valid test certificate/record available for inspection.



Tools that are in daily use for more than 4 hours per day must be PAT tested at 3 monthly intervals as per HSE guidelines. Tools which are used less frequently will be subject to 6 monthly PAT testing.

The contractor is responsible for maintaining and inspection of their own equipment. Records must be provided to Genco on request.

Pre-user visual checks must be carried out by the user and any damage or defects reported and the piece of equipment taken out of use.

Under no circumstances may HALOGEN TASK LIGHTING be used on any Genco projects or contracts due to the equipment's potential to cause fire.

Under no circumstances should any live working be carried out on any live electrical system or circuit without the express written permission from Genco and or/their client. The only time live working will be permitted is when the task has been fully risk assessed, there is a suitable safe system of works in place and this is accompanied by an electrical permit issued by a competent person.

### **1.9. Overhead Power Lines**

Contractors carrying out any works near to overhead electricity power lines (OHPLs) must be carefully managed in order to avoid contact with or electric shock from the OHPLs. If machinery, equipment or even a jet of water touches or gets too close to an overhead wire, then electricity will be conducted to earth. This can cause a fire, explosion or electric shock and burn injuries to anyone touching the machine or equipment. OHPLs do not need to be touched to cause serious injury or death as electricity can jump or arc across small gaps. Where working within 9 meters of OHPLs cannot be avoided, the following steps should be taken in order to manage the risk:

If the overhead line cannot be diverted or switched off, and there is no alternative to carrying out the work near it, you will need to think about how the work can be done safely. If it cannot be done safely, it should not be done at all. Your site-specific risk assessment will inform the decision. Things to consider as part of your risk assessment include:

- the voltage and height above ground of the wires. Their height should be measured by a suitably trained person using non-contact measuring devices;
- the nature of the work and whether it will be carried out close to or underneath the overhead line, including whether access is needed underneath the wires;
- the size and reach of any machinery or equipment to be used near the overhead line;
- the safe clearance distance needed between the wires and the machinery or equipment and any structures being erected. If in any doubt, the overhead line's owner will be able to advise you on safe clearance distances;
- the site conditions, e.g. undulating terrain may affect stability of plant etc.;
- the competence, supervision and training of people working at the site.

If the line can only be switched off for short periods, schedule the passage of tall plant and, as far as is possible, other work around the line for those times.

Do not store or stack items so close to overhead lines that the safety clearances can be infringed by people standing on them.

Further guidance for avoiding danger from OHPLs can be found on HSE Guidance note GS6 (fourth edition) <http://www.hse.gov.uk/pubns/g6.pdf>.

### **1.10. Traffic Management**

In order to ensure pedestrian safety, vehicle movement on site must be carefully controlled with clear segregation in place between vehicles and pedestrians. In addition, consideration should be given to the following safe working practices:

- Avoid reversing where possible. Where reversing is unavoidable, an effective system must be in place to control it.
- As far as possible, schedule vehicle movements to prevent overcrowding of your site and surrounding roads.
- Speed limits must be implemented and adhered to.
- Site induction must include details of the sites traffic management plan.
- Hi vis PPE to be worn at all times by operatives, contractors and visitors.

Consideration should be given to other health and safety hazards connected with vehicle movement such as: Materials falling from vehicles; Noise; Fumes.

### **1.11. Underground Services**

Every effort must be made to ensure that all buried services are identified prior to any excavation. Underground service plans must be obtained from the client prior to commencement of work and any identified services clearly marked up.

Contractors are also required to CAT scan the area to check for services which may not have been identified on the service plans provided by the client and a hand dug trial split trench is to be dug prior to commencement.

All contractors must work in accordance with HSG 47 (Avoiding danger from underground services) <http://www.hse.gov.uk/pubns/priced/hsg47.pdf> . Whilst working in stores, the client expects that the above procedures are adopted particularly when removing or breaking into the existing floor structure, a permit to excavate must be completed prior to start. **Refer to Appendix 2**

Under no circumstances may the contractor commence digging until the above procedure has been followed and permit completed.

### **1.12. Permit to Work Systems**

Due to the nature of the service that Genco provides there are certain high-risk tasks which must be carried out in accordance with Genco Permit to Work procedure. Permit to Work Systems are listed below, (but not limited to):

- Hot Works
- Confined Space
- Excavation

Further permit to works may be required by the client in addition to Genco's as listed above

Please refer to **Appendix 2** for Permit to Work document.

### **1.13. Storage and Housekeeping**

Genco employees, contractors and all their employees shall not store any materials on Genco property without the consent of Genco management. Under no circumstances may hazardous materials be stored on Genco sites.

All contractors must maintain an accurate inventory of all materials stored on Genco property. The inventory should be accessible in the event of an emergency.

All materials must be stored securely and accordance with applicable guidance and COSHH assessments in place. Any excess materials are to be removed from site at the end of the contract.

### **1.14. Working at Height**

All work at height or work near fragile materials must be carried out in accordance with the Work at Height Regulations 2005. Work may only be undertaken after Genco Working at Height procedure has been followed and a full risk assessment carried out by a competent person and a detailed safe system of work is in place which includes rescue plan where identified as being required.

Genco employees, contractors and all their employees must ensure that prior to the works being carried out the safe system of works has been reviewed and signed onto by all parties. Suitable signage and safeguarding must be in place.

Where fall protection has been identified then this must be used in accordance with guidance and the user must be trained and competent in the use of the identified fall protection equipment.

Should the works require access via mobile or fixed scaffold towers then these may only be erected by trained and competent operatives who have undergone the appropriate formal training for the access equipment to be used. Evidence of competent must be provided and approved prior to commencement.

NOTE:

- Operators of mobile elevated access equipment must hold a valid IPAF ticket.
- Those responsible for erection or dismantling of mobile access towers must hold a valid PASMA ticket.

### **1.15. Working in Confined Space**

Prior to entering into any confined space, a suitable and sufficient assessment must be carried out in accordance with Genco procedure. CPP/Risk Assessment/Method Statement must be reviewed as part of site-specific induction and signed onto by all parties involved in the works. The type of works, duration, equipment to be used must be included within the safe system of works. Confined space has a wide application and can include tanks, closed and unventilated rooms, undercrofts etc.

Following identification and assessment of an area of confined space the following must be adhered to:

- Only competent trained operatives are to carry out works in confined space
- Air monitoring must be carried out
- A permit to work must be completed
- A supervisor must be present and in contact with the person working in the confined space

#### **1.16. Lone Working**

Employees, contractors and contractors' employees are not permitted to carry out tasks which require lone working without having completed a Lone Working risk assessment to ensure that all necessary measures are in place to reduce the risk posed the individual. Please refer to HSE Guidance INDG73 for full guidance <http://www.hse.gov.uk/pubns/indg73.pdf>

#### **NO WORKS LISTED BELOW ARE TO BE CARRIED OUT WHILST LONE WORKING**

- Any work involving live electrical equipment - (i.e. installation, fault finding, testing, etc.).
- Any work involving glazing - (i.e. renewal or replacement of glazed sheeting or panels)
- Any work that is carried out at high level - (i.e. roof work, scaffolding, work using MEWPS)
- Any work in a property designated as high risk due to previous experience or advice from the customer (i.e. properties with violent or abusive tenants)
- Work with hazardous substances in quantities where a person may be overcome and rendered incapable of raising the alarm
- Manual handling of heavy objects

#### **1.17. Construction Phase Plan (CPP) / Risk Assessment / Method Statement**

Employees, contractors and their employees are required to carry out a full task specific risk assessment and this must be recorded and form part of the Construction Phase Plan/Risk Assessment/Method Statements. This must include all site-based risks. All assessments must be carried out in accordance with the Management of Health & Safety at Work Regulations and HSE Guidance INDG163 <http://www.hse.gov.uk/pubns/indg163.pdf> to eliminate or reduce the risks to employees and others who may be affected by the work activities.

All risk assessments must be task and site specific and must be carried out by a competent person.

Where reactive works are to be carried out a Dynamic Risk Assessment must be completed by the attending operative when arriving on site and returned to the office on completion.

The CPP/Risk Assessment/Method Statement must include all emergency and welfare facilities. This must form part of the induction and must be signed onto by all contractors and employees to confirm

that they have read and understand the risks associated with the works and that they understand and will adhere to the safe system of works in place to carry out the works.

The CPP/Risk Assessment/Method Statement must be reviewed as required and all revisions must be recorded and retained.

### **1.18. Safety Inductions**

Prior to employees, contractors or their employees being allowed to start work on any Genco project they are required to attend a site-specific safety induction. The induction contains all H&S hazards, environmental considerations, welfare arrangements and all other relevant information pertaining to the specific site. The roles and responsibilities of key personnel will be identified to include appointed first aider and fire marshal.

The site manager or client representative may from time to time give a briefing into the emergency procedures to be adopted in the event of emergency.

When working on a contract or project the employee, contractor and all its employees must ensure a task specific risk assessment and safe system of works is produced. This must always be discussed with the workforce and adhered to. Site specific Construction Phase Plan/Method Statement/Risk Assessment will form part of all site safety inductions.

Following commencement of works should an unforeseeable hazard be identified, or additional risk be created then works must stop and the risk assessment / safe system of work amended. All amendments or changes in scope of works must be discussed with the employee, contractors and all items employees and adhered to when works recommence.

### **1.19. PPE & RPE**

Please ensure that you always meet currently legislative and Genco minimum PPE requirements which includes safety footwear and hi visibility vests and hard hats. Where there is a client requirement for a hi viz with their specific logo on to be worn it is the wearer's responsible to ensure that you do so. Any additional PPE requirements as identified in the RAMS document or as required by the client, will be adhered to. **Under no circumstances will shorts of any length, or vests be permitted.**

All directly employed contractors will be issued with the appropriate PPE free of charge and this must be signed off. Employees are to ensure that all PPE issued is maintained and stored in accordance with the appropriate guidance. Any PPE replacement requested directly because of misuse or abuse may be chargeable. All PPE issued must be signed out with the project support team and recorded on the employee's tracker.

All contractors, including labor only subcontractors, are responsible for ensuring that they/their employees have all required PPE which are appropriate to the task to be undertaken.

### **1.20. COSHH – Working with Hazardous Substances**

Our works are regulated by the COSHH Regulations (Control of Substances Hazardous to Health). Any work activity involving a hazardous substance must be undertaken in line with a specific risk assessment known as a COSHH assessment prior to the operation taking place. Contractors must consider the following control measures for hazardous substances in hierarchical order

- Eliminate
- Substitution
- Isolation
- Ventilation
- Personal Protective Equipment (Last resort)

Where the use of hazardous substances cannot be avoided then a COSHH assessment must be undertaken and signed onto by Genco employees. Contractors are required to carry out the required COSHH assessment. Due consideration must be given not only to the operatives undertaking the task but also to others who may be within the vicinity of the hazardous operations.

The assessment itself must be based on the information contained within the hazard data sheet relating to the hazardous substance to be used. All employees involved with the use of hazardous substances must be briefed on the contents of the COSHH assessment prior to undertaking the operation.

Any contractor using a hazardous substance must include and submit to Genco the appropriate COSHH assessment as part of their task specific CPP/Risk Assessment/Method Statement. All COSHH assessments carried out must be in accordance with the COSHH regulations and CDM Regulations.

### **1.21. Dust**

Construction activities such as grinding, cutting, ripping out, and / or heating of materials all have the potential to create hazardous dust and fumes. The widespread use of portable power tools has resulted in an increase in the health risks from dust in construction. The control of dust is covered by the COSHH regulations as detailed above, and as such, contractors must follow the hierarchy when deciding on suitable methods of control. Before work starts, contractors should look at ways of stopping or reducing the amount of dust that may be produced. Consider the use of different materials, less powerful tools or other work methods. Some examples are:

- Using the right size of building materials so less cutting or preparation is needed
- Silica-free abrasives to reduce the risks when blasting
- A less powerful tool – e.g. a block splitter instead of a cut-off saw

When using tools such as circular saws, reciprocating saws and grinders, on tool extraction should be used wherever possible. This 'system' consists of several individual parts – the tool, capturing hood, extraction unit and tubing. Use an extraction unit to the correct specification (i.e. H (High) or M (Medium) Class filter unit). A commercial vacuum cleaner is not suitable for use as a method of dust extraction.

Where on tool extraction is not possible, damping down can be considered, however, it needs to be used correctly. This means enough water supplied at the right levels for the whole time that the work is being done. Just wetting the material beforehand does not work.

Where contractors find that water or on-tool extraction may not be appropriate, or might not reduce exposure enough, respiratory protection (RPE) must be provided as well. You will need to make sure that the RPE is:

- Adequate for the amount and type of dust
- Suitable for the work – disposable masks or half masks can become uncomfortable to wear for long periods. Powered RPE helps minimise this. Consider it when people are working for more than an hour without a break
- Compatible with other items of protective equipment
- Fits the user. Face fit testing is needed for tightfitting masks
- Worn correctly. Anyone using tight-fitting masks also needs to be clean shaven

**Remember: RPE is the last line of protection. If you are just relying on RPE you need to be able to justify your reasons for this.**

### **1.22. Noise**

Contractors carry out works must ensure that they comply with The Control of Noise at Work Regulations. They will always comply with the standard methods as issued by current HSE guidance to the regulations INDG 362 - <http://www.hse.gov.uk/pubns/indg362.pdf>

Contractors must ensure that noise exposure is reduced to the lowest level reasonably practicable. If there is a reason to believe the 80dB(A) lower action level has been reached a noise survey will be carried out, the result of which must be assessed and where practicable action taken to reduce impact on the environment and others.

Contractors must ensure that they use and provide the correct hearing protection as identified within the assessment carried out.

Where the risk assessment has identified noise as being a risk factor the Site Manager is required to carry out a noise assessment and record their findings on the appropriate Noise Assessment Form.

### **1.23. Manual Handling**

Contractors must ensure that all manual handling tasks are assessed and carried out in accordance with the specified safe working procedure as set out in the risk assessment and as stipulated in the Manual Handling Regulations 1992. If at all possible mechanical means of lifting must be used in the first instance. Should mechanical means not be suitable then good manual handling techniques must be applied and the contractor or its employees carrying out the task must have undergone appropriate manual handling training either formal or information training by way of assessment.

The manual handling assessment shall consider **LITE**:

- **LOAD** to be lifted (e.g. is it heavy, awkward, hot, have sharp edges)
- **INDIVIDUAL** (e.g. ability, fitness)
- **TASK** (e.g. distance of lift, height of lift, how many lifts)
- **ENVIRONMENT** (e.g. changes in level, lighting, condition of floor, weather)

#### **1.24. Abrasive wheels**

Contractors must ensure that they are suitably trained, competent and experienced in the use of abrasive wheels. Contractors must ensure that the appropriate hand and face protection is worn, and the area is segregated to prevent unauthorised access.

All grinding or cutting equipment used must be 110v only and will hold a valid PAT test certificate.

#### **1.25. Vibration - HAVS**

Excessive exposure through the use of hand-held tools can result in hand arm vibration syndrome (HAVS) – a painful condition affecting blood circulation, nerves, muscles and bones in the hands and arms. It is more commonly known as vibration white finger (VWF).

To reduce the risk contractors are required to carry out a full and detailed risk assessment specifically in relation the works to be carried out. If at all possible, remove the need for vibrating tools. If this is not feasible then contractors must ensure equipment used is in good working order and suitable for the task at hand. Ensure that anti vibration gloves are provided and that a rotation system is implemented to limit exposure. Additionally, work rotation can help in reducing the risk.

#### **1.26. Welding and Braising**

Where welding or braising is required MAPP gas or similar must be used which is fuel based on a stabilised mixture of methylacetylene (propyne) and propadiene.

Where acetylene is required, which will only be permitted in exceptional circumstances and **UNDER NO CIRCUMSTANCES MAY THIS BE USED ON A PETROL FORECOURTS**, a justification report must be submitted by the contractor and approved prior to commencement of works.

Contractors using acetylene must only use regulators, flashback arrestors, hoses and blowpipes which are specifically designed for acetylene and oxygen, respectively, and marked and manufactured to the correct BS EN ISO Standard. The acetylene pressure should not exceed 0.62 bar (psi).

Prior to carry out welding or braising works the contractor must ensure that identification is on the cylinder, that it looks safe to use and that it is clean with no obvious damage. An exclusion zone must be created and the appropriate Permit to Work completed.

The contractor, on completion of the welding or braising task must check that there is no obvious damage, that all valves have been turned off (at cylinder, blowpipes etc) and that excess gas is vented from the hoses.



Only suitably trained, competent and experienced contractors are permitted to carry out the above works.

A hot works permit is required for any activities creating sparks or flames

### **1.27. Asbestos**

Genco are not licensed to work with asbestos, Genco will seek information from their client to determine the level of asbestos present, if applicable. This information will be communicated and issued to all of those who may be affected by its presence and will form part of the site-specific CPP/Risk Assessment Method Statement and will form part of the site-specific induction.

Following receipt of the asbestos information if it is suspected asbestos is present within the working area or other areas of the same construction then the services of an licensed asbestos contractor will be employed to sample and if necessary, remove prior to Genco works. A handover certificate will be obtained before Genco works can commence. Contractors may not proceed with works unless they have had sight of the handover certificate confirming that asbestos has been removed and the area is safe.

Employees, contractors and all its employees must always proceed with caution even if the asbestos records confirm NAD (No asbestos detected) and should they identify material which they suspect may contain asbestos they are to stop works immediately, secure the area and notify their manager.

All Genco employees are required to undergo asbestos awareness refresher training at least annually.

### **1.28. Monitoring of Contractor Health & Safety**

Genco will undertake periodic inspections and audits of the workplace. Any EHSW issues identified will be brought to the attention of the site management and contractors. Genco employees, contractors and all their employees shall work closely with and co-operate fully with Genco H&S Manager and Site Managers requests and timelines to rectify any issues that are identified.

### **1.29. Meeting & Toolbox talks**

Pre-contract start / mobilisation meetings are to be held to discuss projects/contracts in advance of works. This is also an opportunity to review and close out any EHSW issues prior to commencement.

Genco employees, contractors and its employees will be required to attend all co-ordination meetings as requested. These are held to plan, manage and monitor the program of works and to ensure that there are no clashes with other trades working in the same location or other contractors employed on the same project.

Project progress meetings will be held, where applicable, to determine how the overall program of works are progressing, agenda items will be EHSW, procurement, costs, design and any other relevant business associated with the project.

Regular toolbox talks and HSQE bulletins are to be issued to update the workforce on best practice techniques to be used and to notify staff of any relevant EHSW information including changes to regulations. Contractors are required to take part in toolbox talk sessions and use this as an opportunity to ask questions, raise concerns or discuss site working practices in general.

Urgent consultation safety meetings may be held as a result of information that has been identified that may have a serious EHSW impact on the workforce.

Such meetings will allow Genco to communicate any changes to the working practices to ensure a continually safe working environment is maintained.

**MEETING FREQUENCIES WILL BE AGREED PRE-START HOWEVER MAY CHANGE AT THE DISCRETION OF GENCO MANAGEMENT**

**1.30. Contractor Access to Site**

Contractors and their employees may only be permitted on site following receipt, review and approval of the task specific CPP/Risk Assessment Method Statement. These must be submitted to Genco project support team at least 7 working days prior to the scheduled start date for approval. Works may not commence unless approval has been received.

Only contractors authorised personnel who are employed on the contract are allowed access to the work site / location.

Contractors are responsible for ensuring that all of their employees have been verified as having the right to work within the UK. Please refer to <https://www.gov.uk/check-job-applicant-right-to-work> for your legal obligations and guidance on how to check a workers right to work.

The contractor's staff must observe all Genco site safety requirements at all time including parking and driving limit restrictions.

The contractor shall notify Genco of any visitors who they want to attend site and such visit must be agreed by Genco Management.

The contractor shall maintain records of the contractor's staff, who are working on site on a daily basis. The contractor shall submit this information to Genco as and when requested to do so.

Contractors and its employees must have evidence of required competencies when arriving on site which will be verified by the Site Manager. If these are not provided the non-compliant contractor employee will not be permitted to enter the site or carry out any works.

**NOTE: As a minimum Genco require that all site operatives hold a valid CSCS Card and have completed Tesco online training (when working on a Tesco site). Additional evidence of competences will be required for specific task or as dictated by the client.**

**1.31. Site Welfare**

Details of site welfare facilities will be agreed pre-start. Whether these facilities are existing on site facilities, provided by Genco or by the Contractor all employees, contractors and contractor employees must ensure that welfare facilities are kept clean and tidy after each use. If any damage occurs, you must report this to your manager/store manager immediately.

The welfare of the contractor's employees remains the responsibility of the contractor. The contractor must ensure that their welfare facilities are suitable and sufficient and reach the standards required by legislation as an absolute minimum.

All welfare requirements and arrangements must be agreed and implemented prior to commencement of any works on site.

### **1.32. Use of radios, mobile or electronic equipment**

Genco employees, contractors and contractor's staff are prohibited from using **personal** radios, mobile devices and electronic equipment, including personal headphones whilst on Genco sites.

Mobile devices may be used if they are required to carry out a task or for health and safety reasons and must be recorded within the safe system of works i.e. for taking pictures for the daily safety report, carrying out safety audits and progress photos.

Use of mobile phones must be kept to a minimum and may only be used in designated safe zones. Mobile phones are not to be used in close proximity to traffic, plant or machinery. If unsure the user must seek clarification from the site manager as to where they may or may not use their mobile phones.

Radio transceivers may only be used if identified as being required and must be recorded on the safe system of work.

Photography of an individual is not permitted without having received written permission.

### **1.33. Operations Interface**

Genco employees, Contractors and contractor's employees will make themselves aware of any other contractors working in the same location whose activities may affect or be affected by their work. Co-ordination with other contractors must be agreed to ensure that safety is not compromised.

Genco site manager / contractor will ensure that emergency and evacuation procedures relating to their activities and work location is included within the site-specific induction CPP/RAMS.

### **1.34. Removal of Contractor Personnel**

Genco reserves the right to refuse to accept onto site any member of the contractor staff or sub-contractor who, in the opinion of Genco site management or security, present a risk to safety or security.

The contractor will be required to take appropriate action to prevent and eliminate unacceptable behavior or conduct.

### **1.35. Workers whose first language is not English**

Should a Genco employee have difficulty in understanding English or have low literacy levels then Genco will ensure that an alternative method of communication is used to ensure that the employee has the same level of understanding as those of an English speaker. Below are some ways that information can be relayed:

- Ensuring adequate time is allowed to consult with employees where there are language or literacy issues to enable them to absorb the information.
- Encourage site personnel to express their views in their preferred language by using an interpreter.
- Ask work colleagues to interpret if they are confident in doing so. These colleagues may need training if required to undertake this role.
- Get information translated and check that it has been done clearly and accurately by testing it with native speakers. Tip: make sure it is clear in English first!
- Use pictorial information and internationally understood pictorial signs where appropriate.
- Where information has to be in English, use clear and simple materials, and allow for more time.
- Committees and representatives should reflect the workforce they represent.
- Consider ESOL courses (English for Speakers of other languages) as an improved grasp of English will help communication in the workplace and on health and safety matters.

Genco will ensure awareness of cultural differences and take these into account when consulting employees – there may be some site personnel who do not feel comfortable about discussing health and safety. Genco will ensure that they are fully aware of our requirement for open communication and that we value their input.

The key is to ensure that everybody involved in the works understand and comply with all environmental, health, safety and wellbeing requirements.

Contractors must ensure that they and all their employees implement the above actions to comply with this requirement.

### **1.36. Medical Conditions**

Employees, contractors and their employees must ensure that Genco management are made aware of any medical conditions which could affect the contractor's ability to carry out their works safely.

Genco will ensure that adequate measures are in place to ensure the safety of such employees and their colleagues. Contractors must ensure that they implement necessary measures for their employees and steps taken must be relayed to Genco site management staff.

Should an employee or contractor be found to have withheld relevant medical information which may have affected their health & safety or the safety of others they may be required to stop the task at hand pending investigation.

### **1.37. Alcohol & Drugs**

Genco have a zero tolerance with regards to alcohol and drugs being brought onto site, please refer to Genco Drug & Alcohol Policy. If an employee, contractor or one of its employees is suspected to be under the influence of drugs or alcohol they will be instructed to leave site and will be subject to Genco disciplinary procedure which, pending investigation, may result in dismissal.

In accordance with Genco Drug & Alcohol policy random drug and alcohol testing may be undertaken at any time. All employees, contractors and contractors' employees will be required to comply with this requirement and failure to comply will be deemed as gross misconduct and may result in dismissal.

Full details of Genco Disciplinary and Drug & Alcohol Policy are detailed within the relevant policies and are available on request.

### **1.38. Smoking**

Smoking, including the smoking of electronic cigarettes, is not permitted in any Genco building or on any Genco site both at head office and on client sites. Smoking will only be permitted within designated smoking areas as identified on induction. Any contractor found to be smoking on site will be subject to Genco disciplinary procedures.

### **1.39. Site Rules Including Conduct and Disciplinary Procedures**

All contractors and their employees are to comply with the rules as set out in this EHSW Minimum Standard at all times together with any site-specific Construction Phase Plan/Method Statement/Risk Assessment.

It is expected that all contractors and their employees will carry out their works in a safe and efficient manner at all times ensuring that safety of all employees, staff and members of the public.

Should a contractor or its employees be found to be in breach of the documents referred to above or any other H&S document, act, regulation or good practice the relevant person(s) will be subject to Genco conduct and disciplinary policy and procedures. **See Appendix 1 – Genco Conduct & Disciplinary Action – Yellow Card / Red Card Procedure** which is supported by Genco full Disciplinary Policy.

### **1.40. Additional Safety Requirement's**

From time to time Genco may introduce initiatives to improve safety performance on site. Any implications for the contractor in terms of time or cost will be agreed between the contractor and Genco before the initiative is implemented.

Genco requirements from the contractor will be determined by the nature of the initiative but may include:

- Gathering/supplying of information, both qualitative and quantitative, to be used to justify the design or direction or initiative;
- Implementation of initiatives involving workforce;

- Monitoring and/or auditing the initiative of Genco requirements.

Genco will liaise with the contractor to ensure that the initiatives are determined and agreed sufficiently in advance to ensure full implementation within the agreed timescales.

## **2. ENVIRONMENTAL REQUIREMENTS**

### **2.1. Waste Removal**

Any contractor who removes waste from site must provide a valid waste carrier licenses specific to the waste that they are removing.

The contractor is responsible for removing all builders waste created by their works from site. Waste must not be allowed to accumulate and cause obstruction or EHS hazard inducing fire risk.

Where a skip is provided on site the contractor must ensure that only approved waste materials are placed in the skip and that enough notice is given to allow skips to be changed or removed. Any fines issued to Genco because of hazardous or non-approved waste being placed in the skip will be passed onto the relevant contractor.

If works being carried out creates waste which is not classified as builders waste, then the contractors are responsible for arranging collection and disposal of the relevant waste by a licensed approved contractor.

We all have a duty to protect the environment and it is forbidden to burn rubbish on site. All contractors must ensure that they do not harm or contaminate the water system or water table. Clean up any spillages with the correct and appropriate spill kit. If you are not sure please contact Genco project support team for assistance and guidance.

### **2.2. Recycling**

In order to meet our environmental obligations, Genco require all contractors to act responsibly when it comes to recycling. In order to reduce waste, we undertake to re-use materials wherever possible. Where materials / equipment is at the end of their usable life, they must be disposed of via the correct waste stream through a licensed recycling facility. Under no circumstances should hazardous waste be placed in with general waste. Recyclable waste should be separated from non-recyclable waste. Hazardous waste must be disposed of separately from general waste. Contractors are required to follow all recycling processes as set out in induction. If facilities are in place for recycling, then these must be adhered to.

## **3. CONTRACTOR COMPETENCE & TRAINING**

### **3.1 Genco Minimum Requirements**

Genco employees, contractors and contractors' personnel must hold, as a minimum, a valid trade specific CSCS card or equivalent to be afforded access onto any Genco site along with Tesco online

training where attending a Tesco site. Other client specific training requirements will be requested and agreed prior to commencement of works.

**NOTE: Contractors who have more than 2 employees on site are expected to have a team leader who has a valid SSSTS Certificate and at least 1 First Aid Trained (EFAW) engineer.**

All personnel should always carry with them evidence of their competences which WILL BE verified prior to them being permitted to site. Evidence of competencies will also be required to be submitted by the contractor with their CPP/RAMS. Employees, contractors or their employees who are not able to evidence their competencies will be instructed to leave site immediately, and should the Site Manager deem it appropriate, will be subject to Genco Disciplinary Policy and procedure.

All contractors staff shall be appropriately qualified, trained, experience and competent to carry out the task for which they have been employed.

Should the site manager / supervisor, following observation, deem the contractor not to be competent in carry out their task they will be requested to stop works immediately and Genco management notified.

All contractors may from time to time be required to carry out additional training, at their own cost, should this be deemed necessary to comply with the client's or legal requirements to enable them to carry out the task for which they have been employed to do.

#### **4. HEALTH & WELLBEING**

##### **4.1 Occupational Health Services**

Genco employ the services of an Occupational Health Professional to carry medical surveillance / assessments as deemed necessary to ensure the wellbeing of all of its employees. Task specific assessments such will be arranged as deemed necessary following risk assessment. All new Genco employees will now be subject to an online New Worker Medical Assessment and those working within the reactive team will be required to complete Night Worker Assessments. Additional online or physical medical assessments will be arranged as deemed necessary following a risk assessment being carried out. These would include:

- Pregnancy Risk Assessment (online)
- Full health surveillance
- HAVS Tier 3 & 4
- Referral medical assessment following completion of online assessment

Genco would expect that contractors provide their employees with occupational health support services should their job role require this. Some examples of trades/tasks which need to be risk assessed to determine whether they need health surveillance:

- Noise
- Vibration

- Manual Handling
- Repetitive works

## 5. ADMINISTRATION

### 5.1 Client System Permit to Work and Online Systems

The contractor will comply with the requirement of any client specific permit to work system whilst carrying out works on behalf of Genco on a client site. Under no circumstances should a contractor or sub-contractor deliberately ignore the control measures stipulated by Genco or the client.

Working on client sites, permits and online/app info:

- The contractor must ensure that the appropriate identified PPE is always worn and that it is in good condition and appropriate for the task. Where client sites require branded PPE specific to the client then this must be adhered to. E.g. Tesco and Waitrose require that all operatives wear hi visibility vests with their logo on.
- The contractor must ensure that they sign in and out in the client's visitor book and, as appropriate, onto the site register.
- The contractor must ensure that the correct client log-in is used. This could be by way of a hard copy permit to work system or online portal/app. It is the responsibility of the contractor to ensure that they have the necessary details to enable them to follow the client's requirements correctly, if this information has not been passed on the appropriate manager the client must request this information before attending site.
- Each operative on site must be logged in and/or recorded on the permit to work system including all relevant information required to enable job identified.
- All paperwork MUST include job number, Site name and number, date, engineers attending including start and finish times. Any other relevant information that is pertinent to the job.

**PLEASE ENSURE THE ABOVE AS ACTIONED ON EVERY SITE AS GENCO OPERATE A STRICT NO PERMIT/LOG IN NO PAYMENT RULE**

If you require examples of completed permits or client system guidance notes, please contact your appointed Genco manager who will provide this information.

NOTE: Clients can change their process at any time, please check to ensure that you are following the correct process.

### 5.2 Engineer Guidance Documents

Should the contractor require additional written guidance notes on using of client portals these are available on request from the project support team.




### **5.3 Non-payment of Final Contract Sum**

If a contractor fails to issue any EHS information to Genco for onward submission to the client by the end of the project / contract completion date or a date agreed by both parties (Genco and their contracting partner), then the contractor's final payment will be withheld until Genco are in receipt of this agreed documentation and it is deemed adequate.

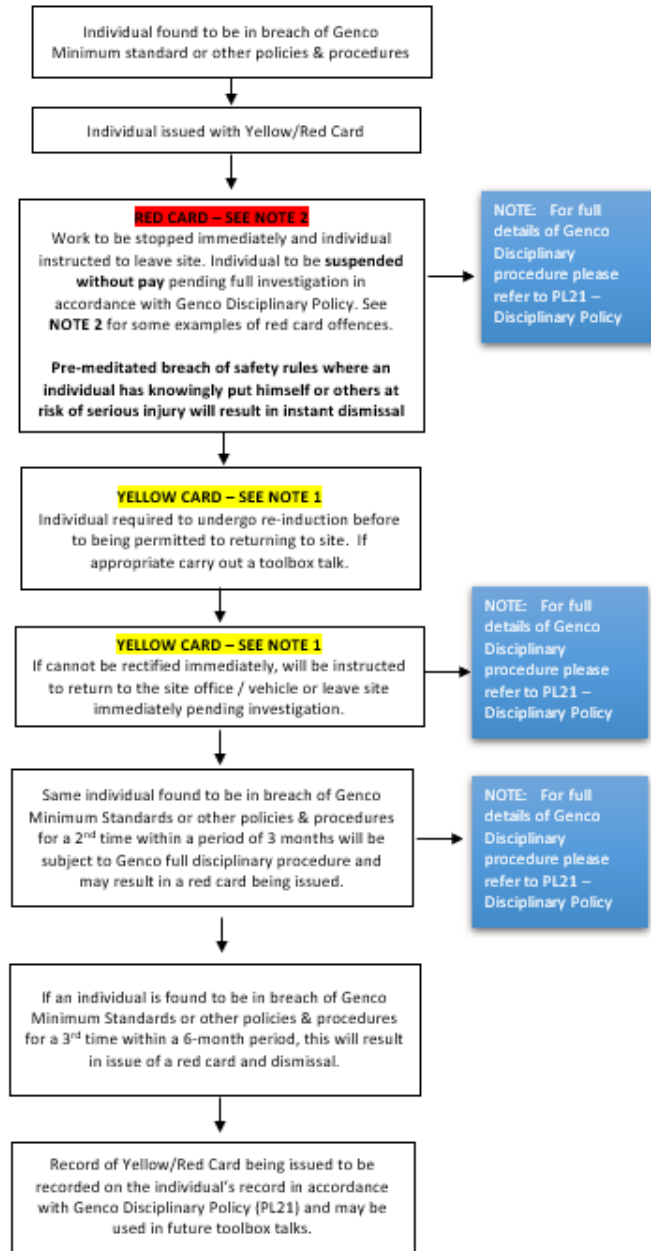
Definition of EHS information; test certificates (both mechanical electrical) safety data sheet/COSHH/permits, planning permissions or residual hazard information required to be issued within the Operation & Maintenance manual document which could include, but is not limited to, as-built drawings, equipment operation and specification.

**Appendix – 1**

**Genco Disciplinary Policy**

Approved by: John Roberts 	Process Title:	Process Number:	P40
	Conduct & Disciplinary Action – Yellow Card / Red Card	Revision Number: 05	Date: July 2019

<b>Related Activities</b>
<ul style="list-style-type: none"> <li>• Health &amp; Safety Arrangements</li> <li>• Site Works</li> </ul>
<b>Inputs</b>
<ul style="list-style-type: none"> <li>• HSE Guidance</li> <li>• D&amp;A Policy</li> <li>• EHS Minimum Standard</li> <li>• Disciplinary Procedure</li> </ul>
<b>Outputs</b>
<ul style="list-style-type: none"> <li>• Compliance with H&amp;S legislation and safe practices</li> <li>• Implementation of Disciplinary Procedure</li> </ul>
<b>Performance Measure(s)</b>
<ul style="list-style-type: none"> <li>• Site Inspections</li> <li>• Internal / External Audits</li> <li>• Results of D&amp;A testing</li> <li>• Disciplinary Action records</li> <li>• Non-conformance Reports</li> <li>• Accident / Incident Reporting</li> <li>• Monitoring of Customer Complaints</li> </ul>
<b>Personnel Involved</b>
<ul style="list-style-type: none"> <li>• Operations Director</li> <li>• Quality &amp; Key Account Manager</li> <li>• HS&amp;E Manager</li> <li>• General Manager</li> <li>• Employees</li> <li>• Contractors</li> <li>• External Appointed Consultants</li> </ul>
<b>Documented Information</b>
<ul style="list-style-type: none"> <li>• Site Inspections</li> <li>• Audit Reports</li> <li>• Non-conformance reports</li> <li>• Accident / Incident Reports</li> <li>• Disciplinary records</li> <li>• D&amp;A Results</li> <li>• Yellow Card</li> <li>• Red Card</li> </ul>



Approved by: John Roberts 	<b>Process Title:</b> Conduct & Disciplinary Action – Yellow Card / Red Card	<b>Process Number:</b> P40
		<b>Revision Number:</b> 05

Some Examples of Red and Yellow Card Offences.  
 NOTE: This list is not exhaustive

- Note 1:**  
 Some examples of yellow card/ misconduct offences:
- Breaching GDPR
  - Driving whilst using a mobile phone
  - Abuse of social media or other online systems
  - Persistent lateness
  - Not Wearing Genco uniform

- Note 2:** Some examples of red card/gross misconduct offences:
- Not wearing correct PPE
  - Not signing onto or following your safe system of works (RAMS)
  - Ignoring safety rules or instructions
  - Using equipment in an unsafe manner
  - Using equipment when not trained to do so
  - Working without the correct permits
  - Not signing onto COSHH assessments and adhering to the guidelines set out
  - Theft or malicious damage of property
  - Falsifying records or expenses claim
  - Physical violence
  - Incapability as a result of being under the influence of alcohol or drugs
  - Discriminatory behaviour
  - Refusal to undergo drug and alcohol testing
  - Victimisation or bullying
  - Unauthorised use of company vehicle, materials, equipment, facilities or labour for private purposes

## **Appendix 2**

### **Permit to Work**



# PERMIT TO WORK

<b>Work Activity Details</b>			
<b>Job no:</b>			
<b>Site:</b>			
<b>Specified high risk works covered by this permit</b>			The appendix of this report needs completing:
<b>Hot Work</b>	A hot work permit is required for work involving the use of a flame or other sources of ignition		App. 1
<b>Confined Space</b>	required to allow personnel to enter a confined space such as a blade, trench, tank, vessel, etc.		App. 2
<b>Excavation</b>	is required for any excavation or ground disturbance activity over 450mm in depth		App. 3
<b>Other</b>	<i>See project support</i>		

<b>Start of works Date</b>		<b>Start of works Time</b>		<b>End of works Date &amp; Time</b>	
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<b>AUTHORISATION</b>			
<i>This authorisation signifies that the planning component of the work activity has been completed and that the work is authorised to commence in accordance with the risk assessment and required control measures listed above</i>			
<b>Person Authorising</b>			
Name (Print)		Sign	
Date		Time	
<b>Recipient / operative</b>			
Name (Print)		Sign	
Date		Time	

<b>HANDBACK – WORKS FINISHED</b>			
<b>Person Authorising</b>			
Name (Print)		Sign	
Date		Time	
<b>Recipient / operative</b>			
Name (Print)		Sign	
Date		Time	

Appendix 1 - HOT WORK		
Nature / type of hot works		
Location of hot works (specific)		
Operatives completing tasks		
Fire alarm isolation required	YES	NO
If yes, controls in place to ensure operatives are alerted in the event of a fire alarm, how operative should raise the alarm, arrangement for re-instating fire alarm		
<b>PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced</b>		
All combustibles removed from working area? (at least 5 metres clearance)	YES	NO
Combustible floors wet down, covered with damp sand, metal or other shield?	YES	NO
No flammable liquids within working area? (at least 10 metre clearance)	YES	NO
Is hot work equipment in good state of repair?	YES	NO
Correct clothing / PPE worn by operatives?	YES	NO
List PPE required		
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
All wall and floor openings covered?	YES	NO
Works on enclosed equipment?	YES	NO
Correct firefighting extinguisher / blanket available within 2 metres of work?	YES	NO
Are there task specific RAMS in place and signed onto?	YES	NO
Fire watchman throughout works (second operative)	YES	NO
WHO?		
Fire watchman to check working area 30 mins & 60 min after works	YES	NO
WHO?		
List other precautions in place		

Appendix 2 - CONFINED SPACE		
Why is confined space required?		
Location of works (specific)		
Operatives completing task		
Access and egress into confined space		
Initial Atmospheric test complete	YES	NO
If yes, record oxygen concentration (19.5% minimum / 23.5% maximum)		
If yes, record combustible vapour concentration (1% LEL maximum)		
If yes, record carbon monoxide concentration (35 ppm maximum)		
If yes, record hydrogen sulphide concentration (10 ppm maximum)		
Other toxins recorded, specify		
<i>If recordings are above maximum levels, adequate ventilation should be applied, and a second atmospheric test completed after 30 mins.</i>		
<b>PRECAUTIONS - ALL answers below should be YES, if there is NO answer, works should not be permitted until further controls introduced</b>		
Safe access and egress into confined space?	YES	NO
More than 1 operative?	YES	NO
Adequate lighting in confined space?	YES	NO
Room to stand or kneeling down?		
Correct clothing / PPE worn by operatives?	YES	NO
List PPE required	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
Communication arrangements with someone on outside?	YES	NO
Details....		
Correct firefighting equipment available within 3 metres of work?	YES	NO
Are there task specific RAMS in place and signed onto?	YES	NO
Emergency exit route		
Any other hazards within confined space	YES	NO
Details.....		
List other precautions in place		

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