Health and Safety

Working with Sisk - A Guide for our Supply Chain

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Revision 02

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Revision control

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01	2nd Issue – New WES documents added in Appendix
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1 Introduction

Sisk recognise and value the contribution our supply chain makes to the success of our projects and our business. This guidance note provides specific information on our occupational health and safety (OHS) requirements and expectations. Prospective or current members of our supply chain must familiarise themselves with the contents of this document and the further documents referenced herein as they will be expected to comply with these requirements when engaged on our projects.

Whilst the content of this document is particularly relevant to our project-based work, it also applies to our supply chain who may work in our office locations or other premises. References to our projects should be considered to mean all our locations and premises.

	**We acknowledge that both this document and those referenced herein contain a significant amount of information. To try and help our supply chain identify the key elements of our requirements, specific elements are indicated in coloured font within an indicator box as illustrated here. This is done in good faith to assist readers, but by no means detracts from the requirement for those working with us to ensure that they are familiar with all the contents of this and the referenced documents.**

2 Our Requirements – Sources of Information

2.1 Introduction

The OHS requirements and expectations, detailed in this document, are derived from specific requirements in the range of documents that support, or in some cases constitute, our OHS management system. This management system is accredited to the ISO 45001 Occupational Health and Safety Management System standard by BSI and is subject to regular review and audit.

These sources include:

- Our OHS Policy Statement and Policy Document
- Procedures
- Forms
- Guidance Notes
- Work Equipment Standards
- Activity Information Sheets
- Our Standards

Our OHS Management System is structured by series, of which there are 30, each covering a specific element of OHS. Each series comprises a varying number of Procedures, Forms and Guidance Notes depending upon the nature of the subject matter. Section 4 of this document provides details on the specific requirements detailed in each of these series.

Specific Office or Project requirements are also detailed in our specific Office or Project Health and Safety Plan.

2.2 Our OHS Policy Statement and Policy

Our OHS Policy Statement is on iSite for further information. Our supply chain is expected to familiarise themselves with the content of the Policy Statement and Policy. The Policy Statement introduces our values and should be considered a precursor document to our OHS Policy.

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2.3 Procedures

Our procedures detail specific requirements and assign responsibilities for role and duty holders. The definitions of role and duty holders are explained further in section 2.9 of this document. The procedures also contain details of specific prohibitions which must be adhered - they may impact how you intend to complete an activity or the work equipment you may seek to use on our projects. Procedures refer to Forms, Guidance Notes, Work Equipment Standards and Activity Information Sheets.

2.4 Forms

To support our procedures, we have a range of forms, including template plans. These are in a variety of formats. Some can be completed by hand or electronically and some are included solely within Fieldview, our digital field tool of choice. Our Package Managers will explain which forms are applicable to the package a supply chain partner may be delivering.

	**Supply chain partners should be aware that some of our forms are mandatory and the Sisk template must be used, and others are optional. Alternative formats from the supply chain may be acceptable in this instance if the content and approach is comparable.**

2.5 Guidance Document

Guidance Documents support our Procedures and Forms. They provide specific information on a subject or guidance on how to interpret and comply with our requirements.

2.6 Work Equipment Standards

Work Equipment Standards provide specific information about our requirements for the work equipment used on our projects. They contain information on the required specification, operator competencies, prohibited elements/features and points to consider when developing RAMS that involve the use of the work equipment. Some elements of the standards are mandatory, and some are desirable. Work equipment is categorised as being either Mobile, Static or Handheld. This categorisation determines the types of inspections and examinations we will either carry out ourselves or which will expect our supply chain to complete.

	**All mobile work equipment must be presented to Sisk for inspection prior to its use on a project. Upon completion of an inspection, a 'Sisk Plant Inspection Record' sticker will be fixed to the item of plant so it can be easily identified in an inspection or audit. A 'checklist' form will be used to complete and record this initial inspection.**

	**Our supply chain must familiarise themselves with the contents of the Work Equipment Standards and the associated 'checklists'. Work Equipment that doesn't comply with our mandatory requirements will not be permitted on our projects. Operators not able to provide the appropriate evidence of competency will not be permitted to use or operate the work equipment.**

A schedule of Work Equipment Standards available at the time of issue of this document is included in Appendix A, however further standards may have been issued since release of this document.

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2.7 Activity Information Sheets

Activity Information Sheets provide guidance and specific information on our requirements for activities. They consider competence requirements for both organisations carrying out such activities and for individuals fulfilling roles or performing certain duties in the delivery of the activity.

	**Our supply chain partners must familiarise themselves with the contents of our Activity Information Sheets as they contain a variety of mandatory requirements that may affect the approach to the package of work.**

A schedule of Activity Information Sheets available at the time of issue of this document is included in Appendix B, however further sheets may have been issued since release of this document.

2.8 Permits

Sisk utilise a variety of permits on our projects to control specific risks. Whilst these are detailed within the individual series of the OHS Management System the following table identifies the permits required:

Permit Name	Applicable Procedure
Ladder Permit	Work at Height
Shaft Access Control Permit	
Mast Climbing Working Platform Permit	
Unguarded Proprietary Access Equipment Permit	
Tower Crane Erection, Reconfiguration and Dismantling Permit	Lifting Operations
Personnel Carrier Permit	
Red Permit to Break Ground	Under Ground and Overhead Services and Live Energies
Green Permit to Break Ground	
Permit to Work Under Overhead Lines	
Permit to Work on Live Foul Drainage Network	
Confined Spaces Work Permit	Confined Spaces
Permit to Commence Demolition and Dismantling	Demolition
Hot Work Permit	Fire Safety

Our temporary works procedures also identify permits that are required prior to loading or striking temporary works systems.

	**Supply Chain Partners should ensure they are familiar with the permits they require for their works and that these are requested in good time, generally this is 48 hours before the work is due to commence.**

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2.9 Our Behavioural Code

The Sisk Behavioural Code, detailed in GD-OHS-0800-01, sets out a range of behaviours, both positive and negative. This behavioural code rewards positive OHS behaviours and deters unacceptable behaviours through an escalating scale of sanction. The behavioural code applies to everybody who works in a Sisk Office or on a Sisk Project irrespective of who they are employed by.

We have 3 types of behavioural notice that we use to recognise positive behaviour and, where necessary, manage inappropriate behaviour or breaches of our rules. These are as follows:

- **Green Notice** – these are issued when behaviour exceeds our expectations. Recipients of Green Notices will be considered for reward or recognition when the behaviour is considered proactive or exceptional

- **Amber Notice** – these will be issued when behaviour results in a breach of an Amber Rule. Amber Rules relate to behaviour that whilst not posing an immediate serious and imminent risk of serious injury to the individual or others affected by the action/inaction, could if not addressed, lead to an escalation in risk

- **Red Notices** – these will be issued when poor behaviour results in a breach of a Red Rule. They will also be issued when a 3rd Amber Notice is issued to the same individual in a 3-month period. Red Rules relate to behaviour where the action or inaction poses a serious and imminent risk of serious injury to the individual or others affected by the action/inaction or the behaviour is a clear and obvious breach of a clearly defined and unambiguous rule or requirement

	**Our supply chain must familiarise themselves with the contents of the behavioural code as detailed in GD-OHS-0800-01 and the rules contained therein for which a breach results in the issuance of either an Amber or Red Behavioural Notice.**

	**Sisk expect all of those who work with us, and on our projects, to embrace and adopt our behavioural code. This means supporting Sisk by ensuring those issued with a Red Notice are afforded the same considerations and opportunities to go through a formal HR disciplinary process as Sisk affords its employees. Any supply chain party or organisation that isn't willing do so should immediately advise their Sisk contact of this and any deviation from this process should be proposed using Sisk procedure PR-OHS-0200-01 Change Management and Derogation.**

	**Sisk expect those with whom we work to carry out a fair and just investigation into the behaviour that gave rise to the issue of a Red Notice and determine any disciplinary action accordingly. Sisk do not advocate or expect dismissal to be an automatic outcome for those who receive a Red Notice. This should only be the case when an HR investigation has determined this to be appropriate after full consideration is given to the facts of the matter.**

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2.10 Our Language

In Sisk we use some common language in our OHS Management System:

Package – A section of works with a clearly defined scope that is either self-delivered or delivered by a supply chain partner. An example of this work would be a brick and blockwork package or a demolition package.

Activity – An element of work within a package that is distinguishable from other activities carried out by several gangs or the organisation. For example, three activities within a brick and blockwork package could be internal block walls, external cavity walls and brick face of a retaining wall.

Task – One of several actions taking place within an Activity specific to an individual gang or group of individuals. Tasks are generally of a shorter duration and can typically be no more than a week in duration.

Role – The term used to define the part played by either an appointed member of the Sisk team or the supply chain within the OHS Management System. A member of a team may fulfil several roles at any given time, depending upon the specific requirements and nature of a project. Roles are defined by specific responsibilities which vary depending upon the role and the specific series of the OHS Management System applicable to the element of work being considered.

Duty – a function that someone who is expected to carry out whilst performing their role. For example, Fire Marshal, Slinger/Signaller or First Aider. Duties are not normally the main role performed by an individual but in some instances they may be. Individuals may fulfil a range of duties in the course of fulfilling their role.

2.11 Key Roles from Sisk

Whilst every project is different, and the management teams will vary in size and structure depending upon the scale and nature of the works, our OHS Management System identifies 4 roles that will always be assigned to members of the Sisk management team and with whom our supply chain will interact. These are:

Sisk Director in Charge of Project – the Director in Charge of the Project is the Director within the Sisk business accountable for the overall delivery of the project.

Sisk Project Lead – the Project Lead is the leader of the project-based team who is responsible for the overall effective delivery of the project and the management of the project on a day to day basis.

Sisk Package Manager – our Package Managers are members of the project management team assigned to manage a package of works, for our supply chain they will be a key point of contact.

Sisk Responsible Supervisor – our Responsible Supervisors are members of the project management team assigned to manage, coordinate and monitor the effective delivery of the works in the field and to support the Package Managers in the planning of the works.

2.12 Key Roles from the Supply Chain

Sisk expect each supply chain partner to appoint and clearly identify at least 4 key roles

Package Director in Charge of Project – the Director in Charge of the Project from the supply chain who has overall accountability for the effective deliver of the package and with who the Sisk Director in Charge of Project can engage

Package Lead Supervisor– Sisk require each Supply Chain Partner to identify and appoint a Package Lead Supervisor for each package of work. This allocated individual is responsible for managing the activities associated with a package. Sisk use this generic term for the most senior member of a

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supply chain management team on site and recognise this may include Contracts Manager's, Project Manager's, Site Manager's and so on.

Task Supervisor –The Task Supervisor is the allocated individual from the Supply Chain Partner assigned to directly supervise and control tasks in an allocated area of the project or a package of works. Sisk use this generic term for supervisors within the supply chain management team on site and recognise this may include Supervisors, Foreman, Site Manager's, Gangers and so on.

Minimum training/competence requirements for Package Lead Supervisors in Ireland are:

- SOLAS Safe Pass
- IOSH Managing Safety in Construction (MSIC)
- Manual Handling Training

Minimum training/competence requirements for Package Lead Supervisors in UK are:

- Applicable manager/supervisor level CSCS card (or affiliated card scheme displaying the CSCS logo) for the trade/activity/package displaying the CSCS logo (in accordance with the Build UK Training Standard)
- CITB Site Management Safety Training Scheme (SMSTS)
- Manual Handling Training

Minimum training/competence requirements for Task Supervisors in Ireland are:

- CIF Site Supervisor Safety Programme (SSSP)
- Manual Handling Training

Minimum training/competence requirements for Task Supervisors in the UK are:

- Applicable manager/supervisor level CSCS card (or affiliated card scheme displaying the CSCS logo) for the trade/activity/package displaying the CSCS logo (in accordance with Build UK Training Standard)
- CITB Site Supervisors Safety Training Scheme (SSSTS)
- Manual Handling Training

All Task Supervisors are required to wear a black hard hat to aid their ready identification in the field.

Whilst appreciating each package, activity and task is different, Sisk expect each supply chain partner to deploy suitable and sufficient levels of supervision. This should be at a ratio not exceeding 1 supervisor to every 10 workers unless agreed otherwise with Sisk.

Package Health and Safety Advisor – Sisk require all our Supply Chain Partners to appoint at least one Health and Safety Advisor with responsibility for the provision of advice, support, inspection and audit for the works. The number of such will vary depending upon the nature and scale of the works and will be agreed on a package by package basis but the general expectations, unless agreed otherwise, are as follows:

- Supply Chain Partners with less than 10 people on site must have a specialist Health and Safety Advisor on site at least once a week in a visiting capacity
- Supply Chain Partners with more than 10 people on site must have a specialist Health and Safety Advisor on site for 25% of the time works are being carried out

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- Supply Chain Partners with more than 25 people on site at any one time must have a specialist Health and Safety Advisor on site for 50% of the time works are being carried out
- Supply Chain Partners with more than 50 people on site must have a specialist Health and Safety Advisor based full time on site while works are being carried out

The work of the Package Health and Safety Advisors must be coordinated by the Sisk Health and Safety Manager responsible for the project. To ensure the people tasked with this responsibility have the right level of skills, knowledge, experience and training supply chain partners must submit the CV of the proposed role holders to Sisk for approval before they start on site.

3 Procedure Requirements

3.1 Series 100 - Roles, Responsibilities and Competence

Series 100 of our OHS Management System covers, roles, responsibilities and competence. It provides a structure to the appointment of key individuals to roles and provides details of the minimum competence requirements for those role holders. Whilst specific individual requirements are detailed in the respective series and in the appropriate Work Equipment Standards and Activity Information sheets the supply chain 's particular attention is brought to the following:

For offices or projects in Ireland:

- All those attending a project must be in possession of a valid Safe Pass when their trade or profession requires such when defined in the Safety, Health and Welfare at Work (Construction) Regulations 2013
- Where the trade or activity includes any of those defined in Schedule 5 of the Safety, Health and Welfare at Work (Construction) Regulations 2013 the individuals involved must be in possession of the applicable SOLAS CSCS card, this includes Plant Operators.

For offices or projects in the UK:

- All personal carrying out construction related occupations must be in possession of a valid and appropriate CSCS card (or affiliated card scheme displaying the CSCS logo) for the trade/activity/package displaying the CSCS logo (in accordance with Build UK Training Standard)
- Plant operators must hold the applicable CPCS plant category for the items of plant they are operating or the role they are fulfilling where such a category exists, alternative certification schemes put forward must comply with the CSCS scheme requirements and must bear the CSCS logo
- Plant operators or duty holders with 'trained' operator cards must be able to provide evidence of their registration for the applicable (S)NVQ and their progress with this qualification. Those with 'competent' operator cards must be able to present their 'log book' and if this does not demonstrate sufficient suitable experience in the particular elements of work, they are required to do they may be refused permission to operate plant of fulfil the role

Everyone working on all our projects must have received manual handling training appropriate to the tasks and manual handling activities required of them.

3.2 Series 200 - Change Management and Derogation

Our management system provides structure and consistency of approach to managing Occupational Health and Safety. However, we appreciate that an occasion may arise on a project where a change to our normal way of working is required. Where specific local provisions require a change, this will be controlled using the Change Management and Derogation procedure. Members of our supply

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chain are welcome to propose suitable changes to the Sisk Project Lead. Supply chain partners should note that not all changes or derogations are approved, and the time taken to review and consider such proposals will vary depending upon the nature of the proposal and no assumptions should be made in respect of approval of a proposal.

3.3 Series 300 - Office Health and Safety

Series 300 of the OHS Management System sets out the requirements for the management of health and safety in the office environment.

	**If a supply chain partner is required to complete any works in our office locations, they must liaise with the Office Manager and ensure appropriate safe systems of work are developed and agreed.**

3.4 Series 400 Project Health and Safety Plan

3.4.1 Introduction

Series 400 of the OHS Management system provides details of how Sisk will deliver its obligations under the Safety, Health and Welfare (Construction) Regulations 2013(IRE) and the Construction (Design and Management) Regulations 2015(UK) in respect of the production of the Safety and Health Plan (IRE) or the Construction Phase Plan (UK). These plans are collectively termed the Project Health and Safety Plan within the OHS Management System.

3.4.2 The Plan

Every project will have a Project Health and Safety Plan. This will set out how the project will be managed, provide details of the general risk control measures to be deployed and include our Health and Safety rules for the project. Supply Chain Partners will receive relevant extracts from the plan prior to starting work to ensure they know what they are expected to do.

	**Our supply chain must comply with the relevant sections of the Project Health and Safety Plan so must take the time to know and understand what it includes and how it affects them.**

3.4.3 Health and Safety Rules

Our standard Health and Safety rules are summarised below, these are also explained during induction and orientation process, but our supply must know and understand these rules as compliance is mandatory on all our projects:

- Smoking and vaping are only allowed in designated areas
- All work and storage areas must always be kept tidy
- Listening to music is prohibited in PPE zones (radio, headphones etc.)
- Drip trays are mandatory for storing chemicals and fuels
- Obey safety signage at all times when on site
- Do not alter or adapt any working at height equipment unless trained and authorised to do so
- Lone working is prohibited on site – the 'Buddy System' should always be followed
- All moving plant to be fitted with a flashing amber beacon and a reversing siren
- Do not work with any hazardous material unless you know the proper precautions to be taken, storage requirements and protective equipment required
- All waste to be placed in designated containers or areas specified for the purpose

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- Use of mobile phones while driving and working, including hands free equipment, is not permitted. Mobile phones are only allowed in designated areas
- All mobile plant, equipment and lifting equipment must have valid Sisk plant stickers displayed all times
- Defective or damaged equipment is prohibited on site. Ensure all guards and handles are fitted to equipment
- All loads must be suitably secured prior to transportation on site
- The use of 220/240V Equipment is prohibited on Site. Only equipment of this voltage is authorised under permit
- All offices & welfare areas must have smoke alarms and carbon dioxide alarms. They must be active all the time
- No unauthorised photography. Only authorised person to take photos on site
- No material storage on top of site containers / accommodation
- Only suitably trained personnel may operate plant and equipment on site
- Barriers to be established around all work areas. Only authorised personnel may enter
- Speed limits must be obeyed at all times on site
- Seat belts to be worn at all times when operating machinery
- Do not interfere with or remove emergency equipment
- Petrol generators are not permitted. Only diesel mobile generators are allowed on site
- No horseplay or insulting behaviour to project staff or members of the public
- It is prohibited to falsify training, inspection or any other Health and Safety record
- Accidents and incidents must be reported
- No eating on site except in areas specifically designated for this purpose.
- All PPE must be worn and be in good condition
- Plant and equipment must not be left unattended unless it is switched off, made secure and the keys have been removed
- Altering or adjusting any barrier, fencing or safety signage unless trained and authorised
- Failure to use toilet facilities provided on site is prohibited
- Vandalising or defacing site welfare, vehicles, plant or other parts of the site is prohibited
- Upon arrival everybody must sign in. When leaving the site always sign out
- Do not deviate from Permits, SPAs, RAMS or Sisk Procedures
- Working on live electrical services without authorisation is prohibited
- Reverse parking only in the carpark. Do not obstruct walkways or emergency service points
- Always use the walkways and crossing points provided and never walk along the roads

	**Our supply chain must familiarise themselves with the Sisk site rules as a non-compliance could result in suspension of the works or the removal of the offending individuals from site.**

3.5 Series 500 Risk Assessments and Method Statements

The production of risk assessments and method statement is covered in Series 500 of our OHS Management System. This series also provides details of our requirements for short term task assessments and point of work risk assessments which in Sisk we call Safe Plans of Action and 'Take-Times' respectively.

The Sisk approach requires the production of a Risk Assessment and Method Statement (RAMS) for each activity and a Safe Plan of Action (SPA) for each task within an activity or at no more than weekly intervals for longer or repetitive tasks. Take-Times must be completed at the start of every shift, at each change of task during a shift or if circumstances materially change during a shift by

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each work gang. These must be completed at the actual work location. The successful implementation of this element of the OHS Management system relies upon the early planning of activities and their division into tasks. Part of this planning process is a Pre-Start OHS Meeting which must be attended by the Package Lead Supervisor.

	**Supply Chain Partners must participate in a Pre-Start OHS Meeting, the Package Lead Supervisor must be an attendee.**

	**The Sisk template for Risk Assessments and Method Statements (RAMS) must be used on all projects. All RAMS must be submitted at least 14 days in advance for approval by Sisk. They must be approved before work commences. Supply Chain Partners must allow enough time for this review and to address comments and findings resulting from it.**

	**The Sisk templates for Safe Plans of Action and Take-Time's must be used on all projects.**

3.6 Series 600 Consultation and Engagement

Our OHS Management System considers consultation and engagement in Series 600. Sisk welcome and actively encourage worker engagement in all aspects of OHS and expect our supply chain partners to do the same. Our projects will establish Health and Safety Committees which will meet monthly. Our supply chain partners are all expected to support such committees.

	**Supply Chain Partners with 20 or more workers on a project must appoint a Safety Representative to represent their workforce at the Project Health and Safety Committee.**

We also operate a Safety Observation Report process to allow concerns or recommendations for improvement to be brought to our attention. Our supply chain partners must support this system and actively encourage their workers to participate.

	**Supply Chain Partners must participate in daily activity briefings know as 'Whiteboard' meetings, the specific arrangements for these meetings and their structure will be agreed on each project. Participation may include the delivery of such meetings to the workforce.**

3.7 Series 700 Induction and Orientation

Series 700 of the OHS Management System covers induction and orientation. This is our opportunity to explain our standards and expectations and for people to ask if anything isn't clear. We acknowledge that some site-based induction processes take a lot of time on people's first day. To reduce this, we have developed a two-stage induction and orientation process. This process is supported by an online induction provider, 'Go-Contractor'.

The first stage of the process involves an online induction which, when completed, is valid for 1 year and at any Sisk Office or Project. The online process takes approximately 1 hour to complete and requires the inductee to provide copies of their relevant competence records.

The second element is an office or project specific orientation. The orientation is required at each location and may be repeated periodically as projects progress. The orientation process will include

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secondary verification of identity and competence. This process usually takes no more than 30 minutes although this is subject to project specific requirements.

	**Supply chain partners working with us, including 'labour agencies' need to:** ▪ Ensure they appoint a Contractor Induction Manager and provide their contact details to the Sisk Online Induction and Orientation Coordinator ▪ Ensure the Contractor Induction Manager is familiar with the online induction system and they enter the details of all those employees and their own supply chain personnel who need to be inducted onto the system well in advance of them needing access to a project ▪ Ensure those employees and supply chain personnel complete the online induction prior to attending a Sisk Office or Project for the orientation and ensure they bring a copy of their online induction completion certificate with them ▪ Make local booking arrangements for people to attend the site orientation

3.8 Series 800 Event Investigation and Management

Series 800 of our OHS Management System considers the reporting of events and their subsequent investigation and analysis. Sisk use an online platform for reporting accidents, incidents and other 'Events'. To enable our processes to work as planned and to allow an appropriate level of investigation to be initiated every accident or dangerous incident or near miss must be reported within 30 minutes of it occurring to the Sisk Package Manager or Project Lead. Sisk will then ensure the event is recorded on the online platform.

	**All Accidents, Dangerous Incident and Near Misses must be reported to Sisk within 30 minutes of their occurrence**

	**All Accidents, Dangerous Incident and Near Miss scenes must be preserved until such a time as Sisk permit work to continue**

Whilst Sisk will initiate an investigation this does not detract from the need for supply chain partners working on Sisk sites must carry out their own investigation into accidents and incidents where these relate to their activities and issue a copy of the investigation report to Sisk. This must be done promptly and the timescales for the issuance of such reports agreed with the **Sisk Package Manager**.

Some accidents or incidents are reportable to enforcement agencies such as the HAS(Ire) or HSE(UK). It is the supply chain partners responsibility to report such incidents when they involve their own employee's. A copy of the notification submitted and a copy of the confirmation of receipt issued by the enforcement agency must be provided to Sisk within 2 hours of its notification to the applicable agency. Any subsequent correspondence between the Supply Chain Partner and enforcement agency relating to an accident or incident on a Sisk site must be copied to the **Sisk Package Manager**.

3.9 Series 900 Site Establishment, Welfare and Housekeeping

Site establishment, welfare and housekeeping is considered in Series 900 of the OHS Management System. Good housekeeping and standards welfare are critical to maintaining high standards of health and safety. All supply chain partners must adopt a "Clean as you go" approach and ensure that a good standard of housekeeping is always maintained. Materials must be stored in an orderly

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manner and only be brought to site when needed in the next 48 hours or as agreed with the **Sisk Package Manager.** The material should be only be stored safely in the designated area.

	**If a supply chain partner fails to maintain a suitable standard of housekeeping Sisk will issue a 'Clean Up Notice'. If the actions identified in the notice are not completed within the specified time period Sisk will complete the works and will take account of the costs in doing so when assessing the value of any sums due to the supply chain partner.**

Any welfare or site office and storage facilities provided by the Supply Chain Partner must meet the same standards as those provided generally by Sisk. Cabins must be kept clean and tidy as must storage containers to avoid injury to people storing or removing items.

3.10 Series 1000 Safety in Pre-Construction, Design and Planning

Supply Chain Partners preparing designs for a project have several obligations when doing so. Series 1000 of the OHS Management System covers this subject. Supply chain partners must ensure all designers involved in design preparation for the package have the necessary skills, knowledge, applicable experience and training to prepare designs in accordance with guidance produced by the HSA/HSE. It is not enough to simply have the qualifications.

Our supply chain partners have a responsibility to ensure all designers working for them use the RAG (Red, Amber, Green) lists (refer to Sisk guidance or HSA/HSE websites for clarification) and apply the hierarchy of risk control in relation to the designs they produce.

All supply chain partners preparing designs must have adequate insurance cover. Details must be provided to Sisk and this will be verified by Sisk prior to placing an order.

3.11 Series 1100 People-Plant Interface and Logistics

Series 1100 of our OHS Management System considers people- plant interface and logistics. Projects will have a **Sisk People-Plant Interface and Logistics Coordinator** appointed who is responsible for coordinating vehicle, people and plant segregation across a project. This includes preparing a Logistics Plan for the project. **Package Lead Supervisors** will need to be fully aware of this plan as it may place restrictions on delivery of plant and materials and supply chain partners will be expected to comply with the requirements it contains. Sisk have specific rules in respect of parking and the control of reversing and the control of plant and vehicles and the use of mobile phones on our projects.

	**All vehicles in parking spaces must reverse park into the space**

	**Unless people can be completed excluded from the operating area all plant and vehicle movements must be controlled by a trained and competent Plant and Vehicle Marshall. Plant Vehicle Marshalls must wear orange EN 20471 Hi-Vis Class 3 long sleeve vest/jackets and orange Class 1 trousers, clearly marked 'PVM'. Sisk have specific training requirements for such marshals and any alternative training provisions will only be considered acceptable if they can be demonstrated to be of an equal or better standard.**

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	**Mobile phones can only be used in designated areas**

3.12 Series 1200 Working at Height

Falls from height are one of the most significant causes of injuries and unfortunately fatalities in the construction industry. In Sisk, Work at Height is one of our S5 Risk Focus Areas. Series 1200 of the OHS Management System controls Work at Height and sets out the comprehensive risk control measures that our supply chain partners must comply with. This procedure includes a specific Work at Height Strategy plan and a Work at Height Hierarchy.

Every project has a **Sisk Work at Height Coordinator** appointed with responsibility for coordinating Work at Height in the allocated area of a project. One of the responsibilities is to review RAMS where work at height is at levels 5 to 8 in the Sisk Work at Height Hierarchy and contribute to the approval of the RAMS provided the risks have been satisfactorily addressed.

The **Package Lead Supervisor** who will be putting people to work at height is required to assist the **Sisk Package Manager** in the completion of a Work at Height Package Strategy Plan to determine the risk controls required. This plan should ideally be prepared at least four weeks prior to commencement on site and must be updated monthly.

The Work at Height Package Strategy Plan complements the RAMS for the Package and in no way replaces the need to prepare RAMS and SPAs.

	**Supply Chain Partners must proactively contribute to the production of a Work at Height Strategy Plan for their package of works.**

	**Supply Chain Partners must commit to eliminating work at height whenever possible and when this can't be achieved the work must be carried out using controls at the levels 1 to 4 in the Sisk Work at Height Hierarchy whenever possible.**

	**Tethering tools when working at height is a mandatory requirement on Sisk sites. The selection of the type of tether is the responsibility of the Supply Chain Partner.**

	**Hard hats must be worn with chinstraps or tethers to prevent them from falling from a person's head when carrying out work at height..**

	**If the work involves the use of ladders or unguarded proprietary access equipment, a Permit is required and must be requested 48 hours in advance, all such equipment must be tagged using a suitable propriety system to allow recording of the weekly inspection. Such equipment must only be used when no other suitable alternative is reasonably practicable.**

	**Class 2 or Class 3 ladders are prohibited.**

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The use of scaffolding on Sisk projects is strictly controlled and it must be designed, erected/altered, inspected, maintained and removed strictly in accordance with the requirements of the Code of Practice for Access and Working Scaffolds [(Ire)] and current NASC guidance including TG20[(UK)]. All scaffolding must be 'scaff-tagged' to indicate the current status of the weekly inspection.

Further details are set out in the Work at Height procedure together with applicable Work Equipment Standards and Activity Information sheets.

3.13 Series 1300 Lifting Operations

Lifting Operations are a Sisk S5 Risk Focus Area and Series 1300 of the OHS Management System addresses lifting operations, setting out our standards for planning and managing lifting operations on Sisk projects. It covers all lifting equipment including cranes, excavators, telehandlers and lifting accessories. The procedure places obligations on our supply chain partners involved in lifting operations and we expect all those involved to be familiar with the requirements.

If the work will involve lifting operations, the supply chain partner must agree the management of the lifting with the **Sisk Appointed Person for Lifting**.

	**Supply chain partners carrying out lifting operations may need to appoint an Appointed Person for Lifting Operations together with a Lifting Operations Supervisor. Such appointments will be subservient to the Sisk Appointed Person and Sisk Lifting Operations Supervisor.**

	**All lifting operations must be planned appropriately and a Lift Plan produced documenting the arrangements.**

3.14 Series 1400 Live Energies, Underground and Overhead Services

Series 1400 of the OHS Management System covers Live Energies and Underground and Overhead Services. Sisk operate several detailed Energisation and De-Energisation/ LOTO Procedures that may be applicable to supply chain partners. These are mandatory unless the supply chain partner has robust systems themselves and approval to use these alternative systems is granted by Sisk through application of Series 200 of the OHS Management System.

Sisk operate a "No Working on Live Energies" policy but acknowledge that there may be exceptional circumstances where this is necessary. A permit system has been developed to manage these situations. Where electrical equipment has been energised a Lock Out / Tag Out (LOTO) procedure must be implemented which prevents any person gaining access and interfering with an electrical panel. Sisk have robust procedures for managing this which applicable supply chain partners will need to make themselves aware of.

	**Where possible cordless power tools should be used. All corded power tools on site must operate at 110v or less.**

Sisk appoint a **Sisk Service Avoidance Coordinator** with responsibility for coordinating service and utility avoidance, including a dual Permit to Break Ground system involving Red and Green Permits. Permits are required for all excavations and other work involving breaking ground. Permits must be requested at least 48 hours in advance.

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	**A Permit to Break Ground is required for all breaking ground including but not limited to excavation, drilling, piling, road planning and the driving of pins and stakes.**

	**Any in ground cable detection activity or precautionary scanning as an excavation progresses must be carried out with a gCAT4+ and Genny4.**

	**Fireproof Overalls to be worn when penetrating the ground with hand tools - Protective clothing must comply with EN ISO 11612:2015: A1, B1, C1 and BS EN ISO 20417 Class 2 (Class 3 for highways works).**

	**A Permit to Work Under Overhead Lines is required when the task involves working within the horizontal exclusion zone of overhead lines.**

3.15 Series 1500 Excavations

All work involving excavations must be carried out in accordance with the Series 1500 of the OHS Management System as well as the applicable Work Equipment Standards and Activity Information Sheets. These documents include specific requirements in respect of the inspection of excavations. The excavation must be protected from collapse using a suitable temporary works system or the side slopes treated and set at an engineered angle of repose.

	**A Permit to Break Ground is required for all excavations in accordance with the requirements of Series 1400 of the OHS Management System.**

	**Supply Chain Partners carrying out excavation work will be responsible for erecting and maintaining the edge protection and applicable warning signs.**

	**Barrier tape or flexible netting is not considered a suitable means of edge protection for an excavation.**

	**If the edge protection system hasn't been designed to withstand the load of a person falling against it must be erected at least 1m from the edge from which a person can fall.**

	**Excavation must never be left unattended with the appropriate side support system/treatment, edge protection and signage in place.**

	**All excavations must be inspected daily by a competent person and this inspection must be recorded weekly.**

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	**A suitable means of access and egress to all excavations must be provided, if this includes a ladder this must be controlled in accordance with the requirements of Series 1200 of the OHS Management System.**

3.16 Series 1600 Emergency and First Aid Arrangements

Series 1600 of the OHS Management System considers Emergency and First Aid arrangements. Sisk appoint an **Emergency Management Coordinator** with responsibility for preparing an Emergency Response Plan for each project that sets out the emergency response arrangements for site wide emergencies. This does not replace the need to include detailed emergency arrangements within the RAMS applicable to the package of work. For example, work requiring entry into a confined space will require an emergency procedure for this work to be detailed in the RAMS.

	**Supply Chain Partners need to assess the first aid requirements for their operations and ensure they provide suitable resources such as trained First Aiders and First Aid kits proportionate to the risks and numbers of people involved in their package of work.**

3.17 Series 1700 Provision and Use of Work Equipment

Series 1700 of the OHS Management sets out our requirements in respect of the Provision and Use of Work Equipment. Sisk also have a series of Work Equipment Standards as detailed in Section 2.6 of this document.

Supply chain partners, including plant hire companies used by both Sisk and our supply chain partners must comply with the Work Equipment Standards when working on our projects. It is the Supply Chain Partners responsibility to ensure these standards are communicated and complied with.

	**All mobile work equipment must be presented to Sisk for inspection prior to its use on a project. Upon completion of an inspection, a 'Sisk Plant Inspection Record' sticker will be fixed to the item of plant so it can be easily identified in an inspection or audit. A 'checklist' form will be used to complete and record this initial inspection.**

	**A 'Thumbs Up' sticker must be added to all mobile plant in a suitable position to the rear and/or side of the item of plant after the 'Sisk Plant Inspection Record' has been added and the operator(s) have been aware of Sisk' requirements in respect of the management of people-plant interface risk.**

	**Our supply chain must familiarise themselves with the contents of the Work Equipment Standards and the associated 'checklists'. Work Equipment that doesn't comply with our mandatory requirements will not be permitted on our projects. Operators not able to provide the appropriate evidence of competency will not be permitted to use or operate the work equipment.**

	**Where possible cordless power tools should be used. All corded power tools on site must operate at 110v or less.**

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	**Semi-automatic quick hitch devices on excavators are prohibited.**
	**All mobile plant must be equipped with a fire extinguisher.**
	**The operator's manual must be present with mobile work equipment.**
	**All mobile work equipment must be equipped with at least one rotating amber beacon, additional requirements may apply if the equipment is entering or leaving a traffic management scheme.**
	**Reversing without a trained Plant and Vehicle Marshall is prohibited unless operating within a Category 1 Exclusion Zone. (Refer to Series 1100 People-Plant Interface and Logistics of the OHS Management System).**
	**The use of mobile phones or similar tablet devices when operating the mobile plant is prohibited on Sisk sites.**
	**Thorough Examination certification must be provided for all Lifting Equipment and Lifting Accessories, this must always be available for inspection.**
	**Passengers are prohibited from riding on all mobile work equipment unless it is specifically designed to carry passengers safely, i.e. it has a seat with a seat belt fitted.**
	**Knifes with non-retractable fixed blades are prohibited in the 1st instance and can only be used when a suitable derogation has been prepared and approved. (Refer to Series 200 Change Management and Derogation of the OHS Management System).**
	**Specific work equipment operator competence requirements are detailed in the applicable Work Equipment Standard but if a standard doesn't exist for the item SOLAS CSCS Plant card are required in Ireland.** **In the UK Plant operators must hold the applicable CPCS plant category for the items of plant they are operating or the role they are fulfilling where such a category exists, alternative certification schemes put forward must comply with the CSCS scheme requirements and must bear the CSCS logo. Plant operators or duty holders with 'trained' operator cards must be able to provide evidence of their registration for the applicable (S)NVQ and their progress with this qualification. Those with 'competent' operator cards must be able to present their 'log book' and if this does not demonstrate sufficient**

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	suitable experience in the particular elements of work they are required to do they may be refused permission to operate plant of fulfil the role.

3.18 Series 1800 Personal Protective Equipment

Sisk's PPE requirements are set out in Series 1800 of the OHS Management System. The following table details the minimum PPE requirements on Sisk projects. Additional PPE may be required for specific activities or tasks. These additional requirements must be determined by a Risk Assessment and must be detailed in the applicable RAMS or SPA. All PPE should bear the appropriate CE marking and be provided with the relevant certificate of conformity. All PPE must be clean and well maintained, ill fitting, worn or dirty PPE will not be accepted.

Area	Item	Minimum Standard
Head protection	Safety Helmet	EN 397
Eye protection	Glasses	EN 166F
Hand protection	Gloves	EN 420 and EN 388
Visibility	Hi-Vis Clothing	EN 20471 Class 2
Foot protection	Safety Boots	EN 20345 Class S3
Foul Weather	Hi-Vis Clothing	EN 343 Class 3

	**Supply chain partners must provide all their workers with the PPE that complies with Sisk's minimum requirements and any other activity or task specific PPE required.**

	**Rigger Boots are prohibited on Sisk projects.**

	**RPE wearers must be 'face fit tested' for the make and model of RPE they are required to wear. They must always be clean shaven when wearing the RPE.**

	**Hard hats must be fitted with a chinstrap or tether when working at height or as deemed appropriate by a specific risk assessment (e.g. in high winds).**

	**Hats or hoods must not be worn under hard hats, in cold weather proprietary helmet liners can be worn.**

	**PPE must always be maintained in a clean and tidy condition. Dirty or damaged PPE must be replaced immediately.**

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	**Tasks should be assessed, and the gloves provided shall afford a suitable level of cut protection for the task.**

	**Sikhs wearing turbans are exempt from the requirement to wear head protection on construction sites in the UK. Sikhs who do not wear a turban, or work in Ireland, are not exempt and are required to wear hard hats.**

	**Prescription glasses wearers are not exempt from the PPE requirements and must be provided with suitable glasses with prescription lenses to EN166F. Over-glasses should only be used for short durations, for example site visitors.**

	**Stickers should not be applied to hard hats unless they are essential they are of a type approved by the manufacture and in any case should be limited to First Aid and Fire Marshall stickers, induction records and any 'in case of emergency' information.**

3.19 Series 1900 Confined Space Work

Confined space work is controlled by Series 1900 of the OHS Management System. Sisk appoint a **Confined Space Coordinator** with responsibility for coordinating Confined Space working in the allocated area of a project. The **Confined Space Coordinator** is responsible for issuing Confined Space Permits and working with supply chain partners who will be carrying out work that involves entry into confined spaces. Confined Space Permits must be applied for at least 48 hours in advance of the work taking place.

	**A Permit must be requested from Sisk prior to any entry into a Confined Space.**

	**RAMS for work in confined spaces must include details of the emergency arrangements applicable to the specific confined spaces in which the work will be carried out.**

	**Any person required to enter a confined space must have passed a Safety Critical Workers Medical within the last 3 years.**

3.20 Series 2000 Noise and Vibration

Series 2000 of the OHS Management System considers noise and vibration. Supply chain **Package Lead Supervisors** are expected to identify potential risks and control measures for noise and vibration and detail these in the RAMS. This includes explaining how noise and/or vibration will be measured and mandates that Daily OHS Allocation sheets be completed with details of daily monitoring of those people at risk.

Everyone working on the site should always be in possession of ear defenders or ear plugs and to wear these when normal conversation with a fellow worker is difficult or strained one metre or less apart from each other.

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Supply Chain Partners should consider any licence / planning conditions imposed on the project by local authorities, client, etc. Limitations imposed by planning conditions must be strictly adhered to.

Series 2000 of the OHS Management System sets out additional requirements and requires the use of the points based 'ready reckoner' to determine the level of exposure. This is supported by applicable Work Equipment Standards and Activity Information Sheets.

3.21 Series 2100 Manual Handling

Manual Handling is considered in Series 2100 of the OHS Management System. This requires supply chain partners to identify tasks requiring manual handling in the RAMS and assess the risks, taking account of the online tools available from the HSE in the UK. This requirement applies in both Ireland and the UK.

	**All personal working on a project must have received manual handling training appropriate to the nature of the activities and tasks in which they will be involved.**

The Manual Handling Assessment Charts (MAC) is a tool that helps to assess the most common risk factors in lifting (and lowering), carrying and team handling operations and was developed to identify high-risk manual handling. It can be accessed via http://www.hse.gov.uk/pubns/indg383.pdf and it directs users towards the factors you need to modify to control these risks.

For activities involving pushing and pulling use the Risk Assessment of Pushing and Pulling (RAPP) tool via http://www.hse.gov.uk/pubns/indg478.pdf. This helps assess the key risks in manual pushing and pulling operations involving whole-body effort, e.g. moving loaded trolleys or roll cages, or dragging, hauling, sliding or rolling loads. The tool then helps identify high-risk pushing and pulling activities and check the effectiveness of any risk-reduction measures.

The output from these assessments should be included in the RAMS for the activities.

3.22 Series 2200 Chemicals and Hazardous Substances

Chemicals and hazardous substances are considered in Series 2200 of the OHS Management System. This places responsibility for the control of the risks of hazardous substances with the applicable member of the supply chain working with, or exposed to, the hazardous substance. The Package Lead Supervisor is expected to produce a Hazardous Substance register for all hazardous substances that workers will be using or exposed to. Hazardous substance assessments will be required as part of the RAMS. The primary aim must be to eliminate the need for the substance.

Where storage areas for hazardous substances are required this will need to be agreed with the applicable **Sisk Package Manager** and the **Sisk People, Plant and Logistics Coordinator.**

3.23 Series 2300 Asbestos Management

Asbestos management is the subject of Series 2300 of the OHS Management System. Work with or that involves disturbing asbestos is particularly high risk. Everyone on a project is expected to stop work if asbestos is discovered on site and report it.

	**All personal working on a project where asbestos is present, or it could be reasonably foreseen it may be encountered must have received must have received Asbestos Awareness training before commencing work on the project.**

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	**Only specialist Asbestos Removal supply chain partners may remove asbestos containing materials on site. They must be members of ARCA.**

The **Sisk Asbestos Coordinator** must be provided with proof of medical surveillance for the operatives carrying out licensed work.

3.24 Series 2400 Traffic Management

Series 2400 of the OHS Management System considers Traffic Management. Sisk appoint a **Traffic Management Coordinator** supported by a **Traffic Safety and Control Officer** (as required) where traffic management is required.

	**Directing traffic on a public road without specific training and a traffic management plan is prohibited.**

	**Working outside the traffic or pedestrian management arrangements on a public highway is prohibited.**

	**Directing traffic on a public road without specific training and a traffic management plan is prohibited.**

Supply chain partners must work with Sisk to determine who is responsible for each element of traffic or pedestrian management on a project.

3.25 Series 2500 Demolition and Dismantling

The demolition and dismantling processes as documented in Series 2500 of the OHS Management System together with Work Equipment Standards and Activity Information Sheets provide details on how demolition and dismantling work is managed on Sisk sites. These will provide direction as to the contents of the applicable RAMS supported by a Demolition Plan and controlled via a Permit to Commence Demolition and Dismantling.

	**Demolition and dismantling are controlled by a Permit, no such work can commence without the appropriate permit from Sisk.**

3.26 Series 2600 Fire Safety

Fire Safety is considered in Series 2600 of the OHS Management System. Sisk appoint a **Fire Safety Coordinator** for each project who ensures a Fire Risk Assessment and Fire Safety Plan are prepared. However, fire safety must still be considered in RAMS and hot works eliminated where possible. Supply chain partners are required to ensure their workers have sufficient fire training and if there are more than 5 people working on site for the Package, appoint at least one Fire Marshal, although there may need to be more, and this will be agreed with Sisk.

Sisk operate a Hot Work Permit system that involves applicable activities having the appropriate fire extinguisher(s) at the location of the hot work.

When welding, cutting or grinding, the work area must be suitably screened using non-combustible material. All firefighting equipment is to be checked weekly by the supply chain partner. No open

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electric or gas heaters are to be used on site and particular care is to be taken that heaters in drying rooms are not covered by clothing, drawings etc.

Fire detection and alarm systems are required in site accommodation including that provided by our supply chain.

Flexible protective covering materials must be at least ½ fire rated and Loss Prevention Standard compliant. Stores containing highly flammable materials must be constructed of materials with a 60-minute fire rating.

All gas bottles will be stored in secure lockable cages in a specially designed compound in a non-smoking location where empties will be kept separate from full bottles. All bottles must be transported on site in vertical wheeled trolleys or similar cages designed specifically for lifting such bottle, secured with a chain.

To prevent flames travelling back into cylinder's flash back arrestors should be fitted downstream of pressure regulators in oxygen, acetylene, propane & hydrogen systems. Where oxy-acetylene is used flash back arrestors will be used at the regulator end of the bottle and where hose length exceeds 3 metres flash backs will be used on the torch end.

Where asphalt is being laid, gas bottles will be stored separately from the asphalt boiler and the bottles will be secured vertically when in use. All gas bottles should be accompanied with an appropriate fire extinguisher and a hot works permit obtained prior to use. All other gases should be used and stored as per the manufacturer recommendations.

Further fire control requirements are detailed in Series 2600 Fire Safety of the OHS Management System together with Work Equipment Standards and Activity Information Sheets.

3.27 Series 2700 Vulnerable People and Lone Working

Series 2700 of the OHS Management System considers Vulnerable People Procedure working on Sisk projects. The definition used by Sisk includes the following:

- Someone who has declared a disability or medical condition
- A Lone Worker
- A New or Expectant Mother
- A Young Person (under the age of 18)
- Children on School Site Visits
- Visitors on Site Visits
- Non-English Speakers
- Ageing Workers

	**Supply chain partners must forward Sisk of any intention to deploy a Vulnerable worker to a project and gain approval to do so. A specific risk assessment will be required.**

	**Packages deploying Non-English-Speaking Workers must provide at least one translator for every 6 Non-English-Speaking Workers. Non-English-Speaking Workers cannot start work until they have received the Online Induction and Orientation, translated for them by a translator if it isn't available in their native language.**

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3.28 Series 2800 Health and Wellbeing

Sisk expect everyone to be fit and ready for work when they arrive on site and consider this specifically in Series 2800 of our OHS Management System. However, it is an equal expectation that we all work to ensure the working environment is suitable for the health and wellbeing of the people working there.

Consideration must be given to the effects of the weather, particularly at certain times of the year. Winter months bring slippery, cold conditions as well as reduced levels of lighting. Sisk plan for this and we expect our supply chain to do the same.

Drug and Alcohol testing can be carried out on our sites, both random and for-cause where there is reason to believe the Policy is being breached. Our supply chain partners are expected to comply with Sisk's requirements.

To ensure compliance with our anti-slavery Policy we carry out labour practice audits on our sites and our supply chain partners are required to participate appropriately.

3.29 Series 2900 Sub-Contractor Procurement and Management

Series 2900 of the OHS Management System consider sub- contractor procurement and management. This includes both the immediate appointment of sub-contractor supply chain partners and ant subsequent allocation of elements of a package with supply chain partners own supply chain.

	**Supply chain partners wishing to sub-contract an element of their scope to a member of their supply chain must seek approval from Sisk to do so in writing.**

For work in the UK confirmation will be required that the proposed contractor, unless restricted to provision of design, is certified to Safety Schemes in Procurement. If classified as High Risk this accreditation must be Achilles Building Confidence or Achilles UVDB. High Risk is classified as follows:

- Demolition & Asbestos Removal
- Tunnelling, Groundwork, Bulk Excavation & Below Ground Drainage
- Piling
- In-situ Reinforced Concrete
- Structural Steel
- Facades & Roofing – Cladding, curtain walling, architectural Metalwork, Structural Glazing
- Brickwork
- Building Services (Permanent M&E)
- Lifts & Hoists
- Dry lining
- Cranes
- Surfacing / Bitumen Works
- Modular, Precast and Prefabricated
- Retaining / Diaphragm Walls

Supply chain partners proposing to sub-sub contract design work must provide Sisk with evidence of the proposed designers' competence to prepare the designs involved.

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Supply chain partners must ensure the contents of this document and those referred to herein are cascaded to all parts of their own supply chain appropriately.

3.30 Series 3000 Inspection and Audit

Monitoring through inspection and audit is an important element of managing the work and we expect our supply chain to contribute to this. This is covered by Series 3000 of the OHS Management System. Each of the series in the OHS Management System sets out requirements for the supervisors on our projects to monitor, inspect and supervise the work and this needs to be supported by periodic external inspection. We operate several inspection mechanisms including Director Engagement Tours which involve participation by our supply chain. The specific requirements will be agreed in advance, but our supply chain partners are expected to engage in this process.

4 Specific Activities

4.1 Introduction

Our Activity Information Sheets provide specific information on a number of activities but the following sections of this document provide our supply chain partners with some particular requirement for common activities.

4.2 Structural Steel Erection

Where structural steel is being erected the supply chain partner must erect and maintain an exclusion zone consisting of robust barriers. No unauthorised personnel will be allowed access into the structural steel area while it is being erected, access by steel erectors must be primarily gained using MEWP's.

When installing composite metal decking and shear studding an exclusion zone consisting of robust barriers must be maintained directly underneath the potential drop zone. All flammable materials will be removed from underneath the drop zone. Access to the metal decking area must be via a scaffold tower and fall arrest must be provided using safety nets and double handrails. If it is intended to use either column or beam lifting clamps this must be detailed in the RAMS. This will be considered before RAMS can be approved.

4.3 Formwork / Steel Fixing

When using proprietary shutter systems, the manufacturers recommended lifting equipment must be used. MEWP's/mobile aluminium towers/ladders must be used when gaining access to remove or attach lifting equipment to shutters above head height.

The slinger / signaller must always be able to see the operative attaching or removing the clamps and must not signal to the crane driver until the operative has returned to ground level and moved away from the shutter.

When access is required across the top of reinforcement matts suitable walking boards should be used to reduce the risk of slips and trips on the matts.

4.4 Roof Work

All roof work must be carried out in accordance with the applicable code of practice and guidance documents published by HSA/HSE. All roof work supply chain partners must utilise collective, protective measures to prevent falls from roofs. As a minimum this will be safety netting with double handrail and toe board as edge protection.

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Access must be via existing stairs / standing scaffold tower wherever possible. Ladders are only permitted if access stairs are not possible. MEWP's will not be used for access onto the roof. Only competent certified roofers / wall cladders and built up asphalt roofers will be permitted to complete roof work on site.

All waste must be removed from roofs daily and any materials stored on the roof must be secured all the time. Only minimum materials for immediate use will be stored on the roof. Any openings or roof lights must have edge protected around them all the time. Prior to forming any openings, the roof will be fall protected from underneath using collective protective measures such as safety nets.

Temporary protection of roof openings from a safety and weather perspective is the responsibility of the applicable supply chain patterner responsible for the roof works. Trimmers must be installed prior to cutting of openings and a detailed method statement agreed with Sisk outlining the cutting and temporary protection measures proposed. Temporary protection must be secure, weather proof and capable of carrying a live load of 1.5kn/m^2.

Before temporary protection is removed, e.g. for the passage of services, a detailed RAMS must be agreed and approved. As a minimum, roof openings with service penetration on-going should be secured by a robust structure comprising a double handrail and toe boards.

5 Temporary Works

The Sisk Temporary Works Management Procedure PR-ENG-001 is issued to all supply chain partners together with other tender information in a tender pack. All Supply chain partners involved with the design, planning and/or execution of Temporary Works are to ensure they are fully conversant with this procedure and abide by its requirements. The procedure provides specific details on the design and erection of temporary works must be carried out and specifies when permits are required prior to loading an element of temporary works.

6 Summary of Prohibitions

The following is a summary of the prohibitions set out in the OHS Management System in series order. They exclude those included in the Site Rules previously listed in section 3.5 of this document. Please note that more specific prohibitions are detailed in Work Equipment Standards and Activity Information Sheets.

The following prohibitions apply to Sisk projects:

- Work taking place if RAMS have been rejected
- Working on a project prior to completion of both the On-Line Induction and the Site Orientation is prohibited
- Non-English-Speaking Workers starting work unless they have received the Online Induction and Orientation, translated for them by a translator
- Forward parking of cars in the site car park
- Caravans on Sisk sites
- Delivery Drivers leaving the location of their vehicle if they have not received the Delivery Driver Orientation
- Vehicles entering works areas without reporting to access control
- Plant and vehicles reversing without a trained Plant Vehicle Marshall unless operating within a Category 1 Exclusion Zone
- Directing traffic on a live road without specific training and an applicable SPA
- Working outside traffic management on a public highway

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- Crossing access roads without using designated crossing points
- Class 2 or 3 ladders
- Using metal ladders near overhead services
- Using ladders adjacent to handrails within the fall radius of the ladder
- Standing on vehicle trailers with no edge protection or personal protective fall equipment
- Standing on trailers/flatbeds whilst moving
- Narrow crash bags designed for house building
- Narrow platform hop-ups (<600x600mm) or domestic hop-ups. Stilts are permitted in Ireland but prohibited on Sisk sites in UK
- Lifting without an approved Lift Plan in the appropriate format for the lifting equipment being used
- Operation or use of lifting equipment or lifting accessories that are defective
- Blind-lifting unless it is specifically authorised by the Sisk Appointed Person and suitably and sufficiently supervised
- Lifting of suspended loads on pallets (i.e. with slings and chains)
- Lifting of loads directly over people, including loads lifted with a vacuum or magnetic lifting device
- Tower Cranes using magnetic lifting equipment
- Lifting gas bottles unless they are contained in a cage designed for the purpose
- Chandelier Lifts i.e. lifting of two or more independently slung loads suspended from one crane hook
- Suspended lifting of waste skips without a thorough examination for the skips lifting eyes
- Lifts frequently referred to as 'Engineered Lifts' which are closely controlled but outside the agreed safety factor of normal lifting equipment operations
- Lifting of persons using lifting equipment without the correct equipment and a Personnel Carrier Permit
- Operating lifting equipment without familiarisation training
- Suspending a bag, sling or chain directly from the forks of an excavator, teleporter etc
- Small excavators (less 3t in weight) lifting loads
- The use of lifting accessories for the towing or pulling of work equipment
- Underground Services
- Working outside of the area specified in the permit
- Using a machine under a Red Permit without the Project Lead's approval
- Working within the exclusion zone of a known service under a Green Permit
- Using non-insulated tools when working under a Red Permit
- Wearing additional clothing over fireproof overalls
- Using hand breakers within the exclusion zone of live services
- Overhead Services
- Measuring the height of the line with hand held apparatus – seek information from the overhead cable owner or use non-contact measuring devices
- Goal Posts/crossing points within 9m of a utility pole/pylon
- Storing materials or plant and equipment in exclusion zones around overhead lines
- Loading spoil at the edge of the excavation – stockpiles should be out with the zone of influence
- Excavations without edge protection that present a risk of falling from height
- Use of barrier tape or flexible netting as edge protection. Using temporary fencing as edge protection is also prohibited if this cannot withstand the impact of a person falling against it and subsequently falling from the edge

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- Tracking plant alongside the edge of an open excavations
- Obstructing evacuation routes
- Disturbing or removing items from the scene of a major emergency event until the investigation is complete
- Non-retractable blades (on hand-held knifes)
- The use of unlicensed site vehicles on the public highway
- Semi-automatic quick hitch devices
- Passengers riding on mobile plant unless it is specifically designed to carry passengers safely i.e. it has a seat with seat belt fitted
- Rigger boots are prohibited on all Sisk sites.
- Modifying PPE such as cutting fingers off gloves
- Hoods or non-compatible beanies under hard hats
- PPE colours (other than yellow or orange) that do not comply with BS EN 471
- Shorts/Skirts/Cut-off trousers
- Marking of PPE with marker pens or other similar inks
- Drilling holes in hard hats to tie on head torches
- The use of breathing apparatus without the prior written consent of the Health and Safety Function
- Entering a Confined Space to carry out any work where it is reasonably practicable to carry out the work by any other means
- The use internal combustion engine in a Confined Space unless specifically addressed in the RAMS and ventilation measures consider the exhaust fumes generated
- Oxygen enrichment of a Confined Space
- Exceeding the noise or vibration exposure point levels in the ready reckoner set out in the Sisk procedure
- Use of ‘anti-vibration’ gloves
- Young person’s using a tool or item of equipment that would expose that person to health risks as a result of the vibration produced
- Any person using vibrating tools/equipment who is engaged in a health surveillance programme and diagnosed with HAVS symptoms or who suffer from Raynaud’s disease/Raynaud’s phenomenon of non-occupational origin using the Stockholm Workshop scales
- Single person lifting of an object weighing more than 20kg
- Single person lifting standard concrete kerbs
- No person to work with, or be exposed to, a hazardous substance that is likely to worsen a pre-existing medical condition e.g. someone suffering from Asthma should not work in dusty conditions
- Remove or disturb material containing Asbestos unless done by an Asbestos Removal Contractor
- Altering any traffic management arrangement without the relevant qualification
- Reversing in or out of live traffic. Plant and vehicles may only drive in and drive out of access and egress points within traffic management or the compound
- Hand bells, klaxons and air horns as a means of raising an alarm
- Deliberate burning of materials on site
- ‘Jubilee clips’ for connecting flexible gas supply hoses
- Use of festoon and unprotected quartz halogen lights
- Open-topped cans and buckets used for handling or storing flammable liquids
- Removal of temporary fire stopping except temporarily to facilitate works

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- Temporary fire stopping left out of place outside working hours
- Temporary flexible coverings that are not ½ hour fire rated
- Children under the age of 16 working on site.

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Appendix A – Schedule of Work Equipment Standards

Ref	Cat	Title
WES-OHS-M001	Mobile	Forward Tipping Dumper
WES-OHS-M002	Mobile	MEWP - Static vertical platforms
WES-OHS-M003	Mobile	Tracked Dumper
WES-OHS-M004	Mobile	Tracked Dozer
WES-OHS-M005	Mobile	MEWP - Mobile boom platforms
WES-OHS-M006	Mobile	MEWP - Push around vertical platforms
WES-OHS-M007	Mobile	Rough Terrain Forklift Truck
WES-OHS-M008	Mobile	Crawler Crane
WES-OHS-M009	Mobile	Mobile Crane
WES-OHS-M010	Mobile	Lorry Loader Crane (Hiab)
WES-OHS-M011	Mobile	Telescopic handler (Teleporter)
WES-OHS-M012	Mobile	Ride on Compaction Roller
WES-OHS-M013	Mobile	Tracked Excavator 360
WES-OHS-M014	Mobile	Wheeled Excavator 360
WES-OHS-M015	Mobile	Wheeled Excavator 180 Backhoe
WES-OHS-M016	Mobile	Mobile Crushing Plant
WES-OHS-M017	Mobile	Articulated Dump Truck
WES-OHS-M018	Mobile	Skidsteer Loader
WES-OHS-M019	Mobile	Wheeled Loading Shovel
WES-OHS-M020	Mobile	Powered Pallet Trucks
WES-OHS-M021	Mobile	Agricultural Tractor
WES-OHS-M022	Mobile	Road Sweeper
WES-OHS-M023	Mobile	Non-Powered Pallet Trucks
WES-OHS-M024	Mobile	Mobile Welfare Unit
WES-OHS-M025	Mobile	Bowser
WES-OHS-M026	Mobile	Piling Rig
WES-OHS-M027	Mobile	Mixer Truck
WES-OHS-M028	Mobile	Mini Excavator
WES-OHS-M029	Mobile	Tipper Lorry
WES-OHS-M030	Mobile	Drones
WES-OHS-M031	Mobile	Quick Hitches
WES-OHS-S001	Static	Mobile Access Tower
WES-OHS-S002	Static	Mast-Climbing Working Platforms
WES-OHS-S003	Static	Tower Crane
WES-OHS-S004	Static	Ladders
WES-OHS-S005	Static	Passenger and Goods Hoists
WES-OHS-S006	Static	Powered Carpentry Tools
WES-OHS-S007	Static	Concrete Pumps - Towed
WES-OHS-S008	Static	Air Tools & Accessories
WES-OHS-S009	Static	Pumps
WES-OHS-S010	Static	Pedestrian Operated Tower Crane
WES-OHS-S011	Static	Battery & 110v Lighting
WES-OHS-S012	Static	Diesel Generator

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WES-OHS-S013	Static	Air Compressor
WES-OHS-S014	Static	Tower Lights
WES-OHS-S015	Static	CCTV and Time Lapse Photography
WES-OHS-S016	Static	Self-contained office/welfare unit
WES-OHS-S017	Static	Modular welfare unit
WES-OHS-S018	Static	First Aid Equipment and Defibrillators
WES-OHS-S019	Static	Container/Lock up
WES-OHS-H001	Handheld	Chainsaw
WES-OHS-H002	Handheld	Lasers
WES-OHS-H003	Handheld	Abrasive Wheels
WES-OHS-H004	Handheld	Cartridge Operated Tools
WES-OHS-H005	Handheld	Powered Carpentry Tools
WES-OHS-H006	Handheld	Angle Grinder
WES-OHS-H007	Handheld	Reciprocating Saw
WES-OHS-H008	Handheld	Compaction Plate
WES-OHS-H009	Handheld	Knives

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Appendix B – Schedule of Activity Information Sheets

Ref	Title
AIS-OHS-001	Scaffolding
AIS-OHS-002	Safety Nets
AIS-OHS-003	Rope Access
AIS-OHS-004	Demolition and Dismantling

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