



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

Health and Safety

Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

Document code GD-OHS-2900-05

Revision 00





Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

Revision control

Rev No	Date issued	Prepared by	Approved by	Comments
00	June 2020	S S Sidhu	W Metcalfe	1st Issue

Revision log

Rev No	Details
00	1 st Issue



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

Contents

1	Introduction	4
2	Our Requirements – Sources of Information	4
2.1	Introduction	4
2.2	Our OHS Policy Statement and Policy	4
3	Procedure Requirements	4
3.1	Series 700 Induction and Orientation	4
3.2	Series 1100 People-Plant Interface and Logistics	5
3.3	Series 1300 Lifting Operations	6
3.4	Series 1600 Emergency and First Aid Arrangements	6
3.5	Series 2100 Manual Handling	6
3.6	Series 1800 Personal Protective Equipment.....	7
3.7	Series 2200 Chemicals and Hazardous Substances.....	8
3.8	Series 2400 Traffic Management	8
3.9	Series 2800 Health and Wellbeing	9
4	Summary of Prohibitions	9



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

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.

The content of this document is only relevant to material, equipment and non-operated plant suppliers, all other members of our supply chain work should refer to GD-OHS-2900-01.



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

Our OHS Management System is structured by series, of which there are 30 each covering a specific element of OHS. Only the relevant series are mentioned in Section 3. Each series comprises a varying number of Procedures, Forms and Guidance Notes depending upon the nature of the subject matter.

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



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.

2.2 Our OHS Policy Statement and Policy

Our supply chain is expected to familiarise themselves with the content of the Sisk OHS Policy Statement and OHS Policy. The policy statement introduces our values and should be considered a precursor document to our OHS Policy.

3 Procedure Requirements

The following series of the OHS Management System are particularly relevant to material, equipment and non-operated plant suppliers.

3.1 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.



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers


In Sisk we operate 2 types of induction, a full induction process for those required to work on our projects and an alternative shorter process for those simply delivering or collecting material, equipment or non – operated plant.

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

When personal are not required to work alone on our projects they only need to attend a shorter Delivery Drivers Orientation.

	<p>Material, equipment and non-operated plant suppliers working with us need to:</p> <ul style="list-style-type: none"> ▪ Determine which induction process is appropriate in conjunction with your Sisk contact ▪ If the full induction process is appropriate: <ul style="list-style-type: none"> ▪ 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
---	---

3.2 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. **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.

	<p>All vehicles in parking spaces must reverse park into the space</p>
---	---



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers



Unless people can be completely excluded from the operating area all plant and vehicle movements must be controlled by a trained and competent Plant and Vehicle Marshall.



Mobile phones can only be used in designated areas

3.3 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. A copy of this is to be provided to the Sisk Appointed Person for Lifting beforehand.

3.4 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. The emergency and first aid arrangements will be run through in the site orientation.



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 work.

3.5 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 personnel delivering to or 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.



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

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.

3.6 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



Material, equipment and non-operated plant suppliers must provide all their workers with the PPE that complies with Sisk's minimum requirements and any other activity or task specific PPE required when they are required to leave their vehicles within a PPE zone on a project.









Rigger Boots are prohibited on Sisk projects.



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).



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers



	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.
	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.

3.7 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. Hazardous substance assessments will be required as part of the RAMS.

3.8 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.

	Materials, Equipment and Non-operated plant suppliers should ensure they understand the traffic management arrangement for the location they are delivering to , seeking advice from their Sisk contact if required.
	Directing traffic on a public road without specific training and a traffic management plan is prohibited.



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers



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

Supply chain partners must comply with Sisk for each element of traffic or pedestrian management on a project.

3.9 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.

4 Summary of Prohibitions

The following is a summary of the prohibitions set out in the OHS Management System in series order. Please note that more specific prohibitions are detailed in Work Equipment Standards and Activity Information Sheets.

The following prohibitions apply to Sisk projects and are applicable to materials, equipment and non-operated plant supplier:

- Forward parking of cars in the site car park
- 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
- Working outside traffic management on a public highway
- Crossing access roads without using designated crossing points
- Standing on vehicle trailers with no edge protection or personal protective fall equipment
- Standing on trailers/flatbeds whilst moving
- 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
- Lifting gas bottles unless they are contained in a cage designed for the purpose



Working with Sisk - A Guide for our Material, Equipment and Non-Operated Plant Suppliers

- 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.
- The use of lifting accessories for the towing or pulling of work equipment
- Storing materials or plant and equipment in exclusion zones around overhead lines
- 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 knives)
- 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
- Single person lifting of an object weighing more than 25kg
- 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
- 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
- Open-topped cans and buckets used for handling or storing flammable liquids
- Removal of temporary fire stopping except temporarily to facilitate works
- Children under the age of 16 working on site