



Tétris Contractors HSSE Conditions

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 Tétris EMEA HSSE Lead

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1. Purpose of these Conditions

Tétris are committed to delivering high standards of Health, Safety, Security and Environmental management and performance for all our customers, and all our subcontractors and supply chain partners are expected to support us in delivering this objective.

This document is designed to promote a positive and responsible attitude towards HSSE issues. It is not intended to be exhaustive or replace our HSSE Management Systems but to enhance them.

These requirements are to be considered as the minimum standard acceptable on the contracts under Tétris control.

The contents are specific to our requirements rather than based on legislative rules and regulations, as we feel you should already be aware of your statutory duties under local laws. If you need further assistance in this area, we recommend that you contact your designated providers of HSSE advice.

We are committed to minimising the environmental impact of construction activities. We adopt and seek to implement, with your input, continuing improved standards for good practice in resource and material efficiency, reducing waste, avoiding pollution, and increasing the use of recycled and recovered materials.

All subcontractors are to bring the contents of this document to the attention of all personnel employed or under their control on Tétris projects and ensure they are actively complied with.

It is considerably shorter than the full policy documents and has the basic information that you may need to plan your activities when contracted to work on Tétris projects.

2. Application

The use of the Contractor HSSE Conditions is mandatory on all Tétris projects and must be complied with. Failure to do so may result in the termination of the contract.

The contents of this document are aligned with statutory duties. Where Tétris have imposed conditions, which may appear more stringent than those implied by statute (usually from client or local authority requirement), these should be brought to the attention of prospective subcontractors as part of the tender documentation. **This document must therefore be recognised as a condition of contract.**

Supply chain partners who are prepared to align their own policies and procedures with our own and are prepared to ensure their work is conducted properly and professionally on site, will be given every opportunity to tender for further work.

3. Health, Safety, Security and Environmental Legislation

The Subcontractor has a statutory obligation to conduct their undertakings in compliance with national and local legislation and must further ensure that all works are conducted in accordance with relevant Codes of Practice and Guidance issued. Within the UK this includes that issued by the Health and Safety Executive (HSE), the Environment Agency (EA), Natural Resources Wales (NRW), the Scottish Environmental Protection Agency (SEPA) and other regulatory authorities (Local Authority, National Measurement and Regulation Office, etc.).

Our contractors are also to abide by the JLL Global HSSE Standards and Tetris policies.

In addition, we recognise our need to comply with the requirements of ISO14001:2015 and ISO45001:2018, as we strive to continually improve how we operate.

4. UK Construction (Design and Management) Regulations 2015

On projects where Tétris have been appointed Principal Contractor we will, in addition to issuing and implementing the Contractors HSSE Conditions, also provide project specific HSSE information to prospective subcontractors.

5. Designers and Consultants (and Subcontractors with Design Responsibilities)

Designers and Consultants are to apply the Designing Out Waste (DoW) principles, specifically:

The five key principles of DoW are:

- Reuse and recovery of materials – e.g., use of recycled materials or materials salvaged from other sites.
- Off-site construction - e.g., use of prefabrication to reduce the number of trades and activities on site.
- Materials optimisation - e.g., by minimising excavation, or standardising materials or component choices.
- Waste efficient procurement - e.g., through early consultation of contractors on how to reduce waste in the supply chain, or tighter specification of work procedures such as allowing use of off-cuts.
- Deconstruction and flexibility - e.g., allowing for recovery of materials during building refurbishments, such as use of easily disassembled structures in buildings or civil engineering projects.

This is done most effectively through a structured approach such as the WRAP (Waste and Resources Action Programme) three-step DoW process:

- Identifying opportunities to reduce materials use or waste in the current design.
- Investigating further those opportunities which are easiest to implement or will bring the biggest benefits.
- Implementing the best design solutions - the client must sign these off. Addressing waste disposal issues at the design stage can help you to comply with waste regulations and increase your resource efficiency.

6. Sub-Sub-Contracting

Where a package includes for the provision of sub-subcontractor, or the subcontractor wishes to sub-let part of his work, the subcontractor will be required to demonstrate that sufficient arrangements are in place. The subcontractor is to ensure that sub-subcontractors are only selected and appointed after competency checks have been carried out, and that they are capable to adequately manage and control operations throughout the entire package in accordance with the requirements of these conditions.

The subcontractor is required to include a copy of these Contractors HSSE Conditions in any contract that they may award and to make compliance with this document a condition of that contract.

7. Training and Competence

Only trained and competent personnel will be permitted on Tétris projects. Subcontractors must be able to demonstrate that they have set appropriate standards and monitoring arrangements to manage this.

The quality and competency of the management and supervisors provided by our supply chain partners are the differentiating factor in delivering the Health, Safety and Environmental standards required on our projects.

Managers and supervisors from the supply chain who work on our projects in the UK should be in possession of up-to-date Site Managers Safety Training Scheme (SMSTS), Site Safety Supervisors Training Scheme (SSSTS) or equivalent qualifications relevant to their position. Elsewhere in Tétris, managers and supervisors should be trained, and qualified to an appropriate level in accordance with national and local legislation.

We also encourage our supply chain in the UK to train relevant personnel on the one-day Site Environmental Awareness Training Scheme (SEATS) course run by the CITB or the NEBOSH or IEMA equivalent. Depending on the project and contractual conditions, this may be made an absolute requirement.

All personnel who work on UK construction projects should be in possession of a recognised CSCS skills card such as a CCDO card (demolition operatives), ECS card (electrical) CISRS card (scaffolders), CPCS card (plant operators), ACE (engineering construction workers), EUSR card (utility industries), JIB card (plumbers) or Skill card (heating, ventilation, air conditioning and refrigeration personnel). This is not always possible, and advice should be sought from the Tétris HSSE Manager where doubt arises.

All persons wishing to undertake work on a Tétris project will be required to receive a site-specific HSSE orientation given by the project management team.

Tétris may, from time to time, host HS&E related training sessions on site. Subcontractor employees are expected to attend these training sessions, if requested to do so. Costs associated with this type of training will be borne by each employer.

The appointed supervisor of each Subcontractor company will be required to deliver 'toolbox talks' on allotted subjects monthly. The Subcontractor must give Tétris records of these training sessions when requested.

8. Safety Schemes in Procurement (SSiP)

Tétris aim to have certification and accreditations with the following SSiP schemes, and we encourage all our supply chain to follow a similar route to gain Safety Schemes in Procurement certification.

- Alcumus Safe Contractor and Safe PQQ.
- Constructionline.
- Acclaim.

A list of SSiP members from whom you can gain accreditation can be found here:

<https://SSIP.org.uk/members/>

9. Occupational Health Management

All subcontractors are required to have effective occupational health management systems in place which address the specific health needs of their workers.

In some instances, subcontractors will need to adopt a policy of health monitoring or health surveillance to ensure that any health issues are identified early, and effective measures are put into place to ensure that health implications do not become worse.

All subcontractors are required to make Tétris project management teams aware of any health implications that they consider may have a detrimental effect on the health and safety performance of any of their site workers.

Constructing Better Health provide a list of Occupational Health Service Providers and some guidance for members if any of our supply chain partners wish to join them or a similar organisation. <https://www.cbhscheme.com/default.aspx>

10. Construction Phase Plans

Tétris will produce a Construction Phase Plan during the pre-construction phase and update it as necessary throughout the duration of the project. This will contain a variety of HSSE project specific information.

All subcontractors will receive details of project specific risks and other relevant HSSE information in the form of an up-to-date Construction Phase Plan.

11. Construction Logistics Plans

Tétris will produce a Construction Logistics Plan during the pre-construction phase and update it as necessary throughout the duration of the project. This will also contain a variety of HSSE project specific information.

Dependent upon the size of the project and its perceived risk, or client and local authority requirements, this may either be a short plan contained within the Construction Phase Plan documentation or a full standalone Construction Logistics Plan which adopts the current guidance which has been produced by CLOCS, the London Councils, SECBE, FORS, Constructing Excellence and the Chartered Institute of Logistics and Transport.

12. Sustainable Travel and Vulnerable Road Users

Subcontractors will support the site's sustainable travel planning commitments. This will usually involve the use of public transport and shared travel to our projects wherever practicable, to minimise nuisance to the community and to reduce the carbon footprint for the project.

Adherence with the site-specific requirements addressing each site's local challenges, as set out in the Logistics Plan, is expected for the safe delivery of materials and collection of waste to protect vulnerable roads users on the way to and from our sites.

13. Project Environmental Plans

Tétris will produce a Project Environmental Plan during the pre-construction phase and update it as necessary throughout the duration of the project. This will contain a variety

of Sustainability and Environmental project specific information and our waste management plans.

14. Fire Prevention and Emergency Planning

All Tétris projects have an emergency folder which contains our fire prevention and emergency plans for both safety and environmental matters.

These procedures will be discussed during site inductions and will be displayed on site. Subcontractors must ensure that all persons under their control are informed of the emergency procedures applicable to the project.

15. Safety and Environmental Emergency Procedures and Response

This document contains all the procedures and responses we expect from personnel on our sites in the event of an emergency, whether that be safety or environmentally related. There will be drills or rehearsals carried out at regular intervals which are recorded within this document. All our supply chain members on site are required to take a full part in any of these rehearsals. They may help save a life or prevent damage to the environment in which we live and work.

16. First Aid

First aid facilities will be provided on each project. There will be at least one appointed qualified First Aider on every site, however in most cases there will be more, and these will be recorded within the Construction Phase Plan and other documentation.

Signage will be displayed identifying the location of First Aid equipment and the names of nominated First Aiders.

Personnel will also be informed during site induction who the site first aiders are and where the facilities are located.

Supply chain partners are to ensure that their employees are aware of the first aid arrangements including reporting responsibilities.

17. Welfare

Every Tétris project will have a welfare area set up that is sufficient for the number of personnel working on site. This will be planned during the pre-construction phase and confirmed during approval of the plan by the HSSE Manager, Client, and Principal Designer. Tétris are committed to providing a high standard of welfare facilities, offices, and other facilities on all its projects and we ask that our supply chain partners assist us in keeping them in a good clean and task worthy condition throughout the duration of any project.

Any of our supply chain members who may have concerns regarding the welfare facilities provided should immediately draw it to the attention of the project team and raise the issue in the next Site Safety Consultation Meeting so that it is recorded and discussed as appropriate.

Any additional facilities provided by subcontractors must be to an acceptable standard under current legislation.

18. Accident, Incident and Near Miss Reporting

All Accidents, Incidents and Near Misses are to be investigated and reported in line with the JLL and Tétris policies for Accident, Incident and Near Miss Reporting and Investigation and uploaded to the CMO reporting system. In addition to this policy requirement, there may be a need to report in line with the UK Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, or other relevant national and local legislation.

Tétris HSSE Manager, or in his absence, the Head of Build, is to be informed as soon as possible after an accident, incident or near miss that has the potential to be reported as a reportable incident.

Any environmental incidents or observations which occur, such as spillages, adverse effects on wildlife or significant dust, noise, or vibration emissions, must be contained, controlled, and then reported to the project team and HSSE Manager.

All Accidents, Incidents and Near Misses must be investigated, and action taken to prevent a recurrence. The first response to an incident where environmental risk still exists must be the implementation of prompt remedial action to control immediate risks.

Any complaint from a member of the public regarding nuisance or disturbance must be reported immediately to the project management team, recorded, and escalated as appropriate.

Subcontractors must provide copies of any of their own internal investigation reports to Tétris within a reasonable timescale and cooperate fully in any investigation conducted.

We are committed to continually improve and actively encourage observations (near misses) to be identified, so that we can rectify the situation, avoid a potential incident, and actively learn from the event. All HSSE risk observations are to be reported to the project team and all personnel are positively encouraged to take part in this process.

19. Health Safety and Environmental Advice

Supply chain partners are to have access to competent HSSE advice, either in house, or in the form of a consultant. Ideally, they will take the time to meet with Tétris HSSE Manager and form a good working relationship, so that we can share ideas and improve together.

During the project regular HSSE inspections should be undertaken with reports provided to the Tétris projects team and HSSE Manager.

20. Risk Assessment (including High Risk Activities and Environmental)

Our initial risk assessments begin during the pre-construction phase with designer's risk assessment and initial HSSE risk assessments conducted to enable Tétris to produce our Construction Phase, Logistics and Environmental Plans.

As we appoint contractors for trade packages, we expect all activities to be risk assessed with relevant method statements produced to help mitigate all risks that may be involved.

A review of all Supply Chain Partner Risk Assessments and Method statements must be undertaken by the Tétris project team before work commences on site.

The Risk Assessments and Method Statements must identify all key risks and control measures to be implemented based on detailed site-specific Risk Assessments.

Risk Assessments and Method Statements are to be submitted in time for the formal checking process to take place. All High-Risk activities should ideally be submitted to the HSSE Manager a minimum of 7 days prior to High-Risk activities taking place for thorough review, appropriate advice for improvement or approval.

These must be formally reviewed and accepted as meeting the Tétris requirements and entered onto the Risk Assessment and Method Statement Program.

All subcontractors will receive details of project specific environmental risks and other relevant environmental information in a Project Environmental Plan.

21. Environmental Aspects and Impacts

We operate an HSSE Management System which provides a framework for managing and controlling the environmental aspects (activities that may cause environmental harm) applicable to our works on site. Subcontractors are required to either have their own environmental management system or to manage their project operations in accordance with our HSSE management system.

Subcontractors own environmental aspects and impacts specific to each project must be identified and managed, and the risk of impact on the environment reduced. This must be recorded within risk assessments and method statements, which are subject to consent through the project approval process. Works will not be allowed to commence until the project team is satisfied and the risk assessments and method statements have been approved. Environmental aspects must be considered, and impact mitigated within the risk assessments and method statements.

22. Air Pollution

All vehicles and plant on site must have a current certification and be regularly serviced to minimise exhaust emissions. Vehicles and plant engines must not be left running when not in use and keys removed.

All containers of volatile organic compound (VOC) chemicals and solvents (e.g., solvent based adhesives, paint thinners, etc.) must be sealed and stored in suitable storage facilities for such materials provided by the contractor, unless in active use.

All decommissioning, removal and installation work of refrigeration systems containing fluorinated gases must be undertaken by workers qualified under the Fluorinated Gas and Qualification Regulations and their registration with REFCOM (or similar registration body) checked before works commence.

All construction plant must be efficiently sized for the task, serviced, and maintained to ensure optimal performance. Maintenance records must be kept and made available on request before plant is used on our project sites.

Plant in the UK must comply, or be retrofitted to ensure compliance, with the Non-Road Mobile Machinery (NRMM) regulations to reduce particulate matter. Plant operated in the Greater London Area (GLA) and within M25 boundary must be registered with the Local Authority for compliance with air emission controls.

23. Water Pollution

Nothing other than clean rainwater must be discharged to storm drains, soakaways or unsealed ground, watercourses, or sewers.

No trade effluents (e.g., contaminated wash water) must be discharged to the foul sewer without the approval of the project team.

If any is planned this will require prior consent and approval of the project management team, usually after liaison with the Environmental Agency or Local Authority. This can take up to 8 weeks, so forward planning is required.

Chemicals such as solvents from washing out paintbrushes must not be discharged into sinks, drainage or on the ground on sites. They must be disposed of as hazardous waste, after using a dedicated washout station.

Screed, render, and plaster waste and wash-waters must be dealt with correctly to prevent pollution to ground or water, nor pose risk of blocked drain flooding.

24. Wildlife and Habitat Protection

Subcontractors must identify the environmental aspects of their works which have the potential to damage, disturb or endanger wildlife, plants, and habitats. Suitable and agreed control measures are to be implemented to minimise disturbance, including identifying sensitive locations where the access of plant and persons is restricted. Appropriate fencing and signage are to be erected.

When protected animals are identified on site, including bats and nesting birds, all work in the area must stop immediately. The project team and HSSE Manager must be informed.

Subcontractors are to obey all site rules on the protection or preservation of wildlife. They must report any instances where wildlife may be affected by site activity, or where wildlife has come to site.

25. Tree and Hedge Protection

During the pre-construction phase any trees or hedgerows that are to be retained on sites will be identified. Once we have set up on site, these areas are to be protected and Tree or Hedge Protection Area signs erected.

Fencing is not to be moved without prior approval from the Tétris management team. Any planned works within the Tree Protection Area are to be subject to a permit to work system. No materials must be stored within the fenced areas to prevent damage or root compression.

Where ground works are required close to protected trees or hedgerows, mechanical digging must be avoided to prevent damage to roots. The use of air pick or hand digging routines will be expected as part of the Risk Assessments and Method Statements in these areas.

All tree roots exposed by excavations are to be reported to the project team, for appropriate action. Exposed root tissue should be covered with damp hessian.

Branches, trunks, or roots **must not be cut** without prior permission from the project team and HSSE Manager.

26. Archaeology and Built Heritage Protection

Where working on, above or around scheduled ancient monuments (SAMs), protected or listed buildings, Tétris and our supply chain partners must establish and implement risk assessments and method statements that will ensure all activities prevent damage or disturbance. Any disturbance or damage must be reported immediately to the project management team and works in the area stopped.

Subcontractors engaged on projects where there are known, or suspected archaeological remains, must establish, and implement systems of work for all activities to ensure any archaeological finds are not disturbed and that finds are reported to our project team immediately.

On projects where there are no known archaeological remains, any unexpected finds which could be of archaeological interest must be reported to the project team for further investigation. Activities in the area are to be stopped immediately and the area segregated until professional advice arrives on site. The HSSE Manager is to be informed immediately upon any finds, as this may require police involvement.

27. Contaminated Land

If we are employed on sites where there is known or suspected contaminated land the Tétris project team in liaison with our subcontractors must establish and implement safe systems of work to prevent contamination spreading and which has the potential to cause significant harm to a relevant receptor, or to cause significant pollution of controlled waters.

Any unexpected materials, smells or spills which may indicate contamination must be reported to the project team for further investigation with activities in the area stopped immediately. The area should also be segregated from the workforce in case there is potential for harm to human health which may not be immediately obvious.

28. Asbestos

The use of asbestos as a building product is prohibited on all projects in the UK, as is the practice of selling on, or reusing second hand asbestos products, such as asbestos cement sheets.

On projects where the presence of asbestos is known, or can be suspected, detailed survey information will be made available to all who work on our site. Any work relating to the asbestos i.e., disturbance, repair, or removal, must be carried out in compliance with the Control of Asbestos Regulations. The work will be carried out by specialist contractors, who are approved by the Health and Safety Executive for the type of work to be undertaken. The HSSE Manager must be involved to ensure that a sufficient assessment is carried out, all necessary notifications are made, sufficient Risk Assessments and Method Statements produced, and suitable site set up and control measures established prior to works commencing.

All personnel involved in the refurbishment or demolition of buildings or properties contracted by Tétris are to have received suitable Asbestos Awareness training for their role.

Asbestos must not be removed from site without the prior agreement of the Tétris project management team. Asbestos waste must be treated as a Hazardous Waste and disposed of by a Register Carrier in the manner agreed with the Enforcing Authority to a specified licensed tip. Hazardous Waste Consignment Notes are to be used for this process and full Duty of Care Checks conducted as required within the Project Environmental Plan.

29. Noise

Work is only permitted within the agreed site operating hours and every effort must be made to minimise the generation of noise at all times. Noisy operations should be carried out away from site boundaries and sensitive receptors, as far as is reasonably practicable.

Wherever possible, silenced equipment should be provided and covers, baffles and noise suppressants used. Silencers and other noise attenuation equipment should be in good working order.

Low noise working methods should be used where practicable and all noisy plant must be shut down when not in use.

Items of plant and machinery which generate noise levels more than 80dB(A) and display warning signage and make hearing protection available. If the level exceeds 85dB(A) then the contractor and project management team are to instruct, train, and enforce the use of hearing protection.

Vehicles must only arrive at and leave the site during hours specified within the Construction Logistics or Construction Phase Plans.

Subcontractors must discuss with Tétris project team the location and use of noisy equipment, so precautions can be taken to protect individuals not directly engaged in the activity and to create hearing protection zones. The use of appropriate sound barriers should be considered before using the equipment, to avoid complaints and subsequent investigation by the Local Authority.

30. Vibration

Plant, tools, and machinery which operate at a frequency which could lead to Hand Arm Vibration Syndrome (HAVS), or Vibration White Finger (VWF) must be identified as part of our proactive monitoring system as required by the Health and Safety Executive.

We expect all operatives to be fully aware of their risk assessments and method statements, the control measures to be used, the maximum trigger times and HAVS exposures limits for the equipment being used. This is proactive monitoring. This information is to be given during a tool box talk during the safe start briefing.

It is important that for health surveillance purposes, any daily exposure is recorded and documented to show the amount of individual operative exposure to vibrating equipment. HAVWEAR is the preferred method however this is a reactive monitoring system. Please provide blank HAVS record sheet for use on site if not using HAVWEAR.

Subcontractors must ensure that their workers who are at risk from HAVS or VWF receive routine medical health surveillance.

31. Dust

Engineering controls should be provided to minimise dust during our activities on site. This may be the provision of dust suppression in the form of water spray, HEPA filter air cubes on site or the use of dust extraction and collection devices on tools, dependent upon the activity.

All HEPA filters used on our sites should be at least **M Class** which are suitable for construction and demolition purposes. This includes within vacuum hoovers, which should be marked up appropriately showing that they have the correct filter.

Respiratory Protective Equipment may still be required dependent upon the task or activity however it should never be used as a first line of defence as PPE is the last resort when applying the hierarchy of control measures. If RPE is required, then all operatives must have undergone Face Fit Testing for the mask they are wearing and have recognised certification of proof on site. Face masks to be used on Tétris projects are to be a minimum of **FFP3** which give an assigned protection factor of 20 (AFP20). Disposable masks are currently permitted but we encourage our supply chain partners to invest in appropriate half or full-face masks dependent upon the individual and planned activities.

32. Manual Handling

All subcontractors must assess their manual handling activities when there is a risk of injury to individuals or where the load exceeds a weight of 20kg. Handling should be mechanised if possible and practicable without unreasonable cost. All personnel who are expected to conduct manual handling activities must be suitably trained in basic handling techniques.

33. Hazardous Substances

Subcontractors must identify all hazardous substances which they are likely to bring onto site or are liable to produce on site. COSHH Risk Assessments must be conducted for all these substances and appropriate control measures developed for their storage, use and disposal. These risk assessments are to be given to the project team to assess along with the relevant Safety Data Sheets, as part of the risk assessment approval process prior to works being conducted on site.

All those who are to manage or use these hazardous materials are to have sufficient training in their safe storage, use and disposal and have access to the risk assessment and material safety data sheet.

Subcontractors are to provide their own hazardous substance storage facilities on our projects, which may be cages, lockers, etc.

34. Fuels and Oils

Any fuel or oil storage over two hundred litres must comply with relevant storage regulations (i.e., Control of Pollution (Oil Storage) (England) Regulations 2001 or other relevant national or local legislation.

Tanks or drums of 205 litres capacity or greater stored on site must be contained within a sound, watertight bund (or fuel cube/double-skinned bowser) with a capacity not less than 110% of that of the tank or drum and protected from collisions and damage by impacts.

The bunds or containment must be proprietary equipment only and not storage areas constructed from readily available materials on site. Open bunds for drums or containers must be weather protected, to prevent rainwater ingress and reduction of bund capacity. Filling points of all tanks must be contained within the bund walls and delivery hoses on tanks kept within the bund walls unless in use. All tanks must be labelled with their capacity and contents and last inspection date as appropriate.

Material type oil spill kits must be used instead of drip trays to prevent the potential spillage of liquids from hoses or other containers used to fill plant and equipment.

Where required, spill kits must be used under equipment which has no bunding but may release oil, fuels or contaminated water or exhaust waste.

All storage containers must be in good condition and labelled with their contents and any relevant hazard information. When stored on our sites, they must be kept within a secondary or drum bund, and the bund weather protected. Any rainwater caught in drum bunds must be disposed of correctly as hazardous waste.

All fuel and oil storage on site must be located on an impermeable surface where possible, more than ten metres from any watercourse or storm drain and not under the canopy area of any tree.

Spill control kits must be provided and be kept easily accessible near storage areas. These are to be big enough for a potential spill in relation to the amount being stored.

Diesel or hydraulically powered MEWPs used inside buildings should have a 20-litre minimum spill kit available. Ideally these should be replaced with an electric powered machine, if possible, to avoid the risk.

35. Gases

The storage of gas cylinders will be managed and controlled in accordance with the site logistics and fire plans.

All cylinders not in use must be stored outside in a compound at an agreed location at least six metres from any building. A fire point is to be established at an appropriate location with sufficient extinguishers.

Gas storage areas must be segregated, so that full cylinders are not stored with empty cylinders. Oxygen cylinders must not be stored alongside LPG cylinders.

The amount of gas being stored on site must be proportionate to what is being used. Do not store excess amounts. Empty cylinders should be removed from site as soon as is practicable.

All cylinders must be stored in an upright position and be secured.

All cylinders must be fitted with the correct regulator. Hoses and crimped connections with flashback arrestors where they are used with burning or welding gear.

Armoured hoses should be used with not less than 3 metres between the cylinders and the appliance or point of use.

LPG is not to be used as a fuel for office or welfare facilities on Tétris projects.

There may be times when the client demands that all gas cylinders are removed from site on a daily basis, so check with the project team to see if this is a contractual condition.

36. Sustainable Resources

All timber used on site, whether that be for permanent installations or temporary works, must be from a legal and sustainable source. To ensure compliance with the Timber Regulations, all timber, plywood, and timber products supplied to or used in implementing the work package must be either Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC) certified. Records of the delivery of timber to Tétris projects are to be kept with evidence that the timber is either FSC or PEFC, along with its Chain of Custody documentation.

Chain of custody certification is a mechanism for tracking certified material from forest to end-user and ensures that FSC or PEFC materials and products have been checked at every stage of processing so that customers purchasing FSC/PEFC labelled products can be confident that they are genuinely certified. This will usually be on the delivery note. This documentation shall be provided to the project team prior to delivery.

Material delivered to Tétris projects that does not comply will be quarantined at the subcontractor's cost. Any material used that cannot be supported with Chain of Custody evidence will be removed at the subcontractor's cost and replaced with legally compliant material.

Where practicable the timber should be stamped with the FSC or PEFC logo and Chain of Custody (CoC) reference number.

CoC documentation with copies of delivery notes from the supplier are to be handed to the Tétris projects team for prior approval before commencing deliveries and works.

This includes furniture and should be checked before delivery to site.

37. Alcohol and Drugs

The use of alcohol is forbidden on all Tétris projects, unless it is an organised, planned, and authorised event.

The use of drugs is forbidden on all Tétris projects.

We wish to encourage a sensible attitude throughout our direct and indirect workforce, to protect the health and safety of all personnel and to ensure that our corporate image is not adversely affected by any employee's use of alcohol and drugs.

No alcohol must be taken onto any of our sites (including offices and welfare facilities) and personnel must never be unfit to work through alcohol or drug use. This is to be briefed during site inductions and should include the risks due to drinking the previous evening.

Workers who are taking prescribed medication, which may affect their performance, must inform the project management team during their site orientation.

38. Young Persons and Children

Children are not permitted on any Tétris construction project, unless as part of an official visit by schools, etc. Both the Head of Build and the HSSE Manager must be informed as soon as possible if any such visits are planned, so that a suitable risk assessment can be conducted, and adequate supervision and control measures can be put in place.

We do however encourage work experience type activities, where they are approved by the Head of Build and HSSE Manager and appropriate risk assessment is conducted, with parental approval given.

Persons under the age of 18 years will only be employed on activities which have no statutory restrictions based on age. In addition, they must be under constant supervision and only carry out duties in which they have been sufficiently trained and instructed.

Risk assessments specific to young persons must be produced in addition to task specific risk assessments. In general, a young person must not be permitted to:

- Attempt to do any work unless they have been trained and authorised to do so.
- Undertake significant manual handling activities (i.e., lifting, carrying, pulling, or pushing) unless they have received training, are supervised, and have assistance.
- Handle chemicals and substances unless they have received suitable information and training and are supervised.
- Operate machinery/plant without supervision until they have had received training and are deemed competent to use the machinery safely.

More guidance can be found in the Tétris Young Persons policy.

39. Inspections and Audits

Supervisors and managers from subcontractors are to conduct regular HSSE inspections, briefings, and awareness sessions with their operatives. This may be with their respective safety advisor during visits.

Tétris conduct a variety of internal HSSE inspections and audits as appropriate to the size and risk of the project. These will usually include HSSE Manager and Senior Manager visits to the project, as well as scored visits from an external HSSE provider.

40. Health, Safety and Environmental Consultation

Each project is to conduct at least one recorded Site Safety Consultation Meeting each month. All subcontractors on site are to ensure that at the very least their managers and supervisors are present and involved and that they pass on relevant information to their workforce.

It is likely that Tétris projects teams will have weekly meetings with all subcontractors on site and that HSSE related subjects will be discussed regularly as well.

41. Site Documentation

All statutory registers, notices, and certificates applicable to the subcontractor's site activity must be maintained on site and be readily available for inspection.

Subcontractors will nominate a member of their site team to be responsible for keeping and maintaining these records.

42. Site Induction and Training

All personnel who visit or work on a Tétris project are to be inducted using the relevant template, usually on an electronic template. A Power Point presentation is to be made project specific and be available for this induction as required.

43. Management, Supervision and Continuous Improvement

It is important that our subcontractor's management and supervisors behave in the best manner possible on our projects as their leadership will have a direct effect on the success of our projects and the quality of the works that we produce.

To that end they are to be involved wherever appropriate and display good leadership and management skills. One of the ways that this can be achieved is to conduct regular site tours and be involved with their workforce and to highlight issues at an early stage, so they can be dealt with.

Any improvements which they highlight should be notified to the Tétris projects team and should include methods of work, time saving activities, the identification of new hazards etc. in our aim to continually improve as a team.

44. Consultation and Communication with the Workforce

All Subcontractors will receive details of project specific risks and other relevant HSSE information. This will usually be in the form of the Construction Phase, Logistics and Environmental Plans.

Everyone is to receive a project specific induction before being permitted on a Tétris project. Operatives will be consulted on the HSSE risks they face on site and for each task and the safe system of work to be employed. This will be conducted during the acceptance of risk assessments and method statements.

All Site Safety Supervisors on site are to conduct regular task briefings and Tool Box Talks with their teams with records being given to the Tétris projects team.

An open-door policy is to be maintained on site whereby the workforce is invited to raise any HSSE related concerns with the project management team.

Subcontractor HSSE representatives will be acknowledged and consulted regularly.

45. Material Storage

Good material storage is expected on all Tétris projects, with durable materials to the front or closer to high movement areas and fragile materials set to the rear of material storage areas. Ideally materials will be stored within buildings and be weather protected to reduce the risk of damage. This also helps with the security of materials and helps to prevent the risk of arson.

Where possible dedicated storage areas will be identified and marked up on site for each subcontractor. They are to be well maintained and kept tidy to help reduce the amount

of wasted materials and the amount of time spent moving materials around on site to conduct future works.

Materials should ideally be delivered to site on a 'just in time' basis.

Pollution, nuisance mitigation and waste can all be avoided through effective material storage and general housekeeping on site.

46. Waste Management

Although the UK Site Waste Management Plan (SWMP) Regulations of 2008 were repealed in December 2013, the efficiency benefits remain evident, so Tétris continue to utilise some of the requirements of the regulations within our Project Environmental Plan to minimise the quantity of waste produced on our sites.

47. Material Suppliers

Material suppliers are to work with Tétris to identify methods to eliminate, reuse, recycle and recover wastes or those difficult to divert from landfill (including packaging waste), and attempt to provide additional cost savings achieved by these methods.

48. Site Tidiness and Housekeeping

Subcontractors must maintain all workplaces in a clean and tidy condition. Saw dust and other dusts or scrap from cutting, welfare waste and debris is not to be permitted to accumulate and must be removed regularly. Combustible debris must be removed at more regular intervals especially saw dust.

Clear access to fire routes and equipment is always to be maintained.

The site should be kept in a condition in which all site teams and operatives would be proud to show a client, visitor, or member of an enforcement agency such as the HSE or EA.

49. Machinery and Cutting Stations

Those subcontractors who will be conducting cutting operations on our sites are to set up dedicated cutting station areas which are segregated from the remainder of the workforce where possible.

Machinery must have suitable dust extraction equipment fitted which has a medium of an M class filter.

Respiratory Protective Equipment may still be required dependent upon the task or activity however it should never be used as a first line of defence as PPE is the last resort when applying the hierarchy of control measures. If RPE is required, then all operatives must have undergone Face Fit Testing for the mask they are wearing and have recognised certification of proof on site. Face masks to be used on Tétris projects are to be a minimum of **FFP3** which give an assigned protection factor of 20 (AFP20). Disposable masks are currently permitted but we encourage our supply chain partners to invest in appropriate half or full-face masks dependent upon the individual and planned activities.

50. Roofing Works

All roof work is classified as high-risk and risk assessments and method statements are therefore to be checked and approved by the HSSE Manager.

No one is to be allowed access to any roof area without an adequate method of fall prevention in place. This will usually be in the form of permanent or temporary edge protection, but other systems are available.

All those who wish to gain access to a roof under construction are to be formally briefed on the risks and control measures put in place. These works will normally be permit controlled by the Tétris projects team.

51. Temporary Works

All temporary works must be planned, designed, and submitted in advance for approval by the Temporary Works Coordinator (TWC) and subjected to an appropriate regular inspection regime thereafter by a competent person.

Tétris have a management procedure for this, and each project will normally have a Temporary Works Plan which is to be adhered to.

Each subcontractor who will expect to construct temporary works as part of its package should ideally also have a nominated, trained, and competent TWC within their own team to assist the Tétris TWC during the project.

52. Confined Spaces Works

A confined space is a space with limited entry and egress and not suitable for human inhabitants. An example is the interior of a storage tank, occasionally entered by maintenance workers but not intended for human occupancy. Hazards in a confined space often include harmful dust or gases, asphyxiation, submersion in liquids or free-flowing granular solids, electrocution, or entrapment.

No person is to enter a confined space on any Tétris project without the appropriate training, monitoring and safe systems of work being in place.

Confined spaces can include deep excavations, chambers, tunnels, shafts, ducts, pipelines, boreholes, tanks, sewers, drains, access shafts, boilers, manholes, and storage bins.

Safe working in a confined space will be controlled by strict adherence to a documented and HSSE Manager approved safe system of work. Our permit to enter system is also to be used.

53. Excavation Works

All excavation works must be conducted in line with the requirements of the Service Avoidance Plan. If a contractor is expected to conduct excavations as part of a package, then a copy of this plan is to be asked for prior to arrival on site to assist with planning activities and to ensure the correctly trained and competent workforce is in place with the required equipment including an eCAT4+ scanner capable of downloading all scans onto a laptop after a survey.

54. Working at Height

Working at height is deemed to be any work-related activity carried out above ground level. A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level.

Working at height covers a range of Tétris activities, and can include, for example, accessing scaffold, working from elevating platforms, contractors carrying out window cleaning using roped access techniques, or staff using ladders or step stools to access items on high shelving. Work adjacent to excavations and fragile surfaces should also be considered.

The Work at Height Regulations do not define a minimum 'safe' height.

All work at heights must be carried out in accordance with the requirements for access and working places contained in relevant national legislation plus JLL Global Standards and Tetris policies, with the use of risk assessment in selecting the correct work equipment.

Hierarchy of Control

A hierarchy of control must be considered when planning for work at height. Wherever possible, the need for working at height must be eliminated. If it cannot be eliminated then the activity must be assessed, and controls put in place to prevent a fall and mitigate the effects of a fall. (**AVOID – PREVENT - MITIGATE**).

Collective (and permanent) safety measures such as guardrails and nets are preferred to individual measures such as safety harnesses.

Fall arrest systems will generally only satisfy the "prevention and mitigation" requirements of the Work at Height Regulations.

Administrative controls (such as safe systems of work and training) and Personal Protective Equipment are supplementary controls to consider and must not be the only control measures.

Hierarchy of Controls	Examples
AVOID	Design out the need to work
	Storage at low levels negating the need for use of stepladders/kick stools in offices
	Installing air conditioning equipment at ground level to allow access for maintenance without working at height
PREVENT by using an existing place of work	A flat roof with permanent edge protection
	A tanker roof with fixed edge protection
PREVENT by using work equipment (COLLECTIVE)	Access equipment fitted with guardrails: mobile elevated work platforms (MEWPs), scissor lifts, cradles, tower scaffolds, independent scaffolds, etc.
	Use of step ups or small stepladders with a guardrail within offices
PREVENT by using work equipment (PERSONAL)	Fall restraint: personal protective equipment used in a way that makes it impossible to get into a fall position (e.g., fixed length lanyards connected to eyebolts)
MITIGATE by using work equipment to minimise distance and consequences of a fall (COLLECTIVE)	Nets or soft-landing systems such as air bags positioned close under work surface.
MITIGATE by using work equipment to minimise distance and consequences of a fall (PERSONAL)	A personal fall-arrest system with anchorage point sited above the head (for example eyebolts used when cleaning windows)
	Rope access for window cleaning
	Nets positioned at a lower level

MITIGATE by using work equipment to minimise distance and consequences of a fall (COLLECTIVE)	Soft landing systems at a lower level
MITIGATE by using work equipment to minimise distance and consequences of a fall (PERSONAL)	A personal injury prevention system (e.g., life jacket whilst working next to unguarded water
MITIGATE through training, instruction, or other means	Ensure that personnel are trained in the risks and instructed in the use of PPE required

Fragile Materials

Tétris will ensure that suitable steps are taken to prevent any person falling through fragile materials. The person in control of site will ensure that:

- Suitable platforms, coverings or similar means of support are used to support the weight of any person and equipment being used in those areas and that these systems provide adequate edge protection.

Falling materials

The Project Management team will ensure all practicable precautions are taken to prevent falls of materials. The person in control of site will ensure that:

- Materials and equipment are not thrown from height.
- Debris nets and/or scaffold fans will be used where persons cannot not be excluded from areas below work at height.
- Safety helmets will be worn by employees working around areas where there is a risk of materials falling and it is not practicable to exclude them from these areas.

Risk Assessment

Tétris Project management teams are to ensure that suitable and sufficient risk assessments and method statements are produced and assessed for any activities at height using the hierarchy of controls mentioned within this policy. All work at height is to be planned with our supply chain partners who will produce suitable documentation.

Our supply chain partners are to ensure that those involved in work at height are trained and competent to carry out such work, giving due regard to work equipment used for and during work at height.

They are also to conduct appropriate and statutory inspections of equipment used for work at height and include these in weekly checks on site.

Depending on the location of the access equipment or method, it may be appropriate to consider weather conditions and a plan of rescue and retrieval for those at work whilst at height.

The risk of and from falling materials must also be assessed and controlled.

The risks from associated hazards such as overhead and adjacent obstructions are to be suitably assessed and controlled i.e., overhead cables, excavations, lifting equipment used in conjunction with or around areas of work at height, traffic, and pedestrian routes etc.

Fall arrest equipment

Where it is not practicable to provide working platforms fall arrest equipment will be provided.

- Fall arrest equipment is only to be installed by competent persons and all handover certification and inspection and test certification is to be held on site.
- All fall arrest equipment will be secured to a suitable anchor point. In the case of harness attachment this will be as high as practicable above the work area to limit distance of any fall.
- Fixed anchorages such as eyebolts will subject to periodic test and examination.
- Only trained, competent persons will use harnesses.
- Only shock absorbing harnesses will be used. Harnesses will be designed to limit free fall to a maximum of 2m.
- Harnesses will be checked before each use and will be examined by a competent person at periods not exceeding 6 months, records of these tests and inspections will be recorded and evidence available on site. They will also be included on weekly checks on site.
- Where practicable double hook harnesses will be used for climbing operations.
- Fall arrest equipment will not be reused following a fall until an examination has been carried out by a competent person and any partially or wholly deployed lanyard has been reset.

Additional Policies

Tétris policies for Scaffolding including Mobile Towers, Access Equipment including MEWPs Podiums Ladders and Hop Ups and Safety Nets should also be utilised as required for working at height on sites.

55. Scaffolding and Mobile Towers

At tender or negotiation stage, as far as possible, the scaffolding requirements for a contract are to be determined. This is to be done in liaison with any known subcontractors so that it fulfils their needs for any works that need to be completed.

All scaffolding contractors employed by the company in the UK must be members of either the National Access and Scaffolding Confederation (NASC) or an audited level member of the Scaffolding Association.

The Tétris Temporary Works Coordinator (TWC) is to be involved as early as possible in this process so that he can oversee the design brief, approval and construction of the scaffold works in accordance with the latest technical guidance available from the NASC.

Ideally the scaffold will be able to be designed using the TG20:13 system, so that basic scaffold components and recognised designs can be used. This negates the need for specific designs and will save time and resources. This however is not always possible, and a scaffold designer will need to be employed.

Inspections

All scaffolding that is erected on a Tétris project is to be inspected prior to handover by a suitably qualified person and at least every 7 days thereafter. Handover certificates are to be kept in the Temporary Works Plan folder along with compliance sheets or designs.

Records of weekly inspection are to be kept on site, with either Tétris project team or the relevant contractor being responsible for ensuring the weekly checks are conducted and recorded by a competent person depending on whether other subcontractors have access to the equipment.

Access and Working Scaffolds

Tétris will ensure that all access and working scaffold systems are designed and erected to provide suitable and sufficient strength and stability for the tasks they are intended. The project management team and TWC are responsible for this process.

Scaffolding systems will be erected, adapted, and dismantled by, suitably selected, competent persons and will conform to BS5973 and the requirements of schedule 2 Reg 8 of the Work at height regulations, in the UK, in relation to guardrails and edge protection systems. Other Tétris teams are to comply with their national and local legislation as well as the JLL Global HSE Standards and Tétris policies.

Handover certificates will be provided for completed scaffolds. The scaffolding contractor will correctly sign all incomplete areas to prevent unauthorised access and use.

The requirement for material catch and fall prevention systems will be assessed and provision made where appropriate.

Working platforms will be installed and maintained to prevent slips and trips with proprietary systems used where necessary.

Mobile Towers

Mobile towers will be erected, dismantled, and used by competent persons in accordance with manufacturer's instructions. Within the UK, they must be PASMA qualified with certificates of training held on site.

Towers will be subjected to regular inspections before use and weekly checks are to take place and be recorded by the contractor who own or have rented the equipment.

The following instructions are to be adhered to:

- Bases of towers are to be protected from traffic routes, including MEWP's which are utilised inside buildings.
- All tower wheels will be locked before any person climbs and accesses the tower.
- Towers are not to be moved whilst persons or equipment are placed on them.
- Towers are only used on firm stable ground.
- Equipment must not be hauled up the outside of towers.
- Steps and ladders will not be used on working platforms of towers.
- Where towers cannot be secured from unauthorised access they are to be dismantled and stored in a secure area.

56. Edge Protection

All works must be planned and executed so that no exposed (unprotected) edges or floor openings are on site. All edges and openings at excavations, windows, slabs, flooring, decking, etc., must be effectively protected to prevent persons or materials falling or tripping.

At open edges, the standard of protection must be double guardrails and toeboards as a minimum.

At floor openings, the preferred form of protection is a scaffold frame and toeboards. Covers over openings are only permitted if they are load bearing, are secured in position, and have clear signage. No opening is to be protected by covering it with any unfixed cover or without adequate signage.

Hazard tape is not to be used as edge protection. It is wholly unsuitable and provides no protection from falls.

57. Non-Mechanical Access Equipment

Podiums

Podiums are to be selected for the specific activity for which they will be used.

Manufacturer's instructions are to be available on site for each variety of podium and ideally be attached to the podium itself. Those who erect and use these podiums should be trained and competent. Ideally it will be someone with a PASMA or equivalent qualification, but this is not an absolute requirement.

All podiums are to be compliant with BS 8620:2016.

Ladders

Class 1 ladders are the **most suitable** for industrial jobs, with a maximum static vertical load of 175kg, making them the most heavy-duty products under BS2037 standard.

EN131 has replaced Class 2 and is suitable for trade use and has a maximum static vertical load of 150kg.

Class 3 ladders are not permitted to be used on site.

All work on site using ladders is to be risk assessed. This will take place during the issue of a permit to use stepladders/ladders and is to be managed by the Tétris Projects management team on site. Justification for the use of ladders above that of a podium, mobile tower or other safer access equipment is to be given, although it is accepted that in some tight areas, they may be the only suitable equipment to use. Ladders are only to be used for light duty work.

The use of ladders in open areas is to be directly challenged, as it is rarely the most appropriate safe option for construction works.

The securing and control of ladders in designated areas is recommended on site as good practice to prevent unauthorised use.

The person in control of site or work at height activities will ensure that:

- All ladders are of suitable and sufficient strength for the intended work.
- Ladders are placed on a firm footing, even firm surface, and that they are secured by tying or footed by another person. Where footed by a person that person must be protected from falling objects.

- Ladders will be positioned at the correct angle (75°).
- All ladders will be subjected to regular inspection before use and every 7 days when used on site.
- Work from ladders is carried out without the need for stretching to reach a work area.
- Ladders must not be painted, as this can hide defects.
- All ladders will be stored in a suitable storage area.

Suspended access and working platforms

Suspended access and working platforms including bosun's chairs cradles and rope access equipment will require professional risk assessment from suitably qualified personnel.

- All work involving suspended access or working platforms will be designed and planned by competent persons.
- All work using such equipment will be carried out by competent personnel.
- All safe working loads of such equipment and operating limitations will be suitably marked on the equipment or provided for communication to the person in control of its use.
- Records of all statutory tests and inspections of equipment are to be available on site.
- All personal training certificates will be available on site.
- Fixed stops will be positioned on all tracked access equipment.
- All equipment will be subjected to recorded statutory inspections.

Hop Ups

Hop Ups are to be a minimum size of **600mm x 600mm** unless justifiable with additional risk assessment. This will usually only be within tight areas for light duty low-risk work.

The Tetris policy should be referred to.

58. Powered Access Equipment

Any Mobile Elevating Work Platforms (MEWPs) are to have been specifically selected for the activity by a competent person.

Most fatal and serious injuries involving MEWPs arise from:

- **Entrapment:** operator trapped between part of the basket and a fixed structure, e.g., when maneuvering in confined overhead areas of steelwork. Operators may become trapped against the platform controls, and if this happens, they may not be able to stop the machine running.
- **Overtipping:** the machine may overturn throwing the operator from the basket.
- **Falling:** an operator may fall from the basket during work activities; and
- **Collision:** the vehicle may collide with pedestrians, overhead cables, or nearby vehicles.

These hazards should be identified within a risk assessment and suitable control measures put in place.

All UK operators are to have an IPAF card suitable for the machinery on which they wish to work. Other national and local legislation should be adhered to with only competent

personnel using MEWP equipment. In addition to formal training for the type of MEWP, operators should have familiarisation training on the controls and operation of the specific make and model of MEWP they are using. Proof of their qualifications will be recorded on a Record of Plant Operator PASMA and Scaffolder Checks by the Tétris Project management team.

In addition to the training and qualification requirements above, the following is to be adhered to:

- A programme of daily visual checks, regular inspections and servicing schedules should be established in accordance with the manufacturer's instructions and the risks associated with each MEWP.
- Operators should be encouraged to report defects or problems. Reported problems should be put right quickly and the MEWP taken out of service if the item is safety critical.
- The MEWP must be thoroughly examined at least every six months by a competent person or in accordance with an examination scheme drawn up by such a competent person.
- Areas of operation of mobile access equipment will be restricted to prevent people being struck by equipment and / or falling objects.
- Equipment will only be used on terrain for which it has been assessed as suitable.
- A suitably secured restraint or fall arrest harness and lanyard will be worn by all occupants of mobile access equipment if called for within the manufacturer's instructions.
- Keys to mobile access equipment will be controlled by the person in control of site.
- The maximum safe working load of equipment will be marked on sides of units.
- Suitable rescue procedures are to be in place to recover persons trapped in mobile access equipment.

The Tétris policy for Access Equipment including MEWPs, Podiums, Ladders and Hop Ups should be referred to.

59. Lifting Operations

All subcontractors conducting lifting operations on a Tétris project must comply with national Lifting Operations and Lifting Equipment Regulations relative to the provision, operation, inspection, and maintenance of lifting equipment and lifting accessories.

Most lifting operations will be classified as high-risk and therefore the HSSE Manager is to be involved in the approval of risk assessments and method statements in liaison with both the Tétris project team and the relevant subcontractor.

Competent appointed persons must be nominated to coordinate lifting operations on sites. This will usually be part of a package (e.g., a crane lift). Other nominated personnel involved in lifting operations are to be suitably qualified and competent for their duties and normally hold relevant IPAF, CSCS or CPCS cards.

Crane lift plans are to be submitted to the Tétris projects team at least 14 days in advance for checking and approval with HSSE Manager involvement.

Permit to Lift and Daily Lifting Schedules are to be used with relevant documentation including statutory certificates and registers for the lifting equipment and lifting

accessories copied by the site team and made readily available for inspection during inspection on the day or later audit for compliance.

60. Plant

All construction plant must be efficiently sized for the task, serviced, and maintained to ensure optimal performance.

All vehicles and plant on site must have a current certification and be regularly serviced to minimise exhaust emissions with maintenance records kept on site and made available on request. Plant must comply, or be retrofitted to ensure compliance, with the Non-Road Mobile Machinery (NRMM) regulations to reduce particulate matter.

Mobile plant must be suitably equipped with all round visibility aids e.g., CCTV or convex mirrors, audible warning devices etc. Warning signage must be displayed as appropriate to the site.

All items of mobile plant, which are at risk of turning over, e.g., forklift trucks, dumpers, rollers, etc., must be fitted with a roll over protection system such as roll bars and a seat belt which must be worn at all times by the operator.

All plant equipment must be inspected weekly. The equipment shall be taken out of use until any defects are repaired or the item replaced.

All items of plant brought to site must be operated in accordance with the manufacturer's specifications, current legislation and HSE guidance.

Operators must be suitably qualified, current, and competent and normally have appropriate CPC, ALLMI or NPORS cards.

Subcontractors must appoint competent, trained banksmen.

Vehicles and plant engines must not be left running when not in use and keys removed.

Passengers are not permitted to ride on mobile plant unless the manufacturer of the equipment has provided a safe position and additional seat.

No young person is permitted to operate any item of plant or act as a banksman unless being trained and under direct supervision of someone who has been trained and deemed competent.

The use of mobile phones whilst operating plant machinery is not permitted.

Plant including forklift trucks must not be loaded more than the manufacturer's instructions. Flashing beacons are always to be used where fitted.

Forklifts must not be used on public highways unless registration plates are fitted, a tax disc displayed, the vehicle is insured, and a flashing beacon is operated on the roof of the cab. Materials must not be carried on the machine unless they have been properly secured to prevent displacement.

61. Non-Road Mobile Machinery

A Record of Initial Plant Checks including Non-Road Mobile Machinery is to be completed on site. Ideally the information will be provided before plant is delivered to a project to avoid the need for Tétris project management team to refuse its use due to not complying with legislation. This will save our subcontractors needless lost time and resources. The required information includes:

- Item of Plant.
- Size of Plant (kW).
- Serial Number.
- Hire Company/Owner.
- Certificate Expiry Date.
- Engine Plate Number.
- Engine Category Letter.
- EU Emissions Stage.

Plant operated in the Greater London Area (GLA) and within M25 boundary (and future Low Carbon Emission Zones with emission restrictions) must be registered with the Local Authority for compliance with air emission controls.

Tétris policy for Plant (Including Non-Road Mobile Machinery) is to be consulted and distributed to suppliers of plant before delivery to avoid the chances of plant not being suitable and its use denied on site.

62. Hoists

The use of hoists on Tétris projects is to be appropriately managed from the pre-construction phase onwards with involvement of planners and the Temporary Works Coordinator as early as possible.

Hoists are to be designed specifically for their planned use. If their use includes the lifting of personnel, then all hoist operators in the UK must be CPCS trained and qualified. If the hoist is only to be used for materials, then a locally trained operator can be nominated, providing the HSSE Manager has given approval.

All hoists are to have signage displaying their safe working load (SWL), the maximum number of personnel (if any), warning signs and the names, photographs, and contact numbers of all nominated hoist operators on site.

Subcontractors can nominate individuals to the Tétris project management team if they wish if the individuals are suitably trained and competent.

63. Overhead Cables and Services

No work is to be started near overhead power cables without the approval of the Tétris project management team.

This will not be given until all risk assessments and method statements have been suitably checked and approved and the subcontractor has proved that all precautions to prevent contact with overhead lines as stipulated in UK HSE guidance note GS6 Avoiding Danger from Overhead Power Lines.

Due to the risk involved these risk assessments and method statements will also require assessment by Tétris HSSE Manager.

64. Underground Cables and Services

Before commencing with works that involve underground cables or services the Tétris project Utilities and Services Coordinator (USC) must be consulted with. The USC or their deputy will ensure that your works are planned in accordance with the requirements of the Service Avoidance Plan and that relevant permits are completed.

The risk of striking underground services and cables is ever present, and every effort should be made to avoid them by complying with Tétris policies and procedures and the information contained with the UK HSG47 document for Avoiding Danger from Underground Services.

A copy of the current Service Avoidance Plan should be requested from the Tétris project management team as soon as the requirement for works that may involve Underground Cables and Services is suspected.

65. Internal Services in Walls, Partitions, Ceilings and Floors

Before commencing with demolition or soft strip works that involve internal services in walls, partitions, ceilings, and floors, the Tétris project Utilities and Services Coordinator (USC) must be consulted with. The USC or their deputy will ensure that your works are planned in accordance with the requirements of the Service Avoidance Plan and that relevant permits are completed.

The risk of striking underground or hidden services and cables is ever present, and every effort should be made to avoid them by complying with Tétris policies and procedures.

A copy of the current Service Avoidance Plan should be requested from the Tétris project management team as soon as the requirement for works that may involve Underground Cables and Services is suspected.

66. Temporary Electrics

Tétris project teams should be consulted as soon as a requirement for temporary power is confirmed. For the most part, temporary electricity will have already been installed but in the case of 3 phase electricity supplies that may not be the case and it will have to be installed before you arrive on site.

A 110v supply will usually be installed on each Tétris project unless the scope of works does not warrant it, in which case transformers or battery-operated tools will be used.

All temporary electrics on site are to be inspected by a suitably qualified person every 3 months, with a certificate held and displayed on site by the Tétris projects team.

Electricity at Work legislation as well as JLL Global HSSE standards and Tétris policies are to be complied with.

67. Portable Tools and Electrical Equipment

All portable tools and electrical equipment are to be 'PAT' tested before use on any Tétris site. Tools and equipment will be inspected during the induction phase and any tools that do not have an in-date PAT test sticker or other evidence proving that it has passed a PAT test within the last 3 months will not be permitted on site.

Portable Appliance Testing (PAT) is the subcontractor's responsibility and no liability for a delay in works due to subcontractors arriving with out of date or non-tested equipment shall be taken.

All office and welfare equipment on site is to be tested every 12 months. If it is going to be regularly moved around the site, it should be more regularly tested. This would usually be the case with laptops, fridges, printers, photocopiers, and the like.

68. Hot Works

All Tétris projects are to comply with the requirements within the latest edition of the Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation. A copy of this is available from the HSSE Manager and is to be kept within the site safety folders.

All Hot Works on Tétris projects are to be managed using a Hot Works Permit. This permit is not to become a 'paperwork exercise' and is to be used as a tool for assessing risk and the location at which the hot works are to take place. It is to be completed by the Tétris projects team in cooperation with the relevant subcontractor, at the point of planned works.

Flashback arrestors are to be fitted to all oxygen and fuel gas regulators.

No painted metal will be cut or welded until advice is obtained and recorded on the precautions required.

Information must be obtained from suppliers of welding rods on health risks and precautions before work starts.

Welding or gas cutting in confined spaces is not to be carried out until sufficient ventilation methods are in place to enable safe operations to take place.

The subcontractor is to provide two relevant and sufficiently sized fire extinguishers for each hot works activity. They are to be included on subcontractor's weekly checks and be kept immediately available at the scene of the hot works.

Under no circumstances are fire extinguishers that have been put in place as part of the project fire strategy to be moved or planned to be used as part of a subcontractor's hot works activity.

All hot works permits must be signed off by the operative involved in the hot works on a shift or daily basis, normally one hour before leaving site. This is extended to two hours before leaving site on projects deemed as high-risk such as timber frame structures.

69. Transport and Banksmen

Where there is a requirement for the use of transport or plant on our sites a Construction Logistics Plan will be produced and maintained.

Subcontractors must familiarise themselves and their personnel with the requirements of the plan and ensure compliance.

The reversing of vehicles is to be avoided wherever practicable. If it is unavoidable then professionally trained banksmen are to be employed. This may be either a Tétris or subcontractor responsibility dependent upon the scope of work and agreed terms of contract.

Evidence of formal training is to be kept on site. Our preference is that banksmen in the UK have attended the Site Access Traffic Marshal course run by Construction Logistics so that we can move further towards full CLOCS compliance.

<https://www.clocs.org.uk/page/Site%20Access%20Traffic%20Marshal%20Training>

Vehicles owned by subcontractors or their employees, will be permitted to be parked on site only as directed and agreed by the Tétris project team.

Only vehicles, which meet all current standards of roadworthiness, may be brought onto site.

70. Lone Workers

Lone workers are those who work by themselves without close or direct supervision. This may include situations where only one person works on the premises, where people work separately from others, where people work outside normal hours or where people are "mobile" like service engineers. Employees conducting site and property inspections also fall into this category.

Where possible, lone working must be avoided.

Managers should ensure that when any lone working is undertaken, suitable reporting measures are implemented to maintain regular contact with the individual at risk. All persons working alone should have a suitable means of communication, such as a mobile phone.

If employees are working in high-risk situations a bespoke Risk Assessment must be undertaken, considering that lone working is being conducted. Such situations may include, but not be limited to:

- Work in confined spaces.
- Working on roof areas.
- Working on high voltage electrical systems.
- Working in extreme weather conditions.
- Staff who have an existing medical condition that may increase their risk of injury of working alone.

Tétris Lone Working policy should also be referred to.

71. Non-English-Speaking Workers

Any non-English-speaking workers on Tétris projects must be accompanied by someone who can help them through the induction process by means of interpreters and translators.

This will usually be a Site Safety Supervisor, but we know that is not always the case, and other operatives may be used to translate information during site specific induction and other training and briefings.

All operatives on Tétris projects must be able to understand basic safety related commands or understand information being passed across to them via translators. They should wherever possible be put to work with or nearby the translator to allow for effective communication on site.

72. Disciplinary and Recognition Procedures

Tétris have disciplinary and recognition procedures in place to reward those who display the highest standards on our projects and to manage those who perhaps do not. Whilst the use of yellow and red cards by our project management teams is rare, as we encourage them to deal with individuals in an appropriate friendly educational manner, there may on occasion be no choice but to issue a yellow or red card.

Typical reasons for the issue of these cards include:

- Not using appropriate Respiratory Protective Equipment.
- Smoking on site – other than in designated areas.
- Incorrect use of access equipment including mobile scaffolds, podiums, ladders, and MEWP's.
- Ignoring safety critical advice and directives.
- Climbing on handrails of scaffold towers or podiums.

More serious matters include:

- Threatening or violent behaviour.
- Criminal Damage on Site.
- Constantly ignoring safety critical advice and directives.
- Putting themselves or others at risk through horse play on site.
- Unauthorised use of mobile plant and equipment.
- Alterations of scaffolding by untrained unauthorised persons.

73. Project and Client Specific Requirements

Tétris have a generic set of Site Rules which must be adhered to, although there will also be cases where these are added to due to project and client requirements. This information should be communicated to all subcontractors during the pre-construction phase, especially where it is likely to result in additional charges or time required for an activity e.g., permit issue.

74. Working in Sensitive Establishments

All Subcontractors are to consider their surroundings and the establishments in which they are working.

This includes projects at places including schools, colleges, health care establishments, prisons and government or local authority owned buildings.

We expect all subcontractors to behave in a professional and courteous manner and use the opportunity to advertise not only for Tétris or your own company but for the construction industry in general.

Subcontractors are not permitted to engage in any conversation with school pupils.

Anyone displaying lewd behaviour or using foul and abusive language in a public place runs the risk of being removed from site and their employer informed.

Whilst we have inserted this section within the document about sensitive establishments, we would expect our supply chain partners and operatives to fully support this ethos on all our projects regardless of location.

75. Personal Protection Equipment (PPE) and Respiratory Protection Equipment (RPE)

The use of appropriate PPE and RPE is mandatory on all Tétris projects dependent upon the task being undertaken.

PPE however is to be the last resort and other control measures are to be put in place prior to its use wherever practicable.

Tétris Site Rules

The following PPE is required when on sites managed by Tétris:

- Safety helmet.
- Safety footwear.
- Hi-visibility vest or jacket.
- Safety gloves.
- Safety glasses.

The wearing of shorts on Tétris sites is permitted, if it has been risk assessed and this assessment recorded within subcontractor risk assessments and method statements and agreed by the Project Team. Clothing worn on construction sites must protect against hazards. Wearing shorts could leave the lower leg vulnerable to various injuries that could become infected, as well as weather conditions and trade specific hazards (such as overexposure to UV light when working with arc welders, or exposure to cements and concretes).

Risk Assessment

The need to provide additional PPE or RPE shall be determined from the process of hazard identification, risk assessment and development of risk control measures. This will usually be done by our subcontractors.

Consideration must be given to the need for protecting persons who are working nearby or passing close to hazardous areas.

Thank you

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