

## Objectives & Purpose :

- To set up the health and safety requirements to support Equans' **strong ambition and values** which are to keep everyone, on every site, every time, everywhere in the world, ALL SAFE
- To learn from serious events as well as from the most frequent accidents **and share the rules that have been demonstrated to effectively protect** all employees
- **To go beyond legislation or customer standards where necessary** with the objective to do what is needed to reach zero fatal or serious accidents
- To become the recognized leader in Health and Safety by setting the highest standards



## BEFORE WE START

**ALWAYS** prepare the job site, conduct a risk assessment & pre-start briefing



## Lifting activities

**ALWAYS** keep clear of loads and lifting/moving activities  
**ALWAYS** follow safe lifting practices



## ARE WE FIT TO START?

**Drugs & alcohol**  
**NEVER** work or drive under the influence



## Confined spaces

**NEVER** enter a confined space unless authorised and permitted



## Protective Equipment and Tools

**ALWAYS** wear the appropriate PPE and use the correct tools



## Hot work, fire and explosion

**NEVER** perform hot work before the fire or explosion risks have been eliminated



## WE WORK SAFELY

**Fall from height**  
**ALWAYS** put in place collective measures to prevent falls from height and falling objects  
**ALWAYS** wear your body harness as a second measure



## Stability of excavations and structure

**ALWAYS** ensure trenches/excavations are secured and structures are stable



## Dangerous energy

**ALWAYS** Verify that there is no live energy (mechanical, chemical, electrical, fluids under pressure, etc.) before starting work



## Health

**ALWAYS** ensure the environment is healthy (chemical, dust, fumes...) and adapt the job to the person (ergonomics)  
**ALWAYS** stay focused when using hand-held devices



## Plant, vehicles & traffic management

**ALWAYS** stay out of the path of moving vehicles, plant and equipment and keep eye contact with the driver



## STOP! Shared vigilance!

**ALWAYS** stop work or stop a colleague when feeling unsafe and ask for support

## Detailed Guidance on Rules

As appropriate to the business and relevant to the activities

# 1

## PREPARATION RISK ASSESSMENT PRE START BRIEFING



- Works are planned with appropriate consideration to health and safety
- A risk assessment identifying suitable control measures is in place with clear roles and responsibilities outlined
- Ensure that you have read and understood the relevant risk assessments and method statements
- Before work starts, a pre-start briefing is held with all personnel, temporary workers and/or subcontractors
- Briefings must:
  - focus on the risks associated with the task(s)
  - take account of dynamic risks e.g. weather conditions, passing traffic, other contractors etc.
  - be performed at the work location wherever possible
  - be recorded and readily available
- Before starting a task, conduct a point of work/dynamic risk assessment to ensure the control measures are suitable and sufficient
- Identify any additional hazards and put suitable control measures in place

**ALWAYS** prepare the job site, conduct a risk assessment and pre-start briefing

# 2

## DRUGS ALCOHOL



**NEVER** work or drive under the influence of drugs or alcohol

- Distribution or being under the influence of drugs or alcohol at work or whilst driving is prohibited
- Possession of illegal drugs, substances or alcohol at work is prohibited
- Inform your line manager if you are taking prescribed medication if you have been advised that it may affect your ability to carry out your work safely
- An Employee Assistance Programme (EAP) is available to help employees address drug or alcohol dependence
- Awareness must be raised with personnel regarding:
  - the dangers and consequences of being under the influence of drugs and/or alcohol and the increased risk of accidents
  - signs and symptoms of drug or alcohol abuse e.g. erratic behaviour, excessive tiredness etc.
  - the importance of making healthy lifestyle choices
- In compliance with policy arrangements, an employee, temporary worker and/or a subcontractor, on site or in offices can be drug or alcohol tested on a random basis or in cases where signs or symptoms are suspected

# 3

## PROTECTIVE EQUIPMENT AND TOOLS



- **Personal Protective Equipment** must be appropriate to the risk associated with the task and local rules. It must be suitable and sufficient and fit for purpose
- It must be comfortable for the individual and maintained in good order
- **Construction and Infrastructure Sites:** the minimum PPE is:
  - hard hat with chin strap
  - safety footwear (steel toes and midsole)
  - high visibility clothing
  - safety gloves, as identified in the risk assessment
  - protective eyewear and hearing protection, as identified in the risk assessment
  - further specialised PPE and training may be required based on the task or the results of a risk assessment
- **Operational sites:** (premises under Facility Management contracts) PPE must be appropriate to the site requirements and the risk assessment - for example items such as bump caps may be permitted. Where hard hats are required, these must be worn with chin straps.
- **Tools & Equipment:** must conform to suitable standards. Always make sure they are inspected, maintained and in good condition before use.
  - Always make sure that the correct tool for the task is used and that users are trained and competent
  - Dangerous parts of tools and machinery must be adequately guarded. Removing, modifying or tampering with guarding is prohibited

**ALWAYS** wear the appropriate PPE and use the correct tools



# 4



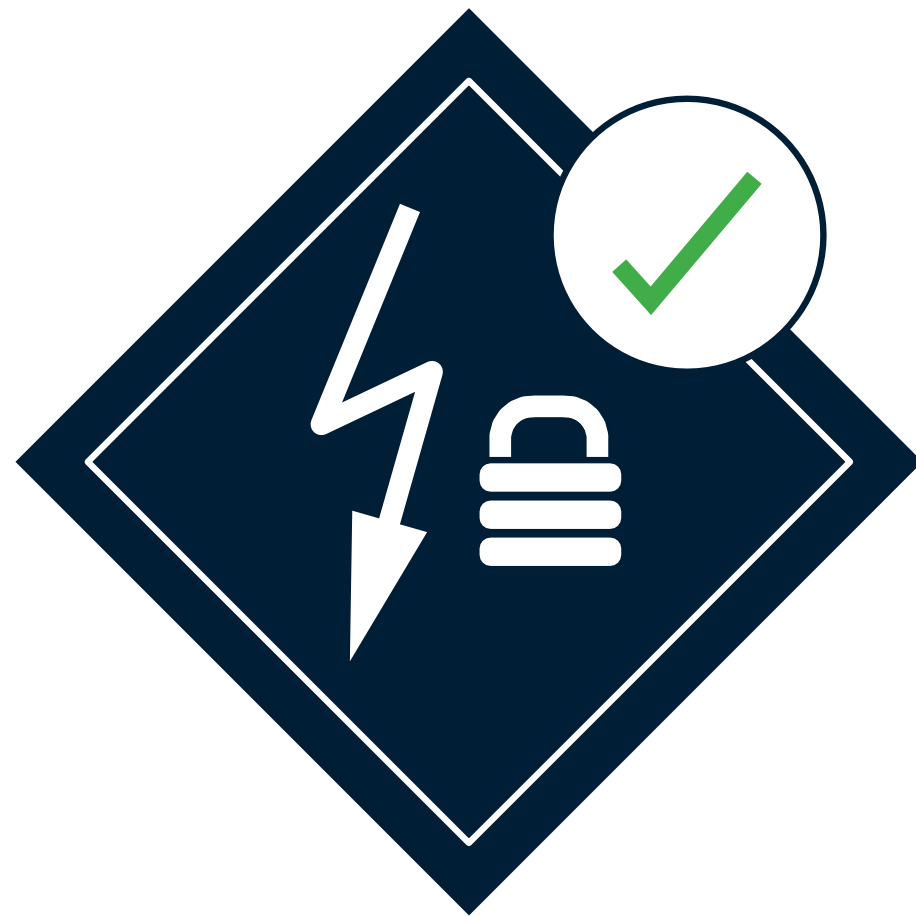
## FALL FROM HEIGHT



- Managing work at height follows a hierarchy of controls – avoid, prevent, arrest. Avoid the need to work at height wherever possible e.g. lowering equipment to ground level prior to maintenance, reach and wash window cleaning from ground level etc.
- When work at height cannot be avoided, collective fall protection is preferred (fixed barriers, temporary barriers or scaffolding etc) over individual fall restraints (Latchway systems etc)
- Fall arrest systems (safety netting etc) must only be considered as a last resort if other safety equipment cannot be used
- Where a risk assessment requires full-body harnesses to be worn, the lanyard must be adequate and fixed to an approved anchor point. Harnesses must be worn while working within a MEWP, where equipment has an approved anchor point
- Those working at height must be formally trained and competent and there must be a suitable fall rescue plan in place which forms part of the safe system of work (SSoW)
- All equipment used for work at height or fall protection is formally inspected in accordance with statutory requirements. Equipment must have pre-use checks.
- Fragile surfaces e.g. floors and roofs etc. must be assessed, and effective protection means must be implemented. Floor/roof openings (including temporary ones) are physically secured to prevent falls. Appropriate signage must be used.
- Use of ladders or step ladders for work at height is prohibited. In exceptional circumstances such as where there are environmental constraints, their use will be subject to a formal risk assessment
  - Where used, three points of contact must be maintained and overstretching beyond the vertical sides of the ladder must be avoided
  - Ladders can be used for access and egress if they are secured
- When working at height, special attention must be given to the risk of falling objects. Suitable prevention measures such as: tool lanyards, kick boards, netting, support fans and sufficient exclusion zones must all be considered

**ALWAYS** put in place collective measures to prevent falls from height and falling objects.  
**ALWAYS** wear your body harness as a second measure.

5



**ALWAYS** Verify that there is no live energy (mechanical, chemical, electrical, fluids under pressure, etc.) before starting work

## DANGEROUS ENERGY

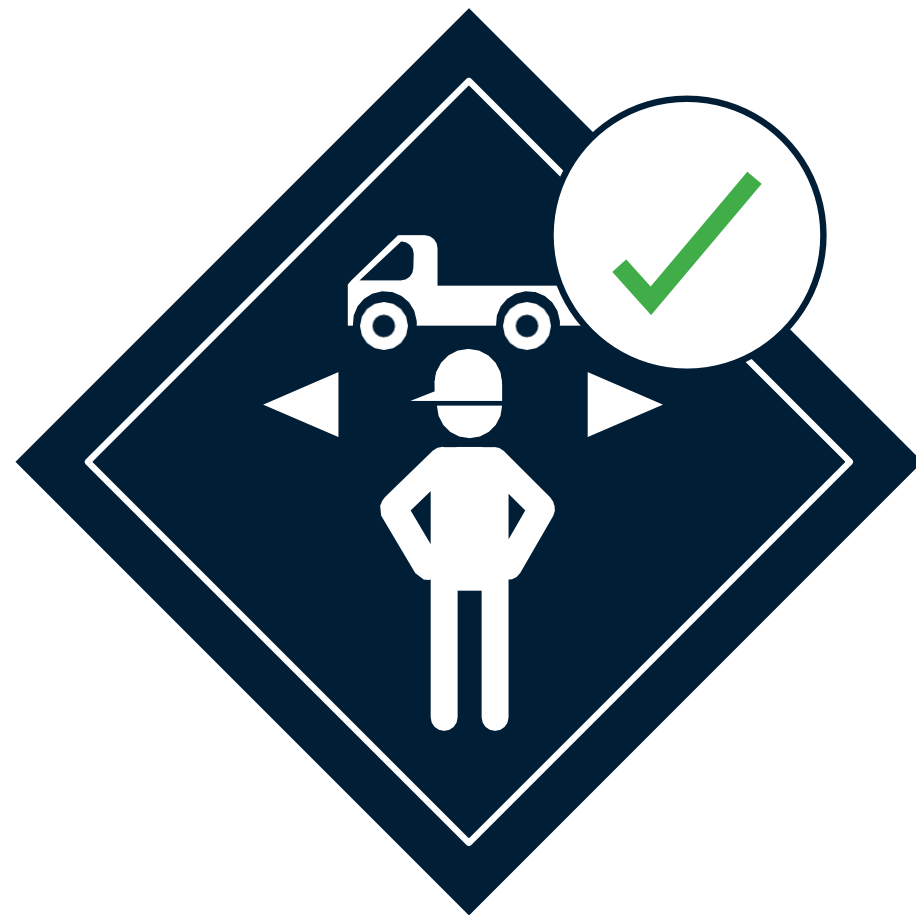


- All personnel working on energised systems must be trained, competent and this may include appointed
- Formal Lock Out/Tag Out (LOTO) procedures must be implemented before maintaining, servicing, repairing or testing (excluding live testing)
  - this applies to all kinds of energy (electrical, mechanical, hydraulic, pneumatic, steam, hazardous liquids and gas) and the means of intervention and protection
  - all isolations must be documented (permits, signage etc)
  - a system must be in place to prevent unexpected re-energization (for example LOTO kits)
- Always check for the absence of residual energy prior to any intervention on any equipment (by testing)
- For testing zero energy state on any electrical equipment, the appropriate authorised equipment must be used in accordance with the Electrical and Mechanical Safety Rules and procedures
- Safe working procedures will be formalised for testing and commissioning activities
- Identify hidden services by ensuring there is a service avoidance plan in place
- Establish control measures before working in proximity to underground, overhead or other utilities
- For third party isolations:
  - an agreed framework must be established and documented
  - roles and responsibilities must be established and clearly defined
  - a Permit to Work or formalised document must be issued prior to works commencing, certifying that all energies are isolated



# 6

## PLANT, VEHICLES TRAFFIC MANAGEMENT



**ALWAYS** stay away from moving vehicles, plant and equipment and keep eye contact with the driver

- On premises and sites under our control, a traffic management plan must be established and will include:
  - segregation of pedestrians and vehicles
  - speed limits
  - parking / loading zones / crossing zones / adequate lighting
  - one-way systems wherever possible, to minimise the need for reversing
  - trained banksmen must be used when required e.g. large plant/vehicles, blind spots, poor lighting etc.
  - the Traffic Management Plan must be communicated to all relevant parties
- All drivers must have current driving licence. Operators must be trained, competent and familiarised with the plant that they are operating
- In any vehicle or plant, never handle the phone or communication device or be distracted when driving or operating the plant
- Seat belts must be worn when operating ride-on plant. Where applicable ride-on plant (including forklift trucks) shall be provided with:
  - amber roof mounted beacon to warn of plant in use
  - a green roof mounted beacon to confirm that the seat belt is being worn
  - audible reversing alarm
  - roll over protection system (ROPS)
  - falling object protection system (FOPS)
- Plant and vehicles must be maintained, formally inspected and subject to a documented pre-use inspection
- Works on the highways are subject to the requirements of relevant legislation. Persons shall be segregated from the hazards of passing traffic by:
  - road closure
  - traffic management e.g. temporary traffic lights, stop / go boards
  - signing , guarding and lighting

# 7

## LIFTING ACTIVITIES



- A lifting plan must be issued by a competent person PRIOR to any lifting
- The Lifting Plan – as a minimum must:
  - check that the lifting equipment, environment and ground conditions are adequate to the load
  - include a lifting sketch showing the configuration
  - explain who does what tasks in the lift
  - identify a person(s) responsible for the lift who will be present on site
  - ensure that all persons involved in the lift have relevant competencies for the role they are fulfilling
- Copies of risk assessments, method statements and lift plans must be available for review and consultation with Temporary Works
- Ensure exclusion zones are suitable and sufficient around the lifting operations to ensure personnel keep clear of lifting activities. No lifting over personnel or oversailing
- Never stand under or between a suspended load and a fixed object
- Always use handles, taglines, and push sticks to move suspended loads – never use your hands.
- Loads and individual items must be secure before lifting. Loose items must be securely bundled or placed within a suitable container.
- Test certificates and records of inspection must be available for all lifting equipment. Accessories must be individually identified, tagged, and recorded in a LOLER register. A visual inspection of all accessories must be carried out each time before use.

**ALWAYS** keep clear of loads and lifting activities  
**ALWAYS** follow safe lifting practices

# 8



**NEVER** enter a confined space unless authorised and permitted

## CONFINED SPACES



- A confined space is one which is both enclosed or largely enclosed and has a reasonably foreseeable specified risk to personnel of:
  - fire
  - explosion
  - loss of consciousness
  - asphyxiation
  - drowning
- All confined spaces must be identified with a risk assessment. This will include an evaluation for an alternative method that doesn't require entry
- Clear roles and responsibilities must be established, including appropriate training requirements and appointments
- A confined spaces permit must be in place and include:
  - emergency arrangements and rescue plan
  - equipment for monitoring and personal protection must be inspected and tested prior to entry
  - ensure that energy sources are isolated
  - testing arrangements to ensure there is no hazardous atmosphere e.g. oxygen enrichment / depletion or other hazardous gases
  - the atmosphere shall be tested and monitored before and throughout the duration of the work
- A trained and competent person must also be in place to monitor arrangements, facilitate evacuation in the event of an emergency and ensure adequate means of communication
- DO NOT enter the confined space if an emergency occurs: implement agreed rescue plan
- Regularly test emergency arrangements and plans for effectiveness

# 9

## HOT WORK FIRE EXPLOSION



**NEVER** perform hot work before the fire or explosion risks have been eliminated

- All hot works shall be risk assessed and include an evaluation for the removal of hot works
- Those undertaking hot works must be trained and competent in the tasks being performed
- Ensure that a hot works permit is issued for welding, cutting, grinding and any activity that creates sources of ignition
- Specific fixed locations must be risk assessed i.e. welding bays which are not subject to hot work permits
- The hot works permit shall include adequate risk controls i.e. appropriate fire extinguishers, the removal/shielding of combustible materials, covering all openings with fire resistant material, heat mats etc.
- Hot Works Permit shall be subject to appropriate authorisation
- Ensure the area is continuously monitored and under surveillance on completion of the hot works (i.e. firewatch, cooling down period)
- Ensure emergency arrangements are in place and effectively communicated

# 10

## STABILITY OF EXCAVATION & STRUCTURE



### Excavation:

- Excavations and trenches must be designed to avoid any risk of collapse or suffocation i.e. using trench boxes, shoring, battering, stepping back etc. These may be subject to Temporary Works approval
- A safe distance must be always maintained from the excavation by people, plant, vehicles, equipment, material or spoil
- Adequate means of access and egress must be identified and secured (metal platform, staircase, secured ladders etc.). Where ladders are used, they must be extended above the excavations so that personnel can step on or off safely
- Excavations must be adequately protected in accordance with the risk assessment and all permit requirements must be followed
- Excavations must be inspected prior to works or any changes, and in line with statutory requirements

### Temporary structure:

- Temporary structures, equipment or materials (formwork, scaffolding, propping, etc) must be designed, installed and constructed as per approved technical guidance and methodology
- All temporary structures must be stabilised and placed on solid, stable ground. Depending on the weight, ground conditions may have to be tested prior to being loaded
- Their stability and integrity must be assured and maintained throughout all phases of the works
- Temporary Works Management shall be followed including phased Temporary Works permit process

**ALWAYS** ensure trenches/excavation are secured and structures are stable

# 11

## HEALTH



- Activities or substances hazardous to health which may impact individuals must have risk prevention procedures in place (asbestos, silica, lead, noise, vibration). These may include the following:
  - health monitoring and surveillance
  - atmosphere monitoring
  - exposure controls
  - training and PPE
- There are procedures in place to address:
  - health and wellbeing
  - ergonomics – for example display equipment
  - accessibility requirements

**ALWAYS** ensure the environment is health (chemical, dust, fumes...) and adapt the job to the person (ergonomics)  
**ALWAYS** stay focused when using hand-held devices



# 12

## STOP ! SHARED VIGILANCE



- Everyone is empowered to stop any unsafe activities or condition, whether caused by Equans, the customer/client, or by a supply chain partner; ask for support if required
- The supervisor/manager must be informed immediately
- Work can only resume once the appropriate control measures are in place and it is safe to do so
- The STOP is recorded; actions are managed, and lessons learned are communicated

**ALWAYS** stop work or stop a colleague when feeling unsafe and ask for support