

Creating a Safe and Sustainable Environment

Project Safety, Health, Environment, Wellbeing and Quality (SHEQ) Standard, incorporating the Codes of Conduct for Morgan Sindall and subcontractor operations

Contents

1. Introduction 2

2. Entry to site 3

3. Hazardous substances 3

4. Pre-agreement as to safe work procedures..... 3

5. Services and operating processes..... 4

6. Statutory improvement, prohibition, notice of contravention and other notices..... 5

7. Sustainable timber sources..... 5

8. Vehicle drivers, including delivery drivers 5

9. Work Related Road Risk (WRRR)..... 6

Definitions..... 7

Abbreviations..... 8

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	1 of 8

Creating a Safe and Sustainable Environment

1. Introduction

The Creating a Safe and Sustainable Environment (CASSE) is being incorporated within [SHEQ STD 02 Infrastructure Site Standards](#).

The below sections can be found within [SHEQ STD 02 Infrastructure Site Standards](#).

- General
- Asbestos
- Confined Space
- Demolition
- Electricity
- Electric generators
- Emergency procedures
- Environmental aspects and impacts
- Excavations
- Explosives and sources of ionising radiation
- Fire precautions
- First aid and welfare facilities
- Installation and commissioning of lifts
- Lifting operations and lifting equipment
- Lone working (individuals working alone)
- Material handling
- Noise at work
- Non-English speaking personnel or persons with communication difficulties
- Occupational health and wellbeing
- Permits to work
- Introduction to Plant
- Personal Protective Equipment
- Quality management
- Reporting of accidents and dangerous occurrences
- Safety representatives, safety committees and worker engagement
- Scaffolding
- SHEQ inspections
- SHEQ professionals
- Substance misuse (drugs and alcohol)
- Temporary works / false work / form work
- Traffic management and People Plant Interface
- Void and hole protection
- Waste management
- Work at height
- Work in occupied premises
- Young / inexperienced persons.

Sections not currently included within [SHEQ STD 02 Infrastructure Site Standards](#), are below, however, please note these will be included within revision 3 of the site standards and subsequently the CASSE will be withdrawn following the inclusion.

If you do have any queries with the migration of the CASSE and Site Standards, please contact us via safe@morgansindall.com

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	2 of 8

Creating a Safe and Sustainable Environment

2. Entry to site

- 2.1. A number of Morgan Sindall projects operate a pre-registration system prior to arrival and site orientation on site; this will be clarified during the contract pre-let meeting with the relevant business unit. In some instance the system used may be differ dependant on the business unit.
- 2.2. All persons, including visitors, on initial arrival to site or designated control point, shall report to Morgan Sindall site management and register attendance. All persons are also required to sign / log out when leaving the site. This may include the use of biometric systems.
- 2.3. All persons will attend an appropriate induction / orientation at a time notified by Morgan Sindall. Failure to attend at the prescribed time may result in a referral to a later appointment, at subcontractors cost.
- 2.4. An approved skill card relevant to the trade or occupation will need to be provided at the time of induction, without which access will be denied.
- 2.5. Employees and contractors must only enter parts of the site they are authorised to.
- 2.6. Visitors, having attended a specific visitor's induction / orientation, must be accompanied at all times by a competent person who has undertaken a full induction and is familiar with the site layout.
- 2.7. No person working on the project may park vehicles in Morgan Sindall car parks or on the site without permission. Where permission is granted, direction will be given as to the parking areas to be used. Morgan Sindall reserves the right to check the contents of vehicles both on entry to and exit from the car park or site and if necessary to make a search of such vehicles and their occupants.

3. Hazardous substances

- 3.1. A Control of Substances Hazardous to Health (COSHH) coordinator will be appointed by Morgan Sindall for each project or as appropriate on more complex projects. This coordinator will discuss and oversee the use of the hazardous substances to ensure that adequate controls are provided. Where more than one COSHH coordinator is appointed a lead coordinator will be designated to coordinate the information. A COSHH register must be kept on site and be regularly updated to reflect the presence and use of hazardous substances.
- 3.2. For every hazardous substance brought onto site, or discovered during the works, a material safety hazard data sheet and appropriate COSHH assessment shall be provided. A COSHH risk assessment will be undertaken by either Morgan Sindall (for direct works) or relevant contractor to detail the hazardous properties and specific control measures to be taken. Health surveillance shall be undertaken as necessary, with adequate records kept. The assessment must include the risks during use, storage and disposal. Morgan Sindall will notify persons on site if the use of any substance could affect others.
- 3.3. All persons utilising or affected by COSHH substances will be subject to a briefing / Toolbox Talk (TBT) relevant to the specific COSHH assessment. Records of such briefing will be maintained by the project team.
- 3.4. Hazardous substances, including hazardous waste, must be stored in secure, and where necessary, banded areas at least ten metres from watercourses and drains with any lids / screw caps secured when not in use. Material / substances packaging (containers), should be returned where possible to the supplier for re-use / recycling.
- 3.5. When substances are decanted into smaller containers, safety labels must be transferred to the new vessel. The practice of decanting chemicals and substances into smaller containers is to be discouraged at all times.

4. Pre-agreement as to safe work procedures

- 4.1. A Safety, Health Environment and Quality (SHEQ) prestart meeting will be held for each subcontractor prior to commencing work on any Morgan Sindall project. This may be repeated if the contractor undertakes phased

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	3 of 8

Creating a Safe and Sustainable Environment

works which require absence from the site for an extended period of time.

- 4.2. Risk assessments and, where identified, Safe System of Work (SSOW) will be produced for all work activities on Morgan Sindall projects. Work will only commence after these documents, if applicable, are agreed as acceptable by Morgan Sindall management and briefed to those undertaking the task or activity. Where there is a significant change in the work procedure that is likely to result in a deviation from the agreed SSOW, work must stop until the risk assessments etc. are revised, agreed and re-briefed to the workforce.
- 4.3. Risk assessment, SSOW and work package plans must be assessed in line with the Morgan Sindall's [SH1 FRM 05](#) Tracking and Content Sheet, which must be completed in full before the works commence. Where a subcontractor sub-lets work, it shall still ensure an adequate and suitable risk assessment is produced. Where this indicates a requirement for written controls, a SSOW or method statement shall be produced by the sub-subcontractor. This will require approval of the employer (the sub-let contractor), the subcontractor and acknowledgement by Morgan Sindall.
- 4.4. Subcontractors must provide their risk assessment and other control documents at least **five** working days prior to their commencement on site.
- 4.5. Where Morgan Sindall or one of its subcontractors assumes a design responsibility, 'Safe and Healthy by design' must be applied. This includes risk management techniques during the design process, to eliminate or minimise risk which could arise during construction, maintenance and repair of the structure and its associated parts. A process must be established in respect of any residual risks to keep them under regular review.
- 4.6. Subcontractors must cooperate, where applicable, in the overall design process with Morgan Sindall, the principal designer and any other designers who have an interface or input into the project. They should agree with Morgan Sindall as to the provision of common facilities, plant, equipment, etc.
- 4.7. Morgan Sindall and subcontractors must identify, in conjunction with the principal designer, their input into the health and safety file and establish, or comply with, procedures for its production and compilation.
- 4.8. Cooperation is an essential element of Construction Design and Management (CDM) and contractors must co-operate with each other and with Morgan Sindall. In particular, co-operation measures will include:
 - Complying with these standards and any other conditions defined within the contract and the Morgan Sindall management plans
 - Identifying hazards and assessing the risk they pose from their work and communicating this to others
 - Consulting with Morgan Sindall about risks arising from the works of Morgan Sindall or contractors to ensure the proper coordination of control measures
 - Ensuring the standards applied to plant, equipment, systems of work and the workplace under its control comply with these standards and are adequate at all times
 - Providing information to the workforce and affected third parties on the risks associated with their work and the preventative and protective measures being taken to ensure their health and safety and the protection of the environment.

5. Services and operating processes

- 5.1. Before commencing any work which is likely to affect any operating process, machinery, or service, permission shall be obtained from Morgan Sindall site management. This also applies to the coupling in of any compressed air line, steam line, oxygen line, vacuum, fuel line or other similar service.
- 5.2. Pressure testing of services must only be undertaken following written approval by Morgan Sindall, written notice of intention to test must be submitted by the person undertaking the testing at least three days prior to the planned operation.
- 5.3. Hydrostatic testing shall be used as the default method for pressure testing of services. If, for technical reasons, air or gas pressure testing is unavoidable the subcontractor must obtain formal written permission from the system designer and agree testing procedures with the designer and Morgan Sindall. A detailed SSOW procedure shall be provided.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	4 of 8

Creating a Safe and Sustainable Environment

6. Statutory improvement, prohibition, notice of contravention and other notices

- 6.1. Where any notice is served or letter or communication received from any enforcing authority, a copy must be sent to senior management without delay. Subcontractors must provide Morgan Sindall with a copy of any correspondence received.

Contractors are responsible for any costs incurred directly as a result of enforcement action.

7. Sustainable timber sources

- 7.1. It is Morgan Sindall's policy to only use sustainably and responsibly sourced certified timber and timber products, on all sites, in line with legislation.
- 7.2. Subcontractors and suppliers are expected to operate in accordance with this policy, by providing evidence on the quantity, type, source, and certification status of any timber and/or timber products brought onto site. Chain of custody certification includes Forest Stewardship Council (FSC) or Programme for the Endorsement of Forest Certification (PEFC).
- 7.3. Where chain of custody evidence, such as PEFC or FSC is not provided, then Morgan Sindall has the right to refuse delivery of the relevant timber on to site.
- 7.4. Where timber is found on site, without the necessary accompanying chain of custody evidence, this will be investigated by Morgan Sindall and a robust corrective plan put in place. This applies to timber purchased by our subcontractors and client supplied timber and timber products.

8. Vehicle drivers, including delivery drivers

- 8.1. The following requirements apply to all vehicle drivers, including those delivering and picking up materials, plant or personnel to Morgan Sindall sites:
 - All drivers must report to and sign in at the site offices on arrival
 - All vehicles shall be subject to inspection to ensure they are safe to be operated. All vehicles must be maintained in accordance with the manufacturer's maintenance schedules. Records / any appropriate certificates of examination, etc. should be made available for inspection
 - No person should ride on vehicles without a proper seat fitted. Rollover Protective Structure (ROPS) must be fitted to vehicles without cabs and seat belts worn at all times
 - No driver shall tow unless licenced to do so (category B+E)
 - The site speed limit specified for the project must not be exceeded
 - Do not reverse vehicles that do not have all round visibility without using a vehicle marshal
 - Park where instructed. Do not obstruct roads, footpaths, access points or loading areas, reverse parking should be a minimum consideration in all project and office car parking locations
 - The driver must comply with the Morgan Sindall Personal Protective Equipment (PPE) minimum standards, when outside the cab, (head, foot, hand and eye protection and wear high-visibility clothing. Other PPE may be required as dictated by Morgan Sindall)
 - Keys are not to be left in unattended vehicles. Engines must not be left running when the vehicle is unattended
 - Operatives should drive according to weather conditions, using lights as required
 - Stay in the cab during loading / unloading unless instructed otherwise
 - Beware of plant operating around your vehicle
 - Specific operating of any vehicle's component parts such as the closing and opening of tailgates is the responsibility of the driver. Do not ask or expect any other person to do this for you
 - Work in accordance with any risk assessments or systems of work that are applicable to the work
 - Mobile phones or hand free device shall not be used or programmed whilst driving or whilst involved in any activity associated with the vehicle, even with hands-free equipment

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	5 of 8

Creating a Safe and Sustainable Environment

- Any spillage of vehicle fluids must be reported to the Morgan Sindall management so that the appropriate clean up procedures can be instigated
- No children or pets are permitted in cabs / vehicles.

Articulated tippers should only be used as a last resort and where an appropriate risk assessment has been carried out to determine the risk of overturning during tipping. It must take into account, the terrain, the gradient of the tipping area and the material being transported. If used, articulated tippers must have risk assessment related to their tasks. Articulated tippers are to have remote opening tailgates and sheeting to prevent dust or debris from spilling the loads. They must also have rear fitted Closed Circuit Television (CCTV) cameras to aid visibility.

9. Work Related Road Risk (WRRR)

- 9.1.** WRRR is an ever-growing issue in the construction industry, and Morgan Sindall considers the management of such issues to be fundamental in maintaining a safe and healthy environment outside of the boundaries of our construction projects. As part of Morgan Sindall's commitment to extending safety management outside of the project boundary, all subcontractors and suppliers who work on behalf of Morgan Sindall are to be fully conversant with the Construction Logistics and Cyclist Safety (CLOCS) standard.
- 9.2.** Fleet operators shall ensure that any vehicle routes to sites or premises specified by Morgan Sindall are adhered to unless directed otherwise. Fleet operators shall properly communicate any routing and access requirements provided by Morgan Sindall to all drivers accessing a site.
- 9.3.** Fleet operators shall ensure that all drivers (including those exempt or not in scope of Driver Certificate of Professional Competence) undergo approved progressive training and continued professional development specifically covering the safety of vulnerable road users. Fleet operators shall ensure that a system is in place to ensure all drivers hold a valid licence for the category of vehicle they are tasked to drive and any risks associated with endorsements or restriction codes are effectively managed.
- 9.4.** All requirements of this section (WRRR) would also apply to any sub-let packages, for example where materials are delivered to a Morgan Sindall project on behalf of a subcontractor.
- 9.5.** Morgan Sindall has in place a monitoring system to check compliance with Freight Operator Recognition Scheme (FORS). Morgan Sindall reserves the right to carry out vehicle and driver audits when they attend any Morgan Sindall project. The purpose of this is to ensure compliance with the above, and to issue non-conformances as necessary. Non-conformance, depending on severity may result in vehicles being refused entry to a project. Repeated issues of non-conformances may result in formal contractual action being taken.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	6 of 8

Creating a Safe and Sustainable Environment

Definitions

Morgan Sindall

Morgan Sindall Construction and Infrastructure Limited, the construction and infrastructure division of Morgan Sindall Group plc.

Employee

Any person working directly for Morgan Sindall, whether on a permanent contract, agency or part time basis, or any employee working directly for a subcontractor.

Site

Any site or premises owned, occupied or controlled by Morgan Sindall as referred to or defined within the subcontract.

Subcontract

The agreement between Morgan Sindall and the subcontractor.

Subcontractor

Any person, firm or company or combination thereof (including any employee, servant or agent thereof) that enters into a subcontract or sub-subcontract.

Sub-subcontract

Any agreement between the subcontractor and any other subcontractor or any agreement relating to any subsequent or lower tier within the contract hierarchy.

Supplier

Any person, organisation or combination thereof, who supplies articles, equipment and/or materials to or from Morgan Sindall or a subcontractor and any sub-subcontractor.

Standards

This document consisting of the Morgan Sindall minimum requirements.

Use of work equipment

The use of work equipment means any activity involving work equipment and includes starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

Work equipment

Work equipment is any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not). This includes equipment which employees provide for their own use at work. The scope of work equipment is therefore extremely wide.

Work or services

The work or services to be performed by a subcontractor under or in accordance with the relevant subcontract or sub-subcontract.

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	7 of 8

Creating a Safe and Sustainable Environment

Abbreviations

CASSE	Creating a Safe and Sustainable Environment
CCTV	Closed Circuit Television
CDM	Construction Design and Management
CLOCS	Construction Logistics and Cyclist Safety
COSHH	Control of Substances Hazardous to Health
FORS	Freight Operator Recognition Scheme
FSC	Forest Stewardship Council
PEFC	Programme for the Endorsement of Forest Certification
PPE	Personal Protective Equipment
ROPS	Rollover Protective Structure
SHEQ	Safety, Health, Environment and Quality
SSOW	Safe Systems of Work
TBT	Toolbox Talk
WRRR	Work Related Road Risk

Document Reference	Process Parent	Revision Status	Document Owner	Date	Page
SHEQ STD 01	SH PRO	Rev 4	Carole Bardell-Wise	August 2023	8 of 8