

Milestone Infrastructure Health, Safety, Wellbeing and Environment Minimum Standards [External]

MIL_STD_MIN_001A

This Policy shall be made available through MIMS and its issue notified to relevant employees through appropriate form of communication.

An Appointed Person shall review this document annually to re-affirm its conformity to the current requirements of company Policy or immediately if its contents are deemed to be no longer valid.

An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below. Revisions shall be identified by a number and shall replace the previous revision.

Document Reviews			
Date	Revision	Document Owner/ Reviewer	Summary of changes
02/09/2022	01	Head of Health, Safety and Wellbeing	First Issue – New document version for External parties – appendices only – no links.
09/01/2024	02	Head of Health, Safety and Wellbeing	<p>Updated in line with Milestone Internal Minimum Standards document</p> <ul style="list-style-type: none"> Section 20 updated to include High Visibility Trousers Full updated following procedural updates and references in line with the Handbook Updated prohibited items section in relation to Semi-Automatic Quick Hitches. <p>Updates to appendices for external website.</p>

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1. Introduction

This document outlines the Health, Safety, Wellbeing and Environment (HSWE) standards with which all personnel are required to comply when undertaking work on Milestone Infrastructure projects or contracts. This includes the supply chain, who must be able to demonstrate that they have appropriate HSWE management systems in place, monitoring, and control processes to comply with these and the additional requirements set out in these standards.

HSWE Minimum Standards have been developed through experience and are the link between Milestone Infrastructure’s policies and detailed processes for ensuring people and the environment are free from harm. The standards must be interpreted in context of all elements of the HSWE management system (see figure 1).

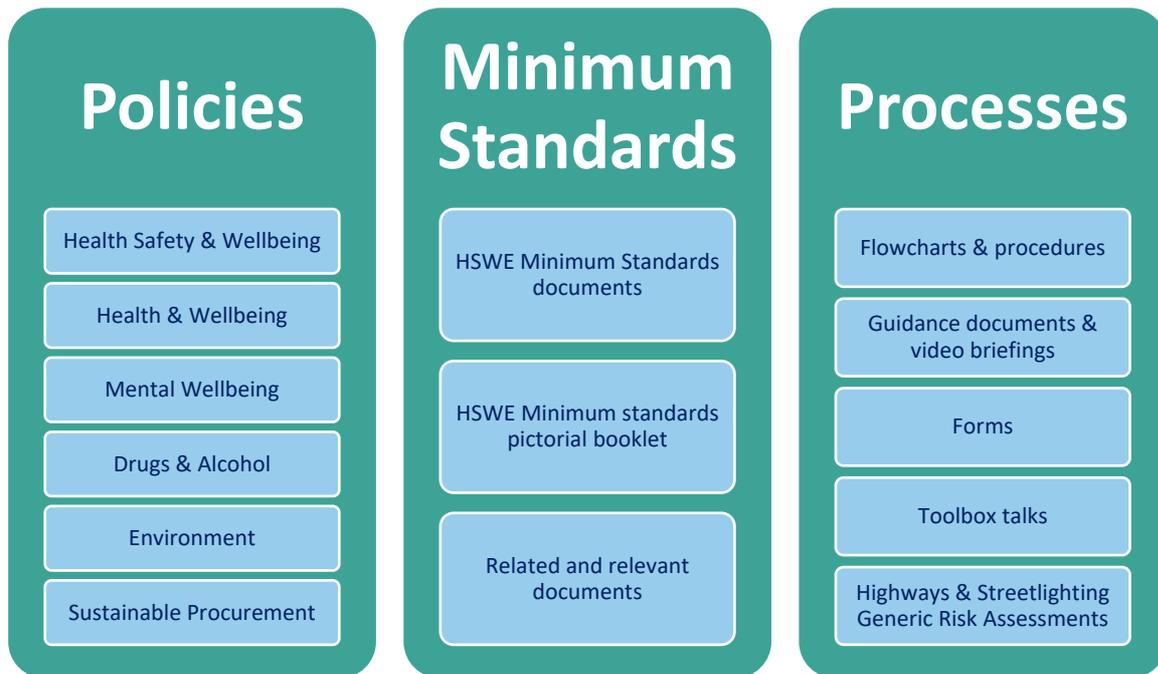


Figure 1: HSWE management system

This document, and the pictorial booklet accompanying it, identifies Health and Safety (HS) and Environment (Env) requirements which are over and above those detailed within H&S Legislation, Approved Codes of Practice (ACOP) and Guidance produced by the Health and Safety Executive (HSE), the Environment Agency and other authorising authorities.

If there is any doubt or misunderstanding of the content of this document the contractor should consult with the Milestone Infrastructure Health Safety & Wellbeing team, Senior Manager for the project/contract or a nominee for clarification.

There may be Client, Project, or Sector specific requirements above and beyond this document, which where relevant you will be informed of separately.

1.1 Definitions

- **The Company** – Milestone Infrastructure Ltd forming part of a consortium or Joint Venture with another party.
- **The Supply Chain** – Works contractors, Package Contractors, Supply Chain, Suppliers, specialist contractors, vendors, hirers, consultants, sub-consultants, sub-traders, labour only contractors and sub-Supply Chain of any tier, engaged on any site of The Company or under any contract to such company.
- **Company site** – Any construction site, workshop, depot, offices, or any other premises wholly or partly under the control of the Company.
- **Site / Project / Contract Lead** – Milestone Infrastructure’s most senior manager resident on site or responsible for day-to-day operations.
- **Supervisor** – Milestone Infrastructure or Supply Chain person setting people to work.
- **Operational Team** – Milestone Infrastructure or Supply Chain Operational Team undertaking physical work activities.

1.2 Induction Requirements

All persons working on site and regular visitors will attend a full Milestone Infrastructure site specific Induction before they are permitted access to the site. Access will be denied to persons who cannot demonstrate that they have been inducted this will be demonstrated by Induction sticker on Hard Hat and records of Induction date held.

New Starters: Everyone working on site must provide the following before receiving a site-specific induction:

- CSCS Card
- Original training cards / certification
- Safety Critical “Fit to Work” certificate (if required)
- Face Fit Certification (for those identified at risk of exposure to harmful substances such as dust, fumes)

In most cases a Site Induction Form must be completed and given to the project / contract in advance of attending for a site induction – please ensure you check local requirements with the relevant project to prevent delays. All new starters may be subject to drug and alcohol testing.

Supervisors: In addition to the site-specific induction, all Milestone Infrastructure and Supply Chain Supervisors must attend the Supervisors Induction prior to being authorised to undertake the role of a supervisor. (Contract/ Project specific requirement)

Re-induction: Any person who has been inducted but not attended that site for one year or more shall be required to attend a re-induction.

Visitors: All visitors to the project / contract must attend a visitor’s site induction prior to visiting the construction site and must be accompanied at all times by a member of the project / contract team.

Non-English inductions: Where the person inducted does not understand sufficient written or verbal English, it is the employing company’s responsibility to translate the induction and communicate in the mother tongue.

1.3 Skills, Knowledge, and Experience

Milestone Infrastructure require that everybody engaged on their project / contract can demonstrate the necessary minimum standard of health and safety skills, knowledge, and experience. The following standard should be held by those directing, managing, supervising, or undertaking operations on construction sites.

This requirement for individuals to be able to demonstrate formal health and safety training is in addition to a demonstration of skills competency in the form of CSCS (relevant to their role) as outlined in the Build UK accepted record scheme.

All Supply Chain are required to provide Milestone with a HSWE competency matrix for roles. This is to be provided at the pre-start meeting and updated as required. This must demonstrate how the supplier meets Milestone expectations for competence and training.

1.3.1 CSCS Card or Affiliated Scheme

All personnel working are required to hold a current CSCS card or affiliated scheme for the duties they are undertaking.

These details are to be produced at the site induction before commencing work on site. CSCS Cards must be available on request and will be subject to random verification with the card issuer.

The most current version of the Build UK Accepted Record Schemes can be found at <http://builduk.org/information>

1.3.2 Exceptions

Where a person has not yet gained sufficient skills to obtain a relevant CSCS card they must obtain a CSCS Construction Site Operative (Green Card which is designed for people working in labouring occupations only). The holder of this card will have obtained a level 1 qualification i.e., 1 Day CITB Site Safety Plus – Health and Safety Awareness and also passed the CSCS Operatives Health, Safety and Environment test. The person must be able to produce evidence that they are working towards skills certification/NVQ etc. as part of an established process plan.

Where a non-UK contractor is used, the skill records of all individual workers must be submitted to the Company during the tender stage for review and assessment. These skill records must include competency and environmental and health and safety training, part of which must include an adequate understanding of UK environment, health, and safety legislative requirements.

1.4 Milestone Infrastructure Employee skills, knowledge, and experience

Milestone Infrastructure requires that all Directors, Managers, Supervisors and Operatives hold the correct level of H&S competence for their role, as defined by the Milestone Infrastructure Foundation Training Standard.

1.4.1 Directors

Milestone Infrastructure and our Supply Chain at Director level must be able to demonstrate that they have the necessary skills, knowledge, and experience to direct and lead health and safety strategy effectively. The following standards are mandatory, and apply to all projects / contracts:

- IOSH Leading Safely
- Management level CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

1.4.2 Managers

Milestone Infrastructure and our Supply Chain at Manager level must be able to demonstrate that they have the necessary skills, knowledge, and experience to plan, manage and lead health and safety effectively. The following standards are mandatory, and apply to all projects / contracts:

- The CITB Site Safety Plus - Site Managers Safety Training Scheme (5 Day SMSTS) certificate (valid for 5 years), or 2 Day SMSTS Refresher (valid for 5 years) or IOSH Safety health and environment for construction managers.
- Appropriate CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

1.4.3 Supervision

Milestone Infrastructure and our Supply Chain at supervisor level must be able to demonstrate that they have the necessary skills, knowledge, and experience to put people to work and monitor to ensure health and safety is effectively implemented. The following standards are mandatory, and apply to all projects / contracts:

- The CITB Site Safety Plus - Site Supervisors Safety Training Scheme (2 Day SSSTS) certificate (valid for 5 years), or 1 Day SSSTS Refresher (valid for 5 years) or IOSH Managing Safely
- Appropriate CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

1.4.4 Operatives

Milestone Infrastructure and our Supply Chain at operative level must be able to demonstrate that they have the necessary skills, knowledge, and experience to undertake their work with due regard for health and safety. The following standards are mandatory, and apply to all projects / contracts:

- The CITB Site Safety Plus – Health and Safety Awareness (1 Day HSA) certificate (valid for 5 years) or IOSH workplace Health and Safety Awareness for construction operatives or non-construction operatives
- Appropriate operatives/trade level CSCS competence card in line with the Build UK H&S training standard (or affiliated scheme).

2. Language

Workers who have English as a second language will only be permitted to work on site in compliance with the following guidelines:

The worker can demonstrate that they have a basic understanding of both written and verbal English.

If the worker cannot satisfy the above the following applies:

- The workers employer must translate the induction and deliver it in the mother tongue.
- The workers employer will translate the risk assessment, method statement and briefings and deliver these in the mother tongue.
- One English speaking worker who can communicate in the language of the group will be identified as a translator to a maximum group of 4 operatives.

3. Supervision

Milestone Infrastructure and Supply Chain are required to provide supervision for their own Operatives.

The Milestone Infrastructure standard for supervision is a ratio of 1 Supervisor / Manager to a maximum of 12 Operatives. However, dependent on risk it may be determined that a supervisor should be responsible for fewer than 12 Operatives – this arrangement must be discussed and agreed at project / contract level.

For Highways & Street Lighting transient sites, the Supervisor / Manager may be office or depot based and not required fulltime on site.

4. Culture

MILife is the Cultural Heartbeat for Milestone Infrastructure with the primary focus being on our commitment to enhance the lives of those people that are part of the business, or whose lives we may touch through the work we carry out as Milestone Infrastructure.

A 1 day '**It Starts With Me**' behavioral safety engagement event is mandatory for Milestone Infrastructure employees. For temporary employees/ Supply Chain likely to be on the project/contract less than 3 months, or short-term repeated visits, attendance will be at the discretion of the project / contract team.

Milestone Infrastructure run regular '**It Starts With Me**' activities (stand up discussions, workshops, forums, and conferences) and it is expected that the Milestone Infrastructure and our Supply Chain visibly supports these events and releases their employees to attend.

5. Health and Wellbeing

5.1 Health Risk Management

In construction there are many risks that can harm workers. By law we have a duty to eliminate, prevent or control the risks. It is essential that a suitable health risk management system is in place to manage these risks:

Milestone Infrastructure and our Supply Chain shall have competent occupational health provision in place, maintain fitness to work records for their employees and be responsible for managing individuals with health conditions.

The Supply Chain shall provide a Health Risk Assessment detailing the statutory Health Surveillance and Safety Critical medical assessment requirements for their staff which should include but may not be limited to:

- Fitness for work assessment
- Respiratory health monitoring
- Hearing health monitoring
- Vibration exposure monitoring
- Skin exposure monitoring

A copy of the SEQOHS (Safe, effective, quality occupational health service) accreditation certificate should be held on record by the project / contract as evidence of a suitable OH provider providing occupational health expertise and support to the Supply Chain.

5.2 Health Surveillance

Workers defined by Milestone Infrastructure Occupational Health Standard as workers on the tools will be required to be included in a periodic health surveillance program.

Health surveillance is important for:

- The detection of ill health effects at an early stage
- Providing information to help evaluate health risks.
- Enabling concerns to be raised
- Highlighting lapses in control measures
- Providing training and education

The risk assessment should be used to identify the need for any health surveillance – the health surveillance itself must not be used as a substitute for undertaking a risk assessment and implementing effective controls.

Health surveillance can sometimes be used to help identify where more needs to be done to control risks and where early signs of work-related ill health are detected, employers should take action to prevent further harm and protect employees.

5.3 Safety Critical Worker Assessment

Workers defined by Milestone Infrastructure Occupational Health Standard as workers defined as Safety Critical workers must be included in a 3 yearly health assessment programme.

The evidence required as proof of suitability of the individual to undertake these duties will be a copy of a 'Fitness to work certificate', issued from an appropriately qualified Occupational Health Provider who is SEQOHS accredited.

Evidence of 'Fitness to work' shall be provided at induction and the individual should be reassessed by the OH provider, if their health changes significantly e.g., after injury, diagnosis of a condition requiring surgery or ongoing treatment/medication.

5.4 On tool extraction

Where it is not possible to design out the generation of dust resulting from the use of tools and equipment, appropriate controls should be adopted to control the dust emission at source by means of water suppression and / or on tool extraction (OTE).

Where OTE is required, an H (High) or M (Medium) class unit must be used to ensure effective and reliable extraction capability.

Face Fitted FFP3 Face masks must be worn at all times whilst undertaking or close to any activity or that results in the generation of dust even when water suppression is being used.

When individuals wear facial hair growth as a well-established feature, or for reasons of protected employment status, then air fed hoods must be worn at all times whilst undertaking or close to any activity that results in the creation of dust even when water suppression is being used.

5.5 Face Fit Testing

Qualitative face fit testing (fit 2 fit accredited scheme) must be provided by the employer, and this shall be assessed according to health and safety requirements and risk assessments to ensure legal

compliance.

All supply chain partners must provide evidence of compliance to this requirement prior to works being undertaken on behalf of Milestone Infrastructure.

Workers must be clean shaven and carry out daily fit checks and maintenance of respiratory protective equipment.

Where Face Fitting cannot be achieved all persons working in close proximity of tools or equipment that generate dust must wear a full forced air hood.

5.6 Drug and Alcohol Testing

The Company may undertake testing for evidence of named drugs and alcohol. This is outlined in **APPENDIX 3** [MIL_PRO_HSW_002 Procedure - HSW Drugs and Alcohol](#).

- Prior to commencing work on a site.
- Unannounced/random tests – all employees, workers, Supply Chain, agency staff and visitors.
- Post incident – in the event of an accident that causes or potentially causes injury, loss of life, or damage to property, the employee, worker, supply chain or agency staff may be required to undergo a drugs and alcohol test.
- For cause – any employee, worker, supply chain or agency staff suspected to be unfit for work because of drugs or alcohol will immediately be removed from site or stopped from commencing work and required to undergo a drugs and alcohol test.

A failure to partake in D&A testing when requested will result in removal from the project/contract.

Where a client's drug and alcohol levels are lower these will replace the levels imposed by Milestone infrastructure Ltd.

6. Controls

6.1 Risk Assessment and Safe Systems of Work

A safe system of works must be in place prior to any works starting on a milestone project / contract including:

- Task specific risk assessments
- Task specific method statements (where required)
- Manual handling assessments
- Noise assessments
- Vibration assessments
- COSHH assessments
- Lifting plans (routine, intermediate or complex lift plan)
- Permit-to-work
- Health assessments
- Emergency plans

The documentation must be supplied prior to commencement of the works at a timescale agreed with the project / contract team. Works shall not commence until the Company have confirmed that

they have reviewed and are satisfied with the safe system of work submitted. Any delay shall be at the Supply Chain cost.

The reviewing and acceptance of any risk assessments are to be carried out by a Milestone Infrastructure person who hold an SMSTS training qualification.

All risk assessments and method statements relating to any works being undertaken on a Milestone work site must be briefed to all who are to carry out the works. Records shall be kept for review and audit. Should anyone new be brought into complete some or all of the works will need to be briefed prior to them starting.

Prior to any works commencing on a Milestone site a Location of Works Risk Assessment must be completed and briefed to all those working in the vicinity. The Location of Works Assessment is a live a document and should be amended when the working area changes and additional controls measures are required to undertake the works safely.

6.2 Pre-Task Briefings

To ensure working teams are put to work safely, Supervisors are required to deliver a Pre-Task Briefing to the teams for whom they are responsible. The following is a basic guide:

- Delivered at the beginning of **every shift and new task or following a change in work process.**
- One briefing per task (including if there is a change in the working environment)
- Carried out by the Supervisor.
- Record kept by the Supervisor.
- Records submitted to Milestone Infrastructure on request.

6.3 Emergency arrangements

6.3.1 Fire Prevention

Milestone Infrastructure and Supply Chain shall ensure the following appointments:

- Fire and Emergency Coordinator
- Fire Warden(s)
- Hot Works Responsible Person.

Projects / Contracts shall make arrangements with the approved company to attend Site / Depot to carry out the Fire Risk Assessment & Fire Plan.

General requirements

- All Hot Works shall be managed by the Hot Works Appointed Person.
- Deliberate burning of material is prohibited on all Projects/Offices/Depots and Factories
- Storage of fuel in plastic containers is prohibited.
- Jubilee clips are prohibited for connecting flexible gas supply hoses.
- The storage of gas and flammable liquids inside, under and in buildings must be approved by the project/contract management team through the method statement review process.
- Halogen lamps are prohibited.
- Smoking is prohibited outside of designated areas.
- The use of tar boilers must be agreed with the project/contract lead. A specific risk

assessment must consider location, operation, supervision, and emergency procedures. Tar boilers authorised for use must have temperature gauges, thermal cut off mechanisms and must not be left unattended whilst lit.

- All flexible temporary protective coverings used on internal finished surfaces or fittings must conform to the Loss Prevention Standard LPS 1207 and LPS 1215 (this being a fire protection standard).

6.3.2 First aid provision

Milestone Infrastructure and Supply Chain must ensure first aid provision for their workforce, based on a suitable assessment of the risk which must detail the arrangements for first aid provision in relation to both trained first aiders and first aid supplies.

All first aiders must hold full first aid at work competency.

6.3.3 Rescue plans

Milestone Infrastructure and Supply Chain must provide adequate rescue plans where their operatives will be working in locations from where an emergency rescue may be necessary such as working at height, confined space).

Equipment provided to implement the plan must be inspected and maintained.

A schedule of rescue drills should also be in place.

Developing an adequate rescue plan will require liaising with the Milestone Infrastructure team in advance.

6.3.4 Environmental Incident Response

Milestone Infrastructure and Supply Chain must develop an environmental incident response plan based on a suitable assessment of the environmental risks on site. Adequate spill response equipment must be provided.

6.4 Permits to Work

Permits to work are used to control high risk activities. Permits to work will be issued and controlled by Milestone Infrastructure, however the responsible Milestone Infrastructure HSW Manager may delegate the issuing of permits to the Supply Chain. This appointment shall be confirmed in writing and all parties shall be notified of the delegation.

All completed permits must be returned to the appropriate Milestone Infrastructure Appointed Person / Duty Holder.

6.5 Work at Height

6.5.1 Ladders and Stepladders

- The use of ladders / stepladders is limited to access and where it is impractical to provide a working platform such as scaffold, mobile tower, podium, or MEWP.
- Aluminum ladders are NOT to be used in live switch rooms or in any location where live electrical facilities are present. Ladders and step ladders made of non-conductive material must be used where live electricity is present.

- All ladders and stepladders must be individually identifiable with both the contractors name and unique number or other mark.
- All ladder and stepladders are subject to pre-use inspection checks. Where any defects are found, the equipment shall be quarantined and reported to the Manager/Supervisor.
- A ladder / stepladder permit shall be raised on all Milestone Infrastructure projects / contracts to ensure necessary checks have been made to confirm the safe working at height activity involving the use of ladders and stepladders.
- Existing ladders that are compliant with the previous withdrawn standards may continue to be used if they are still in good condition. But, when those ladders are worn out or damaged and need replacing, they shall be removed from service and replaced with ladders which meet the latest EN131 standard. The use of wooden ladders and stepladders are prohibited on Milestone sites due to them not meeting the required standard.
- All ladders installed to form access as part of a scaffold, must be installed and tied off by a competent scaffolder, in line with SG25. This includes the use of ladders under any erection phase.

6.5.2 Scaffolding

- All Scaffold contractors will be members of National Scaffolding Construction (NASC).
- Milestone Infrastructure require that any scaffolding contractor contracted to work on a Milestone Infrastructure project/contract, employs a full time Supervisors, who as a minimum is in possession of a current valid Construction Industry Scaffolders Record Scheme, Supervisors Card (CISRS), in addition to any certification required for a Site Manager/Supervisor as stated in section 1.4 of this document.
- Scaffolding will be erected to TG20 wherever feasible. A compliance sheet must be provided for all scaffolding constructed to the requirements of NASC TG20 to demonstrate compliance with TG20 and BS EN 12811.
- Where a scaffold folds outside the scope of TG20 and a scaffold design is required, Milestone Infrastructure shall obtain the design sheet for approval.
- Preferred access is always via a staircase system (i.e., Haki). Ladders will only be permitted as a means of access from one level to another, where it is proven that a staircase system is unsuitable.
- Scaffolds will initially be inspected after erection or alteration by the Scaffolding contractor. Records of handover must be provided to Milestone Infrastructure. In addition, all scaffolding will be tagged showing the date of last inspection (i.e., Scafftags).
- Scaffolding will be inspected, by an appointed person, at regular intervals, not exceeding seven days, or immediately after any event likely to have affected its stability.
- All scaffold components used for edge protection, whether it be around excavations, shafts, roofs etc. are defined as scaffolding and therefore require companies with NASC membership along with appropriately trained CISRS trained operatives to install the scaffolding.

6.5.3 Accessing the top of cabins

In order to prevent the need to accessing the top of cabins during loading and unloading operations the following must be followed:

Low level lifting points must be used on all cabins and ISO containers which are not being stacked (these may be permanently fixed low level engineered lifting points or adjustable lifting points that allow lifting accessories to be attached from ground level),

If this cannot be achieved the individual situation must be risk assessed in conjunction with the

Milestone Infrastructure H&S team and project/contract operational team, to eliminate or reduce the need to work at height. Alternative methods may include the use of pre-slung loads and / or the Elebia hook (or similar) but note that these are only suitable options for equipment in situ for less than 12 months due to the requirements for certifying lifting accessories.

6.5.4 Mobile Scaffold Towers

- Must be erected and inspected by PASMA trained and competent qualified person in line with the manufacturer's instructions.
- Mobile tower scaffold will initially be inspected after erection or alteration by the PASMA qualified person prior to first use.
- The mobile tower scaffold will be subject to pre-use inspection checks by the User(s).

6.5.5 Open Edges and Openings

- All openings must be clearly marked with indelible markings
- Netlon type fencing / barrier tape as an edge protection or barrier for restricted area demarcation barrier is prohibited
- Staircases will be installed with an integrated handrail or with a proprietary handrail system
- Where the construction is steel framed, edge protection will be installed on the beams prior to lifting into place and securing.
- Milestone Infrastructure operates a 'no gaps' standard in relation to guard rails above the 1st storey on buildings to prevent the fall of materials and debris. All guard rails must be filled with debris netting, K-guard or similar.
- All scaffold components used for edge protection, whether it be around excavations, shafts, roofs etc. are defined as scaffolding and therefore require companies with NASC membership along with appropriately trained CISRS trained operatives to install the scaffolding.

6.5.6 Leading Edges

During construction of roads and pavements which require the use of all plant the following considerations must be taken into account:

- RAMS to have included Safe working practices of operating plant near leading edges.
- Recorded review of plant selection.
- No plant to be used within 0.5 meters of any leading edge.
- Physical barrier to be placed 0.5 meters of all leading edges where achievable.
- Vehicle Marshall to be used whilst such operations being undertaken.
- Please refer to Plant Minimum Specification for all plant requirements

6.5.7 Falling materials and Tool Tethering

All items used at a height from which they could fall will be used and stored in a suitable manner to prevent the possibility of items falling. Where items cannot be suitably secured during use or storage exclusion zones must be created, demarcated, labelled, and maintained until the risk of the item falling has been removed. These must be suitable to contain any falling item based on an assessment which takes account of what might fall, from where, from what height, and potential to be deflected if striking a structure.

The need for clear zones adjacent to guard rails above the 1st story on buildings must be risk assessed – where practicable the clear zones should be a minimum of 1m from the guard rail. Clear zones must be physically marked out.

All tools used at height where there is a risk of the tool falling further than the working platform the user is on shall be secured to a suitable anchorage point using specifically designed tool tethering equipment. Means of physically securing secondary attachments to prevent them from falling, must also be in place. E.g., socket on a ratchet wrench being secured with a pin.

All materials must be stored and handled in line with the **APPENDIX 4** [MIL PRO HS 015 Working at Height Procedure](#)

6.5.8 Mobile Elevating Work Platforms

All work involving the use of a Mobile Elevated Work Platforms (MEWPs) on site must:

- Be planned by Milestone Infrastructure MEWP Appointed Person.
- Have a specific risk assessment in place and working at height operations and rescue plan.
- The MEWP will be subject to pre-use inspection checks by the Users.
- Lone working on MEWPs is only permitted for Street Lighting Works.

In addition, all MEWPS will:

- Be the correct MEWP for the task
- Be compliant with Milestone Infrastructure's **APPENDIX 11** [MIL FOR HS 010.6 Plant Reception and Authorisation Form - MEWPs](#)
- Milestone Infrastructure requires that all category 3b MEWPs are fitted with a safety device fitted to the basket of the machine to guard against serious operator injury from entrapment.
- Be provided for a reception check by Milestone Infrastructure prior to being used on site.
- Have designated, authorised users who are clearly identified.
- Have valid weekly and daily inspections carried out and valid certification in place.
- Be removed from use following the identification of relevant defects.

6.6 Temporary Works

The arrangements for minimizing and controlling risks throughout the temporary works life cycle are set out in the Milestone Infrastructure temporary works procedures.

The project/contract lead is responsible for ensuring that a Milestone Infrastructure Temporary Works Coordinator (TWC) is appointed. The TWC is responsible for ensuring that all Temporary works design and construction work is carried out in accordance with the agreed TW procedures.

All suppliers (designers, sub-contractors, third parties etc.) are bound by and must work in accordance with the Milestone Infrastructure TW procedures. The Companies temporary works procedures and the requirements of BS5975 shall be met and discussed at the prestart meeting.

All Temporary Works are to be designed, design checked, installed, dismantled, and checked/approved for loading/unloading by competent people. Demonstration of their competence to discharge their professional responsibilities will be required.

All construction materials, components and the physical construction of the Temporary Works are inspected and approved to ensure their compliance with the design. This will be done through the Temporary Works process.

All excavations shall be subject to a risk assessment by a competent person. The purpose of such a

risk assessment is to identify the need for an appropriate engineering solution, e.g.: shoring, battering, or stepping, which has been subject to an approval process. Excavations 1.2m or deeper, without exception shall require the installation of an engineering solution.

6.7 Lifting Operations

6.7.1 General Requirements

- Lifting Accessories must be clearly marked to identify the date of next inspection. This may be through a colour-coding or tagging system.
- Assessment of ground bearing capacity and outrigger pad/haul road and pavements/piling mat design must be carried out by a competent person. The Temporary Works Coordinator, in consultation with the Appointed Person, is responsible for ensuring that there is an engineering assessment of the ground bearing capacity and a design of the outrigger pads/haul roads and pavements/piling mats. The pressures imposed on the ground shall be calculated or obtained from the crane manufacturer. This shall take account of all routes that may be traversed. Ground conditions, underground services and position of any substructures must also be fully considered by the Temporary Works Coordinator and the Appointed Person.
- Independent inspection organisation used for the periodic thorough examinations must be accredited. Individual engineer surveyors must be independent of those carrying out regular maintenance of the equipment.
- Where the crane or part of the load being lifted can enter prohibited space, such as over a public highway, over a site boundary or adjacent to overhead lines, the crane must be fitted with zone limiting devices. The limiting devices must limit both slewing and derricking as required.
- Truck mounted forklifts and other small forklifts used by delivery companies must not be used on construction sites. Deliveries must be restricted to a suitable hard standing segregated compound.
- Non-hydraulic crawler cranes are prohibited.
- Mobile cranes are prohibited from extracting sheet piles.
- The use of excavators, telehandlers, lorry loaders and lift trucks for lifting personnel is prohibited.
- The use of all types of forks fitted to or suspended from 360 excavators and the backhoe of a 180 excavator is prohibited.
- The use of Gin Wheels not fitted with an automatic brake are prohibited.
- The use of Swivel Hoists is prohibited.
- The Slinger/Signaller is prohibited from acting as the crane operator, except in the case of lorry loader lifting.
- It is prohibited to under sling loads under the forks of wheeled mobile plant for transportation
- To prevent undue lateral twisting to shackles, the master link must be able to hang freely, and an 360° in-line swivel shackle must be used.

6.7.2 Lifting with Excavators

- When planning a lifting operation, the project/contract must consider whether an excavator is the most appropriate machine for the task. The Company Plant standards for excavating equipment must be complied with.
- Rated Capacity Indicators (RCI) must not be relied upon for establishing the weight of the load. The RCI must be calibrated at least annually.
- A Lift Plan must be in place for all excavator lifting operations.
- To prevent undue lateral twisting to shackles, the master link must be able to hang freely,

- and an 360° in-line swivel shackle must be used.
- When lifting with excavators the bucket must be removed, and the shackle must be attached to the designed lifting point and is free hanging and place a swivel shackle between the load and the lifting point.
 - Any excavator used for lifting shall be fitted with the following equipment and only once a lifting plan has been developed and approved by the Appointed Person:
 - Load hooking device (if a hook must be fitted with a clip)
 - If maximum lift is over 1000kg (1 tonne) a boom lowering control i.e., hose burst check valves to ISO 8643:97.
 - Acoustic or visual limiter / indicator.
 - Outriggers / blades to manufacturers standards.
 - All attachments must be compatible and have the SWL indicated (and shall be included within the weight of the lift).

6.7.3 Loading and Unloading Vehicles

The loading and unloading of vehicles (i.e., by a lorry mounted crane) by **Milestone Infrastructure** or its **Supply Chain** shall be managed according to a formal safe system of work for lifting operations, and where unavoidable, working at height. ([013 Lifting Operations](#))

Where unloading vehicles involves working at height (i.e., accessing the vehicle bed to attach lifting accessories), the following controls must in place before working at height will be permitted in accordance with ([015 Working at Height](#)):

1. Edge Protection; and
2. Appropriate means of access (i.e., use of appropriate access steps)
3. Where edge protection is not practicable, use of a harness/lanyard system or fall protection bags.

6.7.4 Tag lines

Tag lines shall be used to steady and control the load during the lifting operations where rotation of the load has been identified as a risk. There must be enough distance between the person holding the tag line and the load in the event the load moves suddenly.

Pre-use checks shall be carried out to ensure they are free of any knots or defects.

Under no circumstances should tag lines be looped around the arm or body during the lifting operation.

All Tag lines used must provide the following:

- Load control (detailed within the manufacturer's instructions)
- Specified tag lines (minimum ¼" in diameter).
- Anti-tangle
- Anti-burn
- Hi-Viz and reflective
- Snap on and hook up connectivity, including non-conductive hooks where required.
- Easy to clean – including a wipe clean reflective strip.
- Available in different lengths suitable for the load and site conditions

6.7.5 Competence

Appointed Person (Intermediate/Complex Lift) competent and holds a valid CPCS or NPORS Appointed Persons qualification.

Appointed Person (Routine Lift) competent and holds a valid Ainscough Appointed Persons Certificate or holds a valid CPCS or NPORS Appointed Persons qualification.

Lifting Supervisor competent and holds a valid CPCS or NPORS Supervisor qualification except for Lorry Loaders where an ALLMI card is acceptable for Routine and Intermediate Lifts.

Slinger / Signaller competent and holds a valid CPCS or NPORS Slinger/Signaller qualification except for Lorry Loaders where an ALLMI card is acceptable. NOTE: only CPCS cards that state 'All Duties' cover all types of lifting plant. Modules A & B cover cranes, C covers Hiab's, D covers Excavators and E covers Telescopic forklifts.

Plant Operators competent and holds a valid CPCS or NPORS card for the category of excavator they are operating. This card must include CPCS lifting operations training (A58C/A59C or A10/12).

Overhead Crane Operator competent and holds a valid RTITB qualification for type of equipment.

Piling Rig Operators competent and holds a valid CPCS card for the category of rig they are operating.

Telehandler Operator competent and hold a valid CPCS or NPORS card for the category of telehandler they are operating. Standard CPCS telehandler training does not include rotating telehandler equipment or operating with suspended loads. Note: the only rotating forklift that can be used is a MERLO as this has all the required safety features needed to lift suspended loads. A Merlo must have a competent fully trained operator.

Fork Truck Operator competent and hold a valid CPCS card for the category of Fork truck they are operating.

RTITB cards are acceptable only in factory operations.

Hoist Erector NVQ levels two or three in Hoist Installation.

Hoist Operator over 18 and has undertaken training by the hoist supplier and holds a valid CPCS A20 Category card.

Static Lifting Equipment Operator holds familiarisation training for the static lifting equipment operated. Records of familiarisation must be available.

Additional Requirements:

- For Routine Lifts an individual can only undertake more than one of the duties above where they have the required competency.
- Where a red (Trainee) CPCS card is presented, the holder must also provide evidence that they are working towards the achievement of a blue (Competent Operator) CPCS card. (See competence section)
- On very busy or complex sites, Crane Operators / Appointed Persons /Slinger Signalers / Plant Operators, must hold a Blue card. Red card holders can only work under the guidance of experienced competent people.

6.8 Traffic Management

6.8.1 General Requirements

All vehicles stopping on the highway for works purposes shall be equipped with either a roof-mounted flashing amber warning light bar (comprising at least two independent light sources) or two independent vehicle roof-mounted flashing amber warning beacons, visible through 360°.

All vehicles stopping on the highway for works purposes or being used for mobile works shall be marked with high visibility rear chevron markings comprising alternate strips of fluorescent orange or red retroreflective material and fluorescent yellow non-retroreflective material, of not less than 150 mm width each, inclined at 45–60° to the horizontal and pointing upwards.

The chevrons should cover as much of the rear-facing portion of the vehicle as possible without obscuring windows, vehicle lighting or the registration plate.

Maintenance vehicles will need “HIGHWAY MAINTENANCE” text sign.

7. Excavations and Buried Services

- No excavation works shall be undertaken without an up-to-date permit to avoid underground services and identify environmental risks having been issued by the Milestone Appointed Person.
- Before breaking ground, all relevant utility plans must be on site for the specific area at the point of work.
- It is the responsibility of Milestone Appointed Person to carry out the location and recording of underground services within the area(s) of working. However, the Milestone Appointed Person may delegate the CAT & Genny survey, visual inspection and mark up of services to the Supply Chain, if trained and competent.
- The Cable avoidance equipment used to trace services must have data logging capability (e.g., gC.A.T4+ or equivalent standard).
- All equipment utilised in the operation of locating and recording underground services must be calibrated and evidence of calibration shall be documented.
- Each excavation team must have dedicated cable avoidance equipment and a CAT & Genny operator present at all times.
- The use of non-contact methods i.e., vacuum excavation / air lance is the preferred method for excavation and should be considered for use in the first instance.
- Conventional hand digging excavation work methods must use electrically insulated using BS8020 digging tools.
- For drilling operations through a structure (i.e., Core Drilling). A handheld cable detector must be used in line with manufacturer instructions.
- The use of driven road pins is prohibited, and a safer alternative shall be used such as plated pins. Where this is not possible, works are to stop immediately and advice sort from the HSW team. **Once the method of work has been agreed and should this include a non-conductive alternative road pin, a site-specific risk assessment and method statement must be produced and signed off by the Business/Regional Director and the HSW Manager responsible for the works.**
- See Temporary Works section for further guidance on design and shoring of excavations.
- When dewatering of excavations is required a Permit to Pump must in place as well as any relevant consents from the Environmental Agency or other Authority. Suitable control

measures must be in place e.g., silt socks, to prevent silty discharge into the drainage system.

8. Plant & Equipment

- Operators of plant must hold a current skill card for the equipment they are operating, which is recognised within the most current version of the Build UK Accepted Record Scheme
- Additional training will be required for the operation of ancillary equipment i.e., quick hitches / lifting equipment / grabs etc.
- **Quick hitches** - All Quick Hitches buckets will be of the 'new generation' fully automatic double-locking device that locks both pins of the bucket.
- **Semi-Automatic Quick Hitches** – All semi-automatic quick hitches are prohibited from use on all Milestone Infrastructure Contracts/ Projects.
- **Surround View visibility** - All items of plant with blind spots and within the scope of the Milestone Infrastructure Standard, will be fitted with a proximity warning system which meets the technical requirements for all-round visibility.
- **MEWPs** – see section 6.5.8 Mobile Elevating Work Platforms
- **Exclusion Zones** – suitable exclusion zones must be implemented and maintained when excavators are in use.
- **Anti-tilt devices** – will be fitted to wheeled dumpers of any size where the risk assessment identifies that the gradient required for operating may pose a risk of overturning. Please see **APPENDIX 7 [MIL STD MIN 004 Anti-Tilt Standard.pdf](#)**.
- **Forward Tipping dumper visibility standard** – all forward tipping dumpers will be selected and used in accordance with **APPENDIX 8 [MIL STD MIN 005 Forward Tipping Dumper Visibility Standard](#)**.
- Horizontal Directional Drilling rigs must have safety guards fitted to prevent entanglement that comply with HSE requirements. Operators of Horizontal Directional Drilling rigs will hold appropriate city and guilds training and certification, namely city and guilds safe operation of horizontal directional drilling rigs. Supervisors of Horizontal Directional Drilling activities will hold appropriate city and guilds training and certification, namely C&G 386 Management and Control of Horizontal Directional Drilling Projects.
- The use of one-ton dumpers is prohibited. This is due to previous incidents of overturning.
- Forward tipping dumpers above 6 ton will have the following features to ensure clear visibility for the operator:
 - raised driver seat.
 - low headboard to prevent overloading of the skip.
 - an angled skip to maintain operator visibility.
 - Cabbed.
- Copies of all relevant certification/documentation must be held on file.
- All plant will be provided for a reception check by Milestone Infrastructure prior to being used on site.
- The sound power level in dB of all plant to be used on site must be provided and, where practicable, the plant with the lowest sound power level must be used.
- All compressors, percussion tools, plant and vehicles will be fitted with effective silencers of a type recommended by the manufacturer.
- All plant will be shut down or throttled back to idling speed in between periods of use.
- All relevant plant will comply with the permissible noise levels set out in the appropriate European Directives and any local restrictions.
- All plant and equipment is to comply with the relevant air emission guidelines for
- Particulates e.g.: London Non-Road Mobile Machinery (NRMM) and low emission zone requirements and documentation must be held on file.

- Where practicable, low carbon plant must be used e.g., electric or hybrid.
- Plant and equipment will be maintained in good working order, with particular attention being paid to the condition of silencers and acoustic panels.
- Auto-retractable safety knives shall be utilised wherever possible, in favour of conventional fixed Stanley blades. Where the use of auto-retractable blades is not practical, the use of a conventional fixed Stanley blade is to be risk assessed and control measures agreed with the Milestone Infrastructure project / contract team prior to use.
- The use of metal tri-blade brush cutters and strimmer's and chain-link blades on brush cutters are prohibited.
- Angle grinders – must only be used by those who hold an abrasive wheel training certificate and are able to demonstrate competence. NOTE: Petrol driven cut off saws are not classed as an angle grinder and require the operator to have a separate qualification. Angle grinders must not be used without the correct guard being fitted (cutting, grinding or enclosed extraction).
- Mobile plant must have “white noise” reversing alarms fitted to reduce the impact on nearby neighbours.
- Spills kits must accompany items of mobile plant.

8.1 Plant on Public Roads

- No plant will be allowed on public roads without prior agreement by Milestone Infrastructure.
- All operators must observe the surrounding speed limits at all times.
- All operators must hold the correct certification to operate the plant.
- All operators must hold a Full UK Driving Licence with the correct category.

9. Electrical Safety

All electrical portable appliances will be fully PAT Tested, registered and labelled showing the plant hires name and next test due date.

Type of business		User checks	Formal visual inspection	Combined inspection and test
Civil Construction	110V equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3-monthly
	230V equipment	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then monthly
	Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site, then 3-monthly (portable RCDs – monthly)
	Equipment site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly
Heavy industrial/high risk of equipment damage (Highways & Street Lighting)		Yes, daily	Yes, weekly	Yes, 12 months
Office information technology rarely moved, eg desktop computers, photocopiers, fax machines		No	Yes, 2–4 years	Yes, 3 yearly

- No work shall be started in the vicinity of overhead power cables without the approval of the Appointed Person
- Radiant space heaters, heaters without thermal overload and tubular heaters not fitted with a wire cage are prohibited.
- Multiway plug and socket adapters must be fused, and surge protected.
- Portable and handheld tools for use with voltages above 110v are prohibited unless no alternative equipment is available, and providing the equipment is centre tapped to earth, armored cabled and additional RCDs fitted.
- 230V chargers for cordless power tools are only permitted following approval by project / contract lead and only then in agreed designated locations.

9.1 Street Lighting Specific Requirements

- All Street Lighting Operatives are to have ECS cards detailing the role that they undertake on site. And have a copy of the specific duties they can undertake with this role.
- All Street lighting personnel will wear ARC/Flash PPE for all aspects of street lighting work.
- All works under NERS (National Electrical Registration Scheme) will be undertaken to Milestones strict policies and procedures, all Operatives will have a NERS Passport and have the correct competencies under the NERS Guidelines. ONLY NERS jointers can work on live electrical systems.
- All Hand tools i.e. Pliers, Screwdrivers etc. will be 1000v Insulated, and will be checked daily as part of our own safe systems of work.
- All standard street lighting electrical works will be undertaken with the system safely isolated using our permit to work system and safe isolation techniques as per HEA/HERS training.

9.2 LIVE electrical working

As an approved ICP (Independent Connections Provider) Milestone Infrastructure can undertake works on the DNO (District Network Operators) infrastructure.

Our NERS (National Electrical Registration Scheme) operatives are all fully qualified to be able to work on LIVE Low Voltage equipment (230 – 600v), enabling our street lighting business to provide a complete service for our clients.

Our ICP division is accredited under the Lloyds / LRQA system which is the UK standards authority for ICP's.

10. Noise, Dust and Vibration

Activities must be planned and carried out in compliance with environmental legislation, the project/contract Environmental Management Plan requirements, and associated consents.

- Prior to starting on site, projects / contracts who will be undertaking works causing significant noise, dust, or vibration, must demonstrate how the risk of such activities will be mitigated and managed. Information must be included within risk assessments and method statements for agreement by Milestone Infrastructure
- All best practicable means must be used to reduce noise, dust, and vibration impact.
- Dampening down will be carried out to reduce dust. Where practicable, rainwater or grey water will be used for dampening down.

11. Pollution Prevention

To minimise the negative impact of our operations on water, land, and soil quality:

- Where practicable, the concrete supplier will not washout concrete onsite. Washout should be undertaken at the batching plant. Where this is not practicable, the supplier must liaise with the Milestone Infrastructure project / contract team to agree a suitable method.
- Washout of concrete wagons on site must follow the regulatory guidelines to prevent pollution e.g., via a proprietary concrete wash water treatment system.
- The siting of static fuel tanks should be agreed with the Environment Team to ensure potential impacts on sensitive receptors is minimised.
- Mobile fuel bowsers and compressors as well as plant and machinery not in use must have an appropriately sized drip tray e.g., plant nappies underneath them at all times.
- All drums of fuel or COSHH substances must be banded to 110% capacity of the largest container or 25% capacity of all the containers, whichever is greater. The bund can be either a plastic sump pallet or of concrete construction built in-situ. The bund must be covered to prevent rainwater ingress. The relevant Safety Data Sheets (SDS) must be displayed next to the bund. All containers with fuel and COSHH must be banded during transportation.
- Smaller COSHH items (e.g., mastics, aerosols) must be separately stored in a COSHH approved unit with the relevant Safety Data Sheet(s).
- All COSHH products for cleaning machines and tools must be handled in a controlled manner and disposed of correctly i.e., not down a drain. Diesel must not be used for cleaning purposes.
- The appropriate type, e.g., oil or chemical, and quantity of spill kits must be provided with mobile plant and training given to employees on how to use them.
- Ensure operational staff have suitable emergency spill response training and know how to deploy a spill kit.
- Drip trays or plant nappies are to be provided for small plant and they are to be emptied of rainwater without causing pollution.
- Refueling must be undertaken at least 10m away from any watercourse and must be
- done by a competent person.
- Ensure suitable pollution prevention measures are in place at refueling areas, this should be agreed with the project/contract Environmental lead.
- To prevent pollution run-off into drains, covers or filters must be put in place.

12. Waste

Milestone Infrastructure has a commitment to deliver zero waste to landfill and has a long-term objective to generate zero waste from its projects/contract. Milestone Infrastructure will work to adopt and implement standards for good practice in preventing and reducing waste, recycling more, and increasing the use of recycled and recovered materials.

To meet these commitments and objectives all supply chain working on projects/contracts must provide Milestone Infrastructure with a site waste management plan for their work activities prior to starting on site. This must include the anticipated type, volume of waste, waste carrier and end destination authorisations and how the Supply chain will minimise it e.g., by using reusable packaging, as well as minimising waste from over-ordering, material damage, and off-cuts.

The waste hierarchy and waste duty of care requirements must be followed when working on a Milestone Infrastructure site to:

- prevent unauthorised or harmful deposit, treatment, or disposal of waste.
- prevent a breach (failure) by any other person to meet the requirement to have an environmental permit, or a breach of a permit condition.
- prevent the escape of waste from your control.
- ensure that any person you transfer the waste to has the correct authorisation.
- ensure a waste transfer or consignment note is completed for every movement of waste.

For those Supply Chain instructed to manage their own waste on a Milestone Infrastructure site, the following applies:

- Waste must be appropriately segregated and stored in line with legal requirements, and to ensure safe and efficient/effective disposal.
- Signage identifying the correct waste type and six-digit waste code must be displayed on every waste skip and container.
- All timber pallets must be returned to suppliers where possible or recycled for use.
- Hazardous Waste (e.g., used COSHH items, contaminated spill kit materials) must not be mixed with any other waste.
- A specialist and appropriately licensed company are to be used to remove Hazardous Waste directly from site.
- Suitable containers (e.g., clip-top drums) for the disposal of Hazardous Waste must be sourced from a specialist Hazardous Waste company.
- Monthly waste data and copies of original paperwork to be supplied to Milestone Infrastructure using the Milestone Infrastructure template.
- Ensure all waste movements are accompanied by a Waste Transfer Note or Hazardous Waste Consignment Note.

Prior to any waste leaving site, all Supply Chain that have responsibility for their own waste streams must provide the following documents:

- Supply chain site waste management plan
- A waste classification in accordance with the regulatory guidelines
- Valid Waste Carriers Registrations issued by the environmental regulators for all companies removing waste.
- Valid environmental permissions (e.g., permits, exemptions) for all facilities where all the waste streams are transported to.
- An example of a Waste Transfer Note and Hazardous Waste Consignment Note to be used.

All Supply Chain responsible for the removal of their own wastes must report waste quantities (as tonnage and volume) for each waste stream, in a timely fashion to Milestone Infrastructure on a monthly basis, using the agreed format. Supporting Waste Transfer Notes and Hazardous Waste Consignment Note must be made available to the Company immediately on request.

13. Carbon

Milestone Infrastructure has a long-term carbon reduction target and to meet this target Supply Chain must:

- Report all energy use (e.g.: electricity, fuel), material use and delivery miles in a timely fashion to Milestone Infrastructure on a monthly basis, using the agreed format. This must include details of how the associated emissions have been minimised.
- Report details of embodied carbon, for carbon foot printing calculations, in materials used on sites in a timely fashion to Milestone Infrastructure on a monthly basis, using the agreed format. This must include details of how the associated embodied carbon has been

minimised during material production.

- Co-operate with the project/contract team on carbon reduction goals and demonstrate how they plan to reduce both construction related and embodied carbon.

14. Water

Milestone Infrastructure has a long-term objective to minimise both waters used on site and embodied water contained in its products. To meet these objectives, Supply Chain must:

- Report all water use on site in a timely fashion to the Company, on a monthly basis, using the agreed format. This must include details of how the associated water use has been minimised.
- Report details of embodied water in materials used on site in a timely fashion to the Company on a monthly basis, using the agreed format. This must include details of how the associated embodied water has been minimised.
- Co-operate with the project/contract team on water reduction goals and demonstrate how they **plan to reduce both construction related and embodied water**. The supply chain must comply with all legal, Environmental Management Plan and consent requirements for the protection of controlled waters (rivers, ditches, groundwater)

15. Ecology

Activities must be planned and carried out in compliance with environmental legislation, the project/contract Environmental Management Plan requirements and associated ecological licences and consents.

Where protected or important species and habitats exist on-site, site teams must work with the appointed Environmental Advisor and the wider project/contract team to programme site works with a view to minimising disturbance to wildlife. This includes site preparation, ground works, and soft landscape works which should be scheduled at an appropriate time of year.

To minimise the negative impact of our operations on ecology:

- Do not disturb vegetation without undertaking the appropriate environmental checks beforehand (e.g., nesting birds, badger setts, reptiles).
- Vegetation clearance should be planned outside of the period 1st February – 31st August to avoid nesting birds. If clearance work has to be undertaken during this time, a breeding bird survey needs to be carried out by a suitably qualified person.
- Unnecessary tree and vegetation removal should always be avoided. Before felling any trees or removing any hedgerows check to ensure permission has been obtained. Ensure any work on or near trees is carried in accordance with BS 5837:2012 - "Trees in Relation to Design, Demolition and Construction".
- Stop work immediately and contact the Environmental Team if you encounter any unexpected finds (e.g., invasive species, sensitive habitats etc.)
- No roots larger than 25mm (approximately thumb size) should be cut/damaged without appropriate arboricultural advice.
- Where possible work in accordance with the relevant British Standard (e.g., BS 3998)

16. Personal Protective Equipment

The following six-point PPE shall be worn on all Milestone Projects / contracts:

- Appropriate coloured safety helmet (or bump cap where specified that this is adequate) (See Below) with, where applicable through risk assessment a chin strap or other appropriate

restraining device.

- A high visibility jacket or Long-Sleeved vest class 2 (or Class 3 when required by a project/contract specific risk assessment)
- High visibility trousers (trousers must not be tucked into socks).
- Safety footwear (incorporating toe and mid sole protection and which provides appropriate support to the ankle) NB – Rigger boots, safety trainers and safety shoes are all prohibited.
- Gloves (specific to the risk associated with the task being undertaken)
- Safety glasses (incorporating prescription lenses where necessary and impact rated where relevant).

16.1 Additional PPE requirements

Other items of Personal Protective Equipment may be required following a task specific risk/ COSHH assessment, such as:

- Head protection shall display an induction sticker.
- All personnel must keep their torso, arms and legs covered at all times.
- All personnel involved in breaking ground activities must wear an all-in-one FR ARC 1 Rated protective clothing. This includes those who are within 5m of the breaking ground activity. Plant Operators may choose not to wear FR ARC 1 Rated protective clothing with the exception that the plant cabin windows and doors remain shut for the duration of the breaking ground activity.
- Safety visors used for brush cutting must be either: impact rated polycarbonate (EN1661B), or metal mesh visor with impact rated safety glasses (EN166 1B) underneath.
- The minimum standard of face mask for particles is FFP3.
- All wearers of filtering face piece RPE must have undergone a suitable and sufficient face fit tested for each specific RPE worn. In line with fit2fit accreditation.

As a member of Build UK, the following safety helmet colours must be used on all Milestone Infrastructure sites.

Colour of helmet	Occupation
Black	Supervisor
White	Management and competent operatives and trades

16.2 Track side specific requirements

Safety helmets worn on or near the line side to be white in colour except under the following circumstances where the individuals' safety helmet shall be blue in colour:

- Individual is issued a Track Visitors Permit (TVP)
- Individual is in receipt of a Personal Track Safety (PTS) card with a green square symbol on it; or
- The provision of NR /PRC/MTC/SE0089 - Individual is included on the Infrastructure Maintenance New Starters Mentoring (Passport) Scheme.

The name or logo of an individual's Sentinel Sponsor (or other name or logo agreed with Network Rail) may be marked upon a safety helmet. Such markings shall not exceed 10% of the safety helmets visible surface area.

Safety footwear that complies with BS EN ISO 20345 and which has a covered protective toecap, mid sole protection and provides support to the ankle (Lace up—not Rigger type).

High visibility orange body clothing with reflective tape to comply with Railway Group Standard GO/RT 3279 and BS EN 471 Class 2. The outer layer of the upper body high visibility clothing must be clearly marked on the back with the individual's Sentinel sponsor's logo or other logo agreed with Network Rail. (Full length waistcoats, long sleeved jackets, or similar garments that comply with the standard are suitable, but mini vests are not. Sentinel sponsors should supply the garment marked with their logo and the only other logos that may be agreed at the discretion of the Network Rail Project Manager are those which denote a particular project and contract. This type of logo should be printed directly onto the background material between the vertical retro reflective bands on the rear of the garment). The use of high visibility trousers or over trousers which comply with GO/RT 3279 and BS EN 471 Class 1 is also mandatory.

Foul weather clothing (Coat and trousers) to Railway Group Standard GO/RT 3279 and BS EN 471 Class 3 (Gortex type breathable / water resistant material).

17. Asbestos

On projects / contracts where the presence of asbestos is known/suspected, the Hazardous Substance Coordinator will arrange for a suitably trained specialist Contractor, approved by the Health and Safety Executive, for the type of work to be undertaken.

The specialist contractor will be responsible for managing and disposing of any asbestos containing materials in line with current legislative requirements.

18. Work Areas

All materials in storage must be palletised, stored on racks or specialised / bespoke storage systems.

All temporary electric cables (junction boxes, extension leads etc.) are to be secured using "sky hooks" or the equivalent, routed safely and not cause trip hazards by trailing across the floors / walkways.

Good housekeeping must be practiced at all times.

19. Materials

Milestone Infrastructure has an objective to proactively select and use materials that are benign to humans and the environment and to use zero unsustainable materials; details are included in the Milestone Infrastructure Sustainable Procurement Policy which must be followed including guidelines in the use of:

- Timber products (FSC or PEFC certified)
- Quarried products
- Recycled and secondary materials (WRAP Quality Protocol compliance)
- Ethical sourcing (BES6001 and Modern Slavery Act)
- Materials promoting a Circular Economy

Milestone Infrastructure and Supply Chain must:

- Report all deliveries of timber and timber products in a timely fashion to the company
- on a monthly basic, using the agreed format. Supporting delivery notes, clearly stating the chain of custody number associated with the delivery, must be made available to the Company immediately on request.

- Report all deliveries of quarried products in a timely fashion to the Company on a monthly basis, using the agreed format. Supporting delivery notes must be made available to the Company immediately on request.
- Ensure that all products containing recycled content are recorded and reported in a timely fashion to the Company on a monthly basis using the agreed format. Supporting delivery notes and appropriate documentation to demonstrate compliance with the applicable quality protocols must be made available to the Company immediately on request.
- Report all delivery mileage, vehicle type and associated transport CO2 emissions must be reported in a timely fashion to the Company on a monthly basis, using the agreed format. This must include details of how the associated transport CO2 emissions have been minimised.

For storage of materials:

- All material in storage must be palletised, stored on racks or bespoke storage systems.
- Good housekeeping must be adhered to at all times.
- Any storage of materials on site should not expose them to the effects of weather or cause any environmental harm e.g., runoff into watercourses.
- For goods and materials that can perish, producer's storage specifications shall be followed at all times.

20. Supply Chain

20.1 Selection of Supply Chain

- All Supply Chain shall be assessed, and approved, for Safety, Health, Environmental and Quality competency prior to commencement of works in accordance with the Company's management systems, criteria, and assurance audits.
- Demolition Contractors must be a current member of the National Federation of Demolition Contractors (NFDC). Evidence should be obtained regarding competency and adequacy of all resources (Personnel and Plant) before orders are placed.
- For the installation of standard and designed scaffolds only scaffold contractors who are full members of the National Access and Scaffolding Confederation (NASC) are to be employed on the project/contract whether directly by Milestone Infrastructure or by a supply chain.

20.2 Sub Sub-Contracting

- All Sub Supply Chain shall be approved in writing by the Company prior to commencement of works. The supply chain shall provide evidence of their assessment of Safety, Health, Environmental and Quality competency to the Company.
- Any Sub supply chain contractor found working who has not been assessed by the Company will be immediately removed from site and any associated costs caused by such removal will be the responsibility of the relevant supply chain Contractor.

20.3 Health and Safety and Environment Advice

- The supply chain must have access to competent health and safety and Environment advice, either in-house, or from a consultant. The supply chain nominated safety advisor must be a member of IOSH and meet Milestone.
- Infrastructure's competency requirements (minimum NEBOSH General or Construction or equivalent) with evidence of their competency and contact details provided at the pre-start meeting and / or prior to commencement on site.
- The Supply chain's health and safety and Environment advisors are required to thoroughly

inspect their works (frequency of visits dependent on risk) and leave a detailed report with the project/contract lead identifying any areas of concern and recommendations for remedial action.

- The Supply Chain management is responsible for immediately implementing the HSW/Environment advisor's recommendations and formally confirming satisfactory close out to the project/contract lead in writing.
- Where the above cannot be achieved, alternative arrangements must be agreed with the Head of Health, Safety and Wellbeing and Head of Environment & Sustainability.

20.4 Additional requirements

- A senior representative of The Supply Chain must attend a Health and Safety and Environment meeting on a monthly basis or as requested. This may be included within operational progress meetings.
- The Supply Chains Senior Management and Directors, with direct responsibility for the project/contract, shall demonstrate visible leadership, reinforce, and recognise good performance and shall undertake a minimum of one Health, Safety and Environment site visit per month or as directed by the Company. Any such visit must be advised to the project lead prior to arrival and prior to leaving the project/contract.
- The Supply chain supervisors shall undertake recorded Health, Safety and Environmental inspections of their work site, the frequency of which shall be agreed at the pre-start meeting, but which shall not occur less than every week. Copies of the reports from the inspections shall be provided to the company for inspection on a weekly basis.
- All Supply Chain are required to provide Milestone with a HSWE competency matrix for roles. This is to be provided at the pre-start meeting and updated as required. This must demonstrate how the supplier meets Milestone expectations for competence and training.

21. Public Interface

Supply chain will ensure that they conform to the project/contract specific requirements regarding maintaining the integrity of the site boundary.

Where any proprietary barriers are provided by the Supply Chain, they will be erected in accordance with the manufacturers' instructions or subjected to temporary works design.

22. Communications

Milestone Infrastructure runs regular communication events on all projects/contracts, including, but not limited to:

- Toolbox talks
- Behavioural Safety stand ups
- HSW and Environmental alert briefings
- Pre task briefings

It is expected that all Supply chain representatives and operatives are made available to participate in and support such communications.

22.1 Inspections and audits

Milestone Infrastructure undertake a variety of Health, Safety and Environment inspections, audits, and engagement tours, including but not limited to:

- Health, Safety & Environment Inspections
- Engagement Tours (Senior Leadership Team)
- Internal Audits (Targeted Reviews, Minimum Standards)
- External audits (BSI)

Supply Chain are required to participate in the above and close out any actions that are assigned to them in a timely manner.

Supply Chain personnel are expected to undertake their own H&S and Environment inspections / tours at a frequency determined by risk and agreed by Milestone Infrastructure project / contract.

Details of the outcome and actions are to be reported to the Milestone Infrastructure project / contract team in a timely manner. Use of photos to identify findings in reports is encouraged.

23. Incident Reporting and Investigation

- All Health, Safety and Environmental incidents, including near misses and those that result in injury, harm, or damage, must be reported to the line manager/project/contract manager and CSC as soon as practical and by the end of the shift/day.
- The Supply chain must undertake their own investigations where required and outline actions taken to prevent reoccurrence.
- Where incidents are reportable under RIDDOR a copy of the statutory report must be uploaded to the incident reporting database.
- The Supply Chain must provide copies of their internal incident investigation report to the project / contract lead within a reasonable timescale and co-operate fully in any investigation conducted by Milestone Infrastructure. Milestone requires initial investigation details for all serious and potential serious incidents within 24 hours.
- Where there is absence or long-term impact from an incident, the Supply Chain must pass on new information to Milestone Infrastructure as soon as practical.

24. Demolition

Milestone Infrastructure requires that only Contractors who hold current membership of the National Federation of Demolition Contractors (NFDC) are contracted to work on Milestone Infrastructure projects.

Milestone Infrastructure require that any demolition contractor contracted to work on a Milestone Infrastructure project/contract employs a full-time supervisor, who as a minimum is in possession of a current valid Gold Card (demolition supervisor card) (CCDO) in addition to any certification required for a site manager/supervisors as detailed within section 3.2 of this document. Operatives must also hold the relevant demolition card.

25. Working Time

Milestone Infrastructure and Supply Chain shall provide records of working time (plus exceedances and controls) when requested to demonstrate management of working time and compliance with the relevant working time legislation.

26. Protecting Vulnerable Road Users Requirements

Milestone infrastructure will comply with the M Group Services Occupational Road Risk Policy. Parties who contract to work for Milestone Infrastructure are required to meet this, or equivalent

standards. This requirement may be superseded where geographical or contract specific conditions that are needed to operate, for example FORS and CLOCS.

27. Out of hour's works

Out of hours works will be carried out in line with Milestone Infrastructure's out of hours working procedure. All out of hours working must be agreed by prior arrangement with the Company project/contract lead.

28. HSE, EA and Enforcement Agency visits

Should a Milestone project / contract or Supply Chain receive any HSE, EA or enforcement agency visits, the detail of these visits must be communicated to the Milestone Infrastructure project / contract team, in a timely manner. Any actions taken or follow up requirements must also be communicated to the Milestone Infrastructure project / contract team.

29. Provision of Information

The Milestone Infrastructure project / contract team may ask the Supply Chain for copies of site such as:

- Daily Pre-Task Briefing records.
- Toolbox Talk records.
- Records of hours worked.
- Number of people on site
- Inspection records etc.

It is expected that any such request for information will be actioned in a timely manner.

30. Site Standards and Rules

APPENDIX 5 [MIL STD MIN 002 Site Standards and Rules](#) provides the basic Milestone Infrastructure Site rules that are applicable to all locations. Where there are additional location or Client specific site rules, these will be communicated during the site-specific induction.

31. Prohibited Items

This is not an exhaustive list of prohibited items, please refer to the MIMS or seek advice from the HSW team.

- Fuels stored in plastic containers.
- The use of one-ton dumpers is prohibited.
- Forks fitted to or suspended from 360°/180° excavators.
- Truck-mounted or small forklifts in construction areas; unless on hard standing ground in a segregated area.
- Lifting with excavators without removing the bucket.
- Underslung loads from wheeled plant whilst in motion.
- Aluminum ladders or stepladders in live electrical areas.

- Wooden ladder and stepladders.
- Netlon-type fencing as edge protection or as a barrier for restricted areas.
- Barrier tape as edge protection or as a barrier for restricted areas
- Driven Road pins.
- Tubular space heaters without cages.
- Halogen lamps.
- Rigger boots, safety trainers and safety shoes.
- Semi-Automatic Quick Hitches are prohibited

32. Appendices

MIL - Policy Statement - Health Safety and Wellbeing

MIL_POLS_HSW_001

This Policy Statement shall be made available through MIMS and its issue notified to relevant employees through appropriate form of communication.

An Appointed Person shall review this document annually to re-affirm its conformity to the current requirements of company Policy or immediately if its contents are deemed to be no longer valid.

An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below. Revisions shall be identified by a number and shall replace the previous revision.

Document Reviews			
Date	Revision	Document Owner/ Reviewer	Summary of changes
01/04/2022	01	Head of Health, Safety & Wellbeing	First Issue
17/02/2023	02	Head of Health, Safety & Wellbeing	Annual Review

Policy Statement

Health, Safety and Wellbeing

Milestone Infrastructure deliver our business with Health, Safety and Wellbeing (HSW) as a core value. We expect our performance to be at the highest level in respect to our employees, delivery partners and others involved or affected by our activities. We are committed to being free from harm, in safety, health and wellbeing.

Our Vision is: To create and maintain a culture that is both consistent in behaviours, and continuously improve in performance. This represents a level of organisational maturity more than safety alone, a genuine culture of care and concern for people, which encourages everybody to accept responsibility for their own, their colleagues', and the public wellbeing.

Underpinning this vision are our values and principles:

- Putting health, wellbeing, and safety of people first. Nothing that Milestone Infrastructure does is so important that we cannot take the time to do it safely – “We work safely or not at all”.
- Health, safety and wellbeing of our employees, subcontractors, and the public affected by our undertakings, is our paramount concern and must never be compromised by other objectives
- HSW is everyone’s responsibility, with duty to stop work when it is unsafe to continue.
- We will communicate with, train, develop and require our people to work in a safe way with no harm to health or to an individual’s wellbeing.
- Visible leadership through engagement with employees, supply chain, and clients.
- Empowering people to be more engaged and speak up at every level of the organisation.
- The HSW commitment of all our delivery partners is a prime consideration in their selection
- Health and Safety management systems are used to drive continuous improvement, assisted using both leading and lagging performance indicators.
- Career progression will be dependent on demonstrable commitment to HSW.
- All Milestone Infrastructure people, and our delivery partners exhibit the desired proactive behaviours, visible leadership and have an understanding of health and safety hazards and risks that may affect our operations and the wellbeing of individuals, including the public.
- Comply with our legal obligations and requirements of our Health, Safety and Wellbeing management systems and other relevant requirements
- Provide healthy and safe working conditions, equipment and systems
- A commitment to consult with and provide opportunities for participation of workers, and where they operate, workers’ representatives, in matters related to Health and Safety
- To have the highest level of performance we engage with, influence, empower and care for all those who come into contact with us. We achieve this by engaging with the entire workforce.

Our long-term objectives are to:

1. Culture - Develop and enhance our HSW culture through the introduction of our new Behavioural Safety Programme.
2. Service avoidance - Understand why we continue to damage underground and overhead services and ensure consistency with following safe operating procedures.
3. Roadworker safety - Improve the safety of the working environment for our people.
4. Supervision support - Understand how we can support our supervisors to be the best they can be at working to safety as a core value.
5. Setting to work – ensuring there are no barriers to a workforce informed clearly and concisely about going about their work free from harm.

This policy will be reviewed annually to ensure effective implementation and continual improvement.

Adrian Cooke
Managing Director
Milestone Infrastructure
February 2023

Policy Statement - Environment

MIL_POLS_GEN_005

This Policy Statement shall be made available through MIMS and its issue notified to relevant employees through appropriate form of communication.

An Appointed Person shall review this document annually to re-affirm its conformity to the current requirements of company Policy or immediately if its contents are deemed to be no longer valid.

An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below. Revisions shall be identified by a number and shall replace the previous revision.

Document Reviews			
Date	Revision	Document Owner/ Reviewer	Summary of changes
01/04/2022	01	Head of Sustainability	First Issue
01/05/2023	02	Head of Sustainability	First Issue

Policy Statement

Environment and Sustainability

Milestone Infrastructure recognises that infrastructure maintenance and improvement services can make a major contribution to a more sustainable world. We are committed to proactive environmental management at all levels, positively influencing key stakeholders, especially customers and suppliers.

We maintain organisational structures, management systems, procedures and training plans to ensure, as a minimum, compliance with all relevant laws, regulations and standards. Our Environmental Management Systems are certified to ISO 14001:2015.

Our vision is to be an industry leader in the way we manage the environmental impacts of our operations during their entire life cycle, actively looking to reduce the negative impacts upon the environment whilst maximising both our own and our stakeholders' opportunities.

We will do this by:

- Assessing and reducing the negative environmental impacts of our work and maximising opportunities to have a positive impact
- Ensuring our employees and delivery partners have the competence to continually improve our environmental performance
- Understanding our stakeholders environmental expectations and requirements
- Collaborating with value chain partners during the lifecycle of an infrastructure project

Our long term objectives are to:

- Proactively reduce greenhouse gas emissions from assets we build and maintain, as well as from our own operations, in accordance with PAS2080 principles. We aim to be net zero carbon as a business by 2040, with carbon intensity reductions from our baseline of 40% and 60% set for 2025 and 2030 respectively
- Incorporate climate adaptation and resilience into the way we design infrastructure projects
- Generate zero waste through reducing upfront demand, reusing materials whenever possible and recycling or down cycling by adopting circular economy principles
- Procure sustainable supply chain partners that align with our environmental ambitions and carbon reduction targets. Select and use, where possible, materials that are benign to people and the environment
- Reduce the demand for, conserve and recycle water resources where possible
- Work to minimise the impact of our direct operations upon biodiversity and, where feasible, create biodiversity net gain and nature based solutions to climate change
- Reduce harmful emissions to air from our projects, road vehicles, mobile and stationary equipment and processes and minimise the negative impact of our operations on water, land and soil quality

At Milestone Infrastructure we promote a culture of continual improvement, setting objectives and targets for key activities and developing action plans for improvement through collaboration with clients and our supply chain. We will assess our performance against the extant Milestone Infrastructure Business Plan Safer, Greener Highways, our sustainability Key Performance Indicators and other environmental targets. This Statement will be reviewed annually and amended as necessary to ensure that we are meeting the needs of the business and the environment in which we work. It will be made available to the public and interested parties on request.

Adrian Cooke
Managing Director
Milestone Infrastructure
May 2023

Policy – HSW Drugs and Alcohol

MIL_POL_HSW_002

This Policy shall be made available through MIMS and its issue notified to relevant employees through appropriate form of communication.

An Appointed Person shall review this document within a 14-month period to re-affirm its conformity to the current requirements of company Policy or immediately if its contents are deemed to be no longer valid.

An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below. Revisions shall be identified by a number and shall replace the previous revision.

Document Reviews			
Date	Revision	Document Owner/ Reviewer	Summary of changes
01/04/2022	01	Head of Health, Safety & Wellbeing	First Issue
23/02/2023	02	Head of Health, Safety & Wellbeing	Periodic Review Review period changed to 14 months
30/11/2023	03	Head of Health, Safety & Wellbeing	Major review with increased percentage of random testing in line with MGS requirements

Policy

Milestone Infrastructure Drugs and Alcohol

1. Policy statement

- 1.1 Milestone Infrastructure is committed to creating a safe and healthy working environment, which demands that everybody accepts responsibility for their own and others wellbeing. This policy forms part of that commitment.
- 1.2 One element of that commitment is to ensure that our employees and others, such as consultants, sub-contractors, or agency workers, thereafter, known as contractors are not placing themselves or others at risk by the misuse of drugs or alcohol. The purpose of this policy is to ensure that employees and contractors do not report for work in an unfit state by virtue of the use of alcohol or drugs, including illegal drugs or, prescribed medication or legal highs (properly known as Novel Psychoactive Substances).
- 1.3 Irrespective of any changes in legislation which may decriminalise the use of drugs, such as cannabis, marijuana, for personal use, any such changes will have no effect on the application of this Policy and Procedure. In order to meet compliance with appropriate legislation, all drugs which can affect a person's ability and judgement to ensure the safety of clients, public or workforce will be covered by the policy.
- 1.4 Employees and contractors must report fit for work free of illicit drugs and alcohol; they must not consume or be in possession of alcohol, or any drug that may affect their ability to undertake their duties in the workplace, this includes Milestone Infrastructure sites and locations where we are working on behalf of a client/customers.
- 1.5 Milestone Infrastructure will nominate a point of contact to administrate this policy and procedure requirement and act as the subject matter expertise.
- 1.6 Milestone Infrastructure have procured a service provider, to undertake random, post incident and 'For Cause' testing.
- 1.7 A programme of screening for all employees, and contractors, has been put in place including:
 - Detect the use of drugs and/or alcohol by any person(s), employees and contractors alike, involved in a safety related incident where there is a possibility that the actions or omissions of the person(s) led to the incident, known as post incident.
 - Detect the use of drugs and/or alcohol where employees' or contractors' behaviour prompts cause for concern, known as 'For Cause'.
 - Detect, via random screening, employees or contractors who may be under the influence of drugs or alcohol, known as random screening.

- Detect the use of drugs and/or alcohol by new employees, during the period of their probation, known as new starter screening.
- 1.8 Failing, refusing to undergo, or agreeing to submit for laboratory test, drugs or alcohol screening will be treated as gross misconduct, will invoke disciplinary action and removal from the workplace.
- 1.9 Milestone Infrastructure will assist with the rehabilitation of employees who voluntarily seek help for drug and alcohol related problems. Such individuals must, however, seek assistance at the earliest possible opportunity. Subsequent discovery, or a disclosure prompted by impending screening, may not be acceptable and will not provide immunity to an individual from disciplinary action.

2. Who this policy applies to

This statement sets out Milestone Infrastructure's policy for minimising risk to its activities and operations. It applies to all Milestone Infrastructure employees and, where appropriate, others such as consultants, sub-contractors and agency workers working on premises and/or sites under Milestone Infrastructure's control.

Procedure

Milestone Infrastructure

Drugs and Alcohol Management

1. Purpose

The purpose of this procedure is to:

- ensure effective measures are in place to control and minimise the risks to ensure the safety of Milestone Infrastructure's clients, employees, contractors, and the communities in which we work, caused by the effects of drugs and alcohol.
- eliminate as far as is reasonably practical, the misuse/abuse of drugs and alcohol by employees and contractors working on behalf of Milestone Infrastructure.
- ensure that Milestone Infrastructure complies with legislation and relevant codes of practice and contractual requirements.
- encourage employees who might have an alcohol or drugs dependency to declare the fact at least 24 hours ahead of any testing, without fear of losing their job, provided they comply with agreed commitments (See section 5 below).

2. Scope

This procedure and supporting appendices apply to all employees and workers (via the terms of their contract and rules of engagement) working on behalf of Milestone Infrastructure during the course of their duties.

- They do apply if using any company vehicle or personal car where a 'car allowance' is paid and the employee is 'on duty'.
- They also apply if an employee is using a company vehicle and is 'off duty'. This would be considered as 'misuse of company property'.
- This policy and supporting procedures do apply to any off-duty member of staff whom, for any reason, enters any Milestone Infrastructure premises that are not normally accessible to the public.
- This policy and supporting procedures do not apply to any off-duty member of staff who is within an area of Milestone Infrastructure premises accessible to the public.
- Milestone Infrastructure will primarily conduct drug testing via urine samples. Oral swabs/saliva samples are not a valid method of assessing the 10-panel drug screening Milestone Infrastructure adopts. However, where there is either no WC facilities to conduct the urine testing, or for reasons of expediency then oral swabs/saliva testing can be organised through our service provider. The alcohol testing will be via a breathalyser.

3. Communicating the policy and procedure

All prospective employees of Milestone Infrastructure will be advised through our offer of employment with supporting educational material regarding our policy. It is clear within our offer letter the consequences if the individual is found to be non-compliant with this policy. Both employees and contractors will be reminded of the policy and procedure during site/office inductions.

4. Collectors and nominated provider for testing

The nominated collectors and toxicology services are supplied by an approved service provider, who should be used for all 'For Cause' testing, post incident, induction testing and random testing to ensure that the same process and agreed panel of drugs tested/alcohol breathalyser limits are used. This is important so that all employees and workers across Milestone Infrastructure can be assured of equitable arrangements wherever they work.

5. Individuals seeking help for drugs and / or alcohol related problems

Individuals can proactively seek help and support with drug and/or alcohol related problems by speaking directly with their line manager and/or their HR Business Partner. Mental Health Champions can also assist through listening to colleagues in a non-judgmental way and signposting them to appropriate professional support. Drug or alcohol dependency should be declared at least 24 hours PRIOR to any testing taking place. The business response to notification less than 24 hours is at the discretion of the Business/Regional Director, in consultation with HR.

Milestone Infrastructure will commit to supporting the employee, by:

- The line manager ensuring that any safety critical worker or rail related working licences, held by such individual who has declared their dependency, are withdrawn to prevent them carrying out safety critical duties.
- The line manager seeking HR support, to identify suitable alternative work, where the employees cannot undertake their substantive role, for the duration of rehabilitation (but no longer than 6 months). If no suitable alternative work can be identified the business may reserve the right to terminate employment.
- The support from Milestone Infrastructure is dependent upon the employee agreeing to the following: Attend a rehabilitation programme for drugs and/or alcohol.
- Must provide a statement of attendance/compliance from the rehabilitation service/support every 4 weeks to their line manager.
- Will participate in unannounced drugs/alcohol testing in addition to any site random testing schedule. The frequency should be a minimum of every month during the rehabilitation period.
- All on-site (instant) results must be negative. Any non-negative result will be sent for laboratory analysis to be analysed by the service provider.

The arrangements for these random tests will be made by the Milestone Nominated D&A Contact (NDAC) in consultation with Head of Health, Safety and Wellbeing, and where necessary HR.

A referral to Milestone's Occupational Health provider may be appropriate if the individual has side effects or health complications of the addiction that affect their work capability.

5.2 Guidance

The arrangements for supporting an employee who has declared a dependency of drugs or alcohol is separate to the employee's terms and conditions of employment.

The employee may be redeployed e.g. non-safety critical duties, for the duration of this agreement if this is considered to mitigate the risk to employee, others and the business. The decision will be made by the Head of Health, Safety and Wellbeing in consultation with the Senior HR Business Partner.

The employee agrees to abstain from alcohol and/or use of illicit drugs whilst in employment with Milestone Infrastructure.

Where the individual is participating in a rehabilitation programme, or has ongoing support during the rehabilitation period, the employee needs to supply written evidence to the line manager at least every 4 weeks. Any cost associated with this evidence is borne by the employee.

All test results need to remain negative, or any non-negative results is subsequently confirmed as negative.

Possible outcomes:

- Compliance with the terms of agreement and duration will afford the consideration of continued employment within Milestone Infrastructure
- Return to substantive role, if redeployment was made for the duration of the agreement
- Non-compliance of any element of the agreement at any point during the term will mean the employee will be subject to the disciplinary policy. This may result in summary termination of employment.

Addiction to any substance is not a disability under the Equality Act (though effects of addictions e.g. cirrhosis, depression may be).

6. Drug Screening

6.1 Prescription and 'over the counter' medication and legal highs

If a safety critical worker is taking prescribed or over the counter medication and the label indicates cautions such as: "... *must not drive machinery*" or the individual is experiencing any side effect of the medication: for instance, drowsiness, fatigue, impact on their co-ordination or balance, in these circumstances, they must notify their line manager at the earliest opportunity and must not undertake activities that could put themselves or others at risk.

Where necessary, managers should take advice from Milestone's occupational health provider as to

the potential impact on the safety critical worker performing their duties without risk to themselves or others. Examples of medication that can impact safety critical work include but are not limited to the following:

- Anti-depressants
- Cold and flu remedies
- Hayfever remedies and other antihistamines
- Sleeping pills, and tranquilisers

Managers can contact Medigold Health through email Medication.Helpline@medigold-health.com to ask for advice (£8 per consultation) on the impact of medication on an employee's fitness for work. Alternatively, call Medigold Health on **03300 538 759** (£45 per consultation) for a 24-7 service.

There is no requirement to keep any record of the medication, but the line manager should make a note of the discussion regarding the side effects and any advice sought from HR or occupational health. Guidance on how to securely handle any notes made can be found in Appendix F below.

The line manager should contact Milestone's OH provider when the medication's side effects last for more than 7 days, or the line manager considers them at risk to themselves or others in continuing to undertake their role. The purpose of this is to seek a medical referral as to the employee's fitness for work.

Where a safety critical worker is returning to work following any period of sickness, the line manager must establish, during the return-to-work interview and prior to recommencing work, whether the employee is taking any medication that could affect their fitness for duty.

6.1.1 Legal highs or Novel Psychoactive Substances (NPS)

A legal high is a non-prescribed substance that is not defined under The Misuse of Drugs Regulations 2001 or licensed by the MHRA, nor is a valid prescription available and is not licensed for human consumption in the UK. Such substances can, have the same undesirable effects as illegal drugs and must be treated in the same manner.

6.1.2 Additional testing for NPS and steroids

Testing for NPS and steroids can be undertaken but only after consideration with HR. The responsible manager should contact the Nominated D&A Contact, in the first instance, to ascertain from the service provider what additional tests might be required. They will have a standard panel of tests that will incorporate the most likely novel substances as well as a range of other common drugs. This may require specific collection requirements and/or further costs and come under the remit of 'For Cause' testing.

6.2 Random screening

Unannounced drugs and alcohol screening will take place across the business which includes a random selection, made by the testing Collector, of all personnel (employees, contractors, visitors) on the contract/project. The percentage of Milestone Infrastructure employees tested will not be

less than 20% averaged over the whole 12month reporting period. This does not mean that every random test must achieve the target percentage, as numbers of workers onsite fluctuate.

6.2.1 Guidance

The list of people on site on the day of testing will be generated by the security logs this may include both employees and contractors. Practical arrangements on the day of testing must avoid the workers to be tested hanging around unnecessarily for prolonged periods of time before their individual tests. It is acceptable that once selected for testing, managers can organise at their discretion for the order in which workers are tested, potentially allowing for some to continue working before their individual test.

To arrange screening, email infrastructure.centalservicecontrol@milestoneinfra.co.uk with random screening in the subject heading, plus date/time, location/site, contact name, and how many tests.

The arrangements for unannounced random screening are detailed in the flowchart and notes contained in Appendix B below.

6.3 'For Cause' screening

Milestone Infrastructure has identified situations that will always be considered as reasonable grounds to conduct 'For Cause' screening. Primarily, this is where an individual's behaviour gives reasonable cause to suspect that they are unfit to continue working as a consequence of the misuse of drugs and/or alcohol.

Any employee who believes that another employee or contractor working on a Milestone Infrastructure site or premises is unfit for work, due to the effects of drugs and/or alcohol, has a duty of care to report the matter. Either to the responsible manager in charge immediately or contact the company

Whistleblowing Line 0800 374199, using Access Code 'morrison' or register their concern online at <http://www.expolink.co.uk/>

There are 2 appendices to this document (below) to help the site management team manage the need for 'For Cause' testing.

- Appendix D – For Cause testing flow chart. Managers must call the CSC on 0800 028 0082 to arrange immediate screening.
- Appendix E - Management of the employee whilst awaiting for the collector.

For arranging testing outside of CSC office hours, in the first instance the requestee must contact the relevant Business Director, Project Manager or Operations Manager to request authorisation. They will need a brief explanation/reasoning for requiring the test. Once authorisation is given telephone the service provider (Matrix Diagnostics / Hampton Knight) directly on **0330 390 3360**:

- **Highways** sector contracts (Project 014) the Pin number is **MIL033H**, and for

- **Civil Projects** and **Streetlighting** sectors (Project 015) the Pin is **MIL034P**.

The following information will be needed during this call:

- The requestee's name and contact number.
- Location of testing's name and point of contact's number (if different).
- Full address of location of testing including postcode.
- Reason for test being either post incident or 'For Cause' testing.

NB. Please email all details to CSC at infrastructure.centralservicecontrol@milestoneinfra.co.uk.

6.3.1 Guidance

Where doubt does exist, concerning the employee's fitness to work, then the line manager must seek advice from HR and where this is not possible e.g. during out of hours, then the individual should be suspended on contractual pay during the interim. If a suspect powder/substance is discovered on site, the service provider can attend site to take a sample to confirm the nature of the substance which may help any investigation.

6.4 Post Incident screening

Post incident screening must be considered for all actual and potential Lost Time Injuries, near misses but in particularly High-Potential (HIPO) incidents. For example, but not limited to the following instances:

- Worker in receipt of an electrical shock
- Overturning or collision of vehicles and/or plant onsite, or the public highway
- People-plant interface incidents such reversing into a banksman
- Contact injuries through operating powered hand tools etc.
- Failure to implement Traffic Management on the public highway

Anyone immediately involved with the event such as the injured party, plant or vehicle operator, and supervisor etc. should be subject to post incident testing. You should note that results are not sufficiently informative if testing is conducted more than 12 hours post incident. As best practice, any employee should be tested as soon as it is safe to do so following an incident. Managers must call the Central Service Control (CSC) on 0800 028 0082 to arrange immediate screening.

6.4.1 Guidance

For the absence of doubt, the responsible manager or supervisor should consult with the HSW team to confirm when post incident testing is required. This may be based on what the potential outcome of any event could have been as opposed the actual outcome. On reporting incidents to CSC, post incident testing will be recommended by the CSC Coordinators/Shift Managers etc. who can arrange for this to happen.

6.5 New starter screening

All new employees will be screened for drugs and alcohol within the period of their probation, 100

days from their first day of employment.

6.5.1 Guidance

Contracts/projects may arrange for new starter drugs and alcohol testing to be undertaken in small cohorts of employees who started within the same timeframe (their 100 days overlap). This allows the business to be cost effective through grouping together testing arrangements. The screening is organised through the CSC and should be pre-planned to capture all new starters within their probationary period, rather than left to ad-hoc random screening.

To arrange screening, email infrastructure.centralservicecontrol@milestoneinfra.co.uk with new starter screening in the subject heading, plus date/time, location/site, contact name, and how many tests are required.

6.6 Results of screening

There are 2 possible outcomes of drug testing:

- Negative - nothing detected, and
- Non-negative (also known as positive) – there are substances identified which could be as a result of prescription medications, some foodstuffs or illegal substances. All non-negative results will require further laboratory analysis to confirm substance.

Negative screening results - If the results of a drug and alcohol screening test are 'negative' then the employee or contractor can return to work.

Non-negative screening results - If the results of the urine drug screening test are 'non-negative' then the responsible manager needs to refer to Appendix C below.

If the employee is not defined as being safety critical worker, then in normal circumstances they can remain at work with the caveat they may not drive any company vehicles (including pool cars or motorised plant). These restrictions would stay in place until confirmation of results is returned from the laboratory. Employees not undertaking safety critical roles/activities do not need to be 'suspended' from duties pending the results.

If the employee is a safety critical worker, then Appendix C below provides a potential alternative to suspending the worker pending confirmation of the screening results. It should be emphasised that such alternative arrangements are dependent upon the business capacity to suitably adjust the work/workplace. This will be a local decision through operational managers who are encouraged to seek advice/support of health and safety professionals and HR, where doubt exists.

Appropriate arrangements should be made for the employee/contractor to be transported safely home, e.g. escorted or in a taxi, with no capacity to adjust the work activities if they drove to work.

6.5.1 Guidance

If the result of the laboratory confirmation test is negative or consistent with any declared medication, then the HR Business Partner will advise the line manager/employee that they are fit to

return to return to work.

If the result of the laboratory confirmation is positive and not consistent with any declared medication, then the HR Business Partner will discuss next steps with the line manager. Such a failure will be regarded as gross misconduct and will be subject to the disciplinary procedures.

The responsible manager in charge will also inform the individual's line manager and ensure that any safety critical and/or working licenses held by the individual are withdrawn and returned to the individual's line manager or, in the case of a contractor returned to the employing organisation.

If an employee or contractor provides a positive screening result, Milestone Infrastructure will further investigate, regard the individual as being not suitable for further employment or future employment for a minimum period of five years.

An individual who previously failed a drugs or alcohol screening or refused to cooperate with a screening five years or more previously, will only be considered suitable for subsequent employment with Milestone Infrastructure if they agree to a regime of increased random screening to ensure they comply with Milestone Infrastructure Drugs and Alcohol policy.

Failure to comply a second time will result in disciplinary action and the likelihood of termination of employment, with no future employment opportunities with Milestone Infrastructure.

7. Alcohol screening

7.1 Alcohol limits

13 micrograms of alcohol per 100 mls/of breath (equivalent to 0.13mg/L)

Milestone Infrastructure operates on Network Rail premises, the company is obliged to comply with a lower threshold of tolerance than has previously been demanded in other parts of our business. Therefore, for consistency and fairness across Milestone Infrastructure we will apply the more demanding thresholds for alcohol tolerance.

The failure or refusal by an employee or contractor to blow into the breathalyser will be regarded as gross misconduct and the relevant HR Business Partner will assist the line manager in implementing the disciplinary procedures as appropriate.

Normal procedure for a failed breath test is that a second sample is taken within minutes after the first sample. The result from the second sample shall be deemed as the final result. If the result of the breathalyser screening is positive, then the person conducting the test will advise the line manager and HR Business Partner. The line manager will arrange for the employee or contractor to be suspended from duty with immediate effect and ensure that safe and appropriate arrangements are made for the employee/contractor to safely travel home, e.g. escorted or by taxi. Payment for the remainder of that shift will be unpaid, because the employee will be deemed to be in breach of their contract during the remainder of the shift, by virtue of having failed the breathalyser and thereby being unfit to work.

8. Record keeping

Each individual, employee or contractor, will be provided at the time a printout of their results.

All test results are electronically stored by the service provider (there are no paper records to store); if required, the Milestone Infrastructure Nominated D&A contact, or Head of Health, Safety and Wellbeing can request a copy of any individuals results from the service provider.

Any Non-negative results will be returned to the laboratory for further testing including laboratory screening and/or confirmatory analysis via GCMS or LCMSMS. All drug and alcohol testing (from point of collection to laboratory analysis) will be conducted under Chain of Custody conditions.

The final lab results will be sent back to the Milestone Infrastructure Nominated D&A contact who should forward to HR Business Partner who will discuss with the employee's manager.

A copy of these results should be held in the personnel record in Oracle. Guidance on how to securely handle test results can be found in Appendix F below.

9. Monitoring and review

The Head of Health, Safety and Wellbeing will ensure that the results of screening are regularly monitored, and where possible to identify any trends that indicate changes in the level of drug and/or alcohol abuse in the organisation or in the contractor community.

9.1 Guidance

When required, reports commenting on the screening programme, trends and recommendations will be generated by the Head of Health, Safety and Wellbeing and distributed to the leadership team attendees at the SHWEQ meeting.

10. Related Documents

MIL_PRO_HR_007 Disciplinary procedure

MIL_PRO_HS_022 Occupational Health programme procedure for guidance regarding definition and health assessment requirement of safety critical workers.

11. Resources

Drugs and alcohol communication leaflet European Workplace Drug Testing Guidelines.

<http://www.ewdts.org/ewdts-guidelines.html>

12. Appendix A – Nominated D&A contacts

Nominated D&A Contact for Milestone Infrastructure

Name: Jenny Stevens, CSC Manager

Email: jenny.stevens@milestoneinfra.co.uk

Telephone: 07834 507498

The requirement of this role is to:

- Provide interpretation to management team on the D&A policy and procedure
- Provide the link between the service provider and the Projects and Contracts
- Facilitate the random D&A testing according to the criteria (which will be 20%)
- Ensure that post incident testing is recommended by the CSC on receiving notification of incidents (see section 6.4)
- Ensure there are delegates within their team who have access to the PIN code required by the service provider to place a request for testing

Deputy Nominated D&A Contact for Milestone Infrastructure

Name: Richard Hemingway, Head of Health, Safety and Wellbeing

Email: Richard.hemingway@milestoneinfra.co.uk

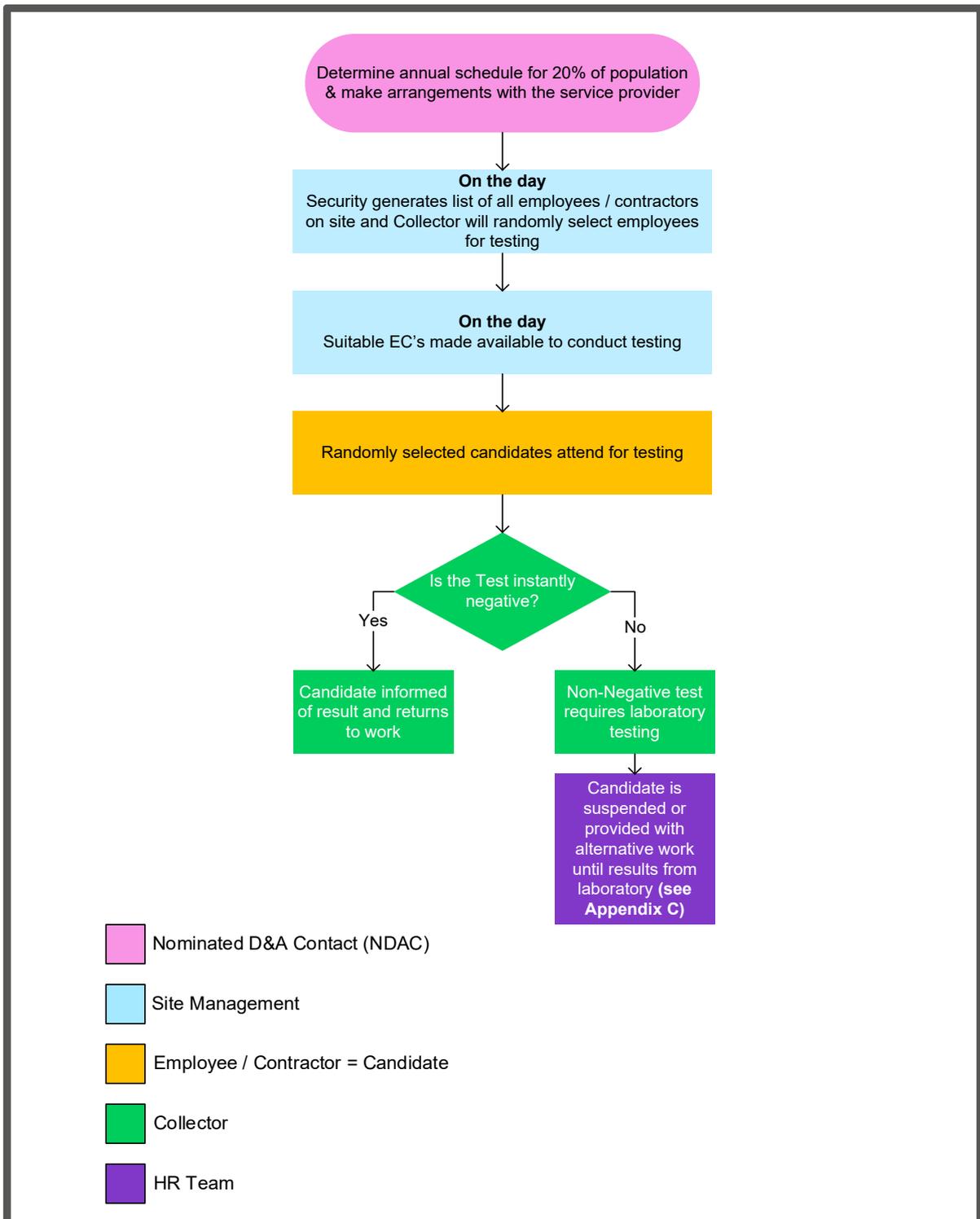
Telephone: 07594 512 083

The requirement of this role is to:

- Provide interpretation to management team on the D&A policy and procedure
- Maintain the Milestone D&A policy and procedure, conducting regular reviews
- Ensure there is a nominated D&A contact for Milestone Infrastructure
- Ensure a random D&A testing programme is planned to achieve 20% over 12 months
- Monitor the testing programme for compliance and trends, reporting issues identified to the leadership team

13. Appendix B – Random testing procedure

MILESTONE INFRASTRUCTURE A part of MGroupServices
Appendix B - Random Testing Process
Process

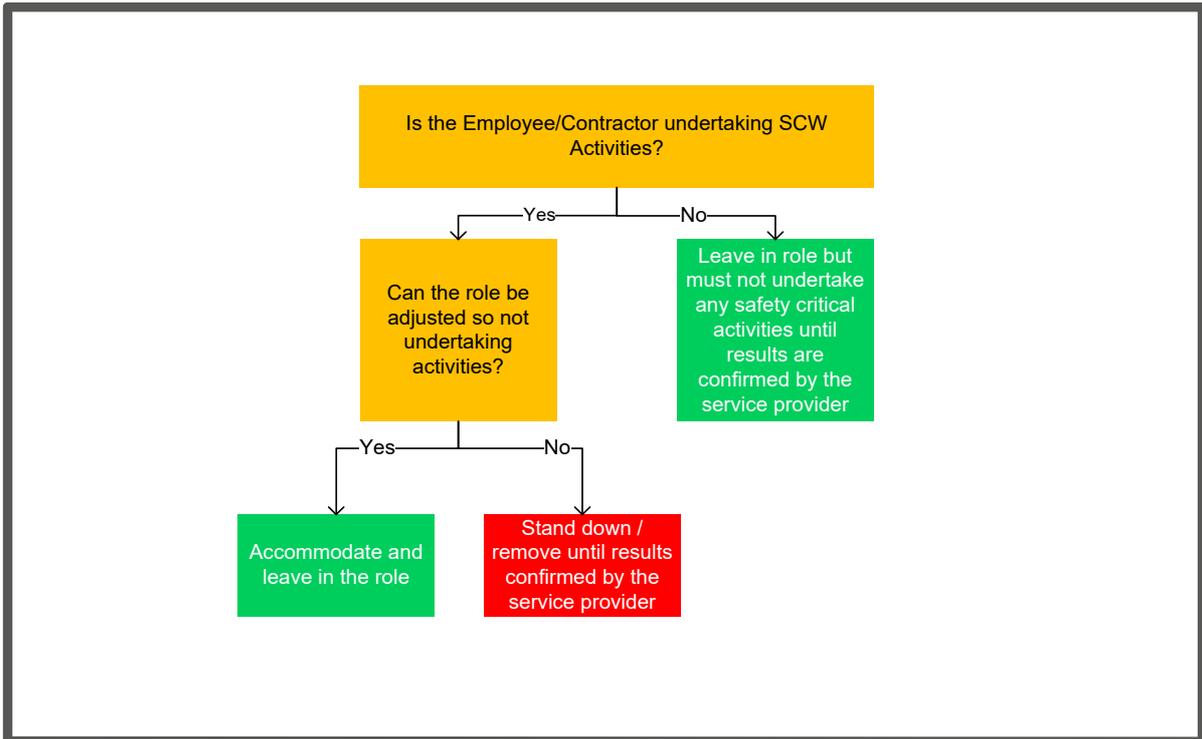


14. Appendix C – Decision logic for managing non-negative results

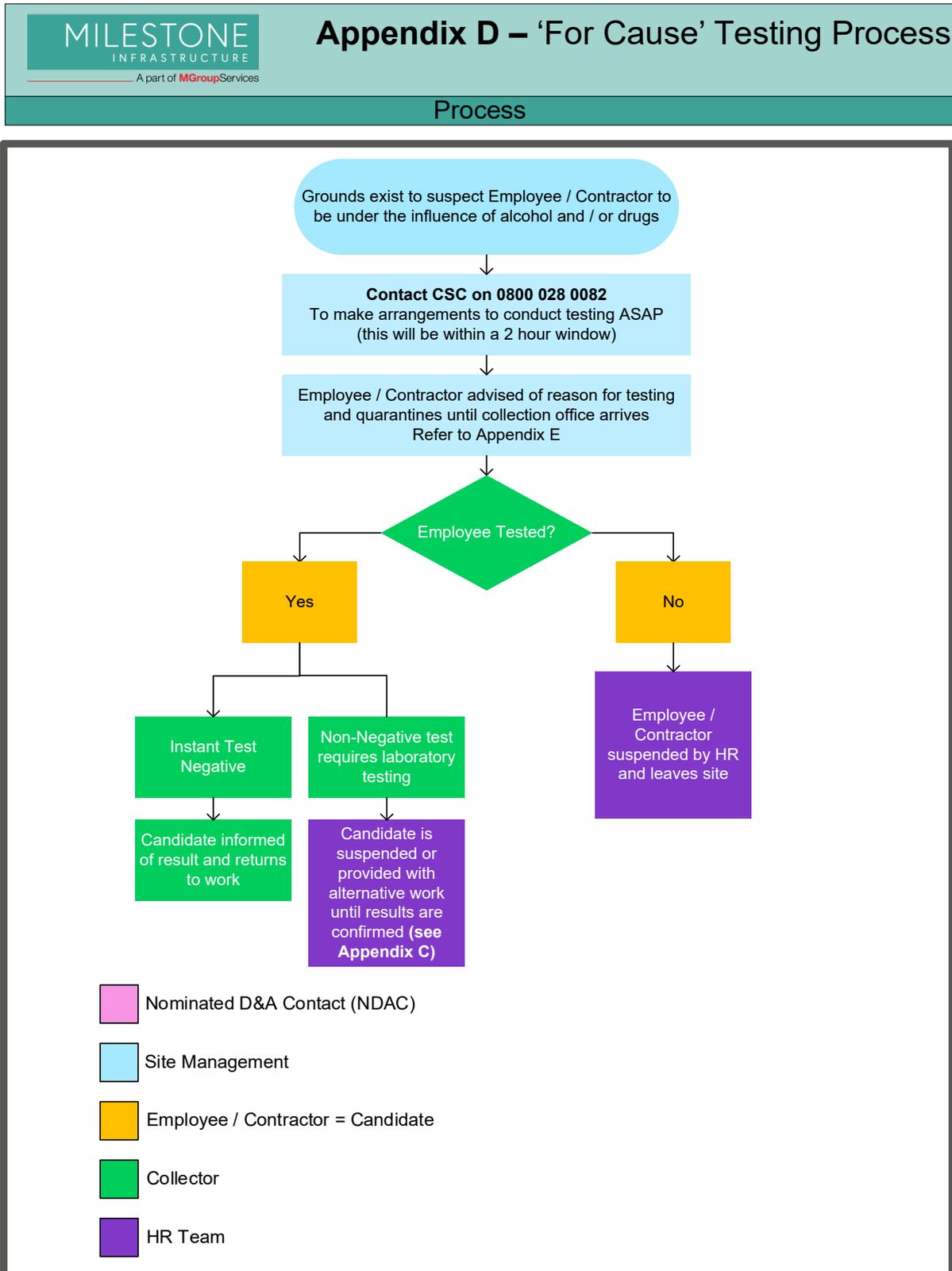
MILESTONE INFRASTRUCTURE A part of MGroupServices

Appendix C – Decision logic for managing non-negative results

Process



15. Appendix D – ‘For Cause’ testing procedure



16. Appendix E – Procedure for monitoring an individual whilst waiting for a Collector

When an employee or contractor has been identified as requiring a 'For Cause' or post incident drug and/or alcohol test it is important that measures are taken to monitor this person until the collection officer arrives and can take control. This process does not apply to the random testing programme.

The employee/contractor should be taken to a room/environment where they can physically be seen/supervised by a member of staff in a senior position.

If the employee/contractor makes a request to empty his/her bladder then reasonable timings should be taken into consideration. It is acceptable to request that the individual abstains from carrying out this function if the collector is due to attend site within 20 minutes, although if the donor persists then the request should not be denied. Any further time delays would not be deemed reasonable for refusal.

If the individual makes a request for a cigarette break, then reasonable timings should be taken into consideration as above. The request cannot be denied but the donor should be accompanied at all times and follow the company's No Smoking policy. The individual will be requested to sign a declaration to confirm that he/she has not smoked for at least 20 minutes prior to the test as part of the breath testing collection process.

It is also important to ensure that the ingestion of liquids and/or food stuffs is controlled whilst the donor awaits a collector to arrive on site. If the individual insists that they must have a drink of water or something to eat, the following restrictions apply, and all information must be recorded:

- The donor maybe offered a reasonable amount of liquid to drink, a maximum of 250mls in 1 hour, not to exceed a maximum of 0.5 litres.
- This MUST be witnessed by a responsible manager and recorded.
- food can be given to the donor from a reliable source, preferably pre-packed.

17. Appendix F – Data protection and the Treatment of Drug and Alcohol Test Results

Milestone Infrastructure has made a commitment to ensure that its employees and third parties including consultants, sub-contractors and agency staff are not placing themselves or others at risk by the misuse of drugs and alcohol. To that end, Milestone Infrastructure have published a clear and comprehensive Drug and Alcohol (D&A) policy that sets out the responsibilities of both the business and employees.

To compliment this policy, this guidance sets out how any notes or test results concerning prescription or over the counter medication, or of D&A test results, should be handled to ensure the confidentiality of the information they may hold is maintained.

17.1 Prescription and 'over the counter' medication

Any notes taken during a conversation with an employee regarding the effects or potential effects of prescription or over the counter medication, and any subsequent advice from Occupational Health or HR about this medication, must be treated as follows:

- Any handwritten notes must be kept securely at all times e.g. locked in a cupboard or draw.
- Electronic records must not be held on unrestricted shared drives or work areas where others may have access to them.
- All records must be securely destroyed once the employee finishes their course of medication

17.2 Results of D&A Tests

All D&A test results from the approved collection and toxicology services provider must be treated as follows:

- All negative test results must be sent to the central HR team who will ensure they are uploaded to the employee's personnel file. The results must then be securely destroyed by the sender.
- When dealing with any non-negative test results, the line manager, the HR Business Partner and Nominated D&A Contact must keep the results protected in a secure location where other members of staff cannot access or read them.
- Once any matters arising from a non-negative result have been dealt with, the results and any accompanying paperwork can be uploaded to the individuals personal file by HR.
- All non-negative test results and associated paperwork held by the line manager, Nominate D&A Contact and HR Business Partner must be securely destroyed as soon as matters stemming from the test results have been resolved and a copy has been uploaded to the personnel file;
- Any D&A results received concerning third party employees must be passed in a secure way, (e.g. password protected), to the designated person at that individuals employers as soon as possible. All copies of these results must be securely deleted from Milestone Infrastructure systems without delay once they have been passed over.

If you have any legacy D&A results or notes held on a local personal or shared area, please ensure they uploaded to the relevant personal file and then securely deleted from these locations at the earliest opportunity. Similarly, paper records must be shredded.

By following the above guidance, we will help ensure that the D&A result and notes of other confidential matters are treated in the right way.

18. Appendix G – Frequently asked questions

<p>How are people selected for unannounced random testing?</p>	<p>When the collector arrives on site, a list of all personnel on site on the day of testing will be generated from the security logs and people will be randomly selected by the service provider's collector to be tested.</p>
<p>Is the employee required to give permission for a D&A test?</p>	<p>Yes, they will be asked by the collector if they agree to be tested. However, the employee should be made aware that a refusal to be tested will be regarded as an unreasonable response and treated as a failed test result. Such an outcome constitutes gross misconduct and is subject to disciplinary action that may lead to dismissal.</p>
<p>Why is it necessary to randomly screen employees and contractors when there are no obvious grounds to suspect the use of drugs, or an alcohol dependency?</p>	<p>There is clear statistical evidence to suggest that workers attend work under the influence of alcohol and drugs. Milestone Infrastructure is committed to maintaining the safest possible work environment to ensure people are free from harm. By applying every reasonable measure to ensure that employees and contractors attend work in a fit state is one of many ways for ensuring the achievement of this objective.</p>
<p>What should I do if I am taking prescribed medication but wish to attend for work?</p>	<p>Most medications are safe to take, but any medication either prescribed or over the counter medication has the potential to cause side effects which could affect yours and others safety in the workplace. You should advise your GP/Pharmacist of your job role and or operating plant and equipment or operating in a potentially dangerous environment, e.g. near railway lines. The GP/Pharmacist can then decide whether it is appropriate for you to work normally or recommend alternative arrangements. If you are experiencing side effects such as drowsiness, fatigue, or affects your balance and you work in a safety critical role or drive on business you need to let your line manager know. They may take advice from the Occupational Health professionals to ensure it is safe to allow you to continue in your role.</p>
<p>If I am receiving support as a consequence of declaring that I have an alcohol or drugs related problem, will I be subjected to on-going screenings?</p>	<p>Yes. The support offered will be reliant upon you accepting appropriate professional help and agreeing to the commitments in section 5. Attending work whilst under the influence of either alcohol or drugs will be considered as gross misconduct and will inevitably lead to disciplinary action and probable dismissal.</p>
<p>If I consume a few drinks, the night before starting an early turn, is there a risk that I may be over the limit when arriving at work?</p>	<p>Yes, there is. Depending on a number of factors alcohol can stay in your system for a significant period. As a rough guide, it takes a healthy liver in an average male about one hour to break down a single unit of alcohol. For an average female, it takes one and a half hours to dissipate the same amount of alcohol. These can vary dependent upon various factors including individuals build, health and other medications.</p>
<p>If an individual takes recreational drugs, such as cannabis, whilst on vacation, is there any possibility that the substance could be detected several days later s/he resumes work?</p>	<p>As with alcohol, there are many factors that determine the period of time drugs can remain present in the body. Some drugs, including cannabis, can be detected weeks after consumption and therefore a random screening conducted in such circumstances could easily achieve a positive result. It should not be ignored that many recreational drugs are illegal and there is a significant risk of prosecution if such substances are consumed whilst at work.</p>

<p>If I am taking prescribed, or over the counter medication and I am selected for a random screening, is it possible that I will provide a non-negative (positive) screening result?</p>	<p>This is possible. If the test indicates a non-negative result, you will be asked about any medications you are taking. Any result that is non-negative will require further laboratory analysis and therefore the collection officer will ensure this information about your medication is noted with the sample. Taking more than prescribed can affect performance and may be regarded as misuse or abuse.</p>
<p>Will I be able to continue working whilst the business is waiting for the laboratory results to be returned?</p>	<p>This depends on whether your role or activities are classified as safety critical. The decision logic can be found in Appendix C.</p>
<p>What will happen if the result of the laboratory test is positive?</p>	<p>In such circumstances, it will be regarded as gross misconduct and you will be suspended from duty immediately and be liable to disciplinary action that could result in your employment being terminated.</p>
<p>How will I know that my sample that is sent for analysis is not compromised?</p>	<p>A process known as 'chain of custody' applies that ensures that 2 samples (Sample A and Sample B) are clearly identifiable with the actual donor. It also provides an audit trail for the sample sent for analysis in order to safeguard its identity and integrity from collection through to reporting of the test results. The process is auditable to ensure compliance and to enable equally defensible report to be produced. Sample A will be tested to verify positive/negative result from site testing. The laboratory will hold your sample B for up to 1 year in case of dispute or you wish to organise an independent analysis of your sample at your own cost.</p>

Working at Height Procedure

MIL_PRO_HS_015

This **Procedure** shall be made available through MIMS and its issue notified to relevant employees through appropriate form of communication.

An Appointed Person shall review this document annually to re-affirm its conformity to the current requirements of company Policy or immediately if its contents are deemed to be no longer valid.

An amended revision number and the date of revision shall identify each revised document; this shall be detailed within the document revision table below. Revisions shall be identified by a number and shall replace the previous revision.

Document Reviews			
Date	Revision	Document Owner/ Reviewer	Summary of changes
01/07/2022	01	Head of Health, Safety & Wellbeing	First Issue following changes to previous 'EHS 015'.
10/03/2023	02	HSW Manager	Updated training requirement for Scaffolding
29/03/2023	03	HSW Manager	Updated Ladder/Stepladder Inspector training requirements
21/04/2023	04	HSW Manager	Updated Ladder/Stepladder requirement for prohibited items
16/11/2023	05	HSW Manager	Updated Ladder/Stepladder Process (Page 9)

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1. Purpose

This procedure outlines the arrangements adopted by Milestone Infrastructure to avoid, prevent, and mitigate the risk of falls when conducting work at height activities through the effective design, planning, organisation, supervision, and execution of all work at height activities.

2. Definitions

Work at Height - Work in any place, including a place above or below ground level; or obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace

Working Platform - Any platform used as a place of work or as a means of access to or egress from a place of work; this includes any scaffold, suspended scaffold, cradle, mobile platform, trestle, gangway, run, gantry, and stairway which is so used.

Collective Fall Protection System – a fall prevention in the form of scaffold, guard rails (temporary or fixed), mobile elevated working platforms, safety nets and soft-landing systems, intended to protect everyone.

Personal Fall Protection System - a fall prevention, work restraint, work positioning, fall arrest or rescue system, intended to protect the individual.

MEWP – Mobile Elevated Working Platform

3. Scope

This procedure establishes the expected standards for all Milestone Infrastructure activities that involve the planning, supervision, and delivery of working at height on site which involve the use of MEWP's, ladders, step ladders, Hop Ups, etc.

The contents of this procedure apply to all Milestone Infrastructure activities and of our **Contractors / Subcontractors**. Any additional requirements that are imposed by client's instructions must be considered in addition to the arrangements specified below.

4. Responsibilities

Before any task involving working at height can take place, the following key appointments must be made:

1. The **Business Director** is responsible for appointing a suitably trained and competent person to plan and coordinate working at height operations.
2. The **Person Responsible for the Works** (i.e., Manager, Project Manager, Agent, etc.) is responsible for the planning and coordination of all working at height operations on site and for confirming all the other key appointments that are required in accordance with this procedure to ensure that working at height operations can be delivered safely.
3. The **Appointed Person (Ladders and Stepladders)** is responsible for carrying out formal inspections of ladders and stepladders to be used on site.

4. The **MEWP coordinator** (Mobile Elevated Work Platform) is responsible for planning and use of MEWPs on site.
5. The **Ladder/Stepladder User(s)** are responsible for carrying out pre-use inspections and ensuring that all requirements as per the risk assessment, and any defects are reported to the Appointed Person (Ladders and Stepladders) immediately.

5. Training Requirements

All Milestone Infrastructure personnel and Contractor/ subcontractor personnel who carry out their work using fall prevention measures including, as a minimum, scaffolders, mobile elevated work platform operators, steel erectors, shall have the necessary training, experience, and qualification prior to commencing their work. Evidence of qualification shall be presented on request.

The minimum training and competency requirements must in place for the following appointed persons:

Role	Minimum Qualification
Person Responsible for the Works	CITB Site Management / Supervisor Safety Training Scheme course (SMSTS / SSSTS) 1 Day Management of Work at Height Training course (Online or classroom)
MEWP Appointed Person	1 Day IPAF MEWP for Managers Training
Scaffold Appointed Person	CISRS 1-day Scaffolding Awareness course
Appointed Person (Ladders and Stepladders) – Inspector	The Ladder Association’s ½ Day Ladders and Stepladders Users; and ½ Day Ladders and Stepladders Inspection; and Ladder Card.
MEWP Operator	IPAF Static Vertical (1a): Vertical personnel platforms (static) IPAF Static Boom (1b, 1b+): Self-propelled booms (outriggers), trailers/push-arounds, vehicle-mounted platforms IPAF Mobile Vertical (3a, 3a+): Scissor lifts, vertical personnel platforms (mobile) IPAF Mobile Boom (3b, 3b+): Self-propelled booms IPAF Push Around Vertical (PAV): Push around verticals
Ladder/Stepladder User	Ladder & Stepladder User Training (MIMS)
Harness Inspector and User	IPAF Harness training course for the examination, inspection and use of a harness and associated equipment.
Mobile Scaffold Tower Erector/ Inspector	PASMA trained in line with manufacturers instruction. Level U – User R – Professional Rigger

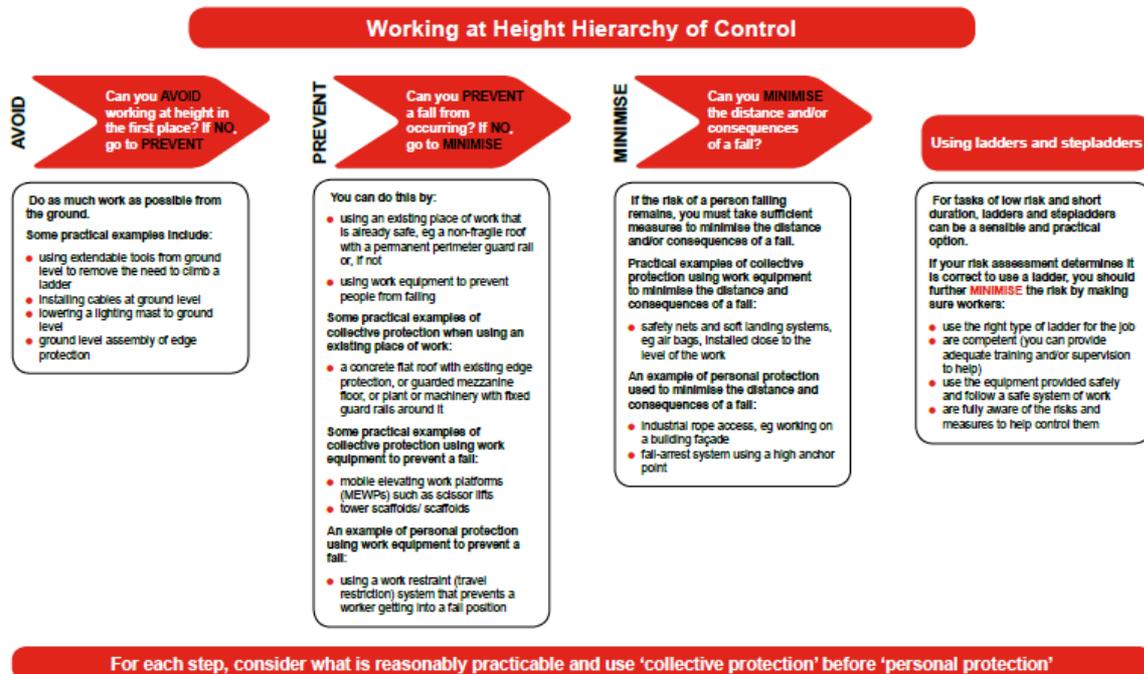
	<p>M – Manager I – Instructor</p> <p>Category W – WaH novice L – Low Level T – Tower A – Depends that it is an Advanced course, this will be followed by a number of the module taken.</p>
All those Working at Height	Safety Critical Medical including WAH

Contractors / Subcontractors - Must comply with the training requirements specified above.

All personnel involved with the safe delivery of working at height operations must be able to demonstrate that they have a basic understanding of written and verbal instructions in English Language.

6. Planning and Assessment

Milestone Infrastructure and its Supply Chain shall ensure suitable and sufficient steps are taken to avoid/prevent/minimise the risk of a fall from height to as low as reasonably practicable. This shall be achieved through the planning and risk assessment of all work at height activities, with which the following hierarchy of control shall be applied:



6.1. Avoid Working at Height

Where possible, work at height should be avoided by carrying out work at ground level, for example, pre-assembly of materials at ground level instead of assembling at height, or pre-paint or pre-drill materials to reduce work needed to be done at height.

The consideration and results of this consideration shall be formally recorded in the risk assessment.

6.2. Fall Prevention

The use of collective fall prevention measures such as guardrails or working platforms shall be selected and given priority over individual protection measures such as personal fall protection.

Where the risk assessment determines that collective prevention measures are required then a method statement shall be produced. This method statement shall be formalised and communicated in the same way as the risk assessment.

6.3. Minimise Falls from Height

Where the risk of fall cannot be eliminated work equipment shall be used to minimise the distance and consequence of a potential fall.

When planning work at height it is important to select the most appropriate equipment for the work to be carried out. Collective protection measures must always be given priority over individual protection measures.

In those cases, where it is not reasonably practicable to provide collective protection measures, a suitable rescue plan must be in place before work begins.

The provision of collective fall protection shall not prevent any person requesting individual fall protection (in addition) if it is safe to do so and where rescue plans can be effectively executed.

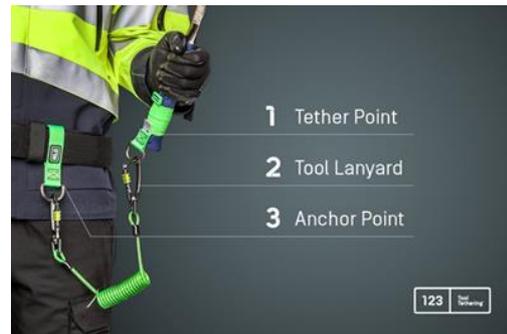
7. Operational Control Procedures

The **Person Responsible for the Works** will obtain further information relating to the location and type of working at height activities which will be carried out on site to confirm the working at height hierarchy has been followed and no other suitable equipment is justified.

The **Person Responsible for the Work** will ensure the use of ladders and stepladders, is considered as a last resort, and is limited to access and where it is impractical to provide a working platform through other safer means such as scaffold, mobile tower scaffold or MEWPs.

A risk assessment and safe system of work will then be prepared by the **Person Responsible for the Works** which details the relevant controls measures that will be put in place to manage the risk from working from height throughout the duration of the works.

For all work at height activities, where there is a risk of tools falling further than the working platform, the **User(s)** shall ensure all tools are secured to a suitable anchorage point using specifically designed tool tethering equipment. Means of physically securing secondary attachments to prevent them from falling, must also be in place (i.e., socket on a ratchet wrench being secured with a pin).



7.1. Scaffolding

The **Person Responsible for the Works** will only appoint **Scaffold Contractors** who are members of National Access and Scaffolding Confederation (NASC), and whose workers are in possession of a valid Construction Industry Scaffolders Record Scheme (CISRS) card.

The **Scaffold Contractors** must appoint a full time Supervisor, who as a minimum is in possession of a valid CISRS Supervisors Card, in addition to any certification required for a Site Manager/Supervisor.

The **Person Responsible for the Works** will obtain the TG20 compliance sheet from the Scaffold Contractor to confirm the scaffolding has been constructed to the requirements of NASC.

Where a scaffold falls outside the scope of TG20 and a scaffold design is required, the **Person Responsible for Works** and **Scaffold Appointed Person** will obtain the design sheet for approval.

Preferred access is always via a staircase system (i.e., Haki). Ladders will only be permitted as a means of access from one level to another, where it is proven that a staircase system is not suitable.

After erection or any alterations, the scaffold must be initially inspected by the **Scaffold Contractor** prior to first use. Records of handover must be provided to the **Person Responsible for the Works**.

The **Person Responsible for the Works** will ensure all scaffolding is inspected by a **Scaffold Appointed Person**, at regular intervals not exceeding seven days, and immediately after any event likely to have affected its stability (i.e. strong winds).

An inspection report must be received by the **Person Responsible for the Works**. The scaffold shall be tagged (i.e., Scafftag) showing the date of last inspection.

The **Person Responsible for the Works/ Scaffold Supervisor** will ensure that in the absence of collective edge protection, the correct fall restraint/ arrest equipment is identified, recorded in the safe system of work and provided to the individuals undertaking the task. These tasks must be supervised at all times.

7.2. Mobile Tower Scaffold

The **Person Responsible for the Works** will appoint a suitably trained and competent **PASMA** qualified person as detailed in Section 5 above.

Only those who hold a valid PASMA certificate/card will be permitted to erect and inspect a mobile tower scaffold in line with the manufacturer's instructions.

After erection, or any alterations, the mobile tower scaffold must be inspected by the **PASMA** qualified person prior to first use.

Prior to any working at height works taking place, the **PASMA** qualified person will orientate themselves on site and will carry out all necessary pre-use inspections that are required to confirm safe working at height operations.

The **PASMA qualified person** will brief the **User(s)** in relation to the safe methods of work that are required to carry out the works.

The **User(s)** will create a suitably sized exclusion zone using physical barriers around the work at height area.

The **User(s)** will note and ensure the safe working load of the mobile tower scaffold, including the maximum number of persons, are not exceeded as per manufacturer instructions.

The **User(s)** will use tool tethering to prevent any equipment from falling.

7.3. Mobile Elevated Working Platforms (MEWPs)

The **Person Responsible for the Works** will appoint a suitably trained and competent **MEWP Appointed Person**. (Refer to Minimum Standards – MEWP, Appendix A)

The **MEWP Appointed Person** will then appoint suitably trained and competent **MEWP Operators** to carry out the works.

Lone working on MEWPs is only permitted for Street Lighting works in conjunction with [MIL_FOR_HS_015.1 Working at Height Operations and Rescue Plan](#).

The **Person Responsible for the Works** will ensure [MIL_FOR_HS_015.1 Working at Height Operations and Rescue Plan](#) has produced by the **MEWP Appointed Person**.

Prior to any working at height works taking place, the **MEWP Appointed Person** will orientate themselves on site and will carry out all necessary pre-use inspections that are required to confirm safe working at height operations.

The **MEWP Appointed Person** will brief the **MEWP Operators** in relation to the safe methods of work that are required to carry out the works, including [MIL_FOR_HS_015.1 Working at Height Operations and Rescue Plan](#). The [MIL_FOR_HS_015.1 Working at Height Operations and Rescue Plan](#) will then be issued to the **MEWP Operator** who will carry out the works.

The **MEWP Operators** will create a suitably sized exclusion zone using physical barriers around the work at height area.

The **MEWP Operators** will conduct a pre-use inspection in accordance with the manufacturer's instructions. This check shall include inspection of both ground and cage control and the emergency lowering controls to ensure it is operational as required.

The **MEWP Operators** will note and ensure the safe working load of the MEWP, including the maximum number of persons, are not exceeded as per manufacturer instructions.

The **MEWP Operators** will ensure that all those operating within the MEWP basket are correctly wearing the Harness/Lanyard and are attached to a fixed point from within the basket.

The **MEWP Operator** should conduct periodic emergency rescue to ensure the rescue plan is suitable and sufficient.

The **MEWP Operators** will use tool tethering to prevent any equipment from falling.

Once the working at height activity has been completed, the **MEWP Operators** will remove all tools, equipment and materials and ensure the area is left in a safe condition.

The **MEWP Appointed Person** will provide the **Person Responsible for the Works** with all the information relating to the works completed.

The **Person Responsible for the Works** will be responsible for uploading the permit to the contract/ project file.

7.4. Ladders and Stepladders

Ladders procured for site must be to the revised EN 131 standard.

Existing ladders that are compliant with the previous withdrawn standards may continue to be used if they are still in good condition. But, when those ladders are worn out or damaged and need replacing, they shall be removed from service and replaced with ladders which meet the latest EN131 standard.

The use of wooden ladders and stepladders are prohibited on Milestone sites.

The **Person Responsible for the Works** will appoint a suitably trained and competent **Appointed Person (Ladders and Stepladders)**.

Prior to any working at height works taking place, the **Appointed Person (Ladders and Stepladders)** must formally inspect ladders and stepladders using [MIL FOR 0.15.4 Ladder and Stepladder Inspection Report](#), before being issued for site use.

All ladders and stepladders are subject to a formal inspection every 6 months.

Prior to any working at height works taking place, the **Ladder/Stepladder User(s)** will orientate themselves on site and will carry out all necessary pre-use inspections that are required to confirm safe working at height operations as per LOWRA (Highways/Streetlighting), or site-specific risk assessment (Projects).

Where any defects are found during pre-use inspection, the equipment shall be immediately quarantined and reported to the **Appointed Person (Ladders and Stepladders)**.

If a planned task will require a user to stay up a ladder or stepladder for more than 30 minutes, alternative equipment must be used.

The **Ladder/Stepladder User** shall create a suitably sized exclusion zone using physical barriers around the work at height area.

The **Ladder/Stepladder User** shall conduct a pre-use inspection. Where any defects are found, the equipment shall be immediately quarantined and reported to the **Appointed Person (Ladders and Stepladders)**.

The **Ladder/Stepladder User** secure the ladder (e.g. by tying the ladder to prevent it from slipping either outwards or sideways) and have a strong upper resting point (i.e. do not rest it against weak upper surfaces such as glazing or plastic gutters)

The **Ladder/Stepladder User** will use tool tethering to prevent any equipment from falling.

Once the working at height activity has been completed, the **Ladder/Stepladder User** will remove all tools, equipment and materials and ensure the area is left in a safe condition.

The **Person Responsible for the Works** will be responsible for uploading the inspection report to the contract/ project file.

7.5. Excavations

When people are working below ground in excavations, the problems are very similar to those faced when people are working at height – falls of people and falling objects, such as tools and equipment, and vehicles.

The **Person Responsible or the Works** will ensure the suitable planning and coordination of excavations, where people are working below ground.

The **Person Responsible for the Works** will ensure the following controls are in place for all excavations:

- Edge protection must be installed and connected together around the perimeter of the excavation
- Shallow trenches must be barriered/covered when they are left unattended.
- Materials, spoil, and equipment shall be kept away from the edge of the excavation by a distance equal to the depth of the excavation.
- Use of stop blocks at a minimum of 500mm from the excavation edge to prevent vehicles overrunning.

7.6. Loading/Unloading of Vehicles

The loading and unloading of vehicles (i.e., by a lorry mounted crane) by **Milestone Infrastructure** or its **Supply Chain** shall be managed according to a formal safe system

of work for lifting operations, and where unavoidable, working at height. (Refer to MIL 013 Lifting Operations Procedure)

The **Person Responsible for the Works** will ensure the suitable planning and coordination of loading and unloading vehicles that involve working at height.

The **Person Responsible for the Works** will create a suitably sized exclusion zone using physical barriers around the work at height area

Where unloading vehicles involves working at height (i.e. accessing the vehicle bed to attach lifting accessories), the following controls must in place before working at height will be permitted:

1. Edge Protection; and
2. Appropriate means of access (i.e., use of appropriate access steps); or
3. Where edge protection is not practicable, use of a harness/lanyard system or fall protection bags.

8. Emergencies and Rescue

Where there is no alternative, working at height must be properly planned and supervised by the **Person Responsible for the Works** to ensure it is carried out safely. A key element of the planning phase is the provision of emergencies and rescue.

Before any working at height is permitted, the **Person Responsible for the Works** in consultation with any other relevant persons will produce a [MIL_FOR_HS_015.1 Working at Height Operations and Rescue Plan](#).

Collective work equipment shall be prioritised, where possible, over individual work equipment due to the potential consequences. For example, where fall arrest equipment is used to mitigate the consequences of a fall. Suspension in a fall arrest may prove fatal if rescue is not affected quickly.

9. References

- Work at Height Regulations 2005
- MIL_GUI_HS_015.1 HSE Guidance - Working at Height
- MIL_VPRO_HS_015 Working at Height Process
- MIL_FOR_HS_015.3 Step Ladder and Ladder Permit
- MIL_FOR_HS_015.1 Working at Height Operations and Rescue Plan

Site Standards and Rules

Before working on site you must:	When working you must NOT:
<ul style="list-style-type: none"> • Sign in and out everyday • Participate in a site induction • Attend regular pre-task briefings • Read, understand, and sign your Risk assessments, method statements and COSHH assessments • Wear appropriate PPE • Obtain a permit to work if required • Only operate plant you are trained in, are authorised to use, and hold an appropriate competence card for • Ensure plant and equipment is tested and inspected before use and is well maintained • Know and comply with the emergency response procedure • Know and comply with the accident/incident reporting procedure • Know and comply with the site fire plan • Be aware of your surroundings and potential hazards • Report anything you have concerns over • Agree to take action and report unsafe acts or conditions • Keep the site and your work area secure and in a clean and tidy order • Dispose all waste as instructed • Know how to deal with any waste produced • Arrange deliveries with the site team to ensure that timing does not conflict with any site restrictions • Additional Client/Project specific rules as required 	<ul style="list-style-type: none"> • Use foul or abusive language, wolf whistle or employ any other form of unsociable behaviour • Take risks or shortcuts • Ignore any dangerous activity being carried out • Leave plant or tools unattended, unless isolated and secure • Knowingly harm the environment • Work outside agreed working hours • Use personal music systems • Smoke, unless in a designated area • Discriminate anyone on the grounds of their age, disability, gender, pregnancy, race, belief, religion • Remove safety barriers or devices • Ignore safety signage • Block access and egress routes or emergency exits • Block any roads or driveways or reduce pedestrians visibility of roads and crossings • Proceed with activities that could cause statutory nuisances such as noise, dust • Leave welfare facilities unclean or untidy • Bully or harass anyone • Additional Client/Project Specific Rules as required

Drugs and Alcohol Policy
<ul style="list-style-type: none"> • You may be subject to disciplinary action and dismissal if you: • Drive a company vehicle while under the influence of drugs or alcohol • Report for duty in an unfit state due to the use of alcohol, drugs, or substance of abuse • Are in possession of alcohol, drugs, or substances of abuse whilst on duty • Consume alcohol, use drugs or substances or abuse whilst on duty

Milestone Infrastructure Plant & Equipment Standards Summary

MIL_STD_MIN_003

(All Plant shown is subject to PUWER & LOLER Requirements)



	Towable equipment	180-degree excavator	Mini excavator (up to 8T)	Tracked and wheeled 360-degree excavator (10T and above)	Forward and side tipping dumper (less than 6T)	Articulated dump trucks (25T and above)	Crawler Crane	Mobile Crane	Telehandler**	MEWP	Ride-on cabbed compaction roller	Tracked Dozer	Wheeled Loading Shovels	Forward and Side Tipping Dumper (6T and above)	Vacuum Extractor European Suction Excavator ESE 10 / 16 / 26 / 32T
Roll Over Protection Systems (ROPS), Falling Object Protective Structures FOPS		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Variable track (<3T)			<input type="checkbox"/>												
Seat Belts beacon		<input type="checkbox"/>	Fitted for use if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
360° surround vision (cameras)				<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Anti-entrapment device										<input type="checkbox"/> Class 3B only					
Work at height edge protection				<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>					
FA Double locking quick hitch (<5T)		<input type="checkbox"/>	<input type="checkbox"/>												
FA Double locking quick hitch (>5T)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Manual/direct hitch (<5T)		<input type="checkbox"/>	<input type="checkbox"/>												
Automatic Safe Load Indicator				<input type="checkbox"/> & See Note ***			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> & See Note ***						
Height and slew restrictors		Fitted for use if required	Fitted for use if required	Fitted for use if required			Fitted for use if required	Fitted for use if required		Fitted for use if required					
Speed restrictors					Fitted for use if required	Fitted for use if required			Fitted for use if required					Fitted for use if required	
Reversing / movement alarms		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restricted / Exclusion zones		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Red zone training		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lift plans		By Risk Assessment & See Note *	By Risk Assessment & See Note *	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By Risk Assessment & See Note *					
Underslung loads									Only with Project Lead Lifting AP approval. Refer to Milestone Infrastructure UK Lead AP						

Fitted for use if required – Requires the Project to undertake a risk assessment to determine whether the specification is required

Note * - When excavators are used for lifting they must have the appropriate check valves fitted and a lift plan must be in place covering lifting activities i.e. loading /unloading, lifting into excavations.

Note **- Rotating Telehandlers must be treated as if they are mobile cranes when operating in 360 mode for lifting

Note ***- Excavators used for lifting then it must be thoroughly examined and additional safety devices must be fitted, including a boom lowering device (usually check valves) and an acoustic warning device.

Background

Within Milestone Infrastructure there has been an increase in the prevalence of wheeled dumpers overturning as a result of their use on gradients which are outside of their safe working parameters, or the actions of less experienced operators.

Objective

It is a Milestone Infrastructure objective to eliminate all overturning incidents as each event represents a significant opportunity to cause harm to both the operator as well as pedestrians in the vicinity of the plant.

Scope

An Anti-Tilt device will be fitted to wheeled Forward Tipping Dumpers (FTD), rigid or articulated dump trucks (ADT) of any size. If a risk assessment identifies that the gradient required for operation does not pose a risk of overturning e.g. only operating within safe parameters on a tarmac surface, then Anti-Tilt devices may be omitted. This standard will apply from **1st April 2022**.

In all cases it is required that prior to the fitting of an Anti-Tilt device the following will be undertaken:

- Temporary Works - relating to haul roads and stockpiles, these must be managed in accordance with the procedure (MIMS) and noted in the Temporary Works Register. Gradients and inclines must be considered as part of the Temporary Works Design Brief.
- A site-specific risk assessment of the gradient of any inclines (in both pitch and roll) and compatibility with manufacturers safe operating parameters for the wheeled dumper must be undertaken.
- The wheeled dumper selected for use must be appropriate to the operating environment inclusive of the nature of materials which are to be transported.
- All required maintenance checks must be in place to allow operation in line with manufacturer's instructions.
- All required competence and safety critical medicals must be held by the operator to ensure the plant is used safely.

Specifications for Anti-Tilt Devices

- The device must be capable of measuring gradients in real time in both pitch (side to side) and roll (front to back).
- The device must be pre-programmable, with the safe operating parameters of the dumper, and provide a two-stage warning system at gradients approaching and then at the maximum operating gradient of the plant
- Both audible and visual in cab alarms must be provided
- The device must not be able to be set or changed by the plant operator

Installation Recommendation

- All Anti-Tilt device installations must be verified, including being documented, as fit for purpose, and not impact negatively on the dumper's other functions.

Example Anti Tilt Device Supplier

Emolice Si-2 Slope Indicator

The Emolice Si-2 Slope Indicator is an audio-visual warning device designed to be used on off-highway machines such as mowers, dumpers, excavators and other machines where there is a risk of the machine overturning on gradients.

Comprising an integrated dual axis tilt sensor, the Emolice Si-2 slope indicator measures the operating angle of the machine in real time for both pitch (front to back) and roll (side to side). The Realtime tilt measurement is shown on two high intensity LED screens that are visible in both low light and bright light conditions.

The operator can program a maximum working angle and a warning threshold for the machine. Whilst the machine is in use, the operator will receive a visual (flashing orange LED) warning when the warning threshold is reached. However, it is not intended for the operator to set the working parameters.

When the maximum working angle of the machine is exceeded, the operator receives an audible alarm (buzzer) and visual (flashing red LED) warning. Additionally, the relay and / or telematics outputs are triggered.

For machines where higher acceleration or cornering speeds are present or if remote angle measurement is required, the Emolice Si-2 offers an external sensor option allowing the tilt sensing to be performed remotely from the Slope Indicator.

The device is protected to IP69K allowing for outside use in all weather conditions.



Si-1 Slope Indicator

Safety device designed to reduce accidents caused by machine operators exceeding machinery maximum tilt angles



Optional External Sensor

Can be connected to provide remote tilt measurement e.g. booms, backhoes, tow mowers



Optional Relay Output

can be used to cut the power to any connected attachment upon alarm

Forward Tipping Dumper Visibility Standard

MIL_STD_MIN_005

1.0 Objective

In order to maintain a safe and healthy environment for all our workforce when working with and around plant, Milestone Infrastructure has published this standard for Forward Tipping Dumpers operating on its sites.

The purpose of publishing this standard is to assist site management and plant operators with the safe movement of plant equipment onsite. The responsibility for awareness of pedestrians and obstacles prior to and during reversing or maneuvering remains with the operator.

2.0 Scope

All Forward Tipping Dumpers. Including those manufactured with improved visibility, for example (but not excluding other types) by means of a lower center of gravity or rotating cabs or operators seating.

3.0 Mobile construction plant operations

Wherever plant is used onsite, where reasonably practicable the plant shall be segregated from personnel through the selection of the most appropriate equipment, management or physical arrangement of the workplace e.g. exclusion zones¹ and engineering controls such as 2D or 3D machine control/guidance technology which mitigates the need for persons and checkers to work within the area of operations.

Whenever operator visibility for operations is considered to still be ineffective after the introduction of workplace and engineering controls, only then can Plant and Vehicle Marshals (PVM) be introduced to guide and assist plant and vehicles into and from restricted areas, following a risk assessment as part of a formal safe system of work.

All supervisors, operators and PVM involved with plant operations shall be suitably qualified and experienced in accordance with Milestone Infrastructure procedures. Competence will include pre-task briefings on the current safe system of work.

Pedestrians walking or working in or around the proximity of plant shall have sufficient understanding of the hazards, risks and control measures that will keep them safe at all times. Refer to the People-Plant Interface: Restricted Zone toolbox talk contained within Milestone Infrastructure procedure for plant and equipment.

4.0 Standard for safe operation of Forward Tipping Dumpers

Equipment Type	Suggested areas for use	Notes	Comments
Wacker Neuson Dual View Dumper	Smart Motorways Narrow work areas Single entry and exit routes Restricted Areas	Available in 6te straight & swivel 9te straight & swivel and 10te straight models CPCS category A09	<ul style="list-style-type: none"> Operator can remain in cab whilst being loaded (R/A) Must be loaded and eject spoil from skip whilst facing skip NB. Limit of 13te excavator to load Due to features of rotating console and clear view whilst driving away models over 6te are permitted Consideration can be given to heaped load if area of dumping material has no people interface (R/A required) NB. If people interface at dump area then level skip policy applies
JCB Hi Viz Concept FTD 7te	Wider, more open areas of work Identified within scope of works and R/A	Available in 7te FTD model only CPCS category A09	<ul style="list-style-type: none"> Operator can remain in cab whilst being loaded (R/A) NB. Limit of 13te excavator to load Over 6te is permitted as this equipment has improved vision NB. Level skip policy applies
Cabbed Dumpers (other than above equipment)	As selected by scope of works and R/A	Maximum of 6te limit applies CPCS category A09	<ul style="list-style-type: none"> Operator would not be allowed to remain in cab whilst being loaded unless proof of protection is provided for loading equipment impact NB. Maximum limit of 13te excavator to load JCB cabs are tested to Hi Viz standard and Wacker Neuson have secondary guard fitted. Activity and equipment covered by R/A NB. Level skip policy applies
Non-cabbed dumpers	As selected by scope of works and R/A i.e. less intense work requirement Working by water Restricted height entry to work area (where ROPs can be lowered for entry)	Maximum of 6te limit applies CPCS category A09	<ul style="list-style-type: none"> NB. Operator will not sit on equipment whilst being loaded NB. Level skip policy applies If working around or near water wearing of seat belt may be exempted (R/A required)
Mini-FTD	Used for smaller areas of work as identified in scope of work and R/A	CPCS category A09	<ul style="list-style-type: none"> NB. Operator will not sit on equipment whilst being loaded NB. Level skip policy applies Firm level ground with good access and egress to be provided. R/A to cover activity and selection of equipment NB. 1te dumpers are prohibited

5.0 Programme

This standard will take immediate affect from **1st April 2022.**

6.0 Notes

1.Exclusion Zone – is an area designed to prohibit the entry of pedestrians, established through the risk assessment process for a construction activity. Typically, exclusion zones are setup and maintained around plant and below work at height, also know as ‘red’ or restricted zones. Refer to the People-Plant Interface: standards contained within Milestone Infrastructure UK procedure for plant and equipment.



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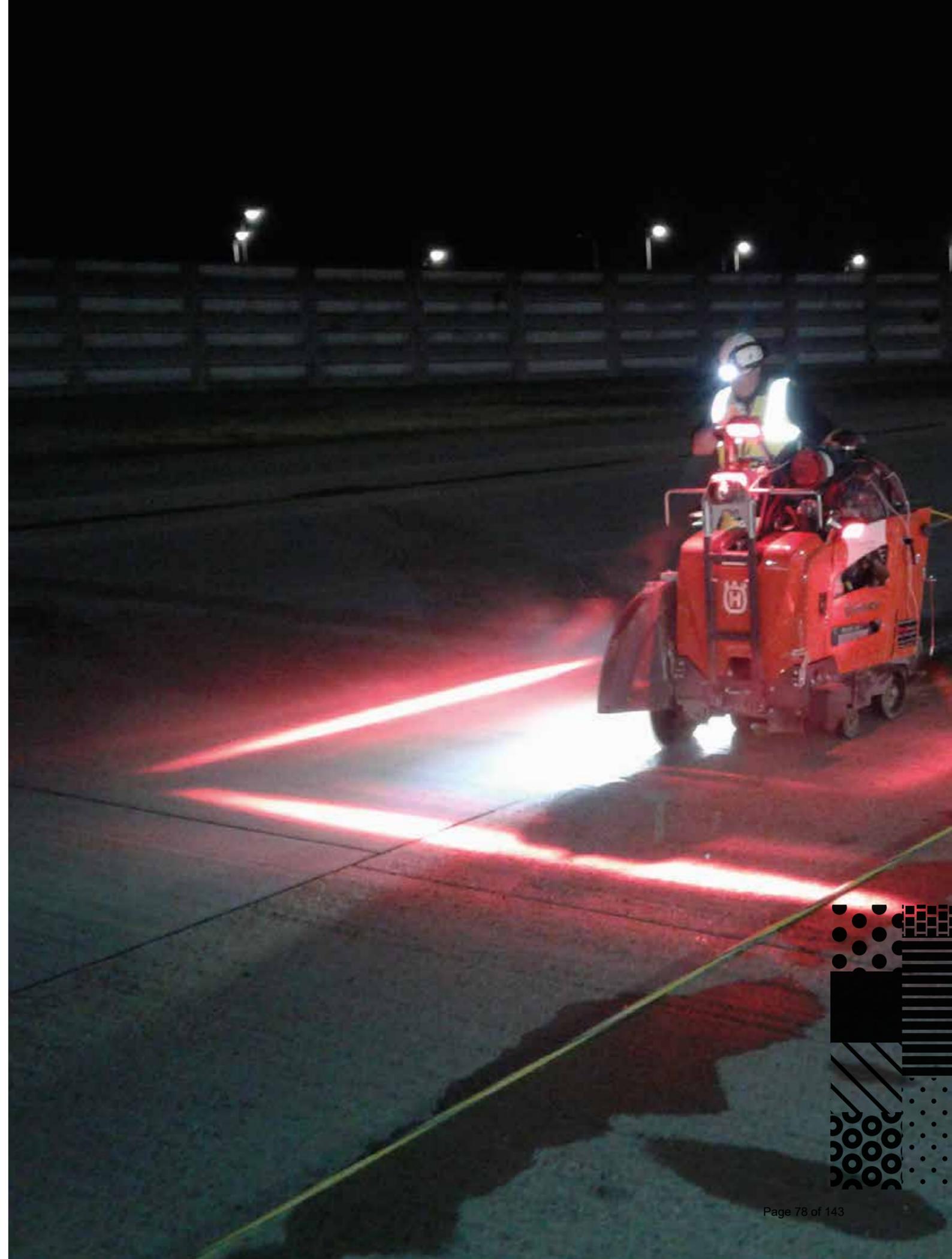
VEHICLES, PLANT & EQUIPMENT

**STANDARDS
POLICY**

ISSUE 1

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INTRODUCTION

We recognise that robust, sustainable business policies are critical to ensure the safe use of Vehicles, Plant and Equipment and ensure we deliver what we promise and that the safety of everyone who works for us or is affected by our work is protected. We consider this policy vital to the success of our business.

The purpose of this Policy and Standards is to establish, document, implement, maintain and continually improve the management of vehicles, plant & equipment across all parts of M Group Services.

This Standards Policy supports the requirements of all Management systems and external accreditation across M Group Services.

This policy is developed to ensure that any group company, supplier or sub-contractor providing vehicles, plant and equipment, meet the standards and specifications

outlined and furthermore, are aware of and aiming to meet, the standards of M Group Services within the timescales outlined.

M Group Services Plant & Fleet Solutions are committed to the Health & Safety & Wellbeing of all our own and sub-contractor employees and strive to deliver best practice in regard to plant, vehicles and equipment.

Our aim is for no accidents and no harm to people and we are committed to the achievement of that goal.



3 OBJECTIVES

The objectives of this policy are to introduce:

- Minimum and preferred standards for the provision of vehicles, plant and equipment within all companies forming M Group Services
- Minimum standards for the provision of vehicles, plant and equipment supplied by the supply chain *(including sub-contractors)*

The Vehicles, Plant and Equipment supplied to the M Group Services business are subjected to external auditing bodies to ensure conformity to the latest standards and legal requirements.

3.1 SCOPE

The scope of the policy covers the standards relating to the supply of and use of vehicles, plant and equipment.

3.2 COMMUNICATION

Non-compliance with these policy/standards may result in the removal of vehicles, plant and equipment. Any queries relating to this policy should be directed to the M Group Services Plant & Fleet Solutions

enquiries@mgroupservicespfs.com

Tel: 0333 234 2202

4 GENERAL REQUIREMENTS

4.1 SERVICE MAINTENANCE & COMPLIANCE

In order to meet the standards of this policy and comply with relevant legislation, all vehicles, plant and equipment must include a schedule for service, maintenance, calibration and examination in accordance with the Management of Health and Safety at Work Regulations, Provision Use of Work Equipment Regulation (PUWER) and Lifting Operations and Lifting Equipment Regulations (LOLER).

Suppliers and subcontractors shall ensure that they have a vehicle, plant and equipment defect system, which is in accordance with PUWER and LOLER regulations, also be able to provide supporting evidence.

Suppliers and sub-contractors must ensure and be able to demonstrate that they have appropriate Safety, Health, Environment and Quality (SHEQ) management systems in place to comply with all legal requirements.

Supplier and sub-contractors to provide ongoing service reports monthly in line with our requirements

Suppliers and subcontractors must demonstrate a system for controlling portable equipment (tools) which operate at a frequency which could lead to the medical condition Hand Arm Vibration Syndrome (HAVS) or Vibration White Finger (VWF).

When procuring vehicles, plant and equipment you must consider, but not limited to:

- Noise
- Emissions
- Dust (water suppression)
- HAVS/Whole body vibration
- Weights (gross vehicle and towing capabilities)
- Light emissions



4.2 PLANT & EQUIPMENT SPECIFIC REQUIREMENTS

All plant hired, supplied or used on any M Group Services business must be fit for purpose, CE marked and also demonstrate certificate of conformance. All plant must have a tag or sticker indicating the last and next service/inspection. An operator's instruction manual and relevant safety labels/signs must be fitted and legible.

Vehicles, plant and equipment must comply to but not limited to;

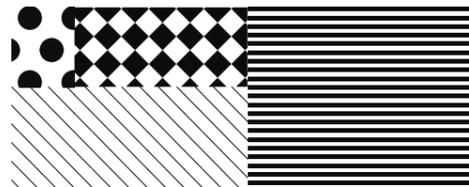
4.2.1 LEGAL REQUIREMENTS

- Highway code (where applicable)
- C E Machinery & Directive (2006/42/EC)
- Provision & Use of Work equipment Regs (PUWER)
- Lifting operations & Lifting Equipment Regs (LOLER)
- Construction and Use Regulaions (C&U Regs)
- Non-Road Mobile Machinery (NRMM)

Vehicles, plant and equipment must comply to but not limited to;

4.2.2 GUIDANCE DOCUMENTS

- Streetworks & roadworks code of practice
- Construction & Plant Association (CPA) Guidance Documents.
- Association of Lorry Loader Manufacturers & Importers (ALLMI) Guidance Documents
- FORs/CLOCs
- Van excellence



5 EXTERNAL HIRE STANDARDS TARGET

Where vehicles, plant and equipment is not supplied by M Group Services Plant & Fleet Solutions there is a target date to which all other supply arrangements are to achieve the required standards.

Please contact enquiries@mgroupservicespfs.com for information

External hire providers and any sub-contractors that meet the required standards will be preferential suppliers above those that do not meet the required standards.

6 KEY

SYMBOL	DEFINITION
✓	REQUIRED
P	PREFERRED
✗	NOT REQUIRED



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PLANT SECTION





EXCAVATORS UP TO 3.0 TONNE

EXCAVATORS UP TO 3.0 TONNE

NOTES:

If machine is used for lifting ensure:

- Anti-drop / Hose burst Check valves fitted if over 1.5 Tonne
- Lifting chart provided or In cab lifting system
- Thorough lifting examination certificate for excavator and lifting attachments
- Lifting eye fitted to boom or hitch
- Fitted with immobilisers and trackers
- Attachment available are breakers, pipe pushers etc.

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
RUBBER EXTENDABLE TRACKS <i>To provide enhanced stability and protection to surfaces</i>	✓	✓
INADVERTENT OPERATION OF CONTROLS SYSTEM <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	✓
HYDRAULIC HAND TOOL CONNECTIONS <i>Regulated hydraulics for use with hand tools e.g. breaker / pump</i>	✓	P
FULLY AUTOMATIC DOUBLE LOCK OR MANUAL QUICK HITCH <i>(See reference to HSE doc). (Semi-Automatic quick hitches prohibited)</i>	✓	P
MACHINE MANUALS AND QUICK HITCH INSTRUCTIONS AVAILABLE WITHIN CAB	✓	✓
BUCKETS SUPPLIED WITH TEETH <i>Teeth may be used in exceptional circumstances and only following adequate risk assessment and site management approval</i>	✗	✗
MIRRORS – CCTV TO SATISFY 1M HIGH @ 1M DISTANCE 360DEGREE VISIBILITY CRITERIA	✓	P
ZERO/REDUCED TAIL SWING <i>(To maximise the safe working area)</i>	✓	P
WORKING LAMPS ON BOOM AND CAB	✓	P
360-DEGREE AMBER WARNING BEACON	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE <i>(Prohibited use on highway)</i>	✓	P
CANOPY / CAB (ROPS CERTIFIED)	✓	✓
TRACKING DEVICE (PREFERABLE WITH ABILITY TO GATHER MACHINE SERVICE AND USE INFORMATION)	✓	P
ALL SAFETY DECALS TO BE IN PLACE AND LEGIBLE E.G, DECIBEL LEVELS	✓	✓

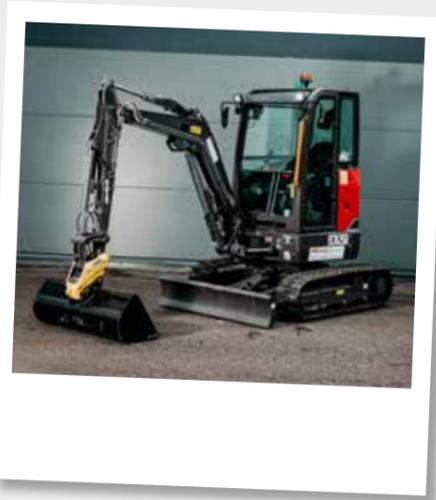


EXCAVATORS 3.0 – 5.5 TONNE

NOTES:

If machine is used for lifting ensure:

- Anti-drop / Hose burst Check valves fitted if over 1.5 Tonne
- Lifting chart provided or In cab lifting system
- Thorough lifting examination certificate for excavator and lifting attachments
- Lifting eye fitted to boom or hitch
- Fitted with immobilisers and trackers
- Attachment available are breakers, pipe pushers etc.



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
INADVERTENT OPERATION OF CONTROL <i>Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	✓
FULLY AUTOMATIC DOUBLE LOCK OR MANUAL QUICK HITCH <i>(Semi-Automatic quick hitches prohibited)</i>	✓	P
REAR VIEW MIRRORS (OR CAMERA / VISIBILITY SYSTEM) FITTED	✓	✓
MACHINE MANUALS AND QUICK HITCH INSTRUCTIONS AVAILABLE WITHIN CAB	✓	✓
BUCKETS SUPPLIED WITH TEETH <i>Teeth may be used in exceptional circumstances and only following adequate risk assessment and SHEQ approval</i>	✓	✓
LOAD HOLD HOSE BURST PROTECTION (BOOM/DIPPER/BLADE) SERVICES <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	✓
LIFTING HOOK (CERTIFIED) <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	✓
LIFTING LOAD CHART <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	✓

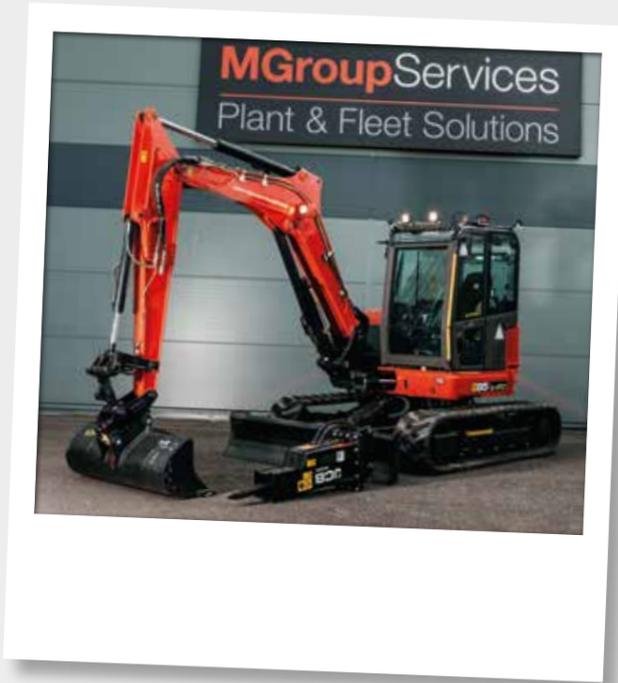
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
AUDIBLE – LIFTING OVER LOAD DEVICE <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	P
ZERO/REDUCED TAIL SWING <i>To maximise the safe working area</i>	✓	P
WORKING LAMPS ON BOOM AND CAB	✓	P
360 DEGREE AMBER WARNING BEACON	✓	✓
IMMOBILISER SYSTEM	✓	P
THEFT TRACKING SYSTEM	✓	P
OPERATING INSTRUCTIONS AND GREASE GUN	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE <i>(Prohibited use on highway)</i>	✓	P
CANOPY / CAB (ROPS CERTIFIED)	✓	✓
TRACKING DEVICE (PREFERABLE WITH ABILITY TO GATHER MACHINE SERVICE AND USE INFORMATION)	✓	✓
ALL SAFETY DECALS TO BE IN PLACE AND LEGIBLE E.G. DECIBEL LEVELS	✓	P



EXCAVATORS 8 TONNE AND OVER

NOTES:

- Check valves fitted
- Lifting chart provided
- Overload audible and visual warning system for 3 Tonne and above
- Thorough lifting examination certificate for excavator and lifting attachments
- Fitted with immobilisers and trackers
- Attachment available are breakers, pipe pushers etc.



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
INADVERTENT OPERATION OF CONTROL <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	P
ROPS/CAB	✓	✓
LED ORANGE BEACON <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
MIRRORS – CCTV TO SATISFY 1M HIGH @ 1M DISTANCE 360-DEGREE VISIBILITY CRITERIA	✓	✓
CAB STEPS AND HANDLES PAINTED YELLOW <i>Highlighting correct access & egress</i>	✓	P
SEAT BELT FITTED	✓	✓
BUCKETS SUPPLIED WITH TEETH <i>Teeth may be used in exceptional circumstances and only following adequate risk assessment and site management approval</i>	✗	✗

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
INADVERTENT OPERATION OF CONTROL SYSTEM <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	✓
FULLY AUTOMATIC DOUBLE LOCK OR MANUAL QUICK HITCH <i>(See reference to HSE doc). (Semi-Automatic quick hitches prohibited)</i>	✓	✓
MACHINE MANUALS AND QUICK HITCH INSTRUCTION AVAILABLE WITHIN CAB	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE <i>(Prohibited use on highway)</i>	✓	P
TRACKING DEVICE (PREFERABLE WITH ABILITY TO GATHER MACHINE SERVICE AND USE INFORMATION)	✓	P
ALL SAFETY DECALS TO BE IN PLACE AND LEGIBLE E.G. DECIBEL LEVELS	✓	✓
LOAD HOLD HOSE BURST PROTECTION (BOOM/DIPPER/BLADE SERVICES) <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	✓
LIFTING HOOK (CERTIFIED) <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	✓
IMMOBILISER SYSTEM	✓	P
WORKING LAMPS ON BOOM & CAB	✓	P
LIFTING LOAD CHART <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	✓
AUDIBLE – LIFTING OVER LOAD DEVICE <i>Required as standard if machine is used for lifting operations, standard fit for all machines above 1.5 Tonne</i>	✓	P
ZERO/REDUCED TAIL SWING <i>To maximise the safe working area</i>	✓	P
OPERATING INSTRUCTIONS AND GREASE GUN	✓	✓

EXCAVATOR/ LOADER

180° WHEELED



NOTES:

- Check valves fitted
- Lifting chart provided
- Overload audible and visual warning system for 3 Tonne and above
- Thorough lifting examination certificate for excavator and lifting attachments
- Fitted with immobilisers and trackers
- Attachment available are breakers, pipe pushers etc.

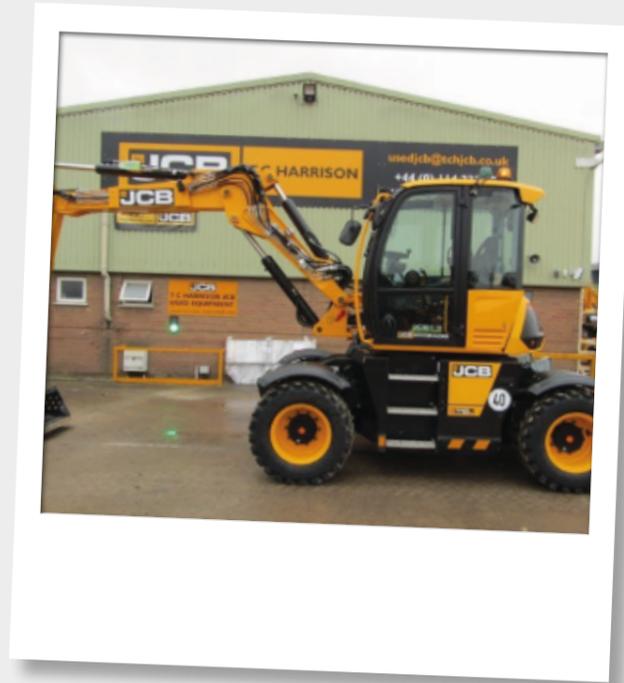
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
INADVERTENT OPERATION OF CONTROL <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	P
COMPLIANCE WITH C&U REGULATIONS	✓	✓
NUMBER PLATES FRONT & REAR	✓	✓
ROAD LAMPS FULL LIGHTING KIT FOR ROAD USE	✓	✓
ROPS/CAB	✓	✓
LED ORANGE BEACON <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
MIRRORS – CCTV TO SATISFY 1M HIGH @ 1M DISTANCE 360-DEGREE VISIBILITY CRITERIA	✓	✓
CAB STEPS AND HANDLES PAINTED YELLOW <i>Highlighting correct access & egress</i>	✓	P
SEAT BELT FITTED	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
AUDIBLE REVERING ALARM <i>White noise system</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	P
BUCKETS SUPPLIED WITH TEETH <i>Teeth may be used in exceptional circumstances and only following adequate risk assessment and site management approval</i>	✗	✗
INADVERTENT OPERATION OF CONTROL SYSTEM <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	✓
FULLY AUTOMATIC DOUBLE LOCK OR MANUAL QUICK HITCH <i>(See reference to HSE doc) (Semi-Automatic quick hitches prohibited)</i>	✓	✓
MACHINE MANUALS AND QUICK HITCH INSTRUCTION AVAILABLE WITHIN CAB	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE <i>(Prohibited use on highway)</i>	✓	P
TRACKING DEVICE (PREFERABLE WITH ABILITY TO GATHER MACHINE SERVICE AND USE INFORMATION)	✓	P
ALL SAFETY DECALS TO BE IN PLACE AND LEGIBLE E.G. DECIBEL LEVELS	✓	✓
BACK HOE TRANSPORTATION LOCK	✓	✓
WORKING LAMPS ON FRONT & REAR OF CAB	✓	P
IMMOBILISER SYSTEM	✓	P
OPERATING INSTRUCTIONS AND GREASE GUN	✓	✓

EXCAVATOR/ LOADER 360° WHEELED

NOTES:

- Check valves fitted
- Lifting chart provided
- Overload audible and visual warning system for 3 Tonne and above
- Thorough lifting examination certificate for excavator and lifting attachments
- Fitted with immobilisers and trackers
- Attachment available are breakers, pipe pushers etc.



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
INADVERTENT OPERATION OF CONTROL <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	P
COMPLIANCE WITH C&U REGULATIONS	✓	✓
NUMBER PLATES FRONT & REAR	✓	✓
ROAD LAMPS FULL LIGHTING KIT FOR ROAD USE	✓	✓
ROPS/CAB	✓	✓
LED ORANGE BEACON <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
MIRRORS - CCTV TO SATISFY 1M HIGH @ 1M DISTANCE 360-DEGREE VISIBILITY CRITERIA	✓	✓
CAB STEPS AND HANDLES PAINTED YELLOW <i>Highlighting correct access & egress</i>	✓	P
SEAT BELT FITTED	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
AUDIBLE REVERING ALARM <i>White noise system</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	P
BUCKETS SUPPLIED WITH TEETH <i>Teeth may be used in exceptional circumstances and only following adequate risk assessment and site management approval</i>	✗	✗
INADVERTENT OPERATION OF CONTROL SYSTEM <i>(Usually a two stage/switched system to prevent movement of control systems unintentionally, often fitted in conjunction with a seat isolator)</i>	✓	✓
FULLY AUTOMATIC DOUBLE LOCK OR MANUAL QUICK HITCH <i>(See reference to HSE doc) (Semi-Automatic quick hitches prohibited)</i>	✓	✓
MACHINE MANUALS AND QUICK HITCH INSTRUCTION AVAILABLE WITHIN CAB	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE <i>(Prohibited use on highway)</i>	✓	P
TRACKING DEVICE (PREFERABLE WITH ABILITY TO GATHER MACHINE SERVICE AND USE INFORMATION)	✓	P
ALL SAFETY DECALS TO BE IN PLACE AND LEGIBLE E.G. DECIBEL LEVELS	✓	✓
BACK HOE TRANSPORTATION LOCK	✓	✓
WORKING LAMPS ON FRONT & REAR OF CAB	✓	P
IMMOBILISER SYSTEM	✓	P
ZERO/REDUCED TAIL SWING <i>To maximise the safe working area</i>	✓	P
WORKING LAMPS ON BOOM AND CAB	✓	P
OPERATING INSTRUCTIONS AND GREASE GUN	✓	✓

EXCAVATOR TRAILER

1.5 TONNE

NOTES:

- Road legal
- Type approved
- Gross weight sufficient to carry plant and equipment without overloading trailer. (Total weight of machine & trailer should not exceed 2500kg when coupled to the vehicle, assuming towing vehicle has a minimum GTW of 6000kg)
- Type approval for use on public highway
- Attachment available are breakers, pipe pushers etc.



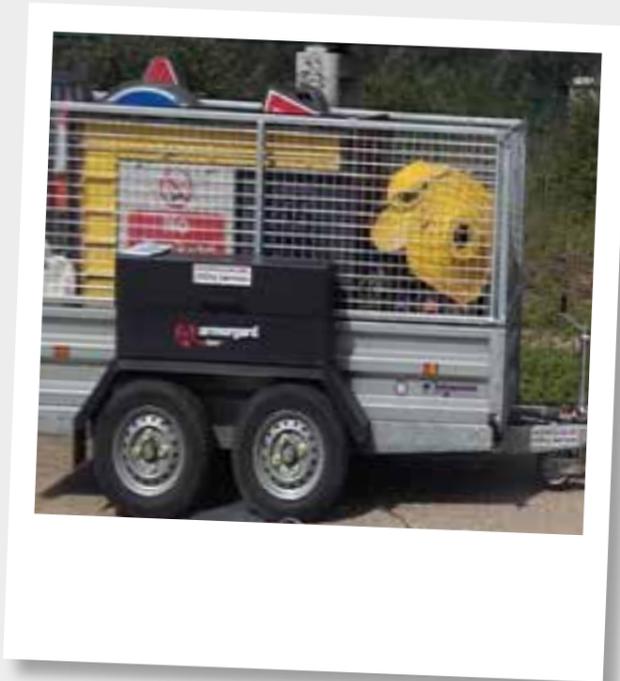
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
EXCAVATOR SECURING SYSTEM (DIGADOC OR ALTERNATIVE) <i>Eliminates the need for load securing straps, minimising operator leading errors and providing consistent load distribution</i>	✓	P
THREE BUCKET STORAGE AT FRONT OF TRAILER WITH FORWARD HINGED SECURITY CAGE <i>Prevents theft and also allows for coupling via excavator, reducing manual handling requirements</i>	✓	P
SECURE / LOCKABLE PECKER STORAGE IN CENTRE OF UNDERCARRIAGE <i>Prevents theft and also allows for coupling via excavator, reducing manual handling requirements</i>	✓	P
5 STUD WHEELS AND SEALED FOR LIFE WHEEL BEARINGS <i>Reducing the risks associated with wheel / hub loss and failure</i>	✓	P
TOWING EYE (NOT BALL HITCH) <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✓	P
SELF-ADJUSTING BRAKES	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	✓
LED LIGHTING (DUAL VOLTAGE 12/24V LIGHTING) <i>Improved visibility and reliability</i>	✓	P
NON SLIP ACCESS STEP ON NEAR SIDE <i>To prevent slips and falls when accessing/exiting excavator</i>	✓	✓
FITTED WITH PEAK MARINE DOUBLE SEALED AXLE HUB <i>Extends bearing life, reduces potential for wheel loss due to bearing failure</i>	✓	✓

GENERAL PURPOSE TRAILER

NOTES:

- Road legal
- Type approved
- Gross weight sufficient to carry plant and equipment without overloading trailer. (Total weight of machine & trailer should not exceed 2500kg when coupled to the vehicle, assuming towing vehicle has a minimum GTW of 6000kg)
- Type approval for use on public highway



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SUITABLE NUMBER PLATE HOLDER	✓	✓
INTERNAL LASHING POINTS <i>To ensure loads are securely restrained</i>	✓	✓
FITTED WITH PEAK MARINE DOUBLE SEALED AXLE HUB <i>Extends bearing life, reduces potential for wheel loss due to bearing failure</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
5 STUD WHEELS AND SEALED FOR LIFE WHEEL BEARINGS <i>Reducing the risks associated with wheel/ hub loss and failure</i>	✓	P
TOWING EYE (NOT BALL HITCH) <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	✓
LED LIGHTING (DUAL VOLTAGE 12/24V LIGHTING) <i>Improved visibility and reliability</i>	✓	P
SELF-ADJUSTING BRAKES	✓	P
SUITABLE NON SLIP FLOOR <i>To prevent slips, trips and falls</i>	✓	✓
ANTI-RATTLE TAIL GATE FASTENERS	✓	P
ANTI-SLIP SURFACE TO TOP OF MUD GUARD <i>To prevent slips, trips and falls</i>	✓	✓

ROLLER BREAKER C/W TRAILER

NOTES:

- Road legal
- Type approved
- Gross weight sufficient to carry plant and equipment without overloading trailer
- Type approval for use on public highway



BOWSER HIGHWAY TOWABLE

NOTES:

- Road legal
- Gross weight sufficient to carry plant and equipment without overloading trailer
- Type approval for use on public highway
- Bowers available for fuel or water



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
HYDRAULIC DIVERTER FOR BREAKER	✓	P
BREAKER (LOW VIBRATION)	✓	P
BREAKER STOWAGE BOX	✓	P
FITTED WITH PEAK MARINE DOUBLE SEALED AXLE HUB <i>Extend bearing life, reduces potential for wheel loos due to bearing failure</i>	✓	P
CHAPTER 8 CHEVRONS ON REAR OF RAMPS <i>In accordance with Streetworks</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	P
TOWING EYE (NOT BALL HITCH) <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✓	P
FITTED WITH PEAK MARINE DOUBLE SEALED AXLE HUB <i>Extends bearing life, reduces potential for wheel loss due to bearing failure</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
LED LIGHTING (DUAL VOLTAGE 12/24V LIGHTING) <i>Improved visibility and reliability</i>	✓	P
TOWING EYE (NOT BALL HITCH) <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✓	P
SELF-ADJUSTING BRAKES	✓	P
5 STUD WHEELS AND SEALED FOR LIFE WHEEL BEARINGS <i>Reducing the risks associated with wheel/hub loss and failure</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	✓
GRAB HANDLE AND STEP PAINTED FLUORESCENT YELLOW	✓	✓
SUITABLE NUMBER PLATE HOLDER	✓	P
110% BUNDED FOR FUEL	✓	P
LOCKABLE DISPENSING COMPARTMENT	✓	P
FITTED WITH PEAK MARINE DOUBLE SEALED AXLE HUB <i>Extends bearing life, reduces potential for wheel loss due to bearing failure</i>	✓	✓

COMPRESSOR/ GENERATOR TOWABLE

NOTES:

- Road legal
- Gross weight sufficient to carry plant and equipment without overloading trailer
- Type approval for use on public highway
- Not to exceed 750kg so can be towed without a trailer licence



AIR-VAC



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
OVER RUN BRAKING SYSTEM	✓	Ⓟ
TOWING EYE (NOT BALL HITCH) <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✓	Ⓟ
BRAKE AWAY CABLE	✓	✓
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	✓
LED LIGHTING (DUAL VOLTAGE 12/24V LIGHTING) <i>Improved visibility and reliability</i>	✓	Ⓟ
BUNDED BELLY PAN <i>To contain any leaks or spills</i>	✓	Ⓟ
ADEQUATE WHIP CHECKS FOR HOSES	✓	✓
GENERATOR TO BE COMPLIANT WITH TIN12 ECE3 <i>When using fusion equipment</i>	✓	✓
GENERATOR OUTPUT 110 VOLT 6KVA	✓	Ⓟ
COMPRESSOR OUTPUT 110 VOLT 105CFM <i>To be compatible with air lances</i>	✓	Ⓟ
FITTED WITH PEAK MARINE DOUBLE SEALED AXLE HUB <i>Extends bearing life, reduces potential for wheel loss due to bearing failure</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
LED AMBER BEACON <i>High pole mounted 360° vision</i>	✓	✓
LED TRAVEL WARNING FLASHING LAMPS	✓	✓
SPARE BATTERY FOR REMOTE CONTROL UNIT	✓	✓
SAFETY "TILT" CUT OUT SWITCH IN REMOTE CONTROL UNIT	✓	✓
WHITE NOISE ALARM WHILST TRAVELLING	✓	✓
CHAPTER 8 CHEVRONS	✓	✓
REMOTE CONTROL FOR TRACK, VAC AND TIPPING	✓	✓

AGRICULTURAL TRACTOR



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SUPPLIED WITH LIGHTS AND IF USED ON PUBLIC HIGHWAY COMPLIANCE WITH C&U REGULATIONS	✓	✓
WORKING LAMPS ON FRONT AND REAR	✓	P
LED ORANGE BEACON <i>To be compliant with 'Streetworks' requirements</i>	✓	P
ROPS CAB	✓	✓
SEAT BELT FITTED	✓	✓
GRAB HANDLES AND STEP PAINTED FLUORESCENT YELLOW	✓	P
MIRRORS/CCTV SYSTEM TO ENSURE 1M HIGH AT 1M DISTANCE VISIBILITY CRITERIA	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
IMMOBILISER SYSTEM	✓	P
MUST BE FITTED WITH HYDRAULIC OR AIR BRAKING SYSTEM FOR TOWING <i>Compatible with the trailer being towed</i>	✓	✓
OPERATOR'S MANUAL/INSTRUCTIONS	✓	✓
TRACKING SYSTEM	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

FORKLIFT TRUCK ALL TERRAIN



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SUPPLIED WITH LIGHTS AND IF USED ON PUBLIC HIGHWAY COMPLIANCE WITH C&U REGULATIONS	✓	✓
WORKING LAMPS ON FRONT & REAR OF CAB	✓	✓
LED ORANGE BEACON <i>To be compliant with Streetworks requirements</i>	✓	✓
ROPS/FOPS CAB	✓	✓
GRAB HANDLE AND STEP PAINTED FLUORESCENT YELLOW	✓	P
IMMOBILISER SYSTEM	✓	✓
MIRRORS/CCTV SYSTEM TO ENSURE 1M HIGH AT 1M DISTANCE VISIBILITY CRITERIA	✓	P
TRACKING SYSTEM	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
12 MONTHLY LOLER CERTIFICATE	✓	✓
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	P
SAFE LOAD INDICATOR	✓	P
TOWING BRACKET	✓	P
SIDE SHIFT CARRIAGE	✓	P
POWERED FORKS	✓	P
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE	✓	✓

TELEHANDLER



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SUPPLIED WITH LIGHTS AND IF USED ON PUBLIC HIGHWAY COMPLIANCE WITH C&U REGULATIONS	✓	✓
WORKING LAMPS ON FRONT & REAR OF CAB	✓	P
LED ORANGE BEACON <i>To be compliant with Streetworks requirements</i>	✓	✓
ROPS/FOPS CAB	✓	✓
GRAB HANDLE AND STEP PAINTED FLUORESCENT YELLOW	✓	P
IMMOBILISER SYSTEM	✓	✓
MIRRORS/CCTV SYSTEM TO ENSURE 1M HIGH AT 1M DISTANCE VISIBILITY CRITERIA	✓	P
TRACKING SYSTEM	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
12 MONTHLY LOLER CERTIFICATE	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS OR SIMILAR	✓	P
SAFE LOAD INDICATOR	✓	P
TOWING BRACKET	✓	P
4X4 DRIVE TRAIN	✓	P
POWERED FORKS	✓	P
ROAD LEGAL	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE	✓	✓

RIDE ON COMPACTION ROLLER



TRENCH ROLLER REMOTE CONTROLLED



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
ROPS (FOLDING)	✓	✓
SEAT BELT (ORANGE)	✓	P
GRAB HANDLE AND STEP PAINTED FLUORESCENT YELLOW	✓	P
LED ORANGE BEACON <i>To be compliant with Streetworks requirements</i>	✓	✓
NUMBER PLATES	✓	✓
ROAD LAMPS - FULL LIGHTING KIT FOR ROAD USE	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	✓
IMMOBILISER <i>Anti-theft device</i>	✓	P
REGISTERED FOR ROAD USE <i>Compliant with the highway code</i>	✓	✓
SEAT BELT WARNING LAMP CAPABILITY (WHEN REQUESTED BY CLIENT) <i>Subject to current regulations and restrictions, including supply of green beacon</i>	✓	P
TRACKING SYSTEM	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
CLOSE PROXIMITY SHUT DOWN SYSTEM	✓	P
INFRARED REMOTE-CONTROL SYSTEM <i>Infrared rather than radio controlled so roller is always in line of sight.</i>	✓	P
FRONT & REAR SCRAPER BARS FITTED	✓	P
EMERGENCY STOP BUTTON	✓	✓

DUMPERS

1 - 2 TONNE SWIVEL SKIP

NOTES:

- Safety sign to be on when in use
- Must have SHEQ approval for hire

(Any dumper under one half ton must have SHEQ approval to be on site, also high tipping dumpers are banned)



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
REGISTERED FOR ROAD USE <i>Compliant with the highway code</i>	✓	✓
SEAT BELT WARNING LAMP CAPABILITY (WHEN REQUESTED BY CLIENT) <i>Subject to current regulations and restrictions, including supply of green beacon</i>	✓	P
TRACKING SYSTEM	✓	P
ROAD LEGAL	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
RECOVERY PIN	✓	P
ROPS (FOLDING)	✓	✓
SEAT BELT (ORANGE)	✓	P
HIGH VISIBILITY WHEEL NUT INDICATORS	✓	P
GRAB HANDLE AND STEP PAINTED FLUORESCENT YELLOW	✓	P
LED ORANGE BEACON <i>To be compliant with Streetworks requirements</i>	✓	✓
NUMBER PLATES	✓	✓
ROAD LAMPS - FULL LIGHTING KIT FOR ROAD USE	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	✓
IMMOBILISER <i>Anti-theft device</i>	✓	P

DUMPERS 2 - 6 TONNE SWIVEL SKIP



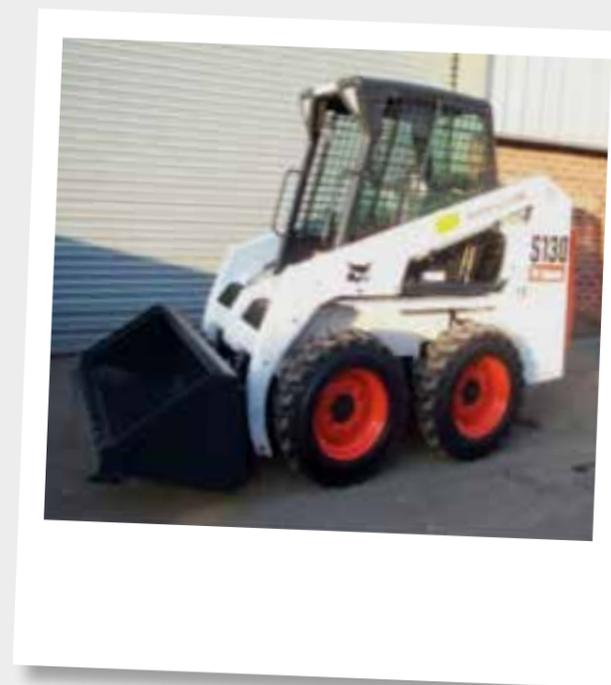
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
RECOVERY PIN	✓	P
CE COMPLIANT	✓	✓
ROPS (FOLDING)	✓	✓
SEAT BELT (ORANGE)	✓	P
DRIVE 4X4	✓	✓
HIGH VISIBILITY WHEEL NUT INDICATORS	✓	P
GRAB HANDLE AND STEP PAINTED FLUORESCENT YELLOW	✓	P
LED ORANGE BEACON <i>To be compliant with Streetworks requirements</i>	✓	✓
NUMBER PLATES	✓	✓
ROAD LAMPS - FULL LIGHTING KIT FOR ROAD USE	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	✓
IMMOBILISER <i>Anti-theft device</i>	✓	P
REGISTERED FOR ROAD USE <i>Compliant with the highway code</i>	✓	✓
SEAT BELT WARNING LAMP CAPABILITY (WHEN REQUESTED BY CLIENT) <i>Subject to current regulations and restrictions, including supply of green beacon</i>	✓	P
ROAD LEGAL	✓	✓
DETACHABLE GREEN 'OFF HIGHWAY' BEACON LINKED CONFIRMING SEAT BELT IN USE	✓	✓

PEDESTRIAN DUMPER



SKIDSTEER LOADER



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
MUST HAVE REVERSE GEAR	✓	Ⓟ
HAND/PARKING BRAKE	✓	✓
ISOLATION SWITCHES WITH KEY	✓	✓
MUST BE FITTED WITH "DEADMANS" CONTROLS	✓	✓
ROAD LEGAL	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SUPPLIED WITH LIGHTS AND IF USED ON PUBLIC HIGHWAY COMPLIANCE WITH C&U REGULATIONS	✓	✓
FLASHING AMBER BEACON	✓	✓
ROPS & FOPS CAB STRUCTURE	✓	✓
SEAT BELTS MUST BE FITTED	✓	✓
MIRRORS/CCTV SYSTEM TO ENSURE 1M HIGH AT 1M DISTANCE VISIBILITY CRITERIA	✓	Ⓟ
AUDIBLE REVERSING ALARM	✓	Ⓟ
FRONT & REAR WORK LIGHTS	✓	Ⓟ
IMMOBILISER SYSTEM	✓	Ⓟ
TRACKING SYSTEM	✓	Ⓟ

10 - 40FT SITE ACCOMMODATION UNIT

NOTES:

- To provide site accommodation in lengths 8' to 40' and widths 8', 9' & 10' for offices. Providing modular spaces, such as; canteens, drying rooms, toilets & showers and on site security



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
ALL UNITS ARE A STANDARD LAYOUT	✓	Ⓟ
UNITS CAN BE ALTERED TO SUIT REQUIREMENTS	✓	Ⓟ
ALL UNITS ARE HIGH SPECIFICATION ANTI VANDAL	✓	Ⓟ
SITE SET UP SERVICE	✓	Ⓟ

MOBILE WELFARE UNIT

NOTES:

- Sizes from 12' x 8' Towable site welfare unit to provide toilet, washing and canteen facilities. To be self-contained with power unit and solar panel. Effluent waste tank, for use by a maximum of 6 persons per unit dependant on unit size
- Engine noise to be below 55 dBA



STATIC WELFARE UNIT

NOTES:

- Sizes ranging from 21' to 32' x 9' Site welfare unit to provide toilet, washing and canteen facilities. To be self-contained with power unit and effluent waste tank. For use by a maximum of 8 persons per unit dependent on unit size
- Engine minimum must comply with the Stage IIIB European Emission Standards and the NRMM Emissions Regulations in Central London & Canary Wharf



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SOLAR POWERED/ 6KVA GENERATOR	✓	P
LED LIGHTING/PIR CONTROLLED	✓	P
AIR BLOWN HEATING	✓	P
CHEMICAL TOILET	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
9.8 KVA GENERATOR WITH START-UP CONTROL PANEL 300LT FUEL TANK	✓	P
LED LIGHTING/PIR CONTROLLED	✓	P
DRYING ROOM	✓	✓
SEATING AREA FOR 8 PEOPLE	✓	P

CONTAINER/ LOCK UP

NOTES:

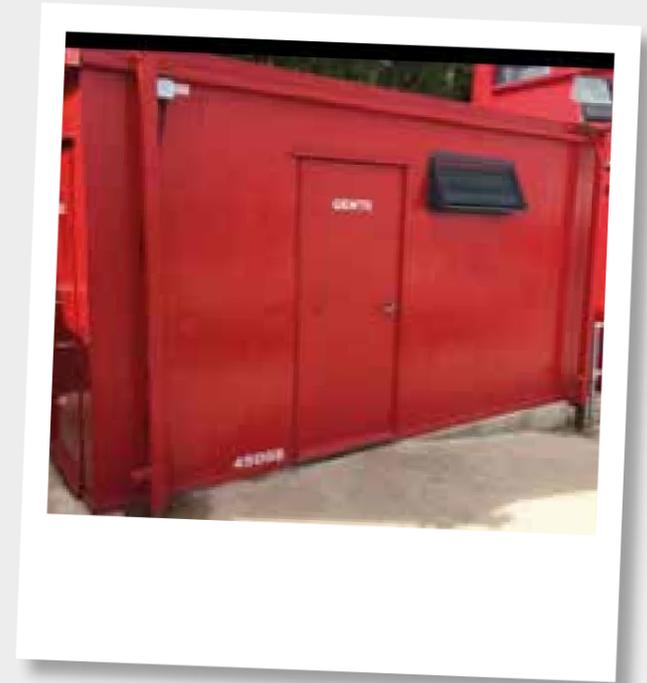
- 8, 10, 20 32 & 40' Security container of steel construction, Double doors with high security locks
- Open plan or Racking installed
- Traffic light containers 32'long x10' high, enable battery charge without removal from the base unit



SHOWER/ TOILET UNIT

NOTES:

- 12', 16', 24' & 32' x 10' toilet and shower unit, steel anti vandal construction
- Male, female configuration
- Water Mains/bowser
- Waste: - mains/tank



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
HIGH SECURITY LOCK	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
HIGH QUALITY ANTI VANDAL STEEL CABINS	✓	P
HOT AND COLD RUNNING WATER	✓	✓
7.5KW SHOWER MINIMUM	✓	✓

CHEMICAL PORTABLE TOILET

NOTES:

- Male / female single occupancy, chemical toilet, for temporary site works and temporary events



PERSONAL GAS DETECTOR

NOTES:

- Full function self-tests of sensors, battery status and audible/visual alarms on start up
- Rechargeable lithium battery



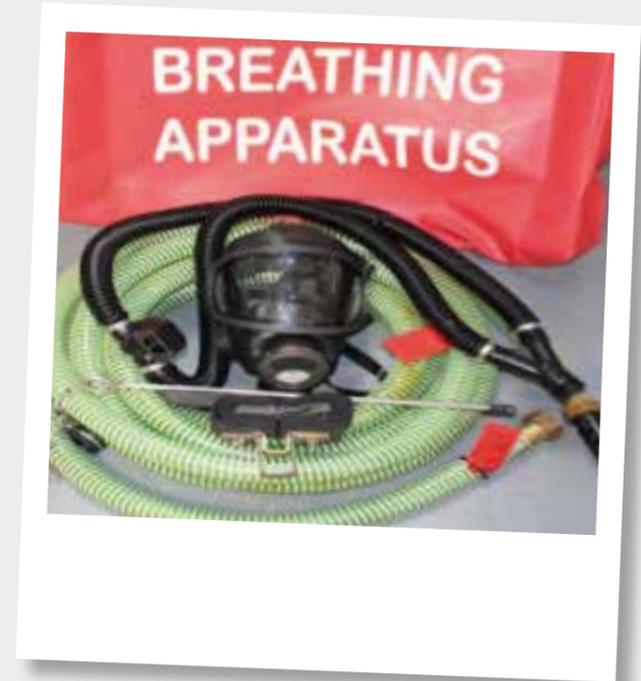
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SERVICED WEEKLY	✓	✓
RECIRCULATING FLUSHING TANK	✓	✓
PAPER TOWEL HOLDER	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
CALIBRATED AND TAGGED GAS DETECTOR WITH 4 SENSORS LEL , O2, H2S & CO	✓	✓
PORTABLE, LIGHT WEIGHT FOR USE IN CONFINED SPACES AND OTHER HAZARDOUS AREAS	✓	✓
AUDIBLE AND VISUAL ALARMS	✓	✓
DOWNLOADABLE CONTENT TO PC	✓	✓
CARRY CASE, 12V AND 240V CHARGERS	✓	✓

GASCOSEEKER



FRESH AIR BREATHING APPARATUS



NOTES:

- Compatible with turbo-flow units
- Supplied in a carry all

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
INSTRUMENT FOR THE MEASUREMENT OF % LEL (LOW EXPLOSIVE LEVEL) AND % VOLUME GAS METHANE (NATURAL GAS)	✓	✓
BLOW MOULDED CARRY CASE TO HOUSE UNIT AND ANY OTHER ACCESSORIES: 1) Carry strap 2) Sample line/filter 3) 9" probe 4) Aspirator bulb 5) Allen key	✓	P
CALIBRATED (CERTIFICATE SUPPLIED WITH UNIT) AND DUE STICKER ON UNIT	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
3S FULL FACE PIECE RESPIRATOR MASK	✓	P
COMPLETE KIT COMPRISING OF 1.9M HOSE: 1) Twin breathing tube 2) Waist belt assembly 3) Spike & clip 4) Hose end filter	✓	✓
TO BE SUPPLIED WITH SERVICE TAGS, CERTIFICATE OF CONFORMITY AND CHECK SHEET	✓	✓

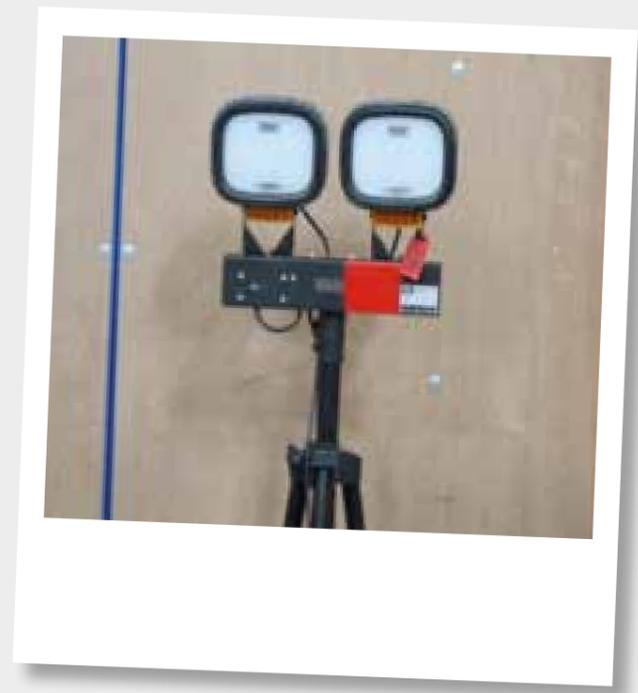
PETROL GENERATOR < 10 KVA

NOTES:

- Attachable trolley for manual handling purposes supplied



LIGHTING 110V & BATTERY



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
DUAL VOLTAGE 110 TO 240V 32 & 16AMP OUTLET SOCKETS PROTECTED BY CIRCUIT BREAKER	✓	Ⓟ
RCD PROTECTION	✓	✓
HOUSED IN A FRAME FOR MANUAL HANDLING	✓	✓
TIN 12 SPECIFICATION	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
LED LIGHT HEADS	✓	Ⓟ
LAMP HEAT GUARDS	✓	Ⓟ
IP 44 PROTECTIONS	✓	Ⓟ
6000 LUMENS OUTPUT	✓	Ⓟ
TRIPOD MOUNTED	✓	Ⓟ

TRANSFORMERS SINGLE/THREE PHASE



COMPACTOR PLATE



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
TRANSFORMERS 110KVA & ABOVE TO BE SUPPLIED WITH 415V INPUT PLUG & PRE-WIRED	✓	✓
16AMP OUTLETS ON TRANSFORMERS 3KVA & BELOW	✓	✓
16 V& 32 AMP OUTLETS ON TRANSFORMERS 5KVA & ABOVE	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
HANDLES ON TOP & LEG <i>To assist with manual handling</i>	✓	P
LOW VIBRATION	✓	✓

CABLE DETECTION KIT

NOTES:

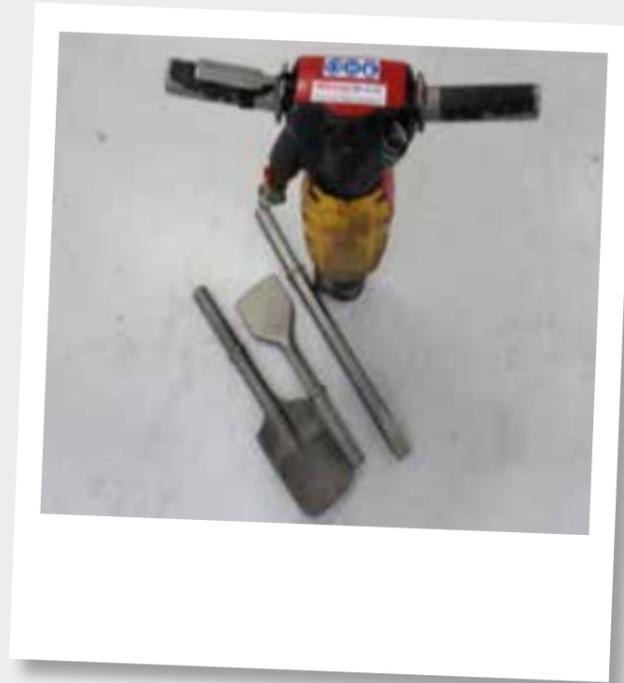
- Certain clients have differing requirements and therefore, it may be necessary to disable certain functionality such as depth



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
CABLE AVOIDANCE TOOL (CAT) • Able to download via cable or Bluetooth. • Depth functionality • GPS functionality	✓	Ⓟ
GENNY To work in conjunction with the C.A.T.	✓	✓
CABLE CLAMP	✓	✓
LIVE PLUG CONNECTOR	✓	✓
BAG All items to be contained as a kit in the bag i.e. C.A.T, Genny, Cable clamp and plug connector	✓	Ⓟ



AIR TOOLS & ACCESSORIES



TRENCH RAMMER



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
LOW VIBRATION TOOLS	✓	✓
WHIP CHECKS TO BE SUPPLIED	✓	✓
ALL POINTS/CHISELS/DRILL BITS TO BE SHARP	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
HANDLES ON TOP & LEG <i>To assist with manual handling</i>	✓	P
LOW VIBRATION	✓	✓
COMPACTION CAPABILITIES MUST MEET THE HAUC & NRSWA SPECIFICATIONS	✓	✓

ESCAPE SET



HAND HELD POWER TOOLS



NOTES:

- This equipment should always be used in conjunction with PPE

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
AN EMERGENCY BREATHING DEVICE WITH THE CAPABILITY TO PROVIDE THE USER WITH A CONTINUOUS SUPPLY BUT LIMITED AMOUNT OF COMPRESSED AIR (NORMALLY 10-15 MINUTES) IN A CONFINED SPACE OR POTENTIALLY HAZARDOUS AREAS	✓	✓
SUPPLIED IN A HIGH VISIBILITY HOLD ALL	✓	✓
TO BE SUPPLIED WITH SERVICE TAGS, CERTIFICATE OF CONFORMITY AND CHECK SHEET	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
110V HAND HELD POWER TOOLS TO PERFORM DUTIES SUCH AS GRINDING, CUTTING, DRILLING, SANDING AND BREAKING ETC.	✓	✓
CURRENT PAT AND HAVS TAGS/LABELS CLEARLY DISPLAYED	✓	✓
BOX <i>All equipment supplied in a carry box</i>	✓	✓

RECIPROCATING SAW

NOTES:

- This equipment should always be used in conjunction with PPE



FEIN AIR SAW

NOTES:

When hired out to be complete kit, as listed:

- Fein saw
- Oiler/water trap
- Support cradle
- Connection Hose



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
110V HAND HELD POWER TOOLS TO PERFORM DUTIES SUCH AS CUTTING, SANDING AND BREAKING ETC.	✓	✓
CURRENT PAT AND HAVS TAGS/LABELS CLEARLY DISPLAYED	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
RECIPROCATING SAW THAT ATTACHES TO MULTIPLE SIZED MAINS PIPE	✓	✓
CRADLE <i>Support cradle with 1M chain</i>	✓	✓
OILER <i>Complete with connection hose</i>	✓	✓

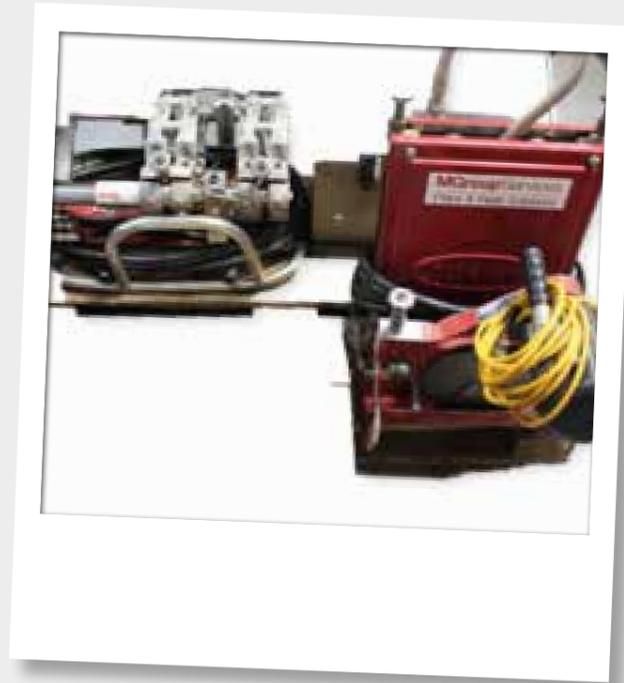
BUTT FUSION MACHINE

180MM-315MM

NOTES:

When hired out to be complete kit, as listed:

- Butt Fusion Machine
- Shelter
- External de-beader
- Rollers (quantities to be specified)



40V ELECTRO FUSION BOX

NOTES:

- Can also be used with bar code readers



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
BUTT FUSION MACHINE MUST BE IN DATE WITH ALL RELEVANT PAT & CALIBRATION STICKERS	✓	✓
BOX <i>Printer, standard shells to 50% reduction of machine (125mm & 90mm) c/w screws</i>	✓	P
SHELTER <i>Minimum 1.6M x 1.6M</i>	✓	✓
EXTERNAL DE-BEADER <i>75mm - 400mm</i>	✓	✓
ROLLERS <i>2 part rollers for pipe up to 400mm quantities supplied as per order</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
40V ELECTRO FUSION BOX SUITABLE FOR USE WITH ALL POLYETHYLENE PIPES AND FITTINGS AS USED BY THE GAS AND WATER INDUSTRIES	✓	✓
THE ABILITY TO INTEGRATE WELDING DATA INTO EXISTING MANAGEMENT SYSTEMS (VIA MEMORY STICK OR BLUETOOTH/APP)	✓	✓
ELECTRO FUSION OUTPUT LEAD <i>Supplied with 90 degree lead ends</i>	✓	P
CURRENT PAT AND CALIBRATION LABELS CLEARLY DISPLAYED	✓	✓
110V VOLTAGE 40 - 60 HZ	✓	✓
CLASS 1 SUPPLY PROTECTION - EARTHED	✓	✓
IP65 PROTECTION LEVEL <i>(Water resistance)</i>	✓	✓
LIGHTWEIGHT WITH SUITABLE CARRY HANDLES FOR EASE OF HANDLING	✓	✓

WASK TEE SETS

NOTES:

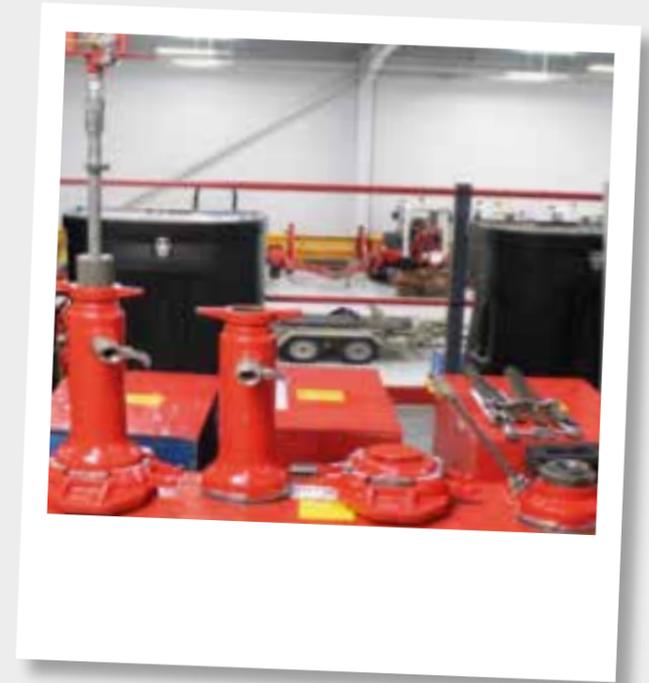
- Box, Drilling base and Certificate **MUST** be kept together at all times for contract compliance



WASK 2 WAY BAG SETS

NOTES:

- Boxes, all 6 bagset/bypass bases and Certificate **MUST** be kept together at all times for contract compliance



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
WASK MAINS DRILLING MACHINE C/W BOX AND KIT TO DRILL UP TO 12" PIPE	✓	✓
¾" TO 2" TAPS & HOLE SAW CUTTERS SUPPLIED WITH DRILL	✓	✓
TO BE SUPPLIED WITH A CERTIFICATE OF CONFORMITY	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
WASK 2 WAY BAGSET C/W BYPASS ASSEMBLY AND VENT STACKS	✓	✓
BASES CLEARLY MARKED WITH ASSET NUMBER CORRESPONDING TO CERTIFICATE OF CONFORMITY	✓	✓

IMPACT SOIL TESTERS (CLEGG TESTER)

NOTES:

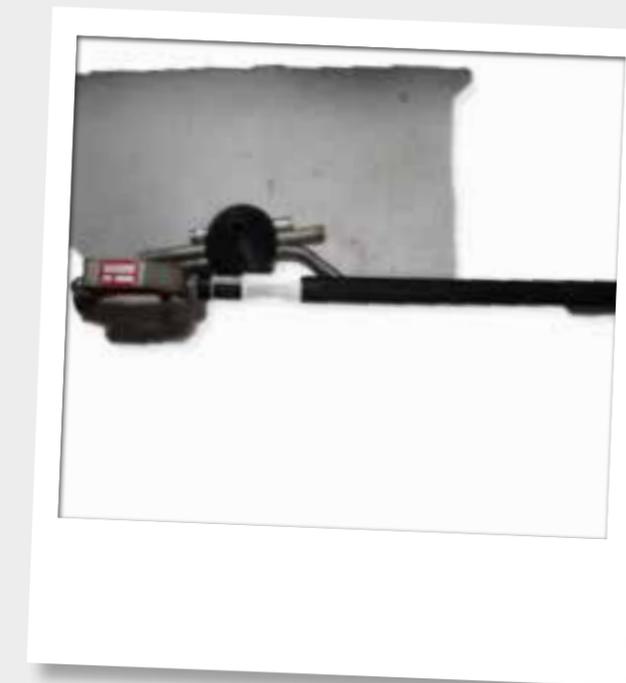
- Impact soil tester to be supplied as kit below



AIR KNIFE (AIR LANCE)

NOTES:

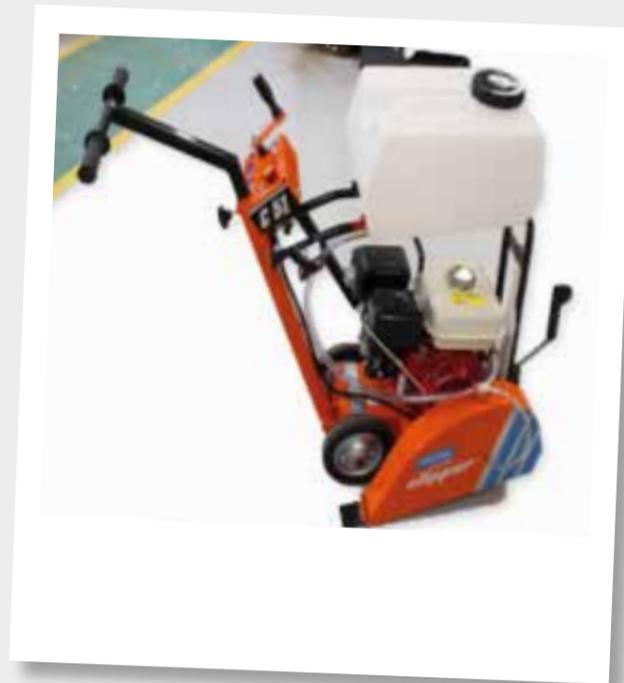
- Air Knife to be supplied as kit below



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
4.5KG HAMMER MODEL TYPE CIST/883	✓	✓
ABLE TO DOWNLOAD DATA BY CABLE OR BLUETOOTH	✓	✓
EQUIPMENT COMES IN A STURDY BOX	✓	✓
SUPPLIED WITH INSTRUCTION BOOKLET. CALIBRATION LABELS & CERTIFICATE	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
1.3M LONG AIR LANCE	✓	P
ACCESSORIES 3 x attachment nozzles: 1) 300mm 45° 2) 200mm Straight 3) 400mm Straight Debris cone.	✓	✓
SUPPLIED WITH INSTRUCTION BOOKLET. CALIBRATION LABELS & CERTIFICATE	✓	✓

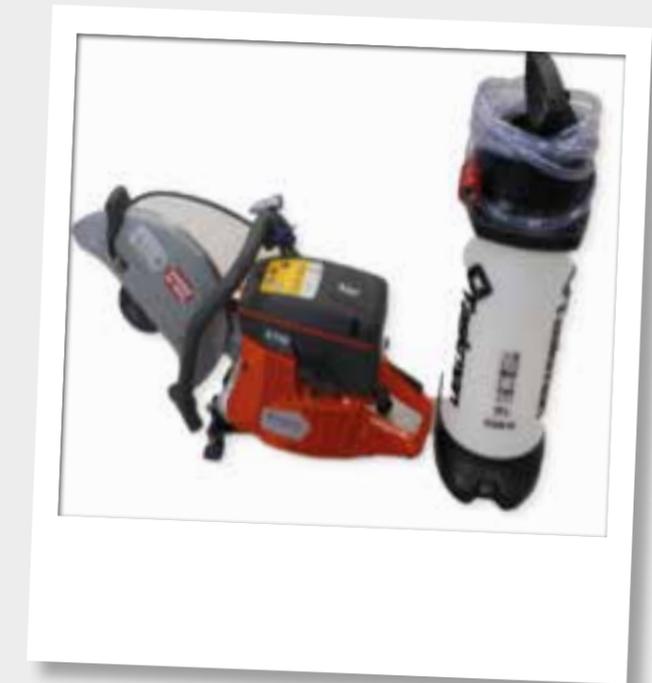
ROAD SAW



PETROL DISC CUTTER

NOTES:

- Water bottle and hose is a mandatory accessory
- Trolleys may be a mandatory requirement in certain circumstances/contracts and are always preferable to hand held operations



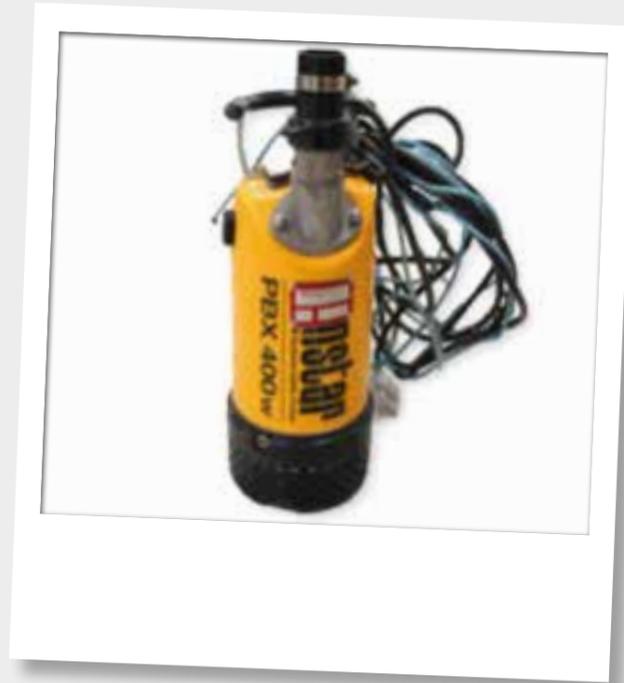
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
LIGHTWEIGHT 76 KG	✓	✓
CUTTING DEPTH OF 125MM	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
BLADE RETARDER / QUICK STOP SYSTEM <i>(Or system similarly aimed at stopping the blade immediately upon throttle disengagement)</i>	✓	✓
ADJUSTABLE GUARD	✓	✓
DUST SUPPRESSION SYSTEM C/W APPROPRIATE WATER BOTTLE AND HOSE	✓	✓
TOOL KIT	✓	✓
SAFETY DECALS CLEARLY DISPLAYED	✓	✓
CART ATTACHMENT (OPTIONAL) <i>(Allows for clean accurate cuts and reduces the risks associated with hand held saw operation)</i>	P	P

SUBMERSIBLE 2 INCH PUMP

NOTES:

- 110V electric powered



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
10M POWER CABLE	✓	✓
290 LITRES PER MINUTE	✓	✓
10M OF LAY FLAT DELIVERY HOSE	✓	✓

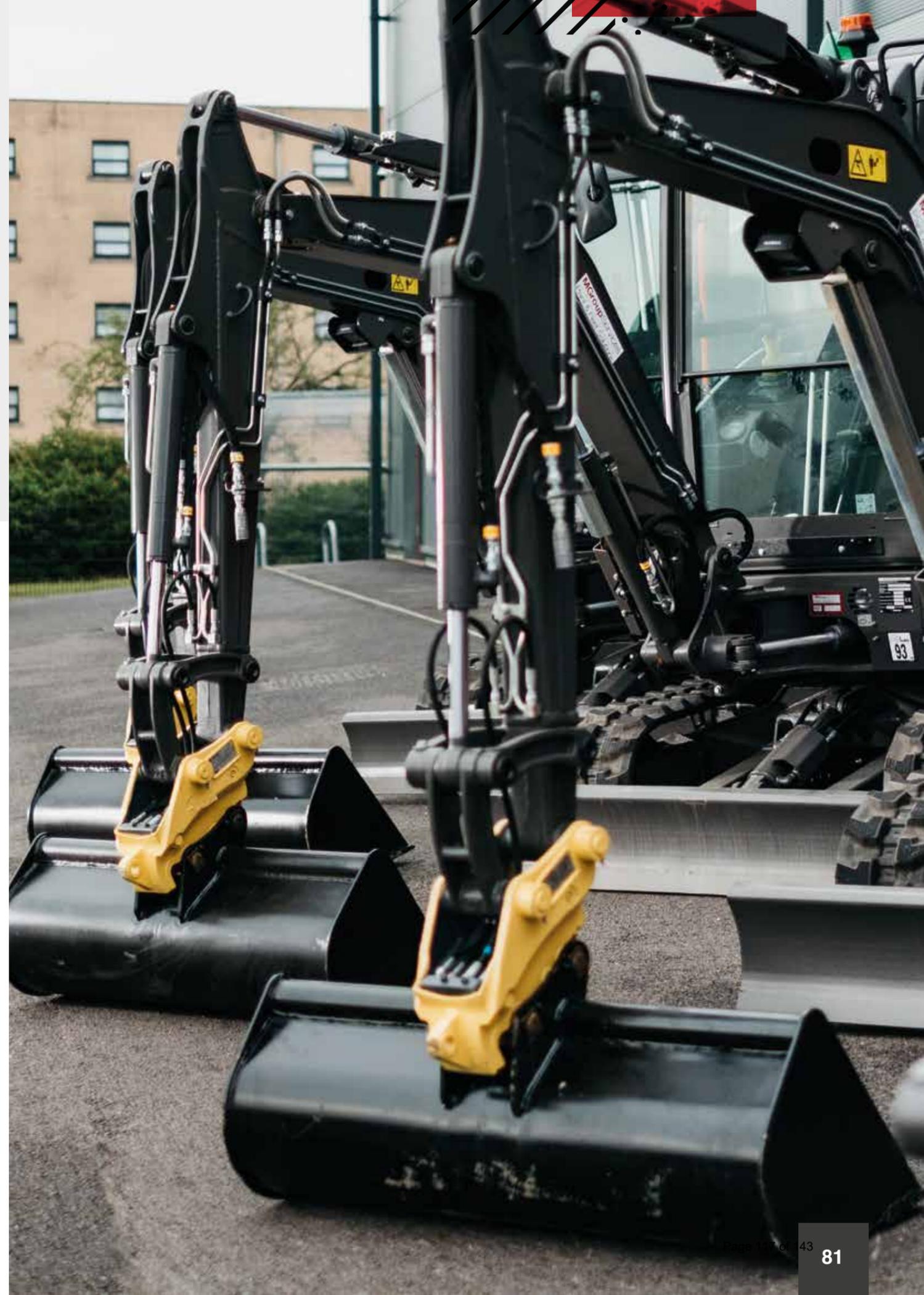




MGroupServices
Plant & Fleet Solutions

VEHICLE SECTION

SMALL VEHICLE



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SMALL CAR UTILISED FOR COMMERCIAL PURPOSES	✓	✓
MINIMUM NCAP RATING OF 3	✓	✓
AUTOMATIC TRANSMISSION	✓	✓
FULLY LIVERIED	✓	✓
3 OR 5 DOORS	✓	✓

ELECTRIC VANS



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUPPLIER & SUB-CONTRACTOR STANDARDS
HOT & COLD HAND WASH SYSTEM.	✓	✓
DEADLOCKS TO LOAD AREA DOORS. <i>Additional content security.</i>	✓	✓
TRACKING SYSTEM. <i>Monitors drivers risk performance.</i>	✓	P
FORWARD FACING CAMERA. <i>To be used in support of any traffic incident.</i>	✓	P
ROOF AND FLOOR VENT. <i>For extraction of any flammable gases/fumes.</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUPPLIER & SUB-CONTRACTOR STANDARDS
FULLY APPROVED/TESTED STEEL BULK HEAD TO MANUFACTURES SPECIFICATION.	✓	✓
LOADING AREA SUITABLY LINED AND RACKED FOR SAFE TRANSPORTATION OF EQUIPMENT.	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS <i>(or 1 bar with 2 light sources). To be compliant with 'Streetworks' requirements.</i>	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE).	✓	✓
REVERSE CAMERA AND COLOUR MONITOR. <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement).</i>	✓	✓
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS. <i>Assists in daily pre use inspections of wheel security.</i>	✓	✓
CHAPTER 8 CHEVRONS/MARKINGS. <i>Streetworks compliance.</i>	✓	✓
PASSENGER AIRBAG.	✓	P
ROAD SPEED LIMITED 70 MPH. <i>'70mph = Maximum Speed Limit of Vehicle Type'.</i>	✓	P



SMALL VANS



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
FULLY APPROVED/TESTED STEEL BULK HEAD TO MANUFACTURERS SPECIFICATION	✓	✓
LOADING AREA SUITABLY LINED AND RACKED FOR SAFE TRANSPORTATION OF EQUIPMENT	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
PASSENGER AIRBAG	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
ROAD SPEED LIMITED 70 MPH <i>'70mph = Maximum Speed Limit of Vehicle Type'</i>	✓	P
NON SLIP YELLOW GRAB HANDLES TO LOAD AREA	✓	✓
DEADLOCKS TO LOAD AREA DOORS <i>Additional content security</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
ROOF AND FLOOR VENT <i>For extraction of any flammable gases/fumes</i>	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

MEDIUM VANS



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
FULLY APPROVED/TESTED STEEL BULK HEAD TO MANUFACTURES SPECIFICATION	✓	✓
LOADING AREA SUITABLY LINED AND RACKED FOR SAFE TRANSPORTATION OF EQUIPMENT	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
PASSENGER AIRBAG	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
ROAD SPEED LIMITED 70 MPH <i>'70mph = Maximum Speed Limit of Vehicle Type'</i>	✓	P
HOT & COLD HAND WASH SYSTEM	✓	✓
DEADLOCKS TO LOAD AREA DOORS <i>Additional content security</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
ROOF AND FLOOR VENT <i>For extraction of any flammable gases/fumes</i>	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

LARGE VANS



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
FULLY APPROVED/TESTED STEEL BULK HEAD TO MANUFACTURES SPECIFICATION	✓	✓
LOADING AREA SUITABLY LINED AND RACKED FOR SAFE TRANSPORTATION OF EQUIPMENT	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
FRONT GRILL MOUNTED LED FLASHING BEACONS <i>To improve visibility</i>	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
PASSENGER AIRBAG	✓	P
ROAD SPEED LIMITED 62 MPH <i>'60 mph = Maximum Speed Limit of Vehicle with a trailer'</i>	✓	P
DEADLOCKS/SLAM LOCKS TO LOAD AREA DOORS <i>Additional content security</i>	✓	P
NON SLIP YELLOW GRAB HANDLES TO LOAD AREA	✓	✓
FULL WIDTH YELLOW REAR SAFETY STEP <i>Create a larger area for access and egress, minimising risk of slips, trips and falls</i>	✓	P
REAR ROOF MOUNTED WORKING LIGHTS <i>Illuminate the working area during loading and unloading</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
HOT & COLD HAND WASH SYSTEM	✓	P
BUNDED FUEL STORE WITHIN REAR	✓	P
ROOF & FLOOR VENT <i>For extraction of any flammable gases/fumes</i>	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with in ability to visually check for worn/damaged ball coupling/retention springs</i>	✗	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

4 X 4 PICKUP



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM – 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear.</i>	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>To be compliant with 'Streetworks' requirements</i>	✓	P
PASSENGER AIRBAG	✓	P
ROAD SPEED LIMITED 70 MPH <i>'70 mph = Maximum Speed Limit of Vehicle Type'</i> <i>If over 3.5t 56 mph</i>	✓	P

TRAFFIC MANAGEMENT VEHICLE



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
FRONT GRILL MOUNTED LED FLASHING BEACONS <i>To be compliant with 'Streetworks' requirements</i>	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
PASSENGER AIRBAG	✓	P
ROAD SPEED LIMITED 62 MPH <i>'60 mph = Maximum Speed Limit of vehicle with a trailer'</i>	✓	P
NON SLIP YELLOW GRAB HANDLES AND STEPS TO LOAD AREA. ENSURING THREE POINTS OF CONTACT	✓	✓
FALL FROM HEIGHT PREVENTION SYSTEM <i>To comply with the "Work at Height Regulations"</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
ON-BOARD WEIGHING SYSTEM. TO ASSIST DRIVER WITH LOADING	✓	P
MOUNTED WORKING LIGHTS ON ARROW BOARD FRAME <i>Illuminate the working area during loading and unloading</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
HOT HAND WASH SYSTEM	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✗	P
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHTS SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
LP13 LED ARROW BOARD	✓	✓
TRAFFIC CONE DEPLOYMENT/RETRIEVAL AREA <i>Fixing point to attach safety harness</i>	✓	✓
TRAFFIC SIGN STORAGE AREA <i>System to secure signs for transportations</i>	✓	✓
KEY OUT RUNNING SYSTEM	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓



TRAFFIC LIGHT DELIVERY VEHICLE

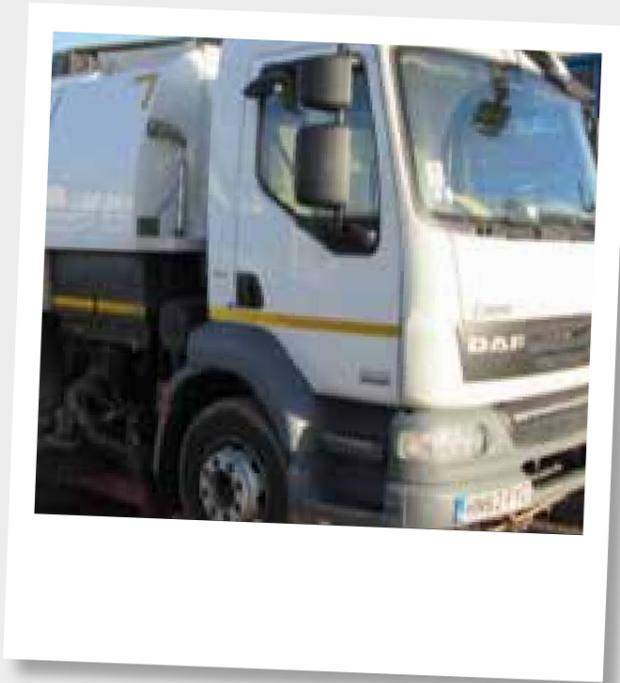


SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
FRONT GRILL MOUNTED LED FLASHING BEACONS <i>To improve visibility</i>	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
PASSENGER AIRBAG	✓	P
ROAD SPEED LIMITED 62 MPH <i>'60 mph = Maximum Speed Limit of vehicle with a trailer'</i>	✓	P
NON SLIP YELLOW GRAB HANDLES AND STEPS TO LOAD AREA. ENSURING THREE POINTS OF CONTACT	✓	✓
FALL FROM HEIGHT PREVENTION SYSTEM <i>To comply with the "Work at Height Regulations"</i>	✓	✓

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
ON-BOARD WEIGHING SYSTEM. TO ASSIST DRIVER WITH LOADING	✓	P
MOUNTED WORKING LIGHTS ON ARROW BOARD FRAME <i>Illuminate the working area during loading and unloading</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
HOT HAND WASH SYSTEM	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with inability to visually check for worn/damaged ball coupling/retention springs</i>	✗	P
TAIL LIFT WITH AUTOMATIC FALL PREVENTIONS RAIL SYSTEM	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHTS SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
LIGHT HEAD CROSS BARS FITTED <i>To secure light heads while in transit</i>	✓	P
TRAFFIC SIGN STORAGE AREA <i>System to secure signs for transportation</i>	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓



ROAD SWEEPER/ GULLY SUCKER



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
MUST HAVE WHOLE VEHICLE TYPE APPROVAL IF REGISTERS AFTER OCT'14	✓	✓
CHAPTER 8 COMPLIANT BEACONS, REFLECTIVE CHEVRONS AND HIGHWAY/MOTORWAY MAINTENANCE SIGNAGE	✓	✓
PUBLIC HIGHWAY COMPLIANCE WITH C&U REGULATIONS	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
STROBE LIGHTS TO BE FITTED IN FRONT GRILLE & REAR OF VEHICLE	✓	P
FORS COMPLIANT	✓	P
HOT HAND WASH	✓	P
BLIND SPOT CAMERAS ON FRONT & NEAR SIDE <i>To assist in seeing vulnerable people</i>	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
NEAR SIDE CAB DOOR LOWER WINDOW <i>To assist in seeing vulnerable road users</i>	✓	P
SIDE GUARDS & WARNING INFILL PANELS <i>For vulnerable road users</i>	✓	P
SENSORS & AUDIBLE TURN LEFT DEVICE <i>For warning vulnerable people</i>	✓	P
VEHICLE ON BOARD WEIGHING SYSTEM	✓	P
REVERSE ALARM WITH SILENT MODE (WHITE NOISE)	✓	✓
REVERSING CAMERA	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
BANKS MAN LIGHTING SYSTEM WHEN REVERSING <i>Lights up the vehicle & area while reversing</i>	✓	P
KEY OUT RUNNING SYSTEM <i>Operator can lock cab while working on the platform</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
DUAL GULLEY BRUSH & WIDE MAIN BRUSH	✓	P
GULLY SUCKER & HAND LANCE	✓	✓
REAR WORK LIGHTS	✓	P
OPERATOR'S MANUAL/INSTRUCTIONS	✓	✓
SAFETY DECALS IN PLACE & LEGIBLE	✓	✓
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓



VACUUM EXCAVATOR



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
MUST HAVE WHOLE VEHICLE TYPE APPROVAL IF REGISTERS AFTER OCT'14	✓	✓
CHAPTER 8 COMPLIANT BEACONS, REFLECTIVE CHEVRONS AND HIGHWAY/MOTORWAY MAINTENANCE SIGNAGE	✓	✓
YELLOW GRAB HANDLES & STEPS TO CAB	✓	P
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
STROBE LIGHTS TO BE FITTED IN FRONT GRILLE & REAR OF VEHICLE	✓	✓
FORS COMPLIANT	✓	P
BLIND SPOT CAMERAS ON FRONT & NEAR SIDE <i>To assist in seeing vulnerable people</i>	✓	P
NEAR SIDE CAB DOOR LOWER WINDOW <i>To assist in seeing vulnerable road users</i>	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SIDE GUARDS & WARNING INFILL PANELS <i>For vulnerable road users</i>	✓	P
SENSORS & AUDIBLE TURN LEFT DEVICE <i>For warning vulnerable people</i>	✓	P
HOT HAND WASH	✓	P
VEHICLE ON BOARD WEIGHING SYSTEM	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	✓
REVERSING CAMERA	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
BANKS MAN LIGHTING SYSTEM WHEN REVERSING <i>Lights up the vehicle & area while reversing</i>	✓	P
KEY OUT RUNNING SYSTEM <i>Operator can lock cab while working at the rear of the vehicle</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

DROPSIDE/ TIPPER 3.5 TONNE

NOTES:

- Body length compatible for carrying heras fencing



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
IF DOUBLE CAB WITH SEATS REMOVED, THEN A FULLY APPROVED/TESTED STEEL BULK HEAD TO MANUFACTURES SPECIFICATION	✓	✓
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirement</i>	✓	✓
FRONT GRILL MOUNTED LED FLASHING BEACONS <i>To improve visibility</i>	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
PASSENGER AIRBAG	✓	P
ROAD SPEED LIMITED 62 MPH <i>'60 mph = Maximum Speed Limit of vehicle with a trailer'</i>	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
NON SLIP YELLOW GRAB HANDLES AND STEPS TO LOAD AREA <i>Ensuring three points of contact</i>	✓	✓
FALL FROM HEIGHT PREVENTION SYSTEM <i>To comply with the 'Work at Height Regulations'</i>	✓	✓
ON-BOARD WEIGHING SYSTEM <i>To assist the driver with loading</i>	✓	P
BULK HEAD MOUNTED WORKING LIGHTS <i>Illuminate the working area during loading and unloading</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance.</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P
HOT HAND WASH SYSTEM	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with in ability to visually check for worn/damaged ball coupling/retention springs</i>	✗	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

MEWP VEHICLE MOUNTED



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirement</i>	✓	✓
REVERES ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
REVERSE CAMERA AND COLOUR MONITOR <i>Improves rear visibility, reducing risk of collision (to be used in conjunction with any risk assessment/banks person requirement)</i>	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
PASSENGER AIRBAG	✓	P
ROAD SPEED LIMITED 70 MPH <i>'70 mph = Maximum Speed Limit of Vehicle Type' If over 3.5t 56 mph</i>	✓	P
TRACKING SYSTEM <i>Monitors drivers risk performance</i>	✓	P
FORWARD FACING CAMERA <i>To be used in support of any traffic incident</i>	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
IF OVER 3.5T VEHICLE TO BE FORS COMPLIANT INCLUDING CAMERAS AND SENSORS	✓	P
KEY OUT RUNNING SYSTEM	✓	✓
NON SLIP YELLOW GRAB HANDLES AND STEPS TO LOAD AREA <i>Ensuring three points of contact</i>	✓	P
6 MONTHLY LOLER INSPECTION CERTIFICATE	✓	✓
OPERATOR'S MANUAL/INSTRUCTIONS	✓	✓
SAFETY DECALS IN PLACE & LEGIBLE	✓	✓
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
PUBLIC HIGHWAY COMPLIANCE WIT C&U REGULATIONS	✓	✓
BOOM ISOLATION LOCKING FUNCTION	✓	✓
POWER FAILURE SAFE LOWERING SYSTEM	✓	✓
OUT RIGGER PADS	✓	P
TURNTABLE LOCK OR BRAKE FITTED	✓	P
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

GRAB TIPPERS 26-32 TONNE



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
DUAL STAND UP CONTROLS	✓	P
YELLOW GRAB HANDLES & STEPS TO CAB & PLATFORM	✓	P
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
TWO WORK LIGHTS ON CRANE BOOM & PLATFORM	✓	P
STROBE LIGHTS TO BE FITTED IN FRONT GRILLE & REAR OF VEHICLE	✓	P
ACCESS INTO THE BODY BY THE PLATFORM WITH 3 X POINTS OF CONTACT	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
FORS COMPLIANT	✓	P
BLIND SPOT CAMERAS ON FRONT & NEAR SIDE <i>To assist in seeing vulnerable people</i>	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
NEARSIDE CAB DOOR LOWER WINDOW <i>To assist in seeing vulnerable road users</i>	✓	P
SIDE GUARDS & WARNING INFILL PANELS <i>For vulnerable road users</i>	✓	P
SENSORS & AUDIBLE TURN LEFT DEVICE <i>For warning vulnerable people</i>	✓	P
HOT HAND WASH	✓	P
VEHICLE ON BOARD WEIGHING SYSTEM	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	✓
REVERSING CAMERA	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
BANKS MAN LIGHTING SYSTEM WHEN REVERSING <i>Lights up the vehicle & area while reversing</i>	✓	P
KEY OUT RUNNING SYSTEM <i>Operator can lock cab while working on the platform</i>	✓	P
FLY SHEET SYSTEM	✓	P
OVERHEAD CABLE WARNING DEVICE	✓	P
TRENCH COMPACTOR HYDRAULIC CARRIER <i>Reduces manual handling</i>	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with in ability to visually check for worn/damaged ball coupling/retention springs</i>	✗	✗
ENGINES TO BE TO EURO EMISSION STANDARDS. ALSO COMPLIES WITH ULEZ	✓	✓

ROADMENDER

NOTES:

- Handbrake not applied, audible voice warning



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
YELLOW GRAB HANDLES & STEPS TO CAB & BODY	✓	P
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
TWO WORK LIGHTS ON BULK HEAD	✓	✓
STROBE LIGHTS TO BE FITTED IN FRONT GRILLE & REAR OF VEHICLE	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
FORS COMPLIANT	✓	P
ACCESS ONTO THE BODY PLATFORM WITH 3 X POINTS OF CONTACT	✓	P
REVERSING CAMERA	✓	P
BLIND SPOT CAMERAS ON FRONT & NEAR SIDE <i>To assist in seeing vulnerable people</i>	✓	P

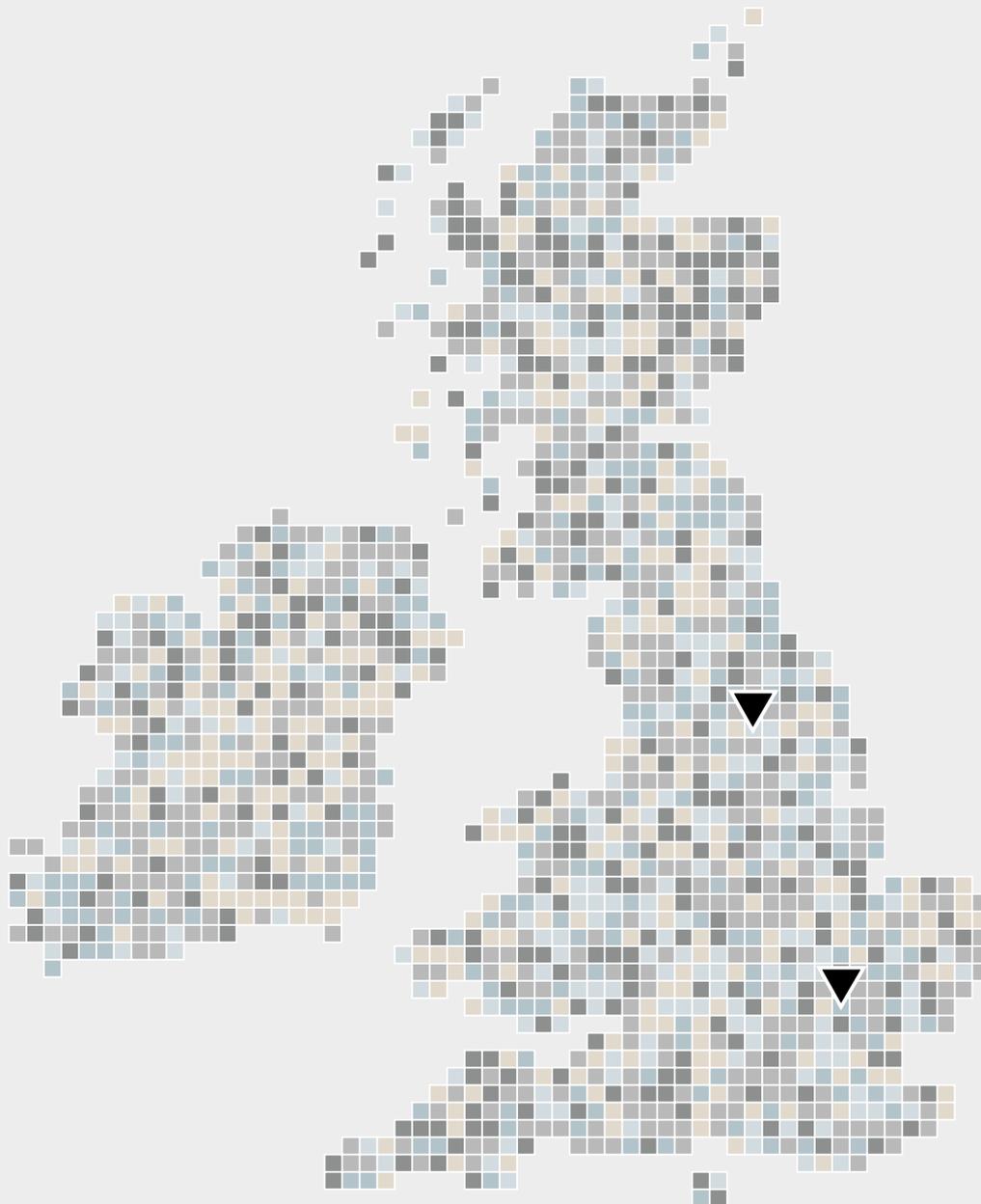
SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
NEARSIDE CAB DOOR LOWER WINDOW <i>To assist in seeing vulnerable road users</i>	✓	P
SIDE GUARDS & WARNING INFILL PANELS <i>For vulnerable road users</i>	✓	P
SENSORS & AUDIBLE TURN LEFT DEVICE <i>For warning vulnerable people</i>	✓	P
HOT HAND WASH	✓	P
VEHICLE ON BOARD WEIGHING SYSTEM	✓	P
FALL PREVENTION RAILS TO CONSTRUCTION (HSE) <i>"Working at height regulations"</i>	✓	P
REVERSE ALARM WITH NIGHT SILENT MODE (WHITE NOISE)	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
BANKS MAN LIGHTING SYSTEM WHEN REVERSING <i>Lights up the vehicle & area while reversing</i>	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear.</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with in ability to visually check for worn/damaged ball coupling/retention springs</i>	✗	✗
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓

LORRY 7.5 TONNE



SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
YELLOW GRAB HANDLES & STEPS TO CAB & BODY	✓	P
2 INDEPENDENT FLASHING/ROTATING AMBER BEACONS (OR 1 BAR WITH 2 LIGHT SOURCES) <i>To be compliant with 'Streetworks' requirements</i>	✓	✓
TWO WORK LIGHTS ON BULK HEAD	✓	P
STROBE LIGHTS TO BE FITTED IN FRONT GRILLE & REAR OF VEHICLE	✓	P
CHAPTER 8 CHEVRONS/MARKINGS <i>Streetworks compliance</i>	✓	✓
FORS COMPLIANT	✓	P
BLIND SPOT CAMERAS ON FRONT & NEAR SIDE <i>To assist in seeing vulnerable people</i>	✓	P
NEARSIDE CAB DOOR LOWER WINDOW <i>To assist in seeing vulnerable road users</i>	✓	P
SIDE GUARDS & WARNING INFILL PANELS <i>For vulnerable road users</i>	✓	P

SPECIFIC REQUIREMENTS	M GROUP SERVICES STANDARDS	SUB-CONTRACTOR AND EXTERNAL SUPPLIERS STANDARDS
SENSORS & AUDIBLE TURN LEFT DEVICE <i>For warning vulnerable people</i>	✓	P
HOT HAND WASH	✓	P
VEHICLE ON BOARD WEIGHING SYSTEM	✓	P
REVERSE ALARM WITH SILENT MODE (WHITE NOISE)	✓	✓
REVERSING CAMERA	✓	P
HIGH VISIBILITY WHEEL NUT MOVEMENT INDICATORS <i>Assists in daily pre use inspections of wheel security</i>	✓	P
BANKS MAN LIGHTING SYSTEM WHEN REVERSING <i>Lights up the vehicle & area while reversing</i>	✓	P
TRENCH COMPACTOR HYDRAULIC CARRIER <i>Reduces manual handling</i>	✓	P
TOW PIN MUST COMPLY WITH EC DIRECTIVE 94/20/EC HEIGHT (350MM - 420MM) IN A LADEN (BUT NOT OVERLOADED) CONDITION <i>This reduces risk of hitch, pin and trailer coupling mis-match wear</i>	✓	P
BALL COUPLING <i>Eliminates the problems associated with in ability to visually check for worn/damaged ball coupling/retention springs</i>	✗	✗
ENGINES TO BE TO EURO EMISSION STANDARDS	✓	✓



M GROUP SERVICES PLANT & FLEET SOLUTIONS

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Tel: 0333 234 2201

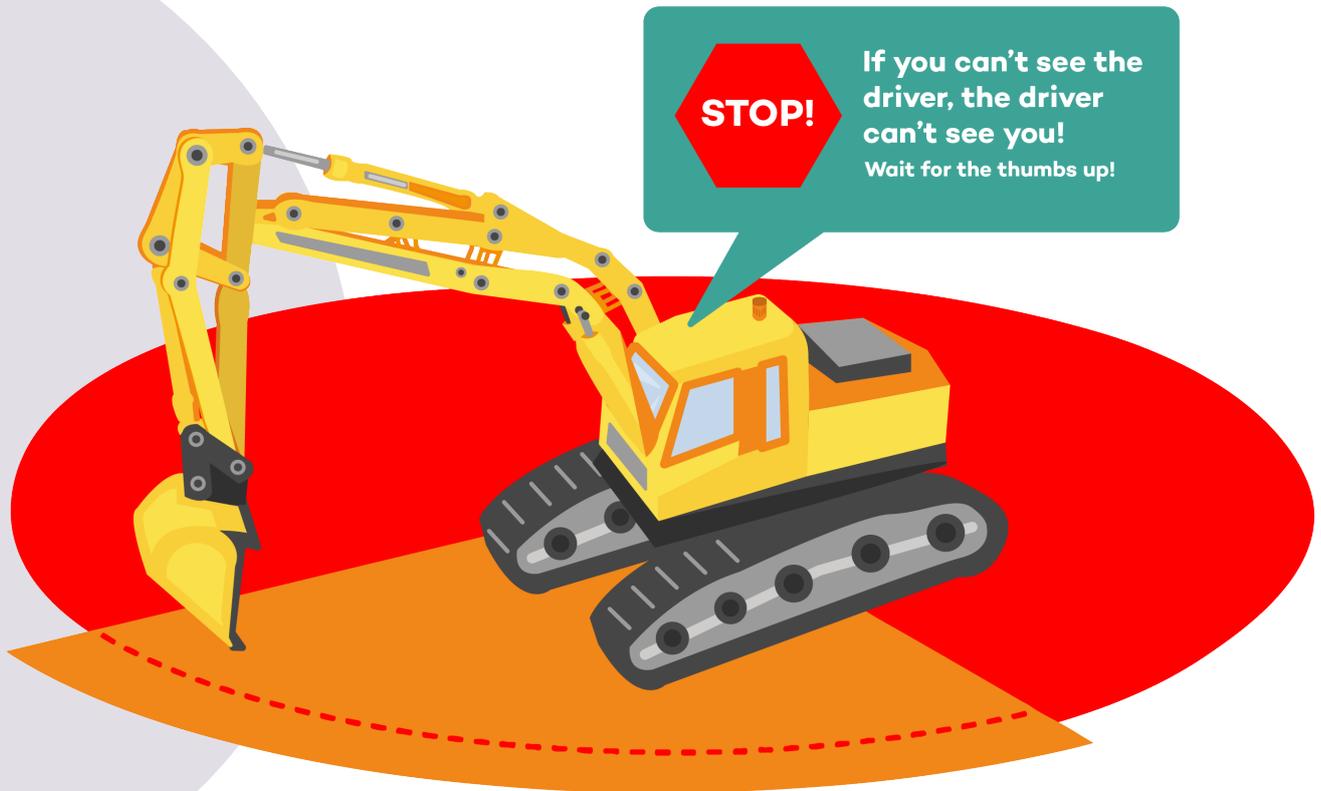
Cromer House | Caxton Way | Stevenage SG1 2DF

Tel: 0330 678 0115

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Delivering what we **promise**





People Plant Interface

Restricted Zones

The following visual standards clarifies information within the management system concerning the control of people-plant interface. It shall be included as part of local training programmes, management plans or procedures.



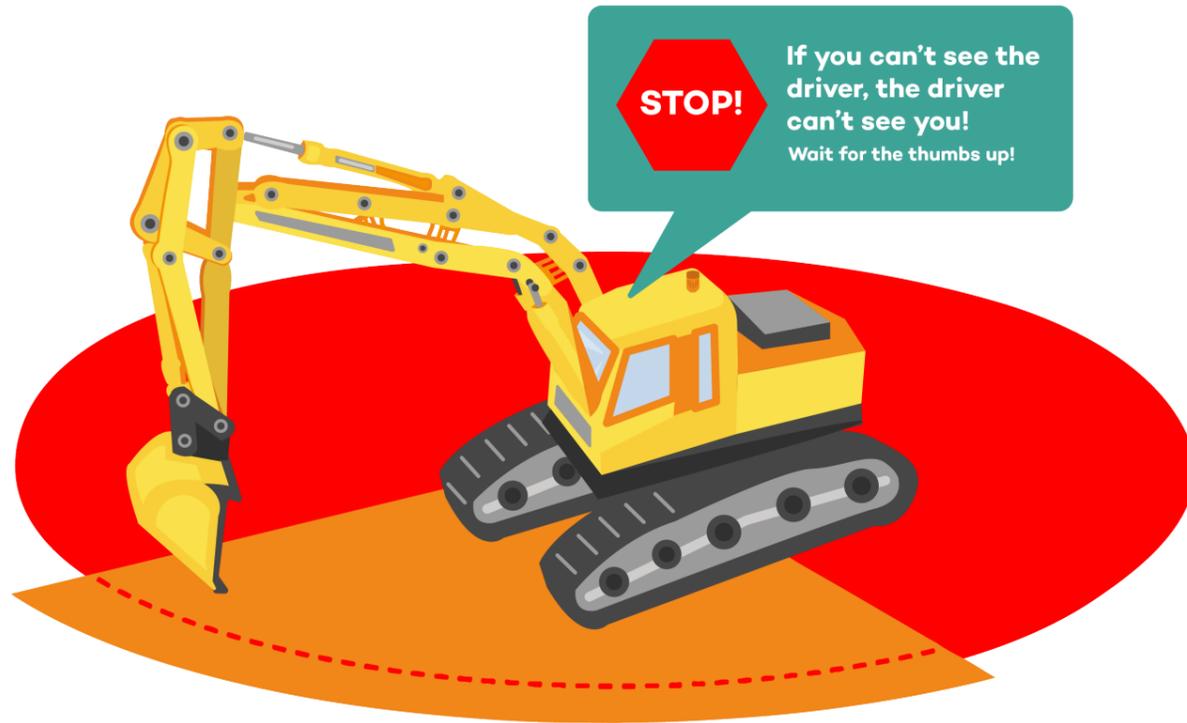


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Excavator



Things to remember for operators:

- Lower the boom/bucket or attachment to ground level
- Power down and apply the deadman's level when anyone approaches the excavator
- Remove the keys when the excavator is left unattended
- Only release the deadman's level when everyone is clear
- Make sure your clothes don't get in the way of controls, inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

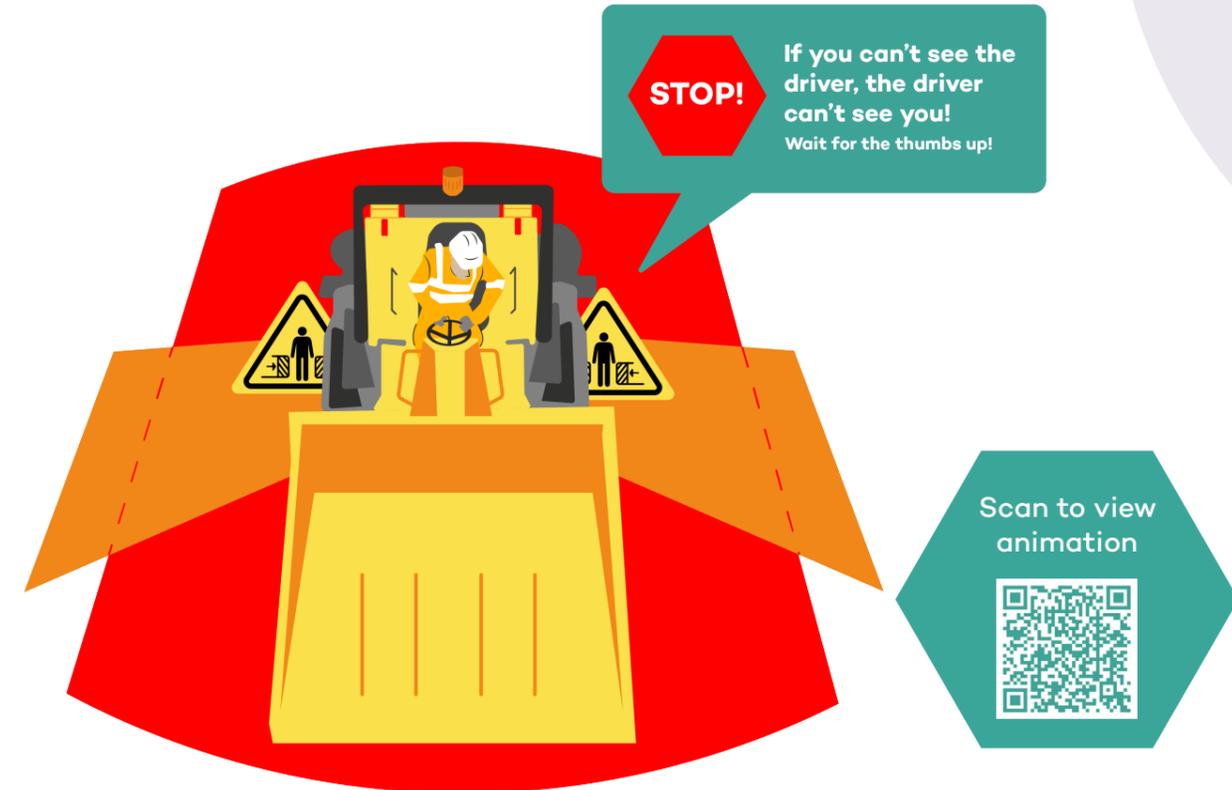
Machine Operator's Line of Sight

This is the safest area for approaching an excavator, as it provides the greatest change of being seen by the operator.

To enter the line of sight:

- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Forward tipping dump truck



Things to remember for operators:

- Lower the skip/bucket
- Apply the handbrake and put the machine in neutral when anyone approaches the truck
- Remove the keys when the truck is left unattended
- Only release the brake when everyone is clear
- Make sure your clothes don't get in the way of controls, inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

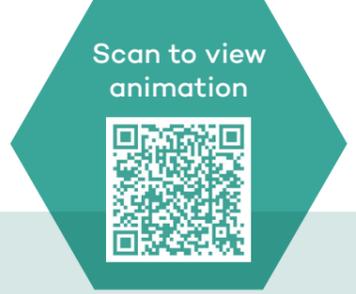
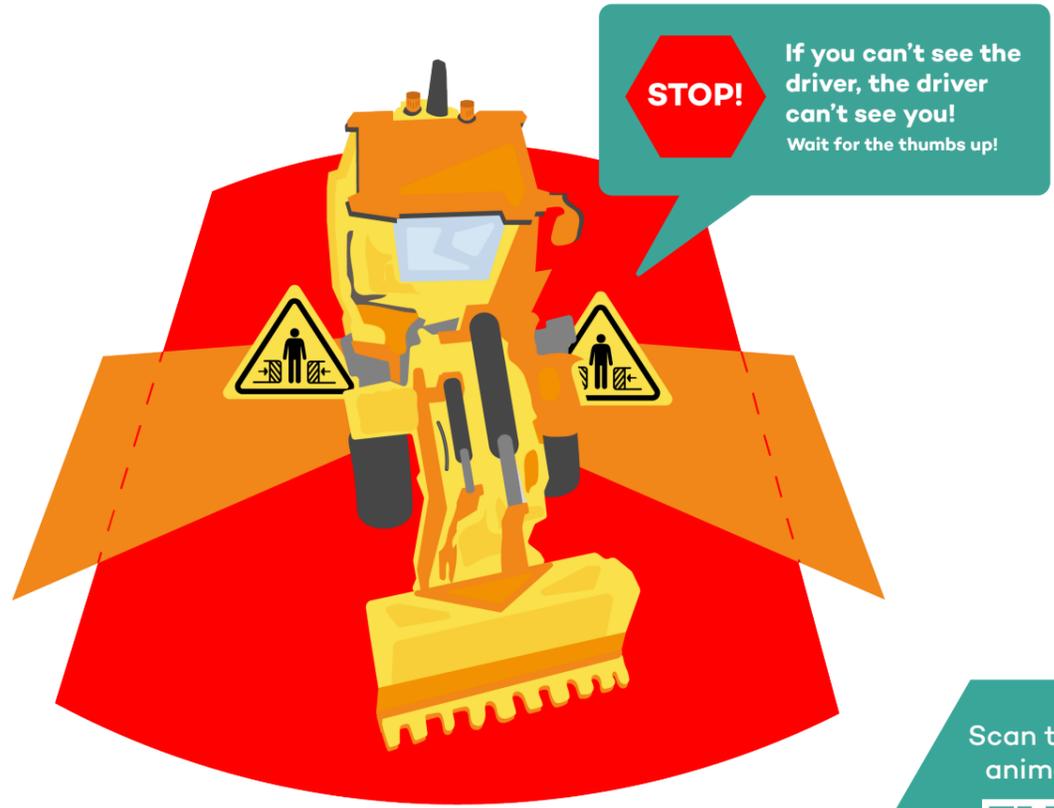
Machine Operator's Line of Sight

This is the safest area for approaching a forward tipping dump truck, as it provides the greatest change of being seen by the operator.

To enter the line of sight:

- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Shovel Loader



Things to remember for operators:

- Lower bucket/shovel to ground level
- Apply the handbrake and put the machine in neutral when anyone approaches the loader
- Remove the keys when the loader is left unattended
- Only release the brake when everyone is clear
- Make sure your clothes don't get in the way of controls, inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

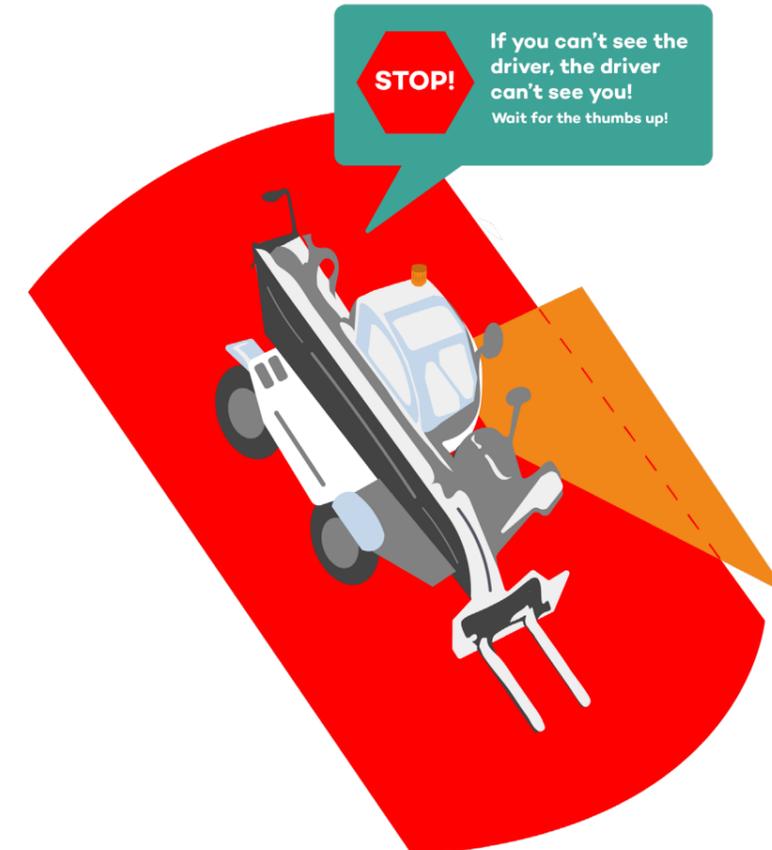
Machine Operator's Line of Sight

This is the safest area for approaching an excavator, as it provides the greatest change of being seen by the operator.

To enter the line of sight:

- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Tele-handler



Things to remember for operators:

- Lower boom/forks to ground level
- Apply the handbrake and put the machine in neutral when anyone approached the tele-handler
- Remove the keys when the tele-handler is left unattended
- Only release the brake when everyone is clear
- Make sure your clothes don't get in the way of controls, inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

Machine Operator's Line of Sight

This is the safest area for approaching a forward tipping dump truck, as it provides the greatest change of being seen by the operator.

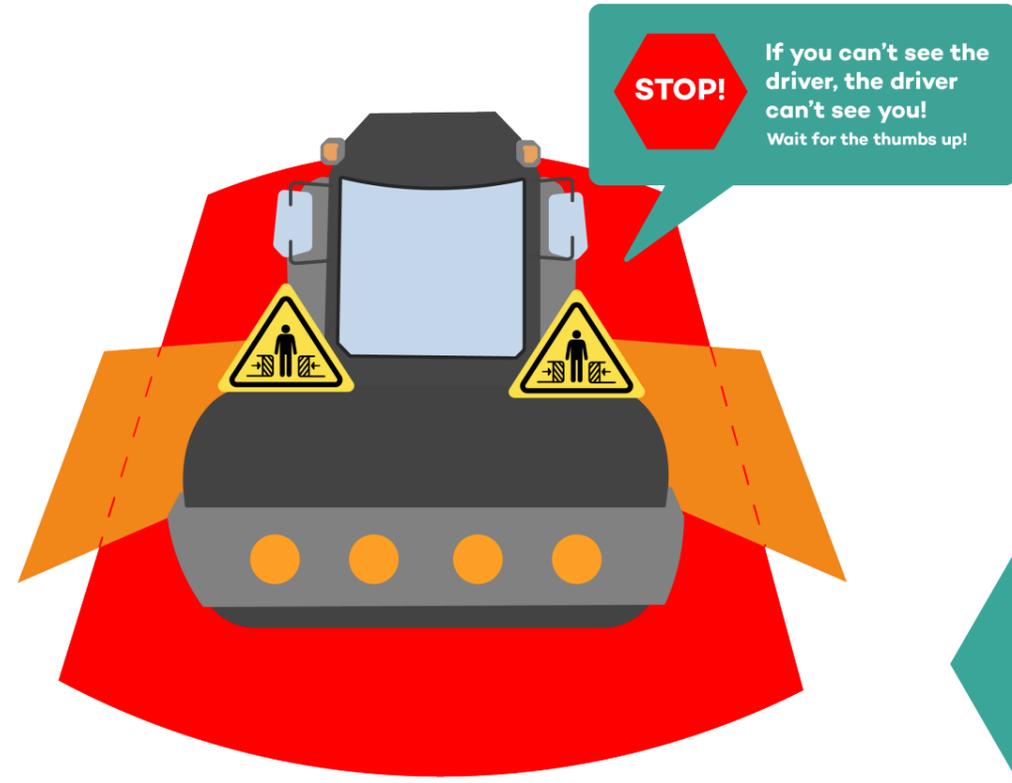
To enter the line of sight:

- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Small Sit-on



Large Roller



Things to remember for operators:

- Apply the handbrakes and put the machine in neutral when anyone approaches the roller
- Remove the keys when the roller is left unattended
- Only release the brake when everyone is clear
- Make sure your clothes don't get in the way of controls, inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

Machine Operator's Line of Sight

This is the safest area for approaching an excavator, as it provides the greatest change of being seen by the operator.

To enter the line of sight:

- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Things to remember for operators:

- Apply the handbrakes and put the machine in neutral when anyone approaches the roller
- Remove the keys when the roller is left unattended
- Only release the brake when everyone is clear
- Make sure your clothes don't get in the way of controls, inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

Machine Operator's Line of Sight

This is the safest area for approaching a forward tipping dump truck, as it provides the greatest change of being seen by the operator.

To enter the line of sight:

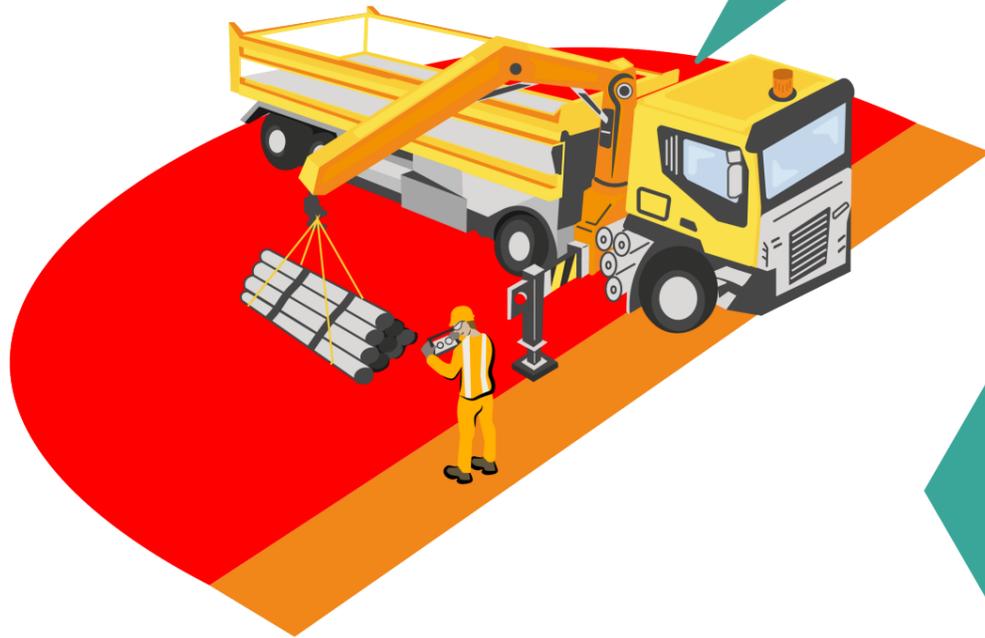
- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Lorry Loader



STOP!

If you can't see the driver, the driver can't see you!
Wait for the thumbs up!



Scan to view animation

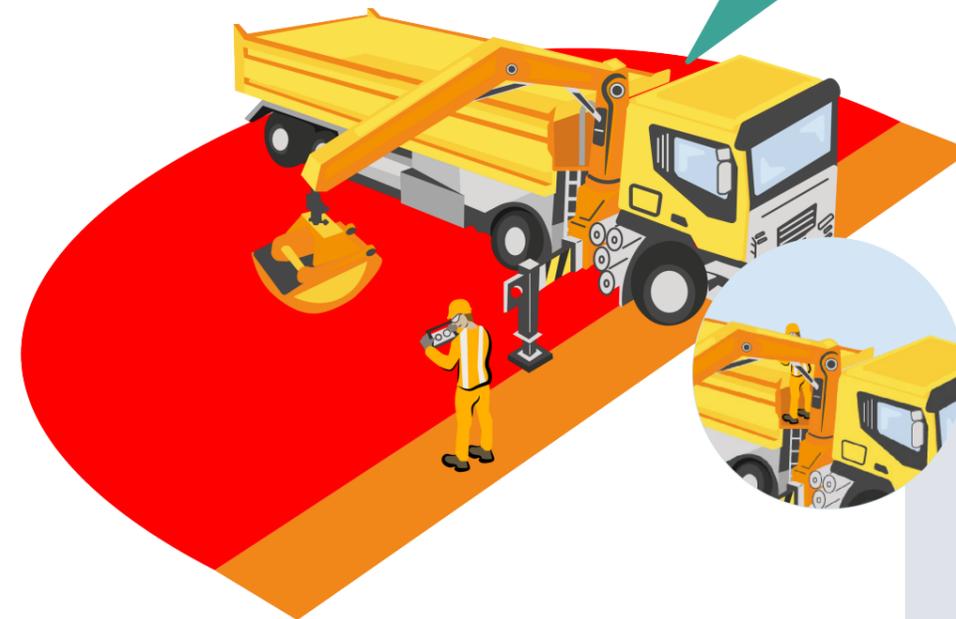


Grab Wagon



STOP!

If you can't see the driver, the driver can't see you!
Wait for the thumbs up!



Restricted Zone

Danger zone. Keep clear at all times. Be aware of where and how far 'clamshell' is extended and potential for falling materials from the 'clamshell'.

Machine Operator's Line of Sight

This is the safest area for approaching a grab wagon, as it provides the greatest chance of being seen by the operator.

To enter the line of sight:

1. Make eye contact with the operator
2. Indicate that you wish to approach by giving a thumbs-up
3. Wait for the operator to apply the brake and put the machine in neutral
4. Only approach once the operator indicates with a thumbs-up that it is safe to do so

Things to remember for operators:

- Wear the remote control belt / neck strap at all times while operating it
- Check that all the levers on the remote control work, including the emergency stop button
- Have a spare battery on charge and the remote's umbilical cord available
- Have a clear view of the vehicle and its load and path at all times. If this isn't possible, use a Signaller and agree on communication signals
- Ensure working area is clear and that no one enters the restricted zone
- Avoid pinch points and never walk under the boom
- Never walk while operating the remote control
- Make sure your clothes don't get in the way of controls, and isolate the controls when not in use, e.g. when walking, slinging or derigging the machine

Restricted Zone

Danger zone. Keep clear at all times.

Machine Operator's Line of Sight

This is the safest area for approaching a lorry loader, as it provides the greatest chance of being seen by the operator.

To enter the line of sight:

1. Make eye contact with the operator
2. Indicate that you wish to approach
3. Wait for the operator to stop and isolate the controls
4. Only approach once the operator indicates that it is safe to do so

Things to remember for operators:

- Wear the remote control belt / neck strap at all times while operating it
- Check that all the levers on the remote control work (or operating console for machine mounted controls), including the emergency stop button
- Have a spare battery on charge and the remote's umbilical cord available
- Have a clear view of the vehicle and its load and path at all times. If this isn't possible, use a Signaller and agree on communication signals
- Ensure working area is clear and that no one enters the restricted zone
- Avoid pinch points and never walk under the boom
- Never walk while operating the remote control
- Make sure your clothes don't get in the way of controls, and isolate the controls when not in use, e.g. when walking, slinging or derigging the machine



Milestone Infrastructure

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SG1 2ST



MEWP Reception and Inspection Report

Guidance Notes

These guidance notes are provided to assist the persons appointed by the Site Manager to complete reports.

The Mobile Elevated Work Platform (MEWP) Reception Report must be completed before any item of owned or hired mobile plant is accepted for use on a company site.

The term MEWP covers pedestrian-controlled, self-propelled and power-operated mobile elevating work and access platforms. The types of plant typically covered by the MEWP Reception Report are as follows:

- Scissor lifts
- Telescopic boom or jibs
- Articulating and telescopic booms
- Towable units
- Vehicle mounted
- Self-propelled, or pedestrian controlled

In the case of plant provided by a plant hirer then at the Site Manager's discretion a competent person appointed by the plant hirer may conduct the inspection and complete the report. In all other cases the inspection must be carried out by the Milestone Infrastructure appointed person.

In the case of plant owned or hired by a contractor then a competent person employed by the contractor may conduct the inspection and complete the report.

All completed MEWP Reception Reports shall be retained for inspection on site.

The report is produced in a checklist format for ease of use and is intended to provide a means by which the condition of all plant delivered to site can be checked by the appointed person. All questions shall record an answer, with a suitable comment or action included when necessary.

The appointed person is also required to confirm the validity of relevant statutory documentation, such as test certificates, thorough examination, and inspection reports.

An aide memoir is provided below to assist the appointed person on statutory requirements that apply to certain items of plant.

Appointed persons requiring guidance on the completion of reception and inspection reports should refer to the CITB Construction Site Safety Notes (GE700 Volume 2 Section D4).

MEWP Reception and Inspection Report Aide Memoir

MEWP	Regime	Comments	Documentation
All types of Mobile Elevated Work Platform (MEWPS)	<p>Thorough examination:</p> <ul style="list-style-type: none"> • Current 6 monthly (LOLER) • After 1,000 operational, hours • Major repair or modification • Following an incident <p>NB. Conducted by a competent engineering surveyor / fitter with reports kept for 2 years</p>	<ul style="list-style-type: none"> • Fitted with suitable devices to prevent persons being crushed, trapped, struck or falling when riding or working from carrier • Provision of suitable devices to prevent risk of a carrier failing • Safe means of escape for persons trapped in a carrier 	Evidence of 6 monthly thorough examination including certification of a SWL
	Weekly maintenance inspection conducted by a competent operator or fitter		Evidence of weekly inspection
	Daily (pre-use) visual inspection conducted by a competent operator.		Evidence of daily inspection

Plant Reception and Authorisation Form

MEWPs

MIL_FOR_HS_010.6

MEWP Reception and Inspection Report

The reception form must be used for all MEWPS on-site.

Project / location:			
Equipment Type and Model:		Unique Identification Number:	
Subcontractors name:		Plant users name:	

1.0	General	Yes/No /N/A	Comments/actions
1.1	Is the plant compliant with Milestone Infrastructure Standards?		
1.2	Is the boom/scissor structure including pins, etc in good conditions		
1.3	Is the operator's manual provided securely with the MEWP?		
1.4	Are all boom operations fully functional?		
1.5	Does the plant clearly display all appropriate SWL, etc?		
1.6	Are engineered lifting points in good condition?		
1.6	Are all moving parts protected by fully operating and suitable guards?		
1.7	Are the ground / basket switching of control operating correctly?		
1.8	Are all controls including emergency stops, clearly identified and marked?		
1.9	Is the plant generating excessive noise, fumes or other exhaust gases?		
1.10	Is edge protection and handrails suitable and secure?		
1.11	Are the brakes and steering fully functional?		
1.12	Is the horn operating clearly?		
1.13	Are the wheels / nuts, tyres or tracks intact and securely in place?		
1.14	Are the directional travel instructions (decals) clearly identified on the body?		
1.15	Is there a hand tool storage facility?		
1.16	Are axels and outriggers in good condition, where fitted?		
1.17	Are fuel, engine / hydraulic oils and coolant levels adequate and free from signs of leakage?		
1.18	Is the item provided with secured special gas cylinders if LPG powered?		
1.19	Is the battery in good conditions, where applicable?		
1.20	Are running and working lights functioning?		
1.21	Is the plant marked with an engine type approval number where required and is it compliant with legislation? (applicable from 01/09/15) Type approval number: ___*___/___*___/___*___*___		
2.0	Lifting Equipment		
2.1	Is there a certificate of thorough examination in date (6 months)? (append copies to this record)		
2.2	Are ancillary items such as the chains, rope, etc in good order?		
3.0	Safety Critical Items		
3.1	Does the plant have suitable attachment points for safety harnesses?		
3.2	Is the dead mans pedal working correctly?		
3.3	Is the plant fitted with working travelling and tilt alarms, clearly audible at 10m?		
3.4	Is the maximum gradient displayed or inclinometer provided where required?		
3.5	Is the emergency lowering function enacted and operational?		
3.6	Can a portable drain earth be attached when working in substations?		
3.7	Is the maximum gradient for safe operation and is it displayed?		
3.8	Is the maximum wind speed for safe operation and is it displayed?		
3.9	Has the plant a suitable fire extinguisher in a convenient location?		
3.10	Is plant fitted with fire or exhaust suppression systems for work in tunnels etc?		
3.11	Is a secondary guarding device operational for 3b type MEWPS		

Plant Reception and Authorisation Form

MEWPs

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I have carried out the above checks where appropriate and have established to the best of my ability that this item **is/is not*** in safe working order (*delete as applicable)

Name:

Signature:

Position:

Date:

NB. Following completion of the report at receipt of the plant onsite, formal inspection / examination must be repeated at least at the intervals specified on page 2 of this document.