

Milestone Infrastructure Health, Safety, Wellbeing and Environment Minimum Standards

MIL_STD_MIN_001

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re-affirm its conformity to the current requirements of company Policy or immediately if its contents are deemed to be no longer valid.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 |
| 01/05/2021 | 01 | Head of Health, Safety and Wellbeing | First Issue |
| 01/07/2022 | 02 | Head of Health, Safety and Wellbeing | Formatting updates Appendices removed Links to related documents added |
| 18/11/2022 | 03 | Head of Health, Safety and Wellbeing | Section 20 updated to include High Visibility Trousers |
| 28/06/2023 | 04 | Health, Safety and Wellbeing Manager | Full updated following procedural updates and references in line with the Handbook |
| 19/07/2023 | 05 | Health, Safety and Wellbeing Manager | Updated prohibited items section in relation to Semi-Automatic Quick Hitches. |
| | | | |

Related and relevant documents to our Minimum Standards:

| Document Title and Link |
|--|
| MIL_POLS_HSW_001 Policy Statement - Health Safety and Wellbeing |
| MIL_POLS_GEN_005 Policy Statement - Environment |
| MIL_PRO_HSW_002 Procedure - HSW Drugs and Alcohol |
| MIL_PRO_HS_015 Working at Height Procedure |
| MIL_STD_MIN_002 Site Standards and Rules |
| MIL_STD_MIN_003 Plant Minimum Standards |
| MIL_STD_MIN_004 Anti-Tilt Standard |
| MIL_STD_MIN_005 Forward Tipping Dumper Visibility Standard |
| MGS_STD_HS_010 MGroup Vehicles, Plant & Equipment Standard.pdf |
| MIL_GUI_HS_010.1 Plant Restricted Zones Booklet.pdf |

Contents

| | |
|--|----|
| 1. Introduction | 5 |
| 1.1 Definitions | 5 |
| 1.2 Induction Requirements | 6 |
| 1.3 Skills, Knowledge, and Experience | 6 |
| 1.3.1 CSCS Card or Affiliated Scheme..... | 7 |
| 1.3.2 Exceptions..... | 7 |
| 1.4 Milestone Infrastructure Employee skills, knowledge, and experience..... | 7 |
| 1.4.1 Directors | 7 |
| 1.4.2 Managers | 7 |
| 1.4.3 Supervision | 8 |
| 1.4.4 Operatives | 8 |
| 2. Language | 8 |
| 3. Supervision | 8 |
| 4. Culture | 9 |
| 5. Health and Wellbeing | 9 |
| 5.1 Health Risk Management..... | 9 |
| 5.2 Health Surveillance..... | 9 |
| 5.3 Safety Critical Worker Assessment..... | 10 |
| 5.4 On tool extraction | 10 |
| 5.5 Face Fit Testing | 10 |
| 5.6 Drug and Alcohol Testing..... | 11 |
| 6. Controls..... | 11 |
| 6.1 Risk Assessment and Safe Systems of Work | 11 |
| 6.2 Pre-Task Briefings | 12 |
| 6.3 Emergency arrangements..... | 12 |
| 6.3.1 Fire Prevention | 12 |
| General requirements..... | 12 |
| 6.3.2 First aid provision | 13 |
| 6.3.3 Rescue plans..... | 13 |
| 6.3.4 Environmental Incident Response | 13 |
| 6.4 Permits to Work..... | 13 |
| 6.5 Work at Height..... | 13 |
| 6.5.1 Ladders and Stepladders..... | 13 |
| 6.5.2 Scaffolding..... | 14 |
| 6.5.3 Accessing the top of cabins..... | 14 |
| 6.5.4 Mobile Scaffold Towers | 15 |
| 6.5.5 Open Edges and Openings | 15 |
| 6.5.6 Leading Edges | 15 |
| 6.5.7 Falling materials and Tool Tethering..... | 15 |
| 6.5.8 Mobile Elevating Work Platforms..... | 16 |
| 6.6 Temporary Works..... | 16 |

| | |
|---|----|
| 6.7 Lifting Operations | 17 |
| 6.7.1 General Requirements | 17 |
| 6.7.2 Lifting with Excavators | 17 |
| 6.7.3 Loading and Unloading Vehicles | 18 |
| 6.7.4 Tag lines | 18 |
| 6.7.5 Competence | 18 |
| 6.8 Traffic Management | 20 |
| 6.8.1 General Requirements | 20 |
| 7. Excavations and Buried Services | 20 |
| 8. Plant & Equipment | 21 |
| 8.1 Plant on Public Roads | 22 |
| 9. Electrical Safety | 22 |
| 9.1 Street Lighting Specific Requirements | 23 |
| 10. Noise, Dust and Vibration | 23 |
| 11. Pollution Prevention | 24 |
| 12. Waste | 24 |
| 13. Carbon | 25 |
| 14. Water | 26 |
| 15. Ecology | 26 |
| 16. Personal Protective Equipment | 26 |
| 16.1 Additional PPE requirements | 27 |
| 16.2 Track side specific requirements | 27 |
| 17. Asbestos | 28 |
| 18. Work Areas | 28 |
| 19. Materials | 28 |
| 20. Supply Chain | 29 |
| 20.1 Selection of Supply Chain | 29 |
| 20.2 Sub Sub-Contracting | 29 |
| 20.3 Health and Safety and Environment Advice | 29 |
| 20.4 Additional requirements | 30 |
| 21. Public Interface | 30 |
| 22. Communications | 30 |
| 22.1 Inspections and audits | 30 |
| 23. Incident Reporting and Investigation | 31 |
| 24. Demolition | 31 |
| 25. Working Time | 31 |
| 26. Protecting Vulnerable Road Users Requirements | 31 |
| 27. Out of hour's works | 32 |
| 28. HSE, EA and Enforcement Agency visits | 32 |
| 29. Provision of Information | 32 |
| 30. Site Standards and Rules | 32 |
| 31. Prohibited Items | 32 |

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).

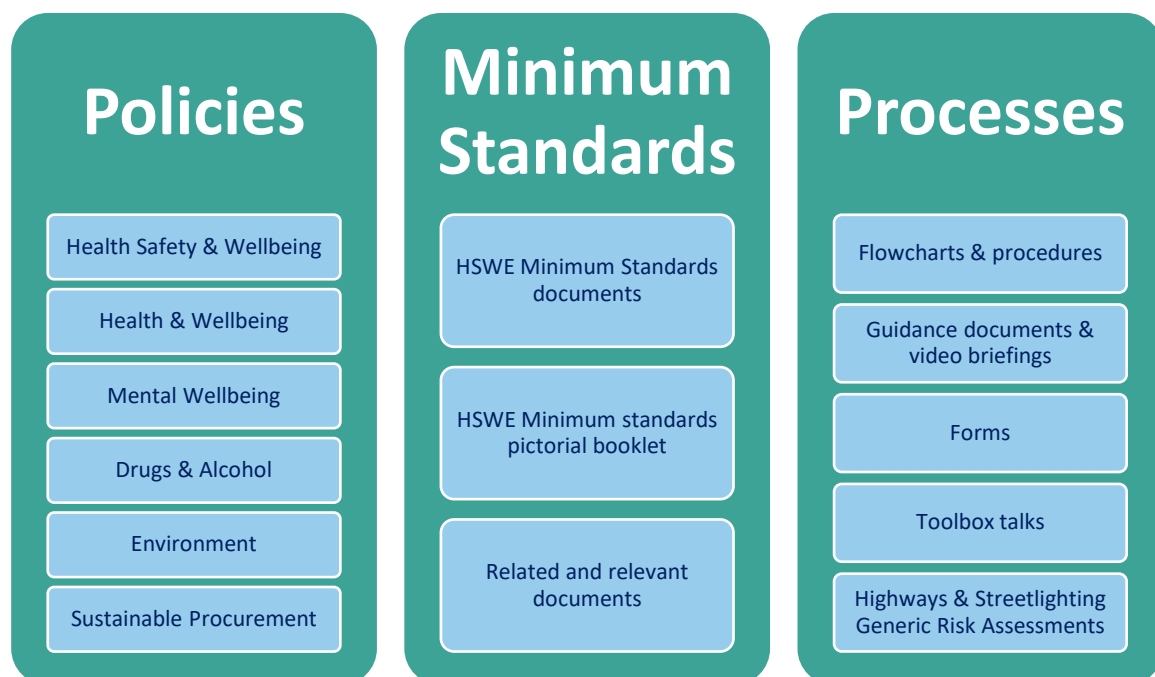


Figure 1: HSWE management system

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 [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 from 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 [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 [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 [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 [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 basis, 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

[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