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1. PURPOSE

The purpose of this procedure is to define the management arrangements, controls and monitoring associated with the plant person interface.

2. SCOPE

The following procedure applies to VolkerWessels UK (VW UK) employees and subcontractors when working with plant.

Additional requirements apply for the use of plant in the rail environment; please refer to additional rail company procedures as applicable (guidance can be obtained from a rail health and safety manager).

3. REFERENCES (INPUTS)

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Construction (Design and Management) Regulations 2015
- Provision and Use of Work Equipment Regulations 1998

4. ABBREVIATIONS & DEFINITION OF TERMS

RAMS - Risk Assessment (RA) & Method Statement (MS)

SMP - Site Management Plan

TMP - Traffic Management Plan

SSOW - Safe System of Work

WPP - Work Package Plan

PVM - Plant and Vehicle Marshall

5. ACTIONS (PROCESS)

5.1 Traffic Management Plan (TMP)

To ensure the movement of plant and vehicles is suitably controlled each site or depot shall produce a H09-01 *Traffic Management Plan*. The only exception is smaller sites or highway schemes where detailed specific controls are neither required nor relevant.

The TMP shall set out the arrangements required to ensure the hazards involved in the movement of mobile plant and vehicles around the site, and the interface with site personnel, are identified and controlled. The TMP must reflect the size, complexity and risks relating to the site, project or depot.

The key risks associated with mobile plant and vehicle operations include:

- People being run over, crushed or struck by mobile plant or vehicles
- People being struck by something falling from mobile plant or vehicles
- People falling off mobile plant or vehicles
- Mobile plant or vehicles overturning
- Attachments used with plant

The TMP must be developed by the site team to cover all stages of the project and must be referenced within the Site Management Plan (SMP). The TMP shall be continually reviewed and updated to reflect any changes and additional risks introduced as work proceeds. This includes enabling works, changes to the nature of the site, revised controls, demobilisation, etc. Any revisions to the TMP as a result of these changes will be recorded and the site team re-briefed as required.

The movement and operation of plant on site will be controlled by:

- Traffic Marshal
- Plant and Vehicle Marshal (PVM)
- Slinger / Signaller

The roles, responsibilities and competence requirements of these personnel are detailed in job descriptions H09-02 *Job Description - Traffic Marshal* and H09-03 *Job Description - Plant & Vehicle Marshal* and in HSE-33 *Allocation of Responsibilities*.

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5. ACTIONS (PROCESS) (CONTINUED)

5.2 Site entry and public interface

Control measures must be in place to exclude the public from the site. Particular attention must be given to safety of the public by ensuring that they are suitably directed away from work activities and are protected by the provision of adequately maintained barriers, lighting, signage etc. Additional control measures may be required in the proximity of schools / shops / etc.

Where plant and vehicles are required to cross public rights of way, measures must be taken to protect members of the public and control their movement. Where physical barriers cannot be installed, then traffic lights, signs, marshalling or level crossing type measures must be used, in accordance with Chapter 8 provisions.

Crossing points must be controlled and should be situated at 90 degrees to the plant and vehicle routes.

Requirements to minimise the plant person interface must include the following:

- Ensure no mobile plant is positioned where slewing operations impinge upon areas where members of the public are unprotected, e.g. permanent or temporary footpaths, or roads used by the public
- Mobile plant and vehicles must be immobilised when not in use, even for a short duration, and arrangements put in place to ensure keys are held in a secure place overnight
- Vehicle and pedestrian access to the site must be controlled and separate

5.3 Site pedestrian personnel segregation and crossing points

Pedestrians must be protected and segregated from mobile plant and vehicles by providing separate access to work areas. This may be provided by the use of suitable barriers, signage, crossing points, bridges or other appropriate means.

Pedestrian routes must be safe underfoot, well lit and adequately signed.

Crossing points must be easily identifiable to both pedestrians and mobile plant / vehicle operators and kept clean and clear at all times. They must be robust enough to withstand day to day construction activities, should ideally be situated at 90 degrees to the site mobile plant and vehicle routes and be relocated when circumstances change.

Where it is not reasonably practicable to segregate mobile plant / vehicles and pedestrians, a safe system of work, which must include the provision of trained Plant and Vehicle Marshals, must be provided.

Wherever possible, consideration should be given to more semi-permanent surfaces for haul / access roads, rather than a dirt track.

5.4 Speed limits

Speed limits for mobile plant and vehicles must be established with relevant signage displayed at site entrances and strategic locations throughout site access routes. Speed limits must be set at 5mph adjacent to pedestrian areas and 10mph elsewhere unless otherwise dictated by the site rules.

5.5 Signs

Site pedestrian and construction vehicle signs and road markings must be provided to the standards set by the Health and Safety (Safety Signs and Signals) Regulations. All signage (standard and project bespoke) must be deployed in accordance with the approved Project TMP.

5.6 Compounds and storage areas

Safe pedestrian access to and within storage areas must be established, and when required suitable measures must be in place to ensure exclusion of personnel not directly involved in loading / unloading operations, into these areas. Storage facilities must:

- Be planned and designed to accommodate peak requirements
- Have clear plant and pedestrian routes
- Be kept clean and tidy
- Have suitable lighting and signage
- Have safe entry and exit routes
- Be constructed with a firm, level surface, suitable for all loading and offloading
- Be inspected on a regular basis

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5. ACTIONS (PROCESS) (CONTINUED)

5.7 Reversing

Consideration must be given to site entry arrangements. Mobile plant and vehicles must never reverse onto site unless there is no alternative and only then with a sufficient number of trained Plant and Vehicle Marshals in attendance.

The need for mobile plant and vehicle reversing manoeuvres on site must be avoided where reasonably practicable, by providing one way systems, turning areas and drive through loading and unloading areas.

Unless a pedestrian exclusion zone has been established reversing manoeuvres must be carried out under the direction of a trained Plant and Vehicle Marshal or Traffic Marshal.

Mobile plant and vehicle reversing areas must be designed to allow adequate space for mobile plant and vehicles to manoeuvre safely, exclude pedestrians and are clearly signed to warn operators and drivers that they have reached the limit of the safe reversing area.

Traffic Marshals and Plant and Vehicle Marshals who are required to direct reversing plant or vehicles must be positioned in a place of safety at all times.

Drivers and Marshals must maintain constant visual contact during reversing operations.

Marshals must have an unobstructed walking route that is not in the direct route of the reversing vehicle.

5.8 Delivery vehicles

Bulk, large or plant deliveries to and collections from sites must be planned in advance.

Relevant signage, instructing drivers to report to the site office, must be displayed at site entrance(s).

Clear requirements and instructions must be communicated to suppliers in advance of all deliveries and collections (see H09-04 *Delivery Driver Site Rules*).

Planned delivery routes to site should be in place, avoiding locations such as schools, hospitals etc. and heavily congested roads, and if possible, avoiding left turns for HGV's

Delivery vehicle drivers must report to the office (or entrance gate / hut if applicable) for instruction, prior to gaining access to work areas. Hauliers and suppliers must be informed of the defined mobile plant and vehicle routes to and within site, holding areas, site entry requirements and loading / unloading areas and facilities. Hauliers and suppliers must be encouraged to designate 'regular drivers' and the project must induct them where they are regular visitors to site.

Delivery vehicles must be directed via a planned route for unloading. The vehicle driver must check the load for stability prior to loosening any restraining straps. A safe means of unloading must be established.

Unusual loads must be provided with a safe system of unloading by the supplier including provisions for working at height.

Deliveries should be restricted to off peak times where possible. Where suppliers turn up outside of expected delivery times they must be turned away unless the Project Manager has deemed it safe to accept the delivery.

5.9 Selection of plant and equipment

Prior to any work commencing the person planning it must ensure a risk assessment (RA) is carried out for the task or work package. Part of that RA is to ensure the selection of suitable equipment adequate for the task and the site conditions.

The RA should ensure the following questions are answered:

- Have all other plant / equipment options been exhausted?
- Is the equipment provided suitable for the operations it is designed for?
- Is the equipment appropriate for its work location?
- Does the equipment impose any additional risks to the health and safety of the operator or others?

All plant and equipment on VW UK sites must comply with the applicable *VW UK Plant and Equipment Standard* (H09-G01 - H09-G14). See section 6 for full list of standards.

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5. ACTIONS (PROCESS) (CONTINUED)

5.10 Plant and equipment delivery

Upon delivery to site, ALL plant must be unloaded in accordance with the manufacturer's or haulier's instructions, a Safe System of Work (SSOW) or the specific Risk Assessment / Method Statement (RAMS).

Plant must be inspected, ideally in the presence of the operator, if not the operator themselves, using the H09-05 *Operated Plant Pre-use Checklist* or the subcontractors own proforma. This is to confirm the plant is fit for purpose and in good condition.

The completed H09-05 *Operated Plant Pre-use Checklist* shall be retained on site along with any certification and must be filed within the relevant section of folder 11.7 on Workspace.

The plant must be entered on to H09-06 *Plant & Equipment Register (PUWER)* (or H09-06-VS, applies to VS, VB, VGE, and VI); and if applicable entered in H55-04 *Lifting Operations - LOLER Register*.

5.11 Plant and equipment maintenance and inspection

All plant and equipment shall be maintained in accordance with the manufacturers' recommendations and inspected on a regular basis so as to be in efficient working order and in a good state of repair.

The following records shall be supplied by the plant company where hired direct by VW UK. Where plant is brought in by a subcontractor they must hold these records on site:

- Manufacturer's maintenance instructions
- Manufacturer's handbooks
- Test or calibration and Declaration of Conformity certificates (if applicable)
- Specific operating instructions
- Evidence of thorough examination certificates

A copy of this documentation shall be held in the site files while the equipment is under company control and be available for inspection.

If any plant or equipment is supplied in a poor state of repair and is not fit for use, or the machine is not accompanied by the relevant documentation, then the equipment must be quarantined, and the supplier contacted. The details, including the time and date, shall be recorded in the site diary or the H09-05 *Operated Plant Pre-use Checklist*. The equipment must not be used until the issues have been rectified or the equipment is replaced.

VW UK Plant and Equipment Standards (H09-G01 to H09-G14) provide information on the mandatory requirements and the risks associated for both plant and operator.

All plant and equipment on site must be inspected at suitable intervals to ensure that it is safe to use and does not deteriorate, so that it becomes liable to create a dangerous situation for the user or others.

The frequency of inspection will depend on the complexity of the equipment and the environment it is working in. In general the recommended intervals of inspection are:

- Before first use using H09-05 *Operated Plant Pre-use Checklist* and at the start of each shift using H09-07 *Daily Plant Inspection (PUWER)*, (H09-07-A *Daily Plant Inspection (PUWER) - HDD (VI only)*) or the subcontractors own proforma.

Examples - excavators, dumpers, rollers, telehandlers, cranes, MEWPS, drilling / piling rigs, etc.

- Weekly using H09-08 *Weekly Plant & Equipment Inspection (PUWER)*, H55-04 *Lifting Operations - LOLER Register* or the subcontractors own proforma.

*Examples - powered tools including electric and pneumatic (such as compaction plates, compressors, generators, podium towers, concrete pokers, hand drills and circular saws, etc. **Lifting** - Tripods / Hoists, lifting shackles, chains and slings, etc.*

The completion of these documents will be verified as part of weekly HSE-07 *Site Safety & Environmental Inspection Record*.

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5. ACTIONS (PROCESS) (CONTINUED)

5.12 Training and competence

All subcontractor plant operators must have completed and actioned the requirements of the 'plant' section within HSE-03 *Subcontractor Pre-Start Health & Safety Meeting Agenda*.

The person carrying out the site induction must identify all new personnel who need to use and operate work equipment. The permit to work coordinator must ensure the permit to operate plant (H09-09) is completed for these new personnel.

The competence of plant operators is dependent on their experience on a particular machine category. Inexperienced operators will require a greater degree of supervision, until they are capable of meeting the task requirements, under normal levels of site supervision. The responsibility for ensuring operator competence on the equipment lies with the employer.

H09-09 *Permit to Operate Plant* is used to assess the capabilities of the plant operator and must be completed prior to the start of their first shift. It must be completed for each item of plant the employee will operate, and the completed form filed within 11.6 on Workspace.

The PM / SM must ensure regular monitoring is in place for the assessment of plant operator competence.

Operators who have not operated for a period of time, or are undertaking a new operation with a particular piece of equipment, will require a familiarisation period.

H09-09 *Permit to Operate Plant* must be completed when:

- Arriving at site (assessment by Line Manager / Supervisor)
- A different equipment model is to be operated
- A different task is to be undertaken
- The equipment and / or operation has not been undertaken for a period of time
- The operator will be required to operate equipment that is fitted with quick hitch systems
- There has been a related accident, incident or near miss and the permit needs to be reviewed

The competency schemes for all work equipment operators are specified in the H37 *VW UK Accepted Record Schemes and Cards*.

5.13 Plant exclusion zones

Plant exclusion zones must be established around operational mobile plant and vehicles. They must, where practicable, have some form of physical barrier in place to prevent unauthorised pedestrian access. Actual zones will be dependent on the plant / vehicle and any physical restrictions such as the proximity of fixed or temporary structures, however the Yellow, Amber and Red Zones detailed in the *VW UK Working with Plant - Do you know your safety zones posters* (H09-PTR-01 - H09-PTR-10) must be observed. Details of the zones must be identified in the Work Package Plan, RAMS, or other briefing document (as appropriate) and all of the work teams must be briefed on the use of exclusion zones and the safe system of work required for entry.

For exceptional tasks mitigated through robust safe systems of work (SSOW), that require workers to enter exclusion zones (e.g. kerb laying, disconnecting attachments, slinging loads, offloading materials from fork lift trucks or lorry beds), a safe system of work approved through WPP or RAMS, signed off by the PM or other responsible person, must be in place. The SSOW must be site specific and activities conducted with clear communication between the plant operator or vehicle driver and workers performing the task. All personnel working in the exclusion zone must adopt a position of safety when the plant is in operation.

When passing a travelling item of plant / vehicle: in this circumstance employees must acknowledge their presence by signalling to the operator of their presence by raising their arm and the operator returning the signal or by hooting the horn, then the employee must stand well clear of the plant or vehicle's path.

When wishing to communicate with the plant / vehicle operator: where it is required to approach any operating item of plant such as an excavator, dumper or roller, authorisation must be obtained from the PVM by signalling "Thumbs Up". The PVM must ensure the bucket / load is grounded, the machine is stationary, the safety lever applied, the engine accelerator (revs) turned down or switched off. In the absence of a PVM, the "Thumbs Up" procedure must be conducted directly with the plant operator.

When approaching any plant or vehicle always remain in an area where the operator / marshal can see you as indicated in the *VW UK Working with Plant - Do you know your safety zones posters* (H09-PTR-01 - H09-PTR-10).

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5. ACTIONS (PROCESS) (CONTINUED)

5.14 Health requirements

Health issues can affect how an individual performs and sudden, negative health incidents could prove disastrous in construction. These incidents could include: a sudden loss of consciousness, sudden incapacity, and impairment of awareness, concentration, balance or coordination or significant limitation of mobility.

VW UK personnel who undertake the role Traffic Marshal, Plant & Vehicle Marshal, Slinger / Signaller, plant operator, driver or LGV / HGV driver must undertake and pass a safety critical worker health assessment.

There is no generic definition of safety critical work within the literature that can be applied to all industries, although specific tasks or duties have been cited. In relation to the construction industry the Health and Safety Executive (HSE) has stated that some safety critical jobs involve activities that can place safety critical workers at risk, unless the worker has full, unimpaired control of their physical and mental capabilities. The HSE guidance advises that safety critical jobs should be defined by analysing duties or tasks that are inherent to the job.

For the purpose of this guidance VW UK use the Constructing Better Health (CBH) Standards. Safety critical work is defined as:

“Where the ill health of an individual may compromise their ability to undertake a task defined as safety critical, thereby posing a significant risk to the health and safety of others”.

VW UK define the following roles or work places as safety critical:

- Personal Track Safety (PTS) holders - These medicals will be conducted by an approved third party provider and are managed by the Rail Compliance teams for each business unit
- Plant operators (including MEWP operators, vehicle marshals and piling rig attendants)
- Crane supervision, crane co-ordinator, crane operator, slinger and signaller Banksmen
- Scaffolders
- Roofers / cladders
- Welders
- Confined spaces e.g. tunnellers
- Vocational Drivers
- Traffic management operatives for high speed (70mph) traffic environments
- Low Voltage (LV) and High voltage (HV) Appointed persons
- Demolition workers (work at height or in restricted locations)
- Workers using Self-Contained Breathing Apparatus (SCBA) or compressed air

Other roles and environments will be considered on a case by case basis, in consultation with an occupational health nurse.

On commencement of employment:

- When booking a new employee in for a new starter appointment the Occupational Health Coordinator will determine if the individual is a safety critical worker. If it is decided that they are then the H93-01 *Safety Critical Worker Medical Health Questionnaire* will be sent to the individual with their appointment letter. The individual will need to bring the completed questionnaire with them to their appointment
- During the appointment the Occupational Health Nurse or Occupational Health Technician will use the questionnaire to determine which health assessments are required and then each individual procedure will apply

If moving into a SCW role:

- The individual will be required to complete the H93-01 *Safety Critical Worker Medical Health Questionnaire* which will be reviewed by Occupational Health and the applicable health assessments will be completed

Once the individual has completed a safety critical assessment they will not require another for 3 years.

Further detail is available in clinical procedure H93 *Safety Critical Workers*.

Subcontractor SCW's:

Subcontractors are responsible for the health surveillance of their own SCW's. VW UK will get the subcontractor SCW's to complete the H81-02 *Fitness for Work* assessment at induction to ensure there are no concerns regards the individuals health.

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5. ACTIONS (PROCESS) (CONTINUED)

5.15 Prohibitions / Zero Tolerance

The following operations are prohibited on all VW UK sites:

- Operating plant without a permit (H09-09 *Permit to Operate Plant*)
- Demonstrable breaches of exclusion zone requirements by plant operators and / or pedestrians
- Leaving keys in plant
- Reversing vehicles out of the site entrance unless in accordance with an agreed safe system of work is in place and agreed by the Project Manager
- Fuelling of plant by means of transferring fuel from one vehicle to another
- Directing traffic on a public highway unless trained and authorised
- Breach of rules regarding use of mobile phones or other devices
- Misuse of any device provided in the interests of safety
- Significant breaches of this procedure

6. ASSOCIATED GUIDANCE & INFORMATION

Standards:

- H09-G01 *Plant & Equipment Standard - Crawler Crane*
- H09-G02 *Plant & Equipment Standard - Mobile Crane*
- H09-G03 *Plant & Equipment Standard - Lorry Loader Crane (HIAB)*
- H09-G04 *Plant & Equipment Standard - Tracked Excavator*
- H09-G05 *Plant & Equipment Standard - RRV Wheeled Excavator*
- H09-G06 *Plant & Equipment Standard - 180° Excavator / Backhoe*
- H09-G07 *Plant & Equipment Standard - Wheeled Excavator*
- H09-G08 *Plant & Equipment Standard - Forward & Side Tipping Dumper*
- H09-G09 *Plant & Equipment Standard - Telehandler*
- H09-G10 *Plant & Equipment Standard - Ride on Roller*
- H09-G11 *Plant & Equipment Standard - Loading Shovel*
- H09-G12 *Plant & Equipment Standard - MEWPS (Scissor Lifts & Booms)*
- H09-G13 *Plant & Equipment Standard - Tracked Dozer*
- H09-G14 *Plant & Equipment Standard - Compressor / Air Systems*

Posters:

- H09-PTR-01 *Do you know your safety zones - 180° Excavator*
- H09-PTR-02 *Do you know your safety zones - 360° Tracked Excavator*
- H09-PTR-03 *Do you know your safety zones - 360° Wheeled Excavator*
- H09-PTR-04 *Do you know your safety zones - Dozer*
- H09-PTR-05 *Do you know your safety zones - Forward / Swivel Tipping Dumper*
- H09-PTR-06 *Do you know your safety zones - Front Loading Shovel*
- H09-PTR-07 *Do you know your safety zones - Roller*
- H09-PTR-08 *Do you know your safety zones - Telehandler*
- H09-PTR-09 *Do you know your safety zones - Tractor*
- H09-PTR-10 *Do you know your safety zones - Vehicles, vans & lorries*

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7. DOCUMENTATION (OUTPUTS)

Standard VolkerWessels UK Record Documents are referenced in brackets. Where alternative formats are used, they shall contain the same or additional content.

- H09G *Working with Plant - Requirements Briefing*
- H09-01 *Traffic Management Plan (TMP)*
- H09-02 *Job Description - Traffic Marshal*
- H09-03 *Job Description - Plant & Vehicle Marshal*
- H09-04 *Delivery Driver Site Rules*
- H09-05 *Operated Plant Pre-use Checklist*
- H09-06 *Plant & Equipment Register (PUWER)*
- H09-06-VS *Plant & Equipment Register (PUWER)* (VS, VB, VGE & VI only)
- H09-07 *Daily Plant Inspection (PUWER)*
- H09-07-A *Daily Plant Inspection (PUWER) - HDD* (VI only)
- H09-08 *Weekly Plant & Equipment Inspection (PUWER)*
- H09-09 *Permit to Operate Plant*

8. ISSUE RECORD

Issue	Date	Comments
1	Nov 2017	This new procedure has been developed to define the management arrangements, controls and monitoring associated with Plant-Person Interface.
2	Dec 2017	H09-06-VS <i>Plant & Equipment Register (PUWER)</i> has been added to the family for use by VS, VB, VGE & VI only. H09-06 <i>Plant & Equipment Register (PUWER)</i> has been amended to reflect this change and is now applicable to VF, VH & VL only. Updates have been made to details of checks to be carried out within H09-07 <i>Daily Plant Inspection (PUWER)</i> .
3	Jan 2018	The addition of the H09G Requirements Briefing.
4	June 2018	References have been updated on H09, H09-01 and H09G.

9. WHAT HAS CHANGED IN THIS LATEST ISSUE AND WHY

References have been updated on H09 *Working on Plan*, H09-01 *Traffic Management Plan (TMP)* and H09G *Working with Plant - Requirements Briefing*.

10. BRIEFING REQUIREMENTS

All new employees will receive an introduction to the Integrated Management System (IMS) at induction, according to the nature of the role.

All employees with an email address receive the 'Record of Revisions' each month, which details changes to the IMS. All Line Managers retain the responsibility to ensure their staff are briefed on changes as appropriate.

The following table defines how revised issues of this document are briefed to existing employees according to related specific responsibilities.

Job role, department, function	Method of briefing revised issue
CR Director	CR Director is the document owner, approves changes, no briefing required.
HSEQ leads	Briefing from CR Director.
Health and Safety Managers	Briefing from HSEQ leads.
Project / Site Managers	Briefing from HSEQ leads or Health and Safety Managers.
All Employees	Record of Revisions and cascade briefings as appropriate.

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11. IMS AUTHORISATION
Document owner approval:
Adrian Shah-Cundy, CR Director - 04.06.2018
Approval for IMS:
Alex Boatwright, IMS Controller - 06.06.2018

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