

CONTENTS

1	INTRODUCTION	2
2	VISION AND VALUES	2
3	SUSTAINABILITY	3
4	A-ONE+ HEALTH AND SAFETY POLICY.....	3
5	DRESS CODE AND PERSONAL PROTECTIVE EQUIPMENT	3
6	SUPPLY CHAIN RESPONSIBILITIES.....	4
7	RISK ASSESSMENT	5
8	METHOD STATEMENTS.....	5
9	INSPECTION PROCEDURES	6
10	ACCIDENTS AND INCIDENTS.....	7
11	COMPETENCE AND TRAINING	7
12	INDUCTION	8
13	COMMUNICATION	8
14	PERMIT SYSTEMS.....	9
15	CONSULTATION WITH THE WORK FORCE	9
16	REWARD & DISCIPLINE.....	9
17	TOOLS, PLANT AND EQUIPMENT	9
18	SCAFFOLDING EXPECTATIONS.....	10
19	LIFTING OPERATIONS.....	10
20	WELFARE AND FIRST AID.....	11
21	SITE SECURITY AND ACCESS ARRANGEMENTS.....	11
22	TEMPORARY WORKS.....	11
23	HEALTH AWARENESS.....	12
	RECEIPT	13
	AMENDMENT RECORD	14

1 Introduction

We at A-one+ are committed to achieving an incident and accident free environment through our health and safety strategy. We demand supply chain share our commitment to achieving the highest standards of health and safety and to the continuous improvement in all aspects of our work.

You will as a minimum adopt the standards detailed within this document and ensure that its requirements are planned for in your submissions.

Failure to comply will jeopardise your long-term future within A-one+.

This standards document has been prepared to lay down the requirements for supply chain to meet the expectations and achieve the standards demanded by A-one+ in addition to complying with their legal duties.

It is the responsibility of each supply chain to effectively communicate both the context and the content of this document to their employees and to their subcontractors' employees, and to ensure that it is strictly followed.

Nothing in this document in any way relieves the supply chain of their legal and contractual obligations to A-one+ under the contract agreement or order, be they expressed or implied.

Note: All references herein to “supply chain” shall where applicable be deemed to include all CONTRACTORS, SUBCONTRACTORS, TRADE OR WORKS CONTRACTORS, their employees or others under their control who have access to site.

All references to principal contractor refer to the principal contractor as defined in the Construction (Design & Management) Regulations. The principal contractor for each contract will be nominated by the client and may or may not be A-one+.

2 Vision and Values

A-one+ vision is to be the business partner of choice for highway maintenance solutions.

We require supply chain employed on our projects engage with site management in utilising the target zero philosophy by working in a spirit of openness, collaboration and mutual dependency to deliver solutions that ensure our customers' success becomes our success.

3 Sustainability

It is A-one+ policy to develop a culture of continual improvement in our health, safety, environmental, social, economic and quality performance that keeps us at the leading edge of sustainable development in our industry.

We recognise that our activities have direct impact on people. We therefore seek to reduce and manage adverse impacts whilst recognising and encouraging the positive opportunities that enable us to adopt and promote the concepts of sustainability.

Its effectiveness is dependent upon the co-operation of supply chain who undertake a significant part of our business.

We will increasingly require that supply chain demonstrate they have the skills, resources and commitment to work with us to develop and deliver more sustainable solutions.

4 A-one+ Health and Safety Policy

A-one+ aims to achieve exemplary standards of health and safety through the implementation of the business Quality, Health, Safety and Environmental Policy, our supply chain is required to meet equal standards through the implementation of their own policy or through adoption of the A-one+ policy.

Other policies are in place to support the implementation of the Integrated Policy that supply chain shall be required to follow, in particular, the Drugs and Alcohol Policy, the Mobile Device Policy, the Occupational Health Policy, the Personal Protective Equipment Policy and the Vehicle Reversing Policy.

5 Dress Code and Personal Protective Equipment

It is the policy of A-one+ on all its projects to operate a minimum dress code policy for all persons whilst in the operational areas of the site.

You must ensure that the minimum standards followed are:

Shirts/t-shirts - no sleeveless tops will be permitted; shoulders and upper arms must be protected at all times

Long trousers - no shorts, regardless of length, will be permitted. Full-length trousers only to be worn.

When working on the network and in the A-one+ depots (other than the office areas and designated walkways) the A-one+ policy is that it is mandatory that all personnel including sub-contractor employees and visitors are required to wear the following Personal Protective Equipment (PPE).

- High visibility jackets or long-sleeved waistcoats to EN 471 Class 3
- High visibility trousers or over-trousers (network specific)
- Hard hats – A-one+ will accept standard EN12492 (Chin strap must be to EN397 when not working at height). Note: **Chin straps are to be worn at all times.**
- Protective footwear steel toe capped and steel mid-soled, which afford good ankle support. Note: rigger boots are not suitable
- Eye protection suitable for the task unless a task specific risk assessment negates this requirement
- Gloves suitable for the task unless a task specific risk assessment negates this requirement
- Respiratory protective equipment when identified as being required by a task-specific risk assessment

Any A-one+ sub-contractor, staff and/or labour engaged through agencies or consultants and any of their employees found to be in breach of this policy will be removed from their place of work and may be subsequently excluded from working on A-one+ contracts.

Relaxation of this policy will only be accepted following an appropriate risk assessment carried out by the Supply chain endorsed and signed by the A-one+ general manager for the area.

6 Supply chain responsibilities

Specific details of the project and the responsibility for provisions will be agreed with the Supply chain at the A-one+ pre-commencement meeting.

Supply chain will co-operate with A-one+ in discharging its responsibilities and hence they must:

- Comply at all times with statutory provisions defined within the Health and Safety at Work Act and with the site rules and procedures in force as set out in the A-one+ policies and procedures.
- Prior to commencing on site, supply to A-one+:
 - ⇒ A copy of their current health & safety, environmental and quality policies
 - ⇒ The name of the supply chain appointed director(s) with responsibility for health & safety, environment and quality matters.
 - ⇒ The name of the supply chain person(s) appointed to assist in complying with health & safety, environment and quality matters.
 - ⇒ The name of the supply chain on-site supervision.
- Take all necessary measures to ensure the health and safety of their own employees, others working on site, the general public and persons using or entering the site whether authorised or otherwise who may be affected by their activities.

- Maintain clean and tidy work areas, store materials safely in designated areas and manage their waste in accordance with the project requirements.
- Use designated access routes only for vehicles and pedestrians and adhere to the security arrangements imposed by A-one+.
- Only carry out works that they are competent and authorised to do so

7 Risk assessment

The supply chain must identify all health and safety hazards, environmental aspects and quality issues associated with their activities and:

Carry out an initial assessment of the above items to identify those, which are considered to be of significant risk based on the likelihood of an incident occurring and its severity should it occur.

Document formal risk assessments for all significant risks identified and the control measures including monitoring procedures to be implemented to minimize the risk of an incident occurring.

Where supply chain are responsible for the provision of temporary accommodation units such units must be subject to a fire risk assessment and comply with the Joint Code of Practice – Fire Prevention on Construction Sites.

8 Method Statements

Work will not be allowed to commence or to progress until a satisfactory method statement has been provided, reviewed, deemed to be sufficiently developed and agreed by A-one+.

Site specific risk assessments and method Statements are required for all work activities. The extent of detail in the risk assessments and method statements will depend on the size and/or complexity of the work and need to be proportionate to the risks on the job.

The risk assessment will address the risks, identify those persons who may be harmed and will stipulate the controls required to manage the risks. The method statement will include details of the hazards and risks from the risk assessment and include the controls. Method statements must include sufficient information to convey that the supply chain has a thorough understanding of the work involved and how it is to be executed safely, with due regard for the environment to produce a quality product. The method statement must spell out in a logical sequence how the work will be carried out safely.

Supply chains' risk assessments and method statement need to be submitted to the lead contractor for review and work will not be allowed to commence on site until agreement has been reached on the content of the documents.

The method statement is intended for those people carrying out the work therefore a copy of the document must be in the possession of the supervisor and the content known and understood by all operatives involved in or affected by the activity.

The method statement should convey the following:

- A thorough demonstration from the supply chain of the occupational health & safety, environmental & quality aspects of the work activities to be carried out.
- Details of the hazards and risks (already done – see above) and the operational controls to be implemented to cover the work activities and the risks, the materials, machinery, plant and specialist equipment (for both temporary and permanent works) and where appropriate design control.
- Environmental controls
- Details of any permits to work
- That legal and other requirements and restrictions imposed by the contract have been addressed
- Workforce details for the job, including the roles and responsibilities of the staff employed, training and/or skills requirements and competence details of staff details of staff with specific health and safety responsibilities including issuing permits to work
- Relevant documentation applicable to the work including information about the hazards and risks and procedures for controlling contract documents, data and drawings.
- Detail those procedures to be adopted in case of emergencies including preparedness and response.
- Arrangements for monitoring & measurement is to be carried out including inspection and tests.
- Details of who will supervise the job
- Records to be produced are identified and where applicable, any occupational health & safety, environmental & quality system audits are identified.
- PPE requirements
- How the risk assessment and method statement should be reviewed as the works proceeds to ensure that activities are adequately addressed and that hazards are identified, and risks assessed.
- Briefing register

9 Inspection procedures

The supply chain is required to develop an inspection and test plan to ensure that the work is compliant with health, safety, environmental and quality requirements.

Plans will identify:

- What is being inspected
- How often it is to be inspected

- Who is going to inspect
- The record of inspection and where it is retained

All such plans and records will be made available to A-one+.

10 Accidents and incidents

The supply chain is required to report all accidents, dangerous occurrences, near misses, environmental and quality incidents however trivial to A-one+ site management and in accordance with the local area arrangements.

In addition, all reportable accidents or dangerous occurrences as defined in RIDDOR, must be reported to the Health and Safety Executive by the supply chain. Reports to the 'Incident Contact Centre' may be communicated by phone, fax, email, post or via the internet using Form F2508/ F2508A within 3 days. In the event of a death or major injury you must notify the Health and Safety Executive without delay.

The supply chain will investigate all accidents and incidents; in particular those accidents resulting in lost time and ensure a report is submitted to A-one+ site management as soon as possible detailing the actions taken to ensure the incident does not recur.

Supply chain are required to notify A-one+ of any reportable accidents, dangerous occurrences or prosecutions by enforcing authorities.

Within 24 hours issue a summary of the incident and assessment of what is known at that time

Within 7 days of incident issue update on the incident report

Within 14 days of incident issue update / final report

Within 4 weeks of incident hold review / close out meeting

11 Competence and training

A-one+ has a programme to ensure all employees have a demonstrable level of competence. Supply chain who wish to work with us will be required to positively demonstrate, (prior to any order being placed) that they have a competent workforce and training plans that maintain workforce competence.

It is the supply chain responsibility to ensure that all their employees have received suitable training so that they can carry out their work safely, with due regard for the environment and to the desired quality. They must also agree to release employees to attend A-one+ site training sessions as and when required.

You will only bring onto site plant operators who are covered by the Construction Plant Certification Scheme (CPCS) or affiliated scheme.

The supply chain shall provide sufficient supervisory resource for the tasks/activities being undertaken and supervisors shall be identifiable on site. Supervisors shall hold a recognised qualification such as site manager safety training scheme (SMSTS), site supervisor safety training scheme (SSSTS) or IOSH supervising safely.

The supply chain will provide written evidence of the training and competence of its employees.

Supply chain will not sub-let the works without prior approval from A-one+.

Supply chain will not sublet the works without prior approval from A-one+. All requests to sub-let works shall be made to the supply chain manager prior to any sub-letting arrangements being made.

12 Network Induction/Daily briefings

The supply chain must ensure that all employees attend the Network induction prior to starting works. Prior to booking the Network induction A-one+ must receive safety critical date confirmation and that they are fit for work, HAV's questionnaire and evidence of their CSCS.

The supply chain must ensure that, **before starting work on site**, all its employees receive specific and detailed briefing regarding their own method statement. This must include the specific hazards and risks associated with the work they are to execute on the project as well as the control measures to be implemented.

A-one+ reserves the right to attend and monitor these briefings.

13 Communication

Supply chain, whilst working on A-one+ projects, must ensure that the requirements of the risk assessment and the method statement are effectively communicated to any persons under their control and that the control measures identified are adhered to.

Ensure that any other person likely to be affected by their operation is informed of the risks and the measures necessary to remain unharmed.

Ensure that A-one+ is provided with any information needed for the health & safety file and O&M manuals in an agreed format.

At all times co-operate with A-one+ to enable the company to carry out his statutory duties.

Supply chain must attend, as required, pre-contract meetings and any other meetings called by A-one+ site management

14 Permit Systems

The Supply chain is required to be fully aware of all permit requirements of the particular project being worked on and to comply fully with their requirements.

15 Consultation with the work force

A-one+ is committed to worker consultation on all issues including health and safety, and has adopted a three-tier methodology, director and senior management engagement through site safety tours, safety improvement groups and periodic safety surveys. Supply chain shall be required to follow a similar approach in order to provide employees with the opportunity to engage and consult with their employer on health and safety issues.

In addition, each Supply chain will prepare a programme of toolbox talks and is to deliver them to all persons under their control, at a frequency of not less than monthly

All first line supervisors will carry out daily briefings of their operatives prior to the start of work on the tasks to be undertaken, location, equipment, materials, and PPE and safety considerations.

16 Reward & Discipline

A-one+ is determined to promote a positive safety, health, welfare and environmental culture to everyone on site and operate procedures that recognise and reward good practice, as well as clearly identifying unacceptable behaviour that will lead to penalties being imposed.

The supply chain is to support and cooperate fully with A-one+ in order to ensure that everyone working on site is made aware of the reward and discipline procedures adopted for the project.

17 Tools, plant and equipment

All tools, plant and equipment and lifting equipment used by supply chain **SHALL** comply with statutory requirements and A-one+ policies for plant and equipment. Supply chain must satisfy themselves that the tools, plant or equipment are fit for purpose that they are in maintained and in satisfactory condition and that test and examination certificates, insurance documentation and registers must be available.

All plant and equipment used by the supply chain must be maintained in a safe working condition and operated by competent persons.

Mobile plant which when used has the potential of tipping over should be fitted with roll over protection. If such plant has the potential for persons being carried to be thrown from their seat then seat restraints should be fitted and their use enforced.

All plant and equipment brought on site by supply chain must be such that the emission of noise shall adhere to any requirements laid down in the “Conditions of Contract”.

The use of vibrating tools shall be monitored and managed to ensure that exposure to vibration is as low as reasonably practicable.

Portable or semi-portable electric tools and temporary lighting must not be more than 110v, centre tapped, 55v to earth, without specific permission of site management. Dual voltage generators are not permitted on site.

Plant to have visibility aids such as mirrors, CCTV, etc., to ensure compliance with the requirements for all round visibility.

Where tower lights are used only those fitted with the **Automatic Mast Operating Safety System (AMOSS)** are permitted on A-one+ sites.

18 Scaffolding expectations

Where the supply chain engages the services of a scaffolding contractor the following A-one+ conditions shall apply:

- **Only suppliers on the A-one+ approved list of scaffolding contractors may be employed to undertake scaffolding requirements on A-one+ projects.**
- A proper design brief is to be agreed between parties, so requirements are clearly understood.
- A design is produced which meets the design brief and the practical issues are clarified
- The design is checked and approved to suit procedures of both parties.
- The design information is passed on to the erection crew together with key issues clarified where reference must be made back to the design.
- The erection crew sign-off that the work had been completed to the design.
- A nominated competent person inspects the completed work and hands over a signed and dated copy, which makes specific reference to any variations from design and limitations imposed.
- Where applicable, reference should be made to preferred hook-on points for fall arrest equipment.
- Note should be made of any specific requirement in striking the scaffold and any limitation on intermediate loading points.

19 Lifting operations

Lifting operation plans must be drawn up to include details of individual items to be lifted and any special lifting arrangements required by the supply chain must be supplied prior to the item being delivered to site.

Only competent persons are to carry out duties associated with lifting operations and where the supply chain provides the appointed person, then confirmation of training and competence must be presented to our project management.

All lifting operations must be notified to the A-one+ lifting co-ordinator prior to the event to ensure that a safe system of work has been agreed as part of the overall lifting plan.

20 Welfare and First Aid

Where the supply chain provides welfare facilities they must meet the A-one+ standard and be maintained to a high standard.

Supply chain are to provide sufficient first aid facilities and the appropriate number of qualified first aiders for their workforce, having duly assessed their work activities, and keep A-one+ informed of the current provisions in place.

21 Site Security and Access Arrangements

A-one+ will provide turnstiles and/or other suitable access/security systems. The supply chain is to comply at all times with the specific project procedure for access control. Random search of persons/vehicles entering or leaving the site may be instigated at the discretion of the project manager.

Data collated from the security access system may be used for the verification and/or support of contractual/commercial issues.

22 Temporary Works

We will require the A-one+ appointed temporary works co-ordinator for the project to be advised of all temporary works for entry onto our register.

Examples of temporary works:

- Trench excavations
- False work
- Fencing, hoardings & signs
- Formwork
- Propping and shoring
- Foundation underpinning
- Scaffolding
- Hoists

All temporary works must be designed and checked by competent persons.

The temporary works of supply chain must be properly checked and approved at each phase by A-one+ and should therefore be submitted in good time.

The A-one+ appointed temporary works co-ordinator for the site will check all temporary works designed and erected.

23 Health Awareness

The Supply chain must pay particular attention to ensure that risk assessments consider the potential health risks of their activity and that the method statements identify controls, monitoring and health surveillance requirements.

Some of the health awareness issues relating to the construction industry are as follows:

- HAV's (hand arm vibration)
- Manual handling
- Noise
- Dermatitis
- Stress
- Passive smoking



A-one+ Supply Chain Standards

EN-PS-D02

15-Jan-2019

Page 13 of 14

Receipt

Contract Name

.....

Contract No

.....

I the undersigned hereby acknowledge receipt of "Supply Chain Standards" on behalf of:

Company

.....

Address

.....
.....
.....
.....

Dated

.....

In accepting these guidelines, the supply chain agrees to the implementation of the procedures set out and recognises that in no way does the document diminish the supply chain's existing or future statutory duties or contractual obligations.

Name (block capitals)

.....

Signed

.....

Job Title

.....

Amendment Record

Amendment Date	Amendment Raised By	Brief Description
15/01/2019	W Dempster	Item 5 PPE, note changed to include Chin straps must be worn at all times and section 12 re-worded
21/08/2018	P Hentall	Document formatting and typo corrections. No change to content.
27/02/2018	D. Hall	Reviewed. Removal of Area 7 and 14 MAC references. New wording for hard hats to confirm A-one+ will accept standard EN12492.
For older amendments please contact the IBMS team (IBMS@aone.uk.com)		