



# Health & Safety Service Level Agreement Code of Conduct



HBF/CECA (NE) Commitment and Duties	Process	Utilities Commitment and Duties
<p>Site induction will be provided by the Site Management within a maximum of 20 minutes of Operatives reporting to the site office.</p> <p>Emergency contact details will be provided to Utility providers for any out of hours requirements.</p> <p><b>Note:</b> It is accepted that Utility Operatives have a general understanding of construction site health and safety issues therefore operatives will be informed of specific site hazards at time of the site induction.</p>	<b>Signing In/Out &amp; Induction</b>	<p>All operatives will report to the Site Management to sign in on arrival.</p> <p>The Site Manager or Supervisor will agree the work activities to be undertaken with the Utility gang's Senior Representative.</p> <p>When work has ceased for the day and/or work is complete the utility gang's Senior Representative will report to the site office and sign out.</p>
<p>Site Management will outline the site permit to work systems with the Utility Senior Representative and where necessary these will be issued accordingly.</p>	<b>Permits</b>	<p>Any specific site permits to work will be accepted by the Utility company's Senior Representative.</p> <p>All such permits will be returned at the end of the day and/or when work has ceased.</p>
<p>Competent Site Management will be available at all times during normal operational site hours.</p> <p>All operatives including sub-contractors on-site will follow and comply with site rules, policies and health and safety procedures.</p> <p>Other operatives will be made aware of the utility work being carried out to ensure a safe working area is maintained at all times.</p>	<b>Competency</b>	<p>All operatives will be trained and competent for the work to be carried out; this will include proof of competence.</p> <p>Trainees will be given adequate supervision by a competent person.</p> <p>Risk assessments will be made available for inspection.</p> <p>Method statements will be made available where applicable.</p> <p>All utility operatives on-site will follow and comply with site rules, policies and health and safety procedures.</p>
<p>Safe access and egress will be provided to and from the work area.</p>	<b>Traffic &amp; Equipment Management</b>	<p>All vehicles will be parked responsibly so as not to cause obstruction or access issues. All machinery and hand held plant will be maintained as required, inspected as appropriate and safe to use.</p>
<p>Work areas will be prepared and ready for work to commence. Current and up to date drawings will be provided where available.</p>	<b>Excavations</b>	<p>Utility drawings are used and referred to as an indication only and safe digging practices will be adhered to. Colour coded drawings will be provided where available.</p>
<p>All working areas will be in a safe and controlled condition with barriers erected, signs displayed so as not to present hazards to utilities visiting site.</p> <p>Site boundary fence will be maintained intact.</p>	<b>Site Security</b>	<p>All working areas will be barriered, supported and signed correctly. Once work is complete totally or for the day, the working area will be left in a safe and controlled condition with barriers erected, signs displayed and excavations backfilled/covered as appropriate. If site boundary fencing has been removed and or disturbed this will be replaced correctly. All waste produced will be removed from site.</p>
<p>PPE requirements will be displayed on entry to site and reinforced during site induction.</p>	<b>Use of PPE</b>	<p>Appropriate PPE will be worn at all times. Site specific PPE requirements will be adhered to; minimum of hard hat, toe/midsole protection footwear and hi-vis vest.</p>
<p>Adequate welfare facilities will be provided and available for use to ensure good hygiene practice is maintained.</p>	<b>Welfare</b>	<p>Site welfare facilities provided for use on site will be used where appropriate to ensure good hygiene practice is maintained.</p>
<p>The Site Management Company's internal audit systems will be used to ensure adherence to health and safety processes and procedures.</p> <p>The Site Management Company will support any investigation of accidents and incidents that have been reported in relation to utility work activities on site, issue non-conformance notes and written reports to the utility company in question as appropriate.</p>	<b>Performance Monitoring</b>	<p>The Utility company's internal audit systems will be used to ensure adherence to health and safety processes and procedures.</p> <p>All accidents and incidents on site will be reported to the site manager for further investigation/action. Reports will be provided for both parties (where appropriate).</p>
<p>The site will have arrangements in place for emergency situations which will be communicated on induction.</p>	<b>Emergencies</b>	<p>Method statements will detail emergency arrangements and will embrace site emergency procedures as appropriate.</p>

## Footnotes

- This document has been agreed between representatives of HBF, CECA (NE), Northern Powergrid, Northern Gas Networks, Northumbrian Water, Open Reach, and Virgin Media and with the support of the HSE.
- This commitment made by all parties refers to both direct employees and any contractors employed to carry out work on their behalf. Any Independent organisation undertaking utility works will also be required to follow this code of conduct.
- This document has been developed as guidance for ensuring required H&S standards are maintained. It is not intended to compromise or impact upon any customer service or pre tender agreements.

