

## **Contractor Rule Set – Roads (Appendix G)**

### **Introduction**

This Contractor Rule Set aims to provide a clear and consistent set of health and safety related rules necessary to carry out work safely on any Fife Council Roads Construction or Maintenance Site. The Rule Set must be adhered to by all Operations employees; contractors; sub-contractors and visitors.

### **Standards and Expectations**

Roads & Transportation Services operate in a manner that ensures, so far as is reasonably practicable, the health, safety and welfare of all its employees and other persons who may be affected.

Adequate resources including; information, instruction, training and supervision for our employees are provided to enable them to carry out work activities safely and effectively.

Health and Safety is an integral part of all project management, design and construction projects. Hazards and risks are identified and considered at the earliest possible stage for all projects. The risk assessment hierarchy of controls are followed to manage risks. Where risks cannot be eliminated then all reasonably practicable steps are taken to reduce them by substitution or rigorous control measures.

Contractors are required and expected to ensure that:

- i. All levels of management actively initiate and pursue ways and means of making the working environment as safe and healthy as possible.
- ii. All employees and others working on behalf of Fife Council must work in accordance with these principles and apply exemplar standards when complying with their general and legal safety obligations.
- iii. When carrying out work on behalf of Fife Council they can demonstrate appropriate and relevant professional competence to carry out the works
- iv. They are committed to meeting all Health Safety and Welfare legislation and to allocate sufficient resources in maintaining equally high standards for the control of risks.

### **General**

Fife Council and contractors must provide effective supervision and management control of all roads maintenance and construction works being carried out. They must communicate and ensure compliance with this rule set.

### **Site Induction**

All site personnel, contractors, sub-contractors and visitors must receive a Site Induction. Typical induction content may include (this list is not exhaustive and may vary depending on the project being carried out):

- Content and location of Construction Phase Plan
- Contractor Rule Set – Roads
- Personal Protective Equipment
- Project Specific Assessments
- Traffic Management Arrangements
- Pedestrian Safety Arrangements
- Welfare Facilities
- First Aid Provision
- Incident / Accident Reporting
- Public Utility Plant
- Emergency Contacts
- Site Security
- Communication of Safety Issues
- Details and location of the F10 form, if applicable

A signed register of individuals being inducted must be maintained.

## **Personal Protective Equipment (PPE/RPE)**

All site personnel issued with PPE/RPE will be:-

- made aware of why PPE/RPE is required, when it must be used, how to repair or replace it, it's limitations and how to report a fault;
- informed, trained and instructed in how to use it. This includes managers and supervisors who may not need to wear the equipment personally but will need to ensure operatives are using it.
- informed, trained and instructed in the storage, cleanliness, replacement process and simple repair of equipment.

## **General issue of PPE/RPE**

As a minimum standard all personnel working or visiting a Fife Council Roads Construction or Maintenance site must wear:

- Hi-visibility 3/4 sleeved waistcoat manufactured to EN 471 Class 3 or
- Hi-visibility Coat/jacket Yellow to EN471 Class 3 and EN343 3,3
- Safety Footwear to EN ISO 20345 - S3 HRO SCR
- Head protection - Safety helmet to EN 397 EN50365

Where site activities require through risk assessment site personnel should wear as a minimum:

- Hearing protection - Ear Defenders to BS EN 352.3: 2002
- Eye protection manufactured to EN 166: 1 B 9 3
- Respiratory protection- FFP3 Disposable Mask to EN 149 Assigned Protection Factor (APF) of 20

## **Welfare Provision**

Appropriate welfare provision must be available to all employees working on CDM projects this includes employees on mobile type works to access local welfare provision and toilets. It is recommended that where possible these are within a 5 minute walk or drive of the work location. The provisions of toilet facilities are provided and site personnel are reminded it is an offence to urinate in public areas.

All welfare provision must be treated with respect by all users. Site supervisors must ensure they are kept clean and tidy at all times.

As in line with current legislation and Council policy No Smoking is allowed within the welfare facilities.

Defects or repairs must be reported immediately to the supervisor for necessary action/repair.

Typical welfare provision may include:

- Kitchen area with hot and cold water facility
- Kettle, microwave and mini fridge
- Canteen facility with suitable table and chairs
- Noticeboard (Minimum 1200mm x 800mm)
- Wall mounted panel heater
- Electric strip lights, bulkhead light, minimum 4 electrical sockets,
- 2kg powder fire extinguisher
- Standard first aid kit
- Drying room (ventilated) suitable for 24 hour drying, coat hooks
- Toilet area with hot and cold water facilities washing station, toilet roll holder, paper towel dispenser
- Generator storage area complete with diesel generator of appropriate continuous rating (less than 75db)
- Valid electrical installation certificate
- Unit to be serviced and consumables replenished regularly or as required

## **First Aid Provision**

Appropriate First Aid provision should be available on site. This provision shall be determined through risk assessment process. Consideration should be given to the provision of First Aid and/or Burns Kits; Full First Aiders. It is recommended that all site operatives be trained on Emergency First Aid.

## **Traffic Control**

Ensure compliance with Chapter 8 of the Traffic Signs Manual and the Safety at Street Works and Road Works (A Code of Practice).

## **Site Traffic Control**

Observe local site arrangements; restrictions for access, other vehicle movements; movement of site personnel and the general public.

Site vehicles and construction plant shall:

- be conspicuous in colour (e.g. yellow or white);
- hi-visibility markings in accordance with Chapter 8
- have mounted amber warning lights/beacons;
- have audible and visual warning devices fitted

Reversing vehicles and construction plant operators shall ensure suitably trained banksmen or reversing assistants assist prior to any reversing operation.

The site supervisor must ensure all non-operational vehicles, for example delivery vehicles are instructed on safe access/egress from site. They must ensure that sufficient safe parking areas are available to safely unload/load materials etc. All vehicle manoeuvres should be within existing traffic arrangements where possible.

## **Pedestrian Control**

Ensure where possible the exclusion of the general public to site areas.  
Provide suitable alternative means of access where restrictions to normal public access are in place.  
Ensure that individuals who may have a disability are not put at risk from site activities.

## **Storage of Materials**

Materials shall be stored on site within a secure storage area or secure store.  
Spoil or waste materials will be kept secure and promptly removed from site.  
Combustible materials will be stored securely and at a safe distance from existing buildings (a minimum of 8 metres) in order to protect buildings and other structures from fire.

## **Fire Safety**

The site shall adopt "No Smoking" near combustible materials in addition to Fife Council Corporate Health and Safety document OHS-C-35 Smoking Policy.  
No fires shall be lit on site.

## **Public Utilities**

All site employees must be familiar with the location of all the Public Utilities on site that may be affected by their work activity. Public Utility drawings applicable to the site shall be issued as part of the Information Pack prepared by the Principal Designer; however the Contractor has responsibility to ensure these are up to date and relevant prior to commencing works.

## **Excavating Near Underground Services**

All excavation works that require the surface layer to be broken, with the exception of emergency works, must not proceed without a safe system of work in place for example an 'Authorisation to Excavate' arrangement.

Emergency excavation works must not proceed until the area has been checked for the presence of underground services by a competent person using calibrated detection equipment.

Works should be carried out in accordance to HSE Guidance Note: HSG47 Avoiding Danger from Underground Services

## Working near Overhead Lines

A site specific assessment and safe system of work shall be in place prior to any works being carried out. These should be prepared in accordance with HSE Guidance Note: GS6 Avoiding Danger from Overhead Power Lines.

## Damage to Public Utilities

All incidents of utility damage must be reported to the relevant Utility Company. Arrangements must be in place to record all damages including reporting of incidents such as Near Miss; Dangerous Occurrence; Personal Injury.

The Principal Designer must be notified of any Public Utility damage for the purpose of record keeping.

If any site personnel or member of the public has been injured as a result of the damage the person in charge of the site must:

- isolate and make the area safe;
- leave the area untouched until instructed to continue
- contact the relevant emergency service;
- attend to the injured party;
- inform their line manager or their deputy immediately.

## Respirable Crystalline Silica (RCS) / Other Harmful Dusts

To prevent exposure to RCS and other harmful dusts suitable and sufficient arrangements must be in place to eliminate or reduce the risk to employees and the general public.

Cutting Kerbs, Paving, Blocks, Flags, Bricks, Tiles and Concrete or other cementitious material can produce enormous amounts of dust. The visible dust will contain very fine unseen dust particles called Respirable Crystalline Silica (RCS). By breathing in RCS you could develop lung diseases such as Silicosis, Chronic Obstructive Pulmonary Disease (COPD) including Bronchitis and Emphysema leading to severe breathlessness and extreme disability or Lung Cancer.

<b>Do</b>	<b>Don't</b>
1. Be Face Fit tested approved for an appropriate Respiratory Protective Equipment (RPE) mask	1. Cut Kerbs, Paving, Blocks, Flags, Bricks, Tiles; Concrete or other cementitious material without being Face Fit tested approved
2. Wear RPE (minimum requirement Face mask FFP3)	2. Cut Kerbs, Paving, Blocks, Flags, Bricks, Tiles; Concrete or other cementitious material without using dust suppression or wearing appropriate RPE
3. Use dust suppression kit when using cut-off saws	3. Use cut-off saws where dust suppression kit fails to operate
4. Ensure others (site personnel and/or members of the general public) are not exposed to RCS dust/ other harmful dusts	4. Expose others (site personnel or members of the public) to RCS dust or other harmful dusts
5. Wash down areas of dry dust waste and dispose safely and ensure no danger to the environment	5. Sweep up dry dust or leave dry or wet dust lying on site

## Asbestos

There may be occasions where site personnel may suspect asbestos material is present on a site. This may be in the form of drainage pipework or materials dumped on site etc.

Site personnel must immediately stop work activities near or on suspected asbestos material. The area must be made safe and secure.

Site personnel must contact their immediate supervisor who shall report to the Principal Designer.

The Principal Designer shall contact Fife Council Construction Compliance Co-ordinator (Asbestos) for guidance and advice: Telephone: 03451 555555 Ext 446849

## **Hazardous products & materials and protecting against spillage**

Any spillage likely to present a hazard to other site personnel or members of the public shall be promptly cleaned-up/ removed in an appropriate and safe manner.

Hazardous products & materials that have entered or contaminated water courses or drainage systems must be reported immediately to the Principal Designer and appropriate Manager. This incident may be reportable to SEPA.

## **Safety Inspections**

Principal Contractor must ensure work sites are safe and in good order.

Daily visual site safety inspections shall be carried out by site supervisor or responsible person. These do not need to be recorded however remedial actions must be put in place at the earliest opportunity.

Formal site safety inspections shall be carried out weekly on sites expected to last more than two weeks duration. Findings and corrective actions must be recorded.

## **Mobile Phone Use**

The use of mobile devices whilst driving or operating plant; machinery is not permitted.

## **Competency**

All site personnel must be able to demonstrate their relevant competency in the work activities employed to carryout. No employee shall carry out a work activity where they are not trained or authorised to do so.

## **Short Stop Operations**

This section has been added to give clarity in respect to Scotland's agreed position to that stated in Chapter 8 guidance.

### Urban situations (speed limit of less than 40mph)

In urban situations or where traffic speeds are low and for short stop operations of less than 15 minutes or for mobile works, the vehicle markings (as described above) and active beacons will constitute suitable and sufficient warning to other road users of the obstruction caused by the works vehicle. In addition the vehicle or Plant must have:

- a keep left/right arrow to diagram 610 mounted conspicuously on the rear to show approaching road users which side to pass. This sign must be obscured or removed when the vehicle is travelling to and from site;
- a 'highway maintenance' sign displayed to the rear.

### Non-urban situations (speed limit greater than 40mph)

On roads where the speed limit is 40mph or more and for short stop operations of less than 15 minutes or for mobile works, a suitable and sufficient assessment of the risks must be carried out to determine an appropriate safe system of work. The risk assessment should consider, where practical and appropriate, the fitment of a lorry mounted crash cushion to the working and/or escort vehicle. It is likely this will be inappropriate on roads with poor alignment and less than 5.5 metres wide as they will create an additional hazard.

Where clear and uninterrupted sight lines of 275 metres are available to the forward and rear of the work area, traffic management arrangement SVW1, as described in Appendix 1, must be applied.

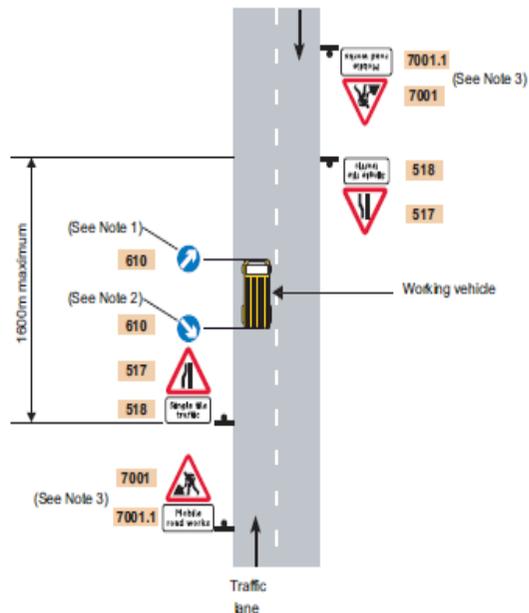
Where clear and uninterrupted front and rear sight lines of 275 metres cannot be achieved or the risk assessment identifies the requirement for traffic control, traffic management arrangement SVW2, as described in Appendix 2, must be applied.

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## Appendix2

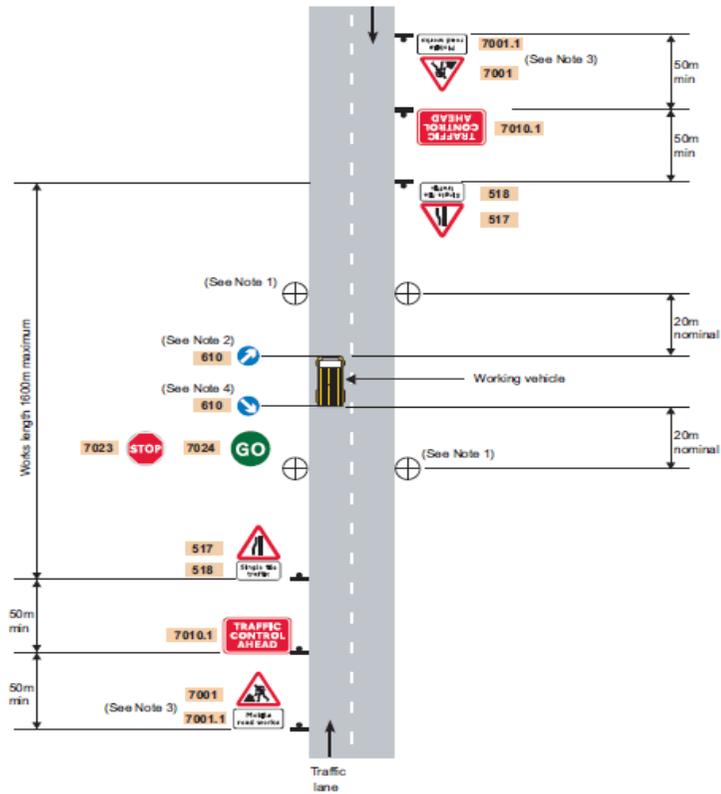
### Plan SWW1: Single vehicle works on a single carriageway road, basic layout



#### NOTES:

1. Use of a sign to diagram 610 on the front of the working vehicle is optional. It may only be used on roads with a maximum speed limit of 30 mph or less (see regulation 14).
2. The sign to diagram 610 on the back of the working vehicle may only be used on roads with a maximum speed limit of 30 mph or less (see regulation 14 and paragraph O8.1.6).
3. This sign is to be repeated at approximately 400m intervals. Additional signs may be required to suit the carriageway alignment and at junctions. The supplementary plate to sign diagram 7001 (diagram 7001.1) may also show a distance.
4. An authorised vehicle mounted small light arrow sign may be used in place of signs to diagram 610 and 7403 (see paragraph O8.1.8).
5. On roads with a speed limit of 40 mph or more, consideration should be given to fitting a LMCC and/or a sign to diagram 7403 on the working vehicle. If neither are provided an escort vehicle shall be employed. See paragraphs O8.1.5 and O8.1.6.
6. Additional signs may be required to suit the carriageway alignment and at junctions.
7. Keys to the plan are given in Tables A1.4 and A1.5 of Appendix 1.

Plan SVW2: Single vehicle works on a single carriageway road – “STOP/GO”



NOTES:

1. Alternative “STOP/GO” operative location dependant upon carriageway alignment and visibility.
2. Use of the sign to diagram 610 on the front of the working vehicle is optional. It may only be used on roads with a maximum speed limit of 30 mph or less (see regulation 14).
3. This sign is to be repeated at approximately 400m intervals. Additional signs may be required to suit the carriageway alignment and at junctions. The supplementary plate to sign diagram 7001 (diagram 7001.1) may also show a distance.
4. The sign to diagram 610 may only be used on roads with a maximum speed limit of 30 mph or less (see regulation 14 and paragraph O8.1.6).
5. An authorised vehicle mounted small light arrow sign may be used in place of signs to diagram 610 and 7403 (see paragraph O8.1.8).
6. On roads with a speed limit of 40 mph or more, subject to a risk assessment, consideration should be given to fitting a LMCC and/or a sign to diagram 7403 on the working vehicle. If neither are provided an escort vehicle shall be employed. See paragraphs O8.1.5 and O8.1.6.
7. Keys to the plan are given in Tables A1.4 and A1.5 of Appendix 1.