

OT SHE 001 On Tower UK On Tower UK Ltd Site Health Safety & Environmental Standards

Introduction

This document details the safety, health and environmental standards that On Tower UK site users and contractors employed by On Tower UK must follow. This document should be read in conjunction with the On Tower UK Access Standards **OT-EI-SD-002**.

These standards apply to any contracted activity, including, but not limited to, planning designing installing commissioning, testing, operating, maintaining, demolishing or dismantling.

Accident, Incident and Near Miss Reporting

All accidents, incidents and near misses arising out of work undertaken on a On Tower UK site or by contractors on behalf of On Tower UK must be reported immediately the On Tower UK Accident Report system

[SHE Reporting Form](#) or alternatively on the reporting line on 03330 150 272.



Contractors will investigate all accidents, incidents and near misses as soon as is practicable and, where appropriate, in liaison with On Tower UK and other contractors. A report detailing the findings of such investigations must be supplied to On Tower UK within 5 working days.

Certain key On Tower UK policies and procedures are referenced within this document. The contractor is not required to adopt them but ensure their own procedures follow the key requirements set by On Tower UK.

Construction Documentation

For all construction work regardless of length a method statement must be prepared and submitted to On Tower UK for review prior to the work commencing on site. It must be specific to the location and activities that are being undertaken. The method statement must be supported by risk assessments which must be relevant to the site and activities being undertaken. **OT SHE 002** provides details of type of information On Tower UK expects a method statement to contain.

The Principle Contractor will be responsible for developing and maintaining a Construction Phase Health and Safety Plan. This must be submitted to On Tower UK for review prior to construction activities commencing on site.

When work is completed on a site the contractor is responsible for providing information to On Tower UK for the health and safety file and identifying any residual risks on site.

Site Access and Gateway

All personnel accessing On Tower UK sites be registered on the Gateway site access system Gateway and must apply the standards for access defined in Site Access Standards **OT-EI-SD-002**

Site Management

Welfare

The requirement for site set up and provision of onsite facilities will depend on the nature of the work and duration of the task, contractors are responsible for providing all welfare facilities for the contract including toilets, eating and drinking facilities and drying arrangements. This shall be detailed in the construction health and safety plan and shall be maintained in good and hygienic condition at all times.

Camping on site or overnight stays in buildings or vehicles is prohibited. No pets are allowed on site to ensure that livestock on neighbouring property are not disturbed.

Working Methods and Behaviour

All work must be completed in accordance with the Contractors method statement.

All work must be performed so as to cause the minimum of disruption to the normal operation of On Tower UK sites and activities and to On Tower UK's neighbours. Proper regard must be paid to the wellbeing of On Tower UK employees, landlords, neighbours and others who may be affected by the contractor's activities.

At the end of each working day, and on contract completion, the work area must be left tidy and all waste must be cleared.

Those persons responsible for opening and closing the premises must assume responsibility for securing the site and complying with On Tower UK security procedures.

Noise nuisance must be kept to a minimum.

Smoking is not allowed in buildings and should be restricted to the designated smoking area. Drugs and alcohol are not permitted on, On Tower UK sites.

Cooperation and Coordination

Contractors will co-operate with other contractors on site and co-ordinate their activities to ensure that safety, health and environmental risks are controlled. The Principal Contractor will be responsible for this interaction and will remain on overall control of the site.

Access and Security

On Tower UK shall provide details to the Contractor on arrangements for site access including access tracks and where appropriate arrangements for ensuring security of gates and buildings.

Where necessary the contractor shall ensure that any activities and storage areas are safe for On Tower UK employees, visitors and third parties through the provision of appropriate temporary security fencing or guarding.

If access is required into the contractors work area by On Tower UK or third party the contractor shall ensure the individuals have a site induction.

Signage

The Contractor shall provide suitable signage to warn of any additional hazards on site eg falling objects. Signage shall also be provided to state who the contractor's organisation is, any site rules and minimum PPE requirements.

Personal Protective Equipment

The minimum PPE requirements for On Tower UK sites are hard hat, safety footwear and high visibility vest with the contractor company name displayed clearly displayed.

The contractor must undertake a risk assessment to determine any other PPE that maybe required for the activities that are being undertaken

Training and Instruction

Contractors must ensure that all employees and others are competent and capable to perform the duties assigned to them and shall provide safety, health and environment training to their employees. Where training is required to undertake a specific tasks eg climbing, operating a forklift truck, the individual must be available for verification on site by On Tower UK or other.

Control of Specific Hazards

Site specific hazards for the site will be detailed on the Gateway site access permit. Any new permanent or temporary hazards should be notified to On Tower UK using the Gateway Post Works Report.

Asbestos

If intrusive works are planned to be undertaken asbestos surveys that are available for the site must be reviewed by the Contractor. If a survey is not available and asbestos could be present On Tower UK will arrange for a survey to be undertaken.

If the contractor discovers previously unidentified asbestos containing materials during their work, or believe that their work will cut, drill or disturb suspected asbestos containing materials, they must, stop work and ensure that all employees leave the work area and inform the On Tower UK representative of their findings.

On Tower UK will arrange for suspected asbestos containing materials reported to be analysed and for an assessment of any risks posed by them to be undertaken. Until the results of analysis are known.

Electricity

Only competent contractors may work on electrical equipment and systems. All aspects of design, installation, commissioning, inspection, use and testing must conform to legal and technical standards, such as the Electricity at Work Regulations 1989 and the IEE Wiring Regulations.

Excavation

On Tower UK will provide contractors with any available plans for buried services and, where applicable, details of any agreements or undertakings that might affect or restrict working methods e.g. contaminated land. On Tower UK uses its best endeavours to ensure that any plans are accurate however they should not be relied on in terms of exact location and completeness.

Contractors must comply with the requirements of HSE guidance note HS(G)47 Avoidance of danger from underground services, which requires the use of plans, detection devices and safe digging procedures including where appropriate hand digging trial holes to confirm the line and depth of services. The contractor must have in place a permit to dig system prior to any excavations commencing.

Excavations must be adequately supported to prevent falls of material or earth, which may endanger any person. Where excavations are undertaken close to buildings or structures due regard must be taken of the additional loads imposed. Excavations must have suitable barriers and where appropriate lights and signs.

Pollution Prevention

In all cases where liquids such as oil, diesel, paints etc are used or stored, the contractor shall ensure that adequate measures are in place to prevent pollution. Suitable bunds should be used for storage and for items such as bowsers and temporary generators to prevent pollution in the event of a spill.

Spill kits must be on site where more than polluting liquids are stored, handled or used.

The contractor shall be responsible for all spills resulting from their work on On Tower UK sites, including all associated clean up costs. The contractor should ensure that spill kits are in good condition and sufficient stocks of absorbent materials are maintained. Any used spill kit materials must be disposed of as hazardous waste.

Hazardous Substances

Contractors must ensure that their use of hazardous substances, have been assessed. Assessments and associated manufacturers safety data sheets should be available on site where substances are being used.

Flammable substances must be stored in a suitable container in a well-ventilated place. Dusts generated from cutting or other activities must be suppressed to a minimum to protect individuals and the surrounding environment.

Contractors working with pesticides must hold a certificate of competence, apply all applicable Environment Agency guidelines for the use of pesticides in or near water and ensure that any waste pesticides, or their containers, are treated as hazardous waste and disposed of in accordance with legal requirements.

Highway Work

All works on or near the highway must conform to legal requirements, including the New Roads and Street Works Act, 1991.

Hot Work

No activity involving hot work or naked flames may commence until a Hot Work Permit system has been implemented by the contractor. Whilst hot work continues, any flammable or combustible materials stored or being used in the vicinity of the task, must be removed or made safe.

Welding operations must be effectively screened so as to prevent others being in a position where they can see the welding arc or being hit by sparks.

Fire fighting equipment appropriate to the risk must be provided by contractors.

A fire watch must be maintained for at least 60 minutes, or as per the task risk assessment, after the work has been completed.

The isolation of fire detection devices during hot work may only be carried out following authorisation from the On Tower UK representative.

Plant and Equipment

All plant and work equipment must be fit for purpose and comply with statutory requirements. Test and inspection certificates must be available on site with the equipment for On Tower UK to inspect.

Portable Appliance Equipment and Tools

All portable electrical tools used by contractors or their subcontractors must be,

- Of a voltage that does not present a risk (i.e. below 55volts) or be battery powered,
- 110 volt centre-tapped to earth, or protected by a residual current device (RCD).

All portable electrical equipment must be properly maintained and portable appliance tested (PAT) and labelled.

Radio Frequency

Contractors undertaking any work on, or in the vicinity of, RF transmitting equipment, must follow the standards detailed within the On Tower UK guidance document **OT SHE 004**.

When the contract requires work in the vicinity of transmitting antennas On Tower UK will supply the contractor with details of any RF surveys as part of the pre-construction health and safety information. On Tower UK will agree with the contractor a Planned Works Schedule when work in the vicinity of transmitters requires power reduction or outage. If planned work is required to safely access a mast or tower the work must not commence until an RF safe system of work form has been completed by the climbing team leader.

Contractors must consider RF in their risk assessment. All climbers must have a personal RF monitor. Roof top workers should have one RF personal monitor per team, all ground workers on MF sites must wear a personal monitor.

Contractors using personal monitors for protection purposes must withdraw from the work location and arrange for further investigation if the alarm on any of the monitors is fully activated. People must not then re-enter the work area until the RF field strength has been demonstrated to be at an acceptable level.

LOLER

Lifting plans must be produced for all lifting operations.

Waste Management

Contractors have responsibility for disposal of all waste generated during the course of their work, unless otherwise agreed with On Tower UK.

Contractors have a "Duty of Care" to ensure that all wastes generated by their work, prior to disposal, are:

- Suitably and securely contained so as to prevent escape, spillage, or interference by third parties
- Adequately labelled to prevent incorrect disposal.

Where necessary, contractors must provide weatherproof and/or lockable skips. Contractors must identify and delineate appropriate areas for the temporary storage of waste materials.

Working at Height

Contractors undertaking any work at height on structures and rooftops must follow the standards detailed within the On Tower UK guidance document **OT SHE 006**.

Masts and Towers

The minimum training for accessing masts and towers is climbing, mast rescue, RF awareness and first aid. All climbers must also be subject to a regular medical assessment. Rooftop workers must hold RF awareness and undertaken practical rooftop worker training.

No climber may ascend any structure unless a second person, competent and equipped to climb either accompanies that person or remains in contact at the base of the structure. In any case, a climber must not climb above 75m alone.

Climbs above 45m where there is no fall arrest system or where the fall arrest system cannot be used are prohibited unless permission have been received from On Tower UK site access.

Rooftops

The minimum training for accessing rooftops is RF awareness and practical rooftop worker training.

Ladders

Ladders should only be used for short duration work. Ladders should not be the first choice of equipment and the contractor should show through their risk assessment for the task that a suitable platform could not be used.

Portable ladders and steps must be in good condition and inspected before use and formally on a yearly basis.

Scaffold

Scaffolding must be erected by competent persons and inspected before being brought into use and prior to every subsequent use. Appropriate details must be recorded in an approved scaffold inspection log. A handover certificate must be obtained before a contractor uses any scaffold erected by another contractor.

Biological Diseases

The contractor should take into account potential sources of biological diseases when risk assessing the tasks they are performing, specifically leptospirosis and psittacosis.

Some On Tower UK structures have lead paint. Specific controls that should be followed when working on these structures must be documented in the site specific risk assessment:

Protected Flora and Fauna

The contractor is responsible for identifying any protected flora and fauna on site and ensuring their activities do not cause damage or interfere with their habitat.

The contractor is responsible for applying for any necessary licences to remove, relocate or work in the vicinity of a protected species.

Active Monitoring

The contractor is responsible for ensuring there is a programme of active monitoring of the work they undertake and any areas for improvement are actioned in a timely manner.

Records of monitoring should be shared with On Tower UK.

On Tower UK will also conduct a programme of active monitoring. Formal reports will be produced and issued to the contractor and any actions identified should be closed out in a timely manner.

Emergency Procedures

Fire Safety

On Tower UK shall inform the contractor of any fire safety procedures on site and the arrangements for action in the event of a fire alarm.

The Contractor shall not interfere with any fire systems and shall ensure that all fire routes and fire exits are kept clear at all times. The contractor will be required to undertake a fire risk assessment for the work and ensure any requirements are made part of the emergency plan for the work.

First Aid

Contractors must make their own arrangements for administering first aid and for the provision of equipment and facilities.