

A photograph of a construction site with a teal color overlay. In the foreground, two workers in high-visibility orange and white uniforms and hard hats are looking at a piece of equipment. One worker is holding a jackhammer. In the background, a Kubota excavator and a white truck are visible. The scene is outdoors with some trees and a road in the distance.

MILESTONE
INFRASTRUCTURE

A part of MGroup Services

Minimum Standards Booklet

June 2022.

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1) Introduction

Welcome to our health, safety, wellbeing and environment standards handbook. This is a condensed version of our full standards document.

It does not replace the original document, but should be read alongside it. Anyone working on or on behalf of Milestone are expected to follow these standards. This includes all supply chain partners who must also show that they have appropriate health, safety, wellbeing and environment (HSWE) management systems in place and that they monitor and control their duties and tasks to be in-line with our standards.

Our HSWE requirements do not take the place of legislation, Approved Codes of Practice (ACOP) and guidance produced by the Health and Safety Executive (HSE) and other authorising bodies, but must be followed alongside them.

You will also be told about any client, project or sector-specific requirements in addition to these standards. If there is any doubt or concern about the information provided, please consult the Milestone senior manager who is responsible for your works. The [minimum standards document](#) can be found here:



2) Language

Workers whose first language is not English must be able to demonstrate they have a basic understanding of both written and spoken English.

If a worker cannot demonstrate this basic understanding, their employer must:

- Translate the induction, risk assessment, method statement and briefings for them.

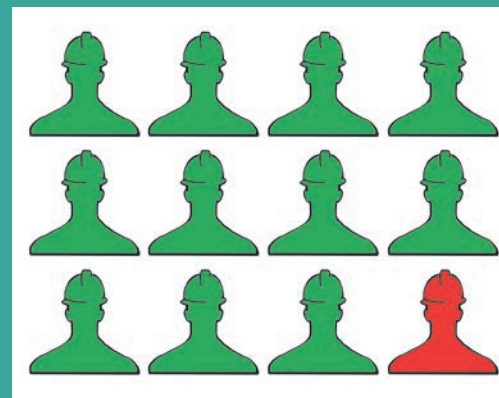
English: Induction	Romanian: Inducie	English: Risk assessments	Polish: Ryzyko Oceny	English: Method statement	Albanian: Deklaratae metods
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- Assign an English-speaking worker who can translate and communicate to a group of workers (maximum of four non English speaking in a group).

3) Supervision

- Supervision ratios to workforce numbers will be risk assessed against the nature of works being undertaken on a project, scheme or out of a depot. In any work stream workforce numbers will not exceed 12 for 1 supervisor.



4) Culture: It Starts With Me

Culture is simply defined as the way we do business, and encompasses our values, attitudes, attributes and experiences. Milestone's objective is to develop and enhance our safety culture through the introduction of our behavioural safety programme: It Starts With Me.



This programme will build upon the foundation of the last 10 years efforts, and includes engagement workshops focused on influencing choices and motivating people to take personal responsibility.

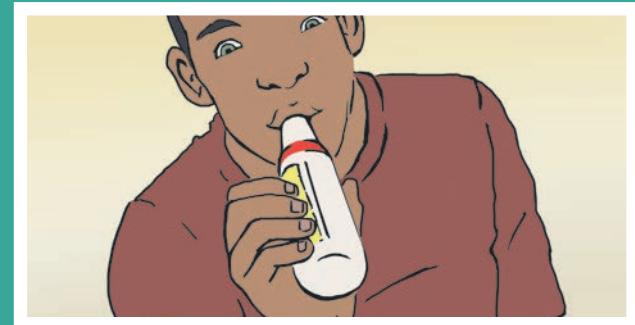


5) Health & Wellbeing

5.1 Health risk assessment

Supply Chain Partners must:

- Have competent occupational health provision in place.
- Manage individuals with health conditions.
- Maintain Health surveillance for their employees, which must include:
 - Hand arm vibration
 - Hearing



5.2 Health surveillance

Health Surveillance is a legal requirement identified within Health and Safety legislation.

It is the process of ongoing health monitoring of employees, to check for adverse changes in health caused by workplace hazards. It can also play a part in checking the effectiveness of local engineering controls and other safety measures, and in the identification of any failures in safe systems of work.

5.3 Health assessment

Health assessment is the process of assessing an employee's health against a pre-determined health standard. The health standard is set to ensure those working in a certain environment are "fit" enough to do so.

They should be assessed every two years by the occupational health provider, via onsite assessments.

The assessment will include both health surveillance and a safety critical assessment.

Non Milestone employees where deemed to be safety critical workers must provide a safety critical assessment for that employee valid within 3 years of issue.

Who	Health Surveillance Exposed to workplace hazards (noise, dust, vibration)	Health Assessment Needs to be fit for work environment	Neither
General Operative.	X	X	
Anyone who works in an environment where sudden incapacity would put themselves or others in danger.		X	
Office Worker.			X

5.4 On-tool dust suppression

Where on tool extraction cannot be achieved all dust producing tools and equipment must be used with water suppression to minimize the impact on the individuals health and the environment.

FFP3 face fitted RPE must be worn at all times.



5.5 Face Fit Certificate

Qualitative face fit testing (fit 2 fit accredited scheme) must be provided by the employer and this shall be assessed according to health and safety requirements and risk assessments to ensure legal compliance.

All supply chain partners must provide evidence of compliance to this requirement prior to works being undertaken on behalf of Milestone.

Workers must be clean shaven and carry out daily fit checks and maintenance of respiratory protective equipment.

Where Face Fitting cannot be achieved all persons working in the close proximity of tools or equipment that omit dust must wear a full forced air hood.



5.6 Drug & alcohol testing

Milestone can test for drugs and alcohol:



Before work
on site begins



Randomly or
unannounced

- After an incident has taken place.
- For cause testing (if someone is suspected to be unfit for work).

6) Controls

6.1 Risk assessment & safe systems of work

All works must be undertaken in accordance with the approved working methods. These may be either the generic **Risk Assessments** for all maintenance activities or site-specific RAMS for High Risk activities, Schemes and Project works.



Manual handling assessment



Task specific risk assessment



COSHH assessment



Task specific method statements



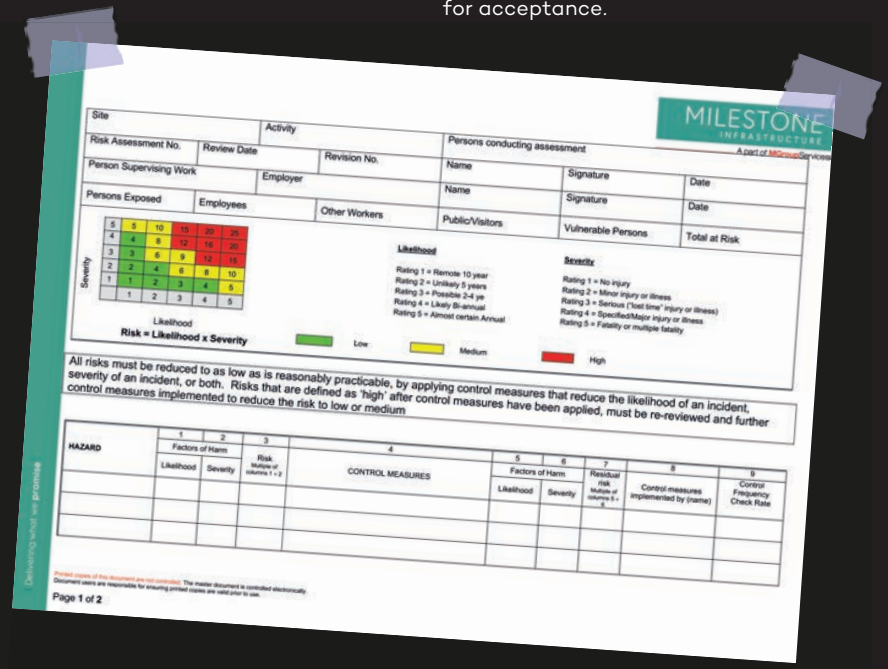
Noise & vibration assessment



Health assessment

A **Location of Works Risk Assessment** must be undertaken at the start of every shift/new site and when something changes on a work site, it must be briefed out and documented by the supervisor or gang lead for all workers/employees affected by the changing conditions on site and any additional control measures implemented.

All **Supply Chain Partner RAMS** must be provided to Milestone a minimum of 14 days prior to works being undertaken for acceptance.



The form includes sections for: Site, Activity, Risk Assessment No., Review Date, Revision No., Persons conducting assessment, Person Supervising Work, Employer, Employees, Other Workers, Public/Visitors, Vulnerable Persons, Total at Risk, Likelihood, Severity, Risk = Likelihood x Severity, and a table for HAZARD, Factors of Harm, Likelihood, Severity, and Control Measures.

6.2 Task briefings

All teams must receive regular briefings:



- At the beginning of every shift.



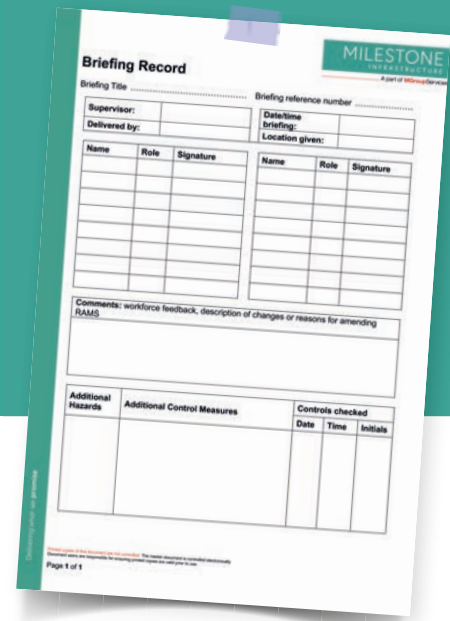
- When there is significant change to works on site.
- The briefing must include work being carried out, any specific hazards (e.g. overhead services) and control measures, specific arrangements (e.g. start and finish times due to client requirements).



- For new activities covered by risk assessment and method statements (RAMS).



A briefing must be undertaken by project/line manager, supervisor or designated person.



The form includes sections for: Briefing Title, Briefing reference number, Supervisor, Date/time, Delivered by, Location given, Name, Role, Signature, Comments: workforce feedback, description of changes or reasons for amending RAMS, Additional Hazards, Additional Control Measures, Controls checked, Date, Time, Initials.

6.3 Emergency arrangements

6.3.1 Fire prevention

All Contracts and Projects must co-operate/comply with:

- Fire and emergency co-ordinators.
- Fire wardens.
- Hot works responsible persons.
- Fire Precautions (Workplace) Regulations.
- All premises must have a Fire Risk Assessment completed by a competent person.

DON'T:

1. Burn any materials on any project, office, depot or site.
2. Store fuel in plastic containers.
3. Use jubilee clips for connecting gas supply hoses.
4. Use halogen lamps.
5. Smoke/vape, unless in designated smoking areas.



General requirements:

- The management team must use the method statement review process to approve the storage of gas and flammable liquids inside, under and on buildings.
- A hot work permit must be in place prior to hot works commencing.



- All flexible and temporary protective coverings used on internal finished surfaces or fittings must conform to the Loss Prevention Standard (LPS) 1207 and LPS 1215.

6.3.2 First Aid Provisions

Suitable First Aid Provisions must be provided for all works that are being undertaken by either Milestone or supply chain partners. It must be adequate for the level of risk of works being carried out.

Prior to all works starting a First Aid review must be completed to ensure adequate provision is available.

All first aiders must hold appropriate First Aid at Work competency.



6.3.3 Rescue plans

- Suitable rescue plans must be in place when workers are undertaking activities such as confined space or working at height.
- A schedule of rescue drills.
- Rescue equipment is to be regularly inspected and maintained.

6.4 Permits to work

Permits to work:

- Are used to control high-risk activities.



- Are usually issued and controlled by Milestone or a competent supply chain partner who has been appointed in writing.
- Must be completed and returned to the Milestone authorised person or permit coordinator for closure and record keeping.
- All permits to work must be completed in accordance with relevant procedures.



6.5 Working at height

6.5.1 Ladders & stepladders

The following requirements must be met when using ladders:

- Only use ladders made of non conductive materials (i.e. not aluminium ladders) when working on live electrical systems.
- A competent scaffolder must install and tie-off ladders (to SG25 standard) if they are needed to provide access to scaffolding or under any erection phase.
- All ladders must have a unique number (or other mark) and the supply chain partner name on them.
- A competent person must visually inspect ladders before use and have a record inspection monthly.
- A ladder permit must be issued prior to anyone working.

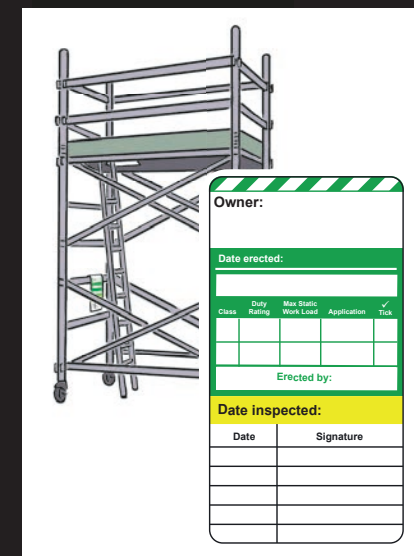


6.5.2 Mobile scaffold towers

All mobile scaffold towers must be **controlled** using a tagging system that shows:

- Who the tower belongs to.
- Who erected it.
- The date of the last inspection.

A PASMA-trained operative must erect and inspect mobile scaffold towers, according to the manufacturer's instructions.



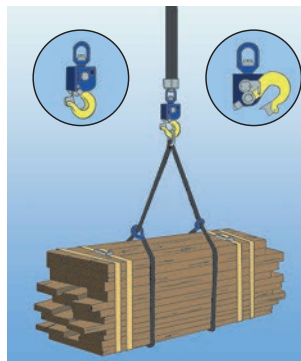
Ladders should be used when a risk assessment has confirmed that all other alternatives of working at height have been assessed.



6.5.3 Accessing the top of cabins

The following should be done to avoid the need to access the top of cabins during loading and unloading operations:

- Use low-level lifting points on cabins and ISO containers.
- Lifting points can be permanently fixed or adjustable.

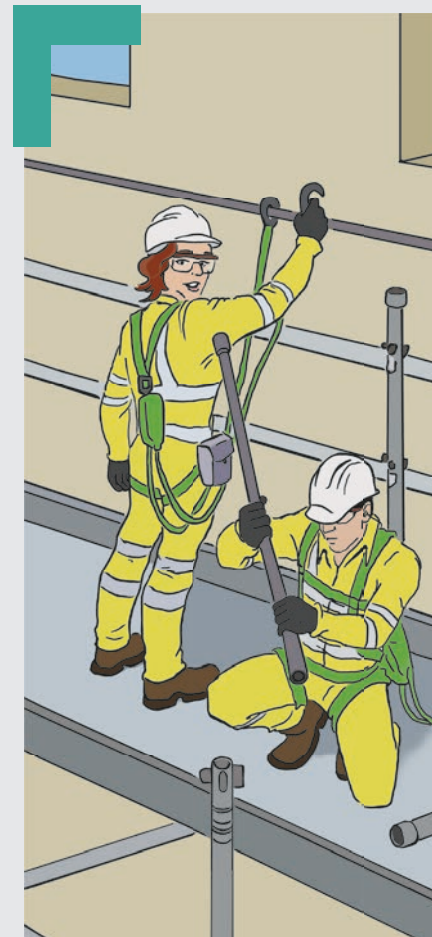
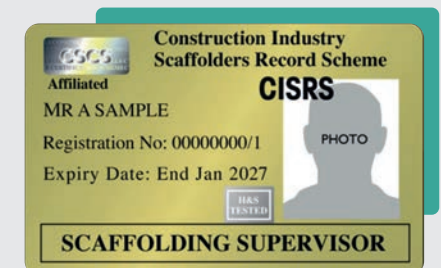


If this can't be done, perform a risk assessment with the Milestone HSW and project operational teams to eliminate or reduce working at height. E.g. use pre-slung loads and/or the Elebia hook (or similar).

6.5.4 Scaffolding

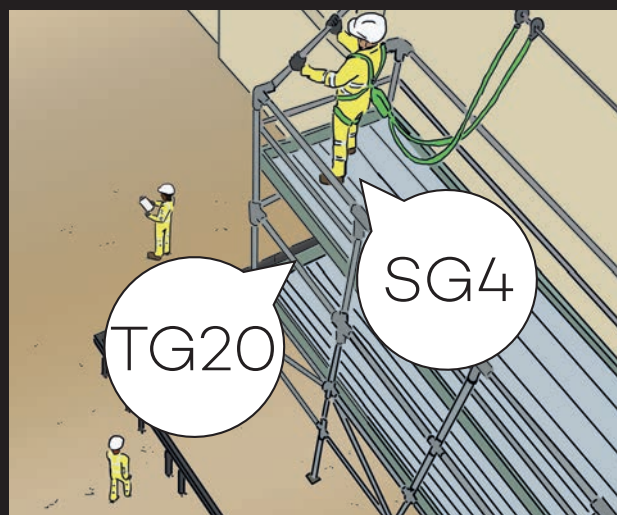
Scaffold contractors must:

- Be members of NASC.
- Employ a full-time supervisor who must possess a valid construction Industry Scaffolders Record.



When erecting scaffolding:

- It must follow NASC TG20* guidelines wherever possible.
- A compliance sheet must be completed to show scaffolding is up to TG20 and BS EN 12811 standards.
- Staircases are the preferred access e.g. Haki/Layher.
- Ladders must only be used as access from one level to another if a staircase has been proven to be unsuitable.
- Scaffolders must follow NASC SG4 guidelines to prevent falls.



*If non-TG20 scaffolding is needed:

- Follow Milestone Infrastructure's temporary works processes.
- Supply chain must submit scaffold designs to a Milestone Infrastructure approved engineer.

Before first use or after alterations:

- An advanced scaffolder who has suitable sufficient experience.
- Scaffolds must be appropriately tagged with a Scaffoldtag.
- Findings must be recorded and given to Milestone.
- A handover certificate must be issued to Milestone.



6.5.5 Leading edges

During construction of roads and pavements which require the use of all plant the following considerations must be taken into account:

- RAMS to have included Safe working practices of operating plant near leading edges.
- Recorded review of plant selection.
- No plant to be used within 0.5 meters of any leading edge.
- Physical barrier to be place 0.5 meters of all leading edges where achievable.
- Vehicle Marshall to be used whilst such operations being undertaken.
- Please refer to Plant Minimum Specification for all plant requirements.

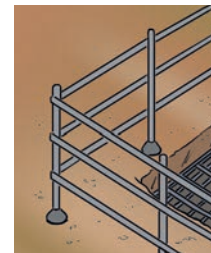


6.5.6 Open edges & openings

To help prevent slips, trips and falls:



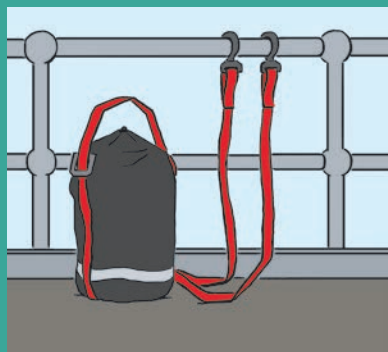
- Clearly mark openings with permanent markings.
- Staircases must have a handrail system in place.



- Netlon-type fencing and barrier tapes are not allowed to be used as edge protection or as barriers for restricted areas.
- Follow the 'no gaps' standard for guard rails above the first storey. Use debris netting, K-guard or similar.

6.5.7 Falling materials & tool tethering

- Store all items used at height in a suitable manner to prevent them from falling.
- Clear zones should be a minimum of 1m from the guard rail and must be physically marked out.



- Attach tools to tethers and suitable anchorage points if there is a risk of them falling from height.
- You must also physically secure secondary attachments. E.g. secure a socket on a ratchet with a pin.



**If items can't be secured during use,
create storage exclusion zones that are:**

- Demarcated.
- Labelled.
- Maintained until the risk is removed.
- Suitable to contain any falling item based on an assessment (e.g. height and potential deflection).

6.5.8 Mobile elevating work platforms

When working with a mobile elevated work platform (MEWP) ensure:

- A competent person who's completed the MEWP manager's course has planned the work.
- A suitable rescue plan and drill schedule is in place.
- A specific risk assessment is in place.
- The activity is under control of one, named company.
- Lone working device available when working alone in van mounted MEWP.

- There are designated, authorised and clearly identifiable users.

- The correct MEWP is used for the task that also complies with Milestone MEWP policy (which requires all category 3b MEWPs to be fitted with safety devices to guard against injury from entrapment).
- MEWPs are checked by Milestone Infrastructure before use and through daily and weekly inspections.
- MEWPs have valid certification and are removed from use if defects are identified.



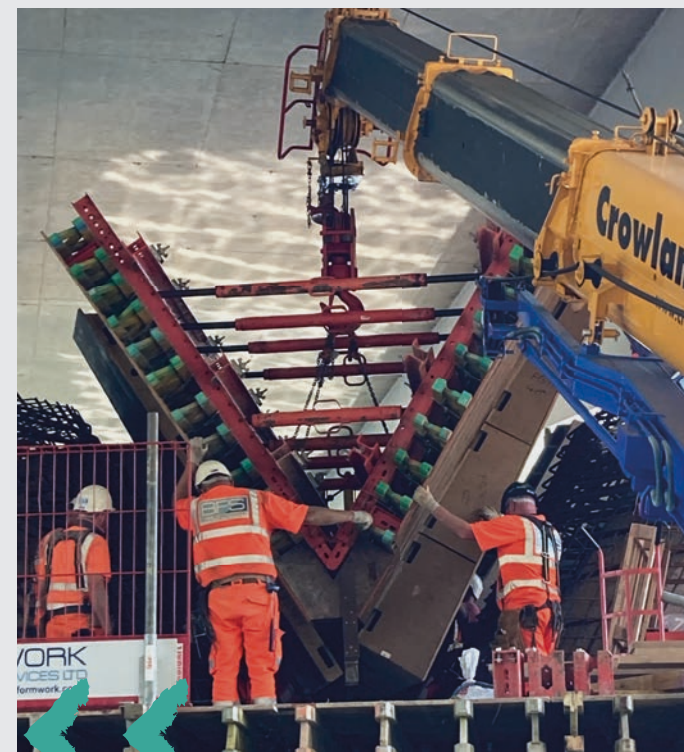
- No one works alone (safety watch at all times), except for van-mounted MEWPs for short-duration tasks & after a risk assessment.

6.6 Temporary works

Please see Milestone temporary works procedures, which are in accordance with BS5975, in MIMS for information on how to minimise and control the risks throughout the temporary works life-cycle.

Responsibilities:

- The contract/project lead must ensure a Milestone Temporary Works Co-ordinator (TWC) is appointed.
- The TWC must ensure that all design and construction work is carried out according to the agreed temporary works procedures.
- All supply chain must work according to Milestones temporary works procedures. These procedures, will be discussed at the pre-start meeting.
- All temporary works must be designed, checked, installed, approved and dismantled by competent people.

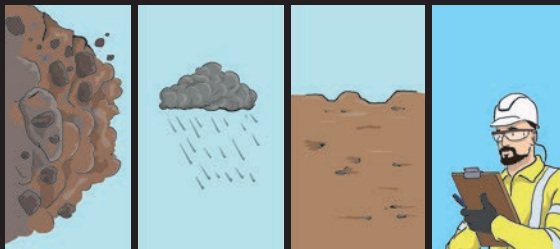


Excavations:

All excavations are to be assessed and reviewed as per the Temporary Works procedure with adequate control measures being implemented.



A competent person must perform a risk assessment to identify what appropriate engineering solution is needed depending upon ground conditions, weather and the environment (e.g. shoring, battering or stepping).



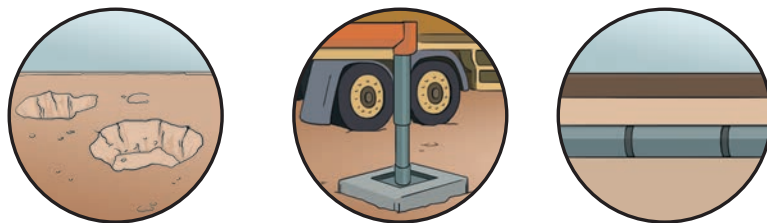
6.7 Lifting operations

Signallers must wear an orange high-visibility vest/armband/ hard hat and have a CPCS Slinger/NPORS Signaller's card.

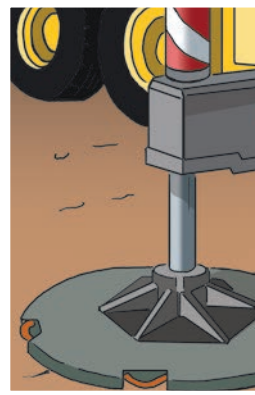
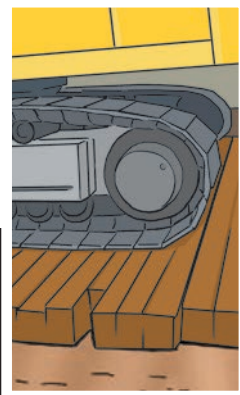


6.7.1 Lifting general requirements

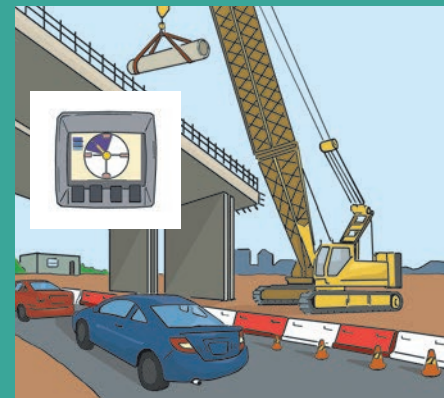
A temporary works co-ordinator, in consultation with the appointed person, must:



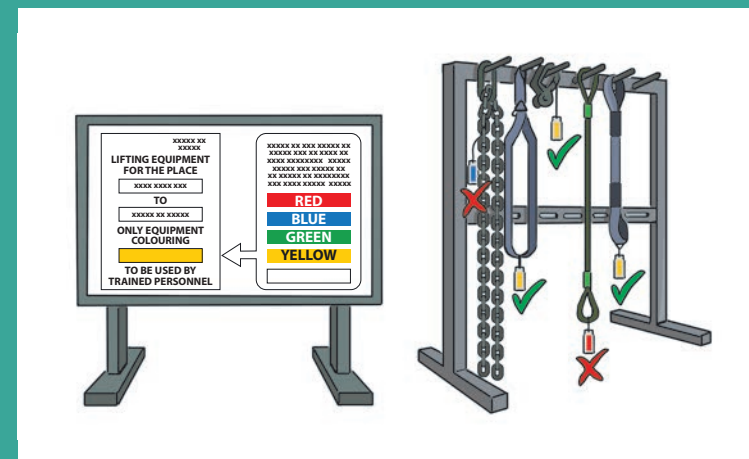
- Ensure an engineering assessment of the ground bearing capacity is done.
- Consider ground conditions, underground services and the position of any sub-structures.



- Ensure there's a design for outrigger pads, haul roads and pavements/piling mats.



When a crane or part of the load being lifted can enter prohibited space, such as over a public highway, a site boundary or near to overhead lines, the crane must be fitted with zone limiting devices to limit both slewing and derricking.



All lifting accessories must be clearly marked (colour coding or tagging system) to identify when they need to be inspected next.

Truck-mounted or small forklifts **must not** be used for deliveries on construction sites. Deliveries must be restricted to a suitable hard-standing segregated compound.



6.7.2 Lifting with excavators

Consider if an excavator is appropriate for the lifting operation and have an approved lift plan in place.

Excavators used for lifting must comply with Milestone Infrastructure plant standards and be fitted with:

- Acoustic or visual limiter or indicator.
- Compatible attachments with safe working load (SWL) indicated (and included in weight of the lift).
- Outriggers or blades to manufacturer's standards.
- Boom lowering control (e.g. hose burst check valves to ISO 8643:97), if maximum lift is over 1,000kg.
- Safe working load certificate and lift plan to be available with plant at all times.



Don't rely on rated capacity indicators (RCIs) for working out the weight of a load. Calibrate RCIs at least once a year.



Fit excavators used in lifting operations with a load hooking device.



Before lifting: Consider if an excavator is appropriate for the lifting operation and have an approved lift plan in place. Excavators used for lifting must comply with Milestone Infrastructure plant standards.

- Remove the excavator's bucket.
- Attach the master link to the designed lifting point – ensure it's free-hanging.



- Use a swivel shackle between the load and lifting point.



6.7.3 Loading & unloading

Vehicle to be safely positioned away from traffic and other vehicular movements. Suitable barriers, cones and signage to be erected if necessary:

- Mechanical handling methods must be used if available and safe.
- Lifting appliances to only be operated by trained authorised operatives.
- Area to be assessed for potential hazards using the location of work risk assessment before commencing lifting operations e.g. overhead lines, weather conditions, etc.
- No-one to be on the vehicle bed unless protective side bars are installed and SSoW is in place.
- Access/egress using appropriate points.
- Loads to be secured before traveling and assessed before unloading.
- Ensure loads are evenly spread over the axles of the vehicle.
- Manual handling training to be followed e.g. two person lift, avoid pinch points, if in doubt do not lift.

Ground/loading area:

- All unauthorised people excluded.
- Ground suitable and stable.
- Area free from obstructions and tidy.

People:

- Trained.
- Authorised.
- Correct number available.



Equipment:

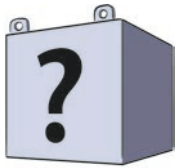
- According to the plan and correct for the load.
- Inspected.
- Good condition.
- Includes any special personal protection e.g. anchor points and harnesses.



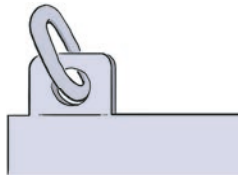
Vehicle:

- Suitable access.
- Appropriate edge protection.
- If self-unload (Hiab), check equipment and training certification.

Consider the following when it comes to the load:



- What is the load?
Is it what is expected?



- Where are the lifting points and are they according to the plan?



- Did the load shift while travelling?



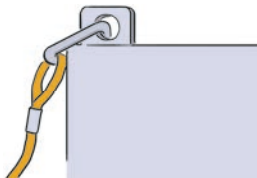
- Are the weights and the centre of gravity according to the plan?



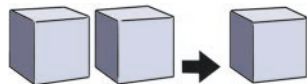
- Are there signs of bulging?



- What would happen if the load is undone?



- If pre-slung, is it according to the plan?



- Did the vehicle drop off any loads previously, meaning unloading here may need re-planning?

Revise loading plan if any of the above have occurred or changed.



7) Excavations & Buried Services

Individual/Line Manager are to be conversant with (HSG47) safe digging practices and Line in the Sand guidance

- You must utilise both the CAT and GENNY to achieve HSG47.
- CAT and GENNY user must mark up the site before works start.
- Individual must have competent supervision.
- Excavation work must have a Permit to Avoid Underground Services authorised by Permit Coordinator/Supervisor.
- Visual survey of the location carried out.
- CAT & Genny must be used throughout excavation process, not exceeding 300mm layers.
- No mechanical excavators to be used within the exclusion zone of a known service unless approved by Business Director and HSW Manager and a safe system of works in place.
- Report any damaged services immediately.
- Flame Retardant (ARC 1 rated) coveralls must be worn for breaking ground operations as per line in the sand requirements.
- Insulated hand tools to be used at all times.
- Utility drawings to be A3, in colour, have a legend, be no older than 3 months except Gas which are to be no older than 1 month, 1 in 500 scale or on a mobile device which has capacity to enlarge to required scale.

Before breaking ground:

- Milestone Infrastructure must issue an up to date permit to avoid striking underground services.

Avoidance of Underground Services Permit

How to Complete the Permit: Permit issuer: Complete Sections 1,2,3,4,5,6, 8, 10 (1000) & 11 (1000) for Streetlighting contracts. Permit Number: Complete Sections 6,7,8 & 9 (1000)

1. Details

Project	Contractor	Street lighting contractor
Location reference	Permit start date and time	Permit expiry date and time
Surface Type	Surface Type	

Specific activity location(s) and description and additional remarks:

2. Hazards Identified

The following known services have been identified and drawings obtained:

Service	Depth (mm)	Exclusion Zone (mm)	Service	Depth (mm)	Exclusion Zone (mm)
LV Electricity	3000	3000	Gas	3000	3000
HV Electricity	500	500	Water (supply main or high pressure)	3000	3000
Gas (Low & Medium pressure)	500	500	Water (waste main or low pressure)	3000	3000
Gas (Intermediate & High pressure)	3000	3000	Other	3000	3000
Water (supply main or high pressure)	3000	3000	Other	3000	3000
Water (waste main or low pressure)	3000	3000	Other	3000	3000
Other	3000	3000	Other	3000	3000

3. Site drawing

A site-specific safe system of work MUST be developed and approved by project director and H&S manager if the works are within the mechanical excavation exclusion zones specified above.



- All relevant utility plans must be on site.

- A competent person to record the locations of underground services within the work area.



- Calibrate all equipment used for locating and recording underground services and calibration certificate to be available at all times.





- Anyone who performs drilling operations through structures, e.g. core drilling, must provide the responsible person with a hand-held cable detector and manufacturer training on how to use it.



- All responsible persons who locate underground services are trained and competent.



- Agree on the type of equipment to use, but ensure it provides a depth reading in genny mode and record of usage.

When breaking ground:



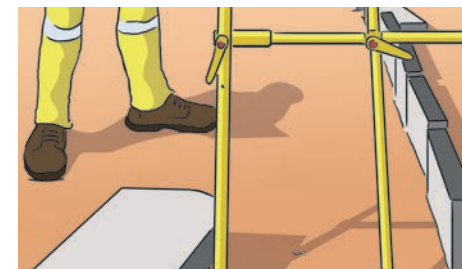
- Use non-contact methods for excavating where possible, e.g. vacuum excavation or air lance for excavating.



- Use electrically insulated digging tools when digging by hand.



- Road pins **must not** be used. If an alternative method is required, please seek advice from the HSW team.



See section 6.6 temporary works for guidance on design and shoring of excavations.

8) Plant & Equipment

Operators must:

- Hold a current skill card for the plant or equipment they are operating, recognised by the latest Build UK accepted record scheme.
- Get additional training if operating ancillary equipment, such as quick hitches or grabs.
- All plant and equipment must have a reception check form completed.
- All plant to be visually inspected daily.
- All plant and equipment must be inspected weekly and recorded.
- Thorough examination certificates to be held within depot/project.

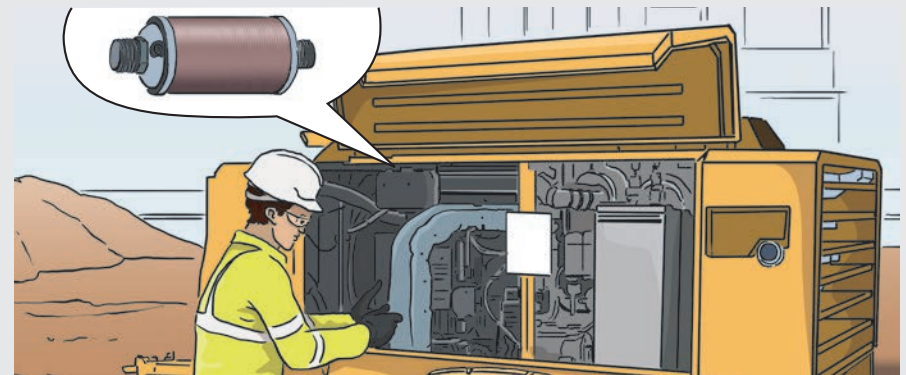


Plant and equipment requirements:

- Make all plant available for a reception check by Milestone before use.



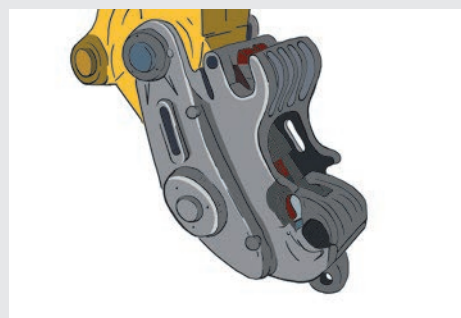
- Fit all compressors, percussion tools, plant and vehicles with effective silencers recommended by manufacturers.
- Maintain all plant and equipment in good working order. Pay special attention to silencers and acoustic panels.



- Provide plant sound power levels in decibels (dB). All plant must comply with permissible noise levels as per relevant standard and any local restrictions.



- When not in use, shut down or reduce plant to idling speed.



- Use 'new generation' quick hitches that have a fully automatic double-locking device that locks both pins of the bucket.

People Plant Interface

Excavator restricted zone

This visual standard clarifies information within the management system concerning the control of people-plant interface. It shall be included as part of local training programmes, management plans or procedures.

Scan to view QR Code

Things to remember for operators:

- Lower the boom/bucket or attachment to ground level
- Power down and apply the deadman's level when anyone approaches the excavator
- Remove the keys when the excavator is left unattended
- Only release the deadman's level when everyone is clear
- Make sure your clothes don't get in the way of controls; inadvertently operating the machine

Restricted Zone

Danger zone. Keep clear at all times.

Machine Operator's Line of Sight

This is the safest area for approaching an excavator, as it provides the greatest change of being seen by the operator. To enter the line of sight:

- Make eye contact with the operator
- Indicate that you wish to approach by giving a thumbs-up
- Wait for the operator to apply the brake and put the machine in neutral
- Only approach once the operator indicated with a thumbs-up that it is safe to do so

Crush Area

Avoid crush areas at all times.

IF IN DOUBT, STAY OUT OF A MACHINE'S WORKING AREA.

Note: Supply chain must ensure horizontal directional drilling rigs have safety guards that comply with HSE requirements to prevent entanglement.

- One-tonne dumpers must not be used unless a site specific risk assessment and safe system of works has been produced and signed off by the contract Business Director and HSW Manager.

Forward-tipping dumpers above six tonnes must have the following features to ensure operators have clear visibility:



Raised the driver seat



An angled skip to maintain visibility



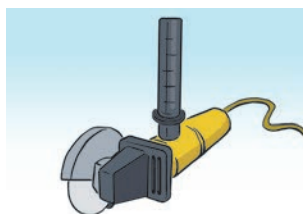
Low head board



- Use auto-retractable safety knives. If not practical, use a fixed Stanley blade after a risk assessment and control measures have been agreed with the Milestone project/contract team.



- Using metal tri-blades or chain-link blades on brush cutters and strimmers **are prohibited**.



- Only use angle grinders with their correct guarding in place and if you have an abrasive wheels training certificate. NOTE: petrol driven cut off saws require a separate qualification.



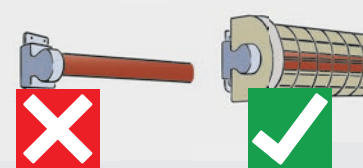
9) Electrical Safety

All electrical portable appliances must be:

- Portable Appliance Tested (PAT).
- Recorded on a register.
- Labelled with next test due date.



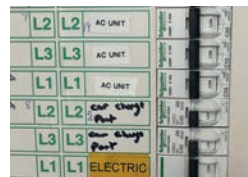
- Multi-way plug and socket adaptors must be fused and surge protected.



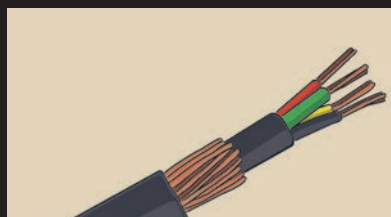
- Radiant space heaters, tubular heaters without wire cages and heaters without thermal overloads are not allowed on site.



- Only use 240V chargers if they are approved by a project/contract lead and in designated and agreed locations.



Type of equipment	110v	230v	Fixed RCD's	Equipment in site offices
User Checks	Visual Weekly	Daily/every shift	Daily/every shift	Weekly
Formal visual inspection	Monthly & recorded	Weekly & recorded	Weekly	Monthly office inspection
Combined inspection and test	Before first use, then every 12 months	Before first use, then annually	Before first use, then per contract/project requirements	Before first use, then fixed facility every 3 years and Projects annually



Portable and hand-held tools that use more than 110V can only be used if there's no alternative and:

- They are centre tapped to earth.
- They have armoured cable.
- Additional RCD's are fitted.



Before starting work near overhead power cables:

- The Milestone Infrastructure project lead must give approval.
- Take all precautions and protection, as per HSE guidance note GS6 "avoiding danger from overhead power lines".



10) Noise, Dust & Vibration

Any activity being undertaken must be managed to reduce noise, dust and vibration:

- Implementing best practicable means of mitigating noise, dust and vibration.
- All HAV trigger times to be recorded and monitored.
- Ensure all local residents impacted by noise, dust & vibration have been notified in advance.



- Where possible make use of acoustic barriers and fencing when undertaking noisy works such as cutting activities.

11) Pollution Prevention

To help prevent and contain pollution:



- Follow regulatory guidelines to prevent pollution when washing out concrete, e.g. use a proprietary concrete wash water treatment system.
- Plans to dewater excavations or discharge other sources of water must be agreed in advance with the Milestone supervisor and environment team. Permits may be required.



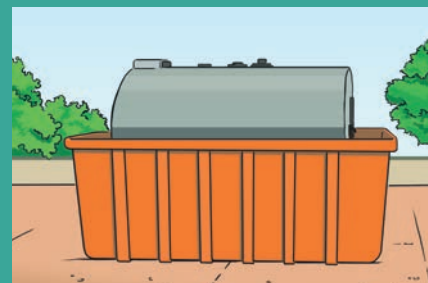
- Ensure mobile fuel bowzers and compressors have the correct size drip tray (e.g. Plant Nappies) underneath them at all times.
- Empty drip trays/plant nappies of rainwater without causing pollution.



- Bund fuel drums or CoSHH substances to 110% capacity of the largest container, or 25% of all containers – whichever is greatest.
- Display safety data sheets (SDS) next to bunds.
- Ensure suitable pollution prevention measures are in place at refuelling areas, this should be agreed with the project Environmental lead.



- The bund can either be a plastic sump pallet or concrete built in-situ.
- Wherever possible the bund should be covered to prevent water from entering it. If a bund fills with water it must be disposed of as hazardous waste in line with duty of care requirements.



- Ensure operational staff have suitable emergency spill response training and know how to deploy a spill kit.



- The appropriate type and quantity of spill kits must be available.



- Store smaller CoSHH items in site safes with the relevant SDS. Store mastics and aerosols separately.
- Store fuels separately from COSHH items.

12) Waste

Milestone has a commitment to delivering zero waste to landfill and have a long-term objective to generate zero waste from its projects.

Follow the waste hierarchy and waste duty of care requirements, as well as taking all reasonable steps to:

1. Prevent unauthorised or harmful deposit, treatment or disposal of waste.
2. Ensure compliance with all conditions of waste permits, exemptions and regulatory position statements.
3. Prevent waste escaping from your control.
4. Ensure whoever you transfer waste to has the correct authorisation and an accurate description of the waste.



Supply chain are responsible for their own waste and must provide the following before waste (including hazardous waste) leaves a Milestone site:

- A site waste management plan.
- A waste classification undertaken in accordance with the regulatory guidelines.
- Waste carriers registration, as issued by the Environment regulator.
- Environmental permits for all facilities where waste is transported to.
- Use a specialist company to source suitable containers (e.g. clip-top drums) for the storage of hazardous waste and its removal from site.
- Ensure all waste movements are accompanied by a Waste Transfer Note or Hazardous Waste Consignment Note.

- Place waste into separate skips (concrete and hardcore, wood, plasterboard and metal).
- Place hazardous waste (e.g. used CoSHH items, contaminated spill kit materials) in suitable containers e.g. in lockable wheelie bins.
- Display signage on every skip and container to identify the correct waste type.
- Return all timber pallets to suppliers.
- Supply monthly waste data to supervisor, environment team or site manager using the agreed template.



13) Energy

Milestone's long-term objective is to minimise energy use and embodied energy contained in its products.



- Report all energy use (e.g. electricity, site diesel) and embodied energy in materials (for carbon footprinting calculations) on a monthly basis, using the agreed format.



- Include details of how associated emissions and embodied energy during material production have been minimised.

14) Water

Milestone's long-term objective is to minimise water use and embodied water contained in its products.



- Report all potable water use and embodied water in materials on a monthly basis, using the agreed format.
- Include details of how associated water use and embodied water have been minimised.

15) Ecology

- Where protected or important species and habitats exist on-site, site teams must work with the appointed Environmental Advisor and the wider project team to programme site works with a view to minimising disturbance to wildlife. This includes site preparation, ground works, and soft landscape works which should be scheduled at an appropriate time of year.
- Vegetation clearance should be planned outside of the period 1st February – 31st August to avoid nesting birds. If clearance work has to be undertaken during this time, a breeding bird survey needs to be carried out by a suitably qualified person.
- Unnecessary tree and vegetation removal should always be avoided. Before felling any trees or removing any hedgerows check to ensure permission has been obtained. Ensure any work on or near trees is carried in accordance with BS 5837:2012 – "Trees in Relation to Design, Demolition and Construction".



16) Personal Protective Equipment

As a minimum standard of personal protective equipment (PPE), the following must be provided and worn at all times:



- Appropriate-coloured safety helmet.
- Chinstrap or other restraining device for safety helmet, if applicable through a risk assessment.



- Safety glasses that incorporate prescription lenses and impact rated, where necessary.



- High-visibility jacket or long sleeved vest.



- Full length high-visibility trousers.



- Safety footwear with toe and mid sole protection & ankle support.



- Task-specific gloves.



16.1 Additional PPE

- Goggle
- Harness
- Visor
- FR ARC flash overalls
- Bodycam
- Lone working device
- Head torch
- Ear defenders

Wear all-in-one protective clothing for heat and flame (FR Index 3 and Arc Class 1 as standard) when breaking ground and there's a risk of coming into contact with live services as per line in the sand requirements.



Arc Class 1



FR Index 3

Safety helmet colours:



Black:
Supervisor



Orange:
Slinger/
signaller



White:
Management and
competent operatives
and trades

Chainsaw PPE

- Safety helmet to EN 397.
- Hearing protection to EN 352-1.
- Eye protection: Mesh visors to EN 1731.
- Upper body protection: The use of a chainsaw jacket are to be risk assessed according to the works being undertaken by site staff. Where the risk assessment stipulates that a Chainsaw Jacket is required this must conform to BS EN 381-11.
- Gloves: chainsaw gloves to EN 381-7.
- Leg Protection to EN 381-5.
- Boots: Chain saw boots to BS EN ISO 20345:2004 and bearing a shield depicting a chainsaw to show compliance with EN381-3.

16.2 Additional requirements

Additional PPE, as per a task-specific risk/CoSHH assessment, may be required.

The minimum standard for disposable face masks is FFP3. All users of filtering face pieces RPE must be face-fitted/tested for each specific RPE worn, plus be clean shaven at the time of testing and during active use.



Supply chain must return all PPE, if supplied by Milestone Infrastructure. Any items not returned will be charged a levy.

17) Asbestos

Milestone will advise if asbestos is present on a project. But if in doubt seek advice.

Only specialist contractors, approved and licensed by the HSE, may work with asbestos.



18) Work Areas

Store all materials on pallets, racks or specialised storage systems.

Secure temporary electric cables (junction boxes, extension leads, etc.) with "sky hooks" or equivalent, and route them safely so they don't cause tripping hazards.



19) Materials

In line with the Milestone Environment Strategy the long term objective is to reduce the use of virgin materials and their associated carbon emissions.

<https://www.milestoneinfra.co.uk/environment/Infrastructure/supply-chain/working-with-us/>



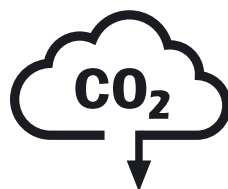
- Report all timber and timber product deliveries.



- Report all quarried product deliveries.



- Record all products that contain recycled material.



- Report all delivery mileage, vehicle type and associated CO2 emissions, as well as details of how CO2 emissions have been minimised.



- Provide supporting delivery notes on request, and clearly show the chain of custody number for timber deliveries.
- All reports must be made available on a monthly basis and in the agreed-to format.
- All timber must be FSC or PEFC certified.

20) Supply Chain

- All supply chain must be assessed and approved for Safety, Health, Environmental and Quality competency before any works start.
- Safety advisors nominated by supply chain must meet competency requirements NEBOSH General or Construction or equivalent.

21) Public Interface



All site boundary for schemes, projects and depots must be maintained at all times.

All barriers must be erected according to manufacturers' instructions or follow temporary works design.

22) Communications

Supply Chain representatives and operatives are expected to participate and support Milestone regular communication events on all projects.

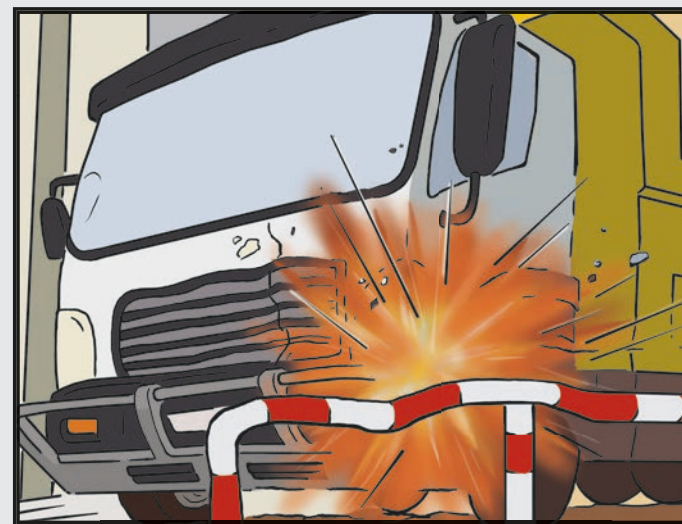
This includes, but is not limited to:

- Toolbox talks.
- It Starts With Me.
- Health and safety alert briefings.
- Pre-task briefings.



23) Incident Reporting & Investigation

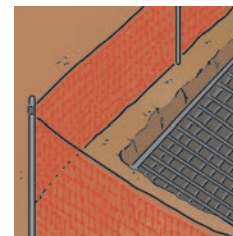
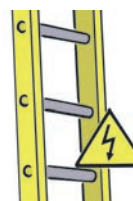
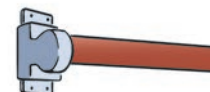
- Report any and all incidents to help us improve everyone's safety on site.



- All incidents, near misses and positive interventions must be reported to the Milestone Line Manager/ Supervisor immediately and recorded.

Refer to site notice boards and/or Line Manager for CSC contact number.

24) Summary of Items that are Prohibited



- Fuels stored in plastic containers.
- Netlon-type fencing as edge protection or as a barrier for restricted areas.
- Forks fitted to or suspended from 360°/180° excavators.
- Truck-mounted or small forklifts in construction areas; unless on hard standing ground in a segregated area.

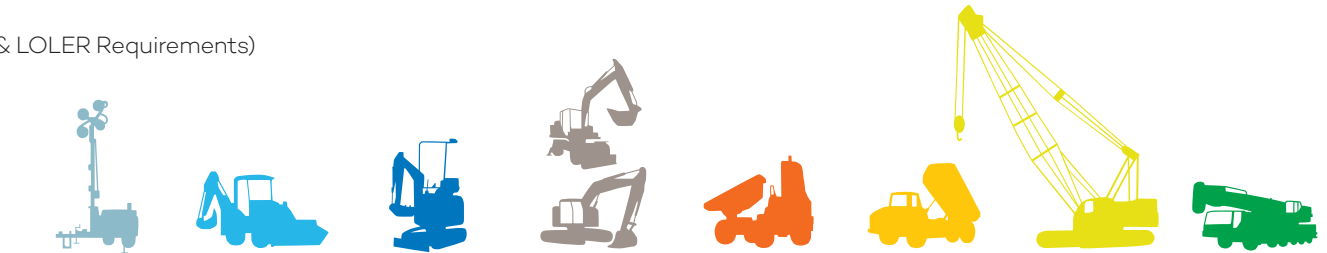
- Tubular space heaters without cages.
- Halogen lamps.
- Underslung loads from wheeled plant whilst in motion.
- Barrier tape as edge protection or as a barrier for restricted areas.

- Aluminium ladders or stepladders in live electrical areas.
- Lifting with excavators without removing the bucket.
- Road pins made of a conductive material.

Note: This is not a exhaustive list of prohibited items, please refer to the MIMS or seek advice form the HSW team.

Milestone Infrastructure Plant & Equipment Standards Summary

(All Plants shown subject to PUWER & LOLER Requirements)



	Towable equipment	180-degree excavator	Mini excavator (up to 8T)	Tracked and wheeled 360 degree excavator (10T and above)	Forward and side tipping dumper (less than 6T)	Articulated dump trucks (25T and above)	Crawler Crane	Mobile Crane
Roll Over Protection Systems (ROPS), Falling Object Protective Structures FOPS		☐	☐	☐	☐			
Variable track (<3T)			☐					
Seat Belts beacon		☐	Fitted for use if required	☐	☐	☐		
360° surround vision (cameras)				☐			☐	
Anti-entrapment device								
Work at height edge protection				☐			☐	
FA Double locking quick hitch (<5T)		☐	☐					
FA Double locking quick hitch (>5T)		☐	☐	☐				
Manual/direct hitch (<5T)		☐	☐					
Automatic Safe Load Indicator				& see note ***			☐	☐
Height and slew restrictors		Fitted for use if required	Fitted for use if required	Fitted for use if required			Fitted for use if required	Fitted for use if required
Speed restrictors					Fitted for use if required	Fitted for use if required		
Reversing / movement alarms		☐	☐	☐	☐	☐	☐	☐
Restricted / Exclusion zones		☐	☐	☐	☐	☐	☐	☐
Red zone training		☐	☐	☐	☐		☐	☐
Lift plans		By Risk Assessment & See Note *	By Risk Assessment & See Note *	☐			☐	☐
Underslung loads								

Fitted for use if required – Requires the Project to undertake a risk assessment to determine whether the specification is required. ☐ = mandatory requirement – should be fitted as standard in accordance with Plant and Equipment Minimum Standards / OU specifics Note * - When excavators are used for lifting they must have the appropriate check valves fitted and a lift plan must be in place covering lifting activities i.e. loading /unloading, lifting into excavations. Note ***- Rotating Telehandlers must be treated as if they are mobile cranes as effectively when operating in 360 mode for lifting. Note ***- Excavators up to 8 ton must have suitable controls in place if Automatic Safe Load Indicators are not fitted to ensure the stability of the load. This will also need to be considered if 360 rotating forklifts are used and require physical restraint.

Please seek advice from the HSW Team if plant you want to use is not listed in the below table.

							
	Telehandler	MEWP	Ride-in cabbed compaction roller	Tracked Dozer	Wheeled Loading Shovels	Forward and Side Tipping Dumper (6T and above)	Vacuum Extractor European Suction Excavator ESE 10 / 16 / 26 / 32T
Roll Over Protection Systems (ROPS), Falling Object Protective Structures FOPS	☐		☐	☐	☐	☐	
Variable track (<3T)							
Seat Belts beacon	☐		☐	☐	☐	☐	
360° surround vision (cameras)	☐		☐	☐	☐		
Anti-entrapment device		☐ Class 3B only					
Work at height edge protection		☐					
FA Double locking quick hitch (<5T)							
FA Double locking quick hitch (>5T)							
Manual/direct hitch (<5T)							
Automatic Safe Load Indicator	☐ & see note ***						
Height and slew restrictors		Fitted for use if required					
Speed restrictors	Fitted for use if required					Fitted for use if required	
Reversing / movement alarms	☐	☐	☐	☐	☐	☐	☐
Restricted / Exclusion zones	☐	☐	☐	☐	☐	☐	☐
Red zone training	☐		☐	☐	☐	☐	☐
Lift plans	☐ & see note ***	By Risk Assessment & See Note *					
Underslung loads	Only with Project Lead Lifting AP. Refer to Milestone Infrastructure UK Lead AP for advice						

Notes:

Notes:

