

# **SAFETY, HEALTH, ENVIRONMENT AND QUALITY CODE FOR SUBCONTRACTORS**

Revision 8

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## 1 Purpose of this Code

- 1.1 MWH Treatment is deeply committed to upholding the highest standards of Safety, Health, Environment and Quality (SHEQ) across all of its projects. MWH Treatment acknowledges the vital role its direct staff and subcontractors play in supporting and achieving these standards. This document serves to install a positive and responsible attitude towards any SHEQ issues. While not exhaustive, it represents the minimum acceptable standard on MWH Treatment contracts.
- 1.2 For more information and to access The MWHT Way (MWHT's Integrated Management System), including relevant processes, forms, guidance, TBTs and SHEQ alerts see <https://msheq.mwhtreatment.com/>.
- 1.3 MWH and its subcontractors are obligated to disseminate the content of this document and associated policies to all personnel employed or under their control on MWH Treatment contracts.
- 1.4 Compliance with this code is mandatory for all MWH Treatment staff and subcontractors and must be adhered to by any subcontractor engaged in work for or on behalf of MWH Treatment.
- 1.5 This Code does not supersede any clauses in the subcontract agreement.
- 1.6 MWH Treatment reserves the right to review and evaluate the effectiveness of this Code, with the authority to make amendments as necessary.
- 1.7 Subcontractors are also required to comply with the MWHT Sustainable Supply Chain Charter, which is required to be signed by all subcontractors during the supplier approval process. This is available on the [mwhtreatment.com](https://mwhtreatment.com) supply chain page.

## 2 Legislation

- 2.1 Subcontractors are legally obligated to conduct their operations in compliance with United Kingdom legislation. The Subcontractor must further ensure that all works align with relevant Codes of Practice and Guidance issued by regulatory bodies such as the Health and Safety Executive (HSE), the Environment Agency (EA), the Scottish Environmental Protection Agency (SEPA) Natural Resources Wales (NRW) and other relevant regulatory authorities.
- 2.2 It is essential to understand that adherence to the "Safety, Health, Environmental, and Quality Code for Subcontractors" does not relieve subcontractors of their statutory obligations.

## 3 CDM Regulations

- 3.1 On contracts where MWH Treatment has been appointed Principal Contractor and / or Principal Designer, additional project specific health, safety and environmental information will be provided to prospective Subcontractors. Subcontractors must thoroughly assess this information and integrate necessary arrangements for compliance into their tender submissions.
- 3.2 Subcontractors with design responsibility must apply risk management techniques to identify and mitigate risks associated with the design, construction, maintenance and repair phases. The subcontractor must communicate any residual risks to MWH Treatment and maintain regular reviews.
- 3.3 **Identification and Resolution of Hazards:** Subcontractors are required to identify significant hazards during the design process and resolve them appropriately. This involves assessing potential risks associated with their work and implementing measures to mitigate or eliminate these risks. Once hazards are addressed, subcontractors must communicate any residual risks to MWH Treatment and the Principal Designer.
- 3.4 **Coordination During Design:** Subcontractors must coordinate closely with MWH Treatment, the Principal Designer, and other relevant stakeholders throughout the design process. This ensures that their design considerations align with project requirements and integrate seamlessly with the overall project design.

- 3.5 **Collaboration During Construction:** During the construction phase, subcontractors are expected to collaborate with MWH Treatment and other contractors on SHEQ issues. This includes complying with project-specific rules and conditions, identifying and controlling hazards related to their work, and ensuring that their personnel are adequately trained and competent to perform their tasks safely and effectively.
- 3.6 **Workforce Information and Training:** Subcontractors must ensure that their workforce is informed about relevant risks, preventative measures, and safety protocols associated with their work. This involves conducting regular briefings and maintaining records of these briefings to demonstrate compliance with safety requirements.
- 3.7 **Health and Safety File:** Subcontractors are responsible for providing the necessary information for the Health and Safety File. This file contains essential health and safety information about the completed project, which is crucial for future maintenance, repair, and demolition activities.
- 3.8 **Cooperation and Adherence to Requirements:** Effective cooperation in the overall design process, provision of common facilities, and adherence to project-specific safety and environmental requirements are vital for subcontractors during the construction phase. This ensures that subcontractors contribute to the project's overall safety, quality, and environmental performance.
- 3.9 These points emphasise the importance of subcontractors' active involvement in managing SHEQ aspects throughout the project lifecycle, from design to construction and beyond.

#### 4 Process Safety

- 4.1 Subcontractor must, when requested, attend:
- Hazard Study 2: SWIFT (Structured What-If Technique). The requirement to attend will be determined at Hazard Study 1. This study is performed at the project development stage to identify and assess significant hazards using HAZID techniques. Inherent safety principles are applied, and the assessment determines appropriate design features. This ensures that the significant hazards to people and the environment are identified, and appropriate measures are taken to eliminate or reduce these risks to tolerable levels.
  - Hazard Study 3: HAZOP (Hazard and Operability Study). This review of the design and/or procedures identifies any hazards or obstacles to operability, particularly through deviations from the design intent. Key aspects include a detailed, systematic study of the design, consideration of transient operating conditions, and potential exposure of employees to harmful effects during routine operations.
- 4.2 Subcontractor must provide the following reports:
- Hazard Study 4: Design Verification (other methods such as a Certificate of Conformance may be used). The purpose of the report is to confirm that the plant/system has been fabricated/constructed in accordance with the agreed design.
  - Hazard Study 5: Pre-Commissioning Review. The purpose of this report is to confirm that the plant/system is safe to commission and all operating manuals, signage, etc, are completed
- 4.3 Document templates and guidelines for the above will be provided by MWHT as part of the overall Process Safety process within the MWHT Management System.
- 4.4 Subcontractors are subjected to all applicable requirements within the MWHT DEPD08-02 Process Safety process, which will be provided on request.

**5 Contract award**

- 5.1 Contracts will be awarded exclusively to subcontractors registered on the MWH Treatment's 'Approved List of Subcontractors'.
- 5.2 Prior to commencing any on site activities, the subcontractor shall attend a start-up meeting to confirm customer, quality, health, safety and environmental arrangements. Competence, duties and responsibilities must be defined and resolved pre-award.

**6 Sub-subcontracting**

- 6.1 Subcontractors are prohibited from sub-subcontracting any element of their works package without express written permission from MWH Treatment.
- 6.2 Subcontractors intending to sub-subcontract must conduct a SHEQ assessment, including compliance with this Code, and submit it for MWH Treatment's review.
- 6.3 Subcontractors are responsible for ensuring sub-subcontractors receive and comply with the requirements of this Code.
- 6.4 MWH Treatment may, after due warning in writing, require the removal of any sub-subcontractor demonstrating misconduct, negligence or failing to conform to agreed SHEQ provisions.

**7 Management and supervision**

- 7.1 Effective management and supervision are paramount for delivering SHEQ standards on MWH Treatment projects. The ratio of management and supervision shall be finalized and agreed at the pre-commencement
- 7.2 The subcontractor must carry out written inspections on their teams once per week by the Site Supervisor or equivalent unless agreed otherwise at the Pre-commencement meeting. A copy of the report should be provided to MWH Treatment at request. All monthly findings should be presented at Project Performance Meetings and Subcontractor Forums as arranged.
- 7.3 Subcontractors must provide full details of the number, competencies, and experience levels of all supervisors and managers within their package.
- 7.4 Subcontractors awarded substantial or critical packages may be required to coordinate supervision and work within a portion of the project or specific SHEQ aspects, as identified during the tender process.

**8 Language**

- 8.1 Workers who have English as a second language will only be permitted to work on site in compliance with MWH Treatment guidelines.
- 8.2 The subcontractor must ensure that all personnel fully understand the site H&S requirements as expressed orally and in written signage, including emergency arrangements. The language needs of non-English speaking personnel must be addressed through training and during induction.
- 8.3 The worker's employer must provide at least one English-speaking interpreter for each 'gang', or as otherwise deemed necessary to ensure safe working.
- 8.4 Non-English-speaking personnel must be trained to the same standard as English-speaking personnel.
- 8.5 Subcontractors must ensure that all staff are properly supervised, and particular attention is given to personnel who may have difficulties in understanding verbal or written communications.
- 8.6 Those who are responsible for managing such personnel on site must ensure that arrangements are in place to communicate information, in both written and oral English, relevant to the tasks

being carried out. Personnel who are not competent in the English language are permitted provided that the supplier can demonstrate that:

- appropriate arrangements are in place to ensure that instructions are communicated effectively and understood by all team members
- other team members are able to give oral instructions and warnings to non-English speaking personnel
- all personnel have received the same standard of H&S training.

## **9 Training, qualifications and competence**

- 9.1 Subcontractors must ensure only trained and competent personnel are deployed on MWH Treatment contracts. Subcontractors must establish standards and monitoring mechanisms to meet these criteria. Certifications and qualifications of all personnel must be sent to the site manager before attending the site, enabling pre-booking of site inductions.
- 9.2 To work on any MWH Treatment projects, all site personnel must hold one of the following cards: - CSCS, CPCS, or any other card officially affiliated to the CSCS scheme. The Energy and Utility Skills Register (EUSR) SHEA Passport scheme is affiliated to CSCS. In addition to the basic site entry requirements, task-specific competence cards may be required.
- 9.3 Site Management is required to have a minimum of CITB SMSTS and Site Supervisors SSSTS to set personnel to work.
- 9.4 The Energy and Utility Skills Register (EUSR) Water Hygiene qualification is mandatory for all persons engaged on or supporting the execution of restricted operations (Clean Water).
- 9.5 At least one team member must hold a valid First Aid at Work Certification (3 day) or be trained as a First Aid Appointed Person, dependent upon the number of people and the operation(s) being carried out.
- 9.6 When working on the highway or where there is a requirement to set out Signing, Lighting & Guarding (SLG), at least one member of the team must have a relevant 'Operatives New Roads and Streetworks Act Certification' (NRWSA). A qualified 'NRWSA Supervisor Certificate' holder shall be appointed, responsible for and available at suitable intervals to supervise the works. Daily recorded inspections of the signing, lighting and guarding must be undertaken and include photos.
- 9.7 Subcontractors must ensure that their personnel possess sufficient knowledge, experience and competence to fulfil the subcontract works without causing environmental incidents or compromising the requirements of the Environmental Management Plan.
- 9.8 Failure to produce evidence of qualifications to our Auditors will be scored negatively in the evaluation of the Subcontractor's performance, and the individual will have to stop work until evidence is produced.
- 9.9 All subcontractors are required to attend the MWH Treatment Behavioural Safety Programme (IFE), as and when requested, at no longer than 3-yearly intervals and for a duration of 1 day in duration.

## **10 Inductions**

- 10.1 A site-specific induction is required for all sites prior to anyone being permitted onto an MWH Treatment site. This will be delivered by the MWH Treatment Site Management. This identifies the hazards and behaviours expected on the specific site and will cover both the clients' and MWH Treatments SHEQ requirements
- 10.2 To obtain unescorted access to an MWH Treatment site, personnel must have completed the full induction process.

**11 Communication**

- 11.1 Regular communications will be carried out by MWH Treatment, which have mandatory attendance, which include but is not limited to:
- Daily Briefings, Toolbox Talks, Point of Work Risk Assessment (or SafeStart) and Intervention
  - Note - Point of Work Risk Assessment (SafeStart) must take place at the place of work (workface) and not in welfare office etc.)
  - Spill Response training and Spill Drills
  - MWH Treatment Stand Down events are typically held twice a year and involve absence from the work site for minimum of half a day.
  - Performance Reviews: MWH Treatment maintains a suite of performance measures on its Subcontractors. across: Delivery / Time, Commercial, Working Relationships and SHEQ. The intervals of these will be agreed during the pre-commencement meeting.

**12 Incident reporting**

- 12.1 All incidents including environmental incidents, spillages and harm to the environment or wildlife must be reported as soon as possible to the MWH Treatment Site management and then logged on ActivSHEQ by MWH Treatment. Any discharges to watercourses / water bodies are to be reported immediately in line with the MWH Treatment Spill Response and Emergency Plan EVGD04-03.
- 12.2 All incidents shall be investigated, root causes identified, and action taken to prevent a recurrence.
- 12.3 The first response to an incident, where danger still exists, must be the implementation of prompt remedial action to control immediate risks. However, it should be noted that following a fatality, dangerous occurrence or specified major injury, the incident location must be left undisturbed until such time as the Principal Investigation team arrives at the scene.
- 12.4 The Subcontractor must provide MWH Treatment site management with internal incident reports promptly (an interim report within 2 days and a full report required within 10 days) and co-operate fully in any investigation conducted by MWH Treatment. Full co-operation must also be given to relevant regulatory bodies e.g. Health and Safety Executive, Environmental Regulator, Local Authority etc. as required.
- 12.5 Any near miss, hazards, good practices or positive interventions / improvement must be reported using an Improve IT Card or directly on to ActivSHEQ. Nonconforming Outputs (NCO's) reporting will also be reported in this way. KPI's should be put in place during the pre-commencement meeting
- 12.6 Should Regulatory Visits occur (HSE, Environmental Regulator, Local Authority) then MWH Treatment must be informed immediately.

**13 MWH Treatment Audit Requirements**

- 13.1 All Live projects/teams will be audited by MWH Treatment as a minimum of once a month for compliance with Health and Safety requirements.
- 13.2 All projects/teams will also be subject to an environmental audit, the frequency of which will be determined by an environmental risk rating using procedure SYFR03.
- 13.3 All applicable projects/teams will be subject to a Quality audit, the frequency of which will be determined by a risk rating as determined by a Quality Advisor / Auditor.
- 13.4 Where findings are raised against the Subcontractor and/or their activities, the Subcontractor will co-operate with the Auditor and Site Management to ensure appropriate and timely close out of the finding.

13.5 The subcontractor shall permit MWH Treatment to undertake assurance checks on their processes, controls and premises / products. Examples include: audit, factory acceptance tests, expedition / pre-dispatch inspections, progress reviews and investigations.

13.6 Evidence of effective close out will be required before identified non-conformance can be fully closed.

#### **14 Emergency procedures**

14.1 Emergency procedures and routes to the nearest A&E hospital will be displayed in and around the site offices and welfare.

14.2 Appropriate first aid and fire risk assessments must be in place and appropriate control measures implemented and adhered to.

14.3 Rescue arrangements must be detailed in method statements, where appropriate.

14.4 Site-Specific Environmental Emergency Response Plan (for high environmental risk sites) and/or the generic Environmental Response Plans (spill response; discovery of protected species, archaeology, land contamination, etc.) as displayed on the site must be adhered to.

#### **15 Demolition**

15.1 When a subcontractor is engaged in demolition work, the subcontractor must be a member of the National Federation of Demolition Contractors (NFDC) and ensure that their operatives are qualified to the Certification of Competence of Demolition Operatives (CCDO) level, along with specific CPCS qualifications for the demolition plant.

#### **16 Electronic Permit-to-Work System (PTW)**

16.1 Where an electronic Permit-to-Work system (such as SiteAssist) is implemented on a project, subcontractors shall use that system for the viewing, acceptance, management, suspension and closure of all permits.

16.2 Paper permits or alternative arrangements shall only be used where expressly authorised by the Company.

16.3 Subcontractors shall ensure that personnel acting as permit holders are competent in their role and are sufficiently familiar with the operation of the electronic system being used.

16.4 Subcontractors shall support planning by providing timely information in advance, required for user account creation and access to the electronic PTW system, in accordance with the MWHT's defined request and approval process.

16.5 Failure to comply with the requirements of the electronic PTW system may result in permits being refused, suspended or revoked, and may constitute a breach of this SHEQ Code and the subcontract conditions.

16.6 Use of mobile devices for electronic permitting is permitted on site, provided devices are used in safe locations and in accordance with site rules on mobile phone use and situational awareness.

#### **17 Provision of Equipment**

17.1 Subcontractors are responsible for providing their employees and any sub-subcontractors with suitable equipment and access required to use any required app/software (such as the electronic Permit-to-Work system), including mobile phones, tablets or other devices.

17.2 The Company does not provide, insure or maintain subcontractor equipment, and accepts no responsibility for loss or damage to subcontractor-owned devices used.

## HEALTH, SAFETY AND WELFARE MANAGEMENT

### 18 Drugs and Alcohol

- 18.1 MWH Treatment will conduct routine and for-cause screening for drugs and alcohol in breath, saliva and/or urine.
- 18.2 The following limits will be used in testing for alcohol:
- Measurement Limit*
- The limit for alcohol for the MWH Treatment Policy and respective tests is the Government's legal drink/ drive limit for the country in which the testing is undertaken
- 18.3 The Company takes a "zero tolerance" approach to the consumption, possession or supply of illegal drugs.
- 18.4 The screening will be used to detect the use of alcohol and drugs and/or the abuse of other substances in the following scenarios:
- Existing employees and Subcontractors, including by random selection and unannounced screening.
  - Any person(s) involved in an incident.
  - Anyone exhibiting abnormal behaviour or appearance prompting managerial intervention.
  - Potential employees or Subcontractor.
- 18.5 If any person is found to have breached the rules or tests non-negative, refuses to undertake the tests or brings MWH Treatment into disrepute through their activities in connection with alcohol, drugs or substance abuse, will be removed from site immediately.
- 18.6 Many medicines obtained, with or without prescription, can affect performance at work. On being prescribed any medicines subcontractors shall always seek advice from their Doctor as to the effect the medicine may have on their ability to undertake their duties and, in the case of non-prescribed medicines, shall always read the instructions carefully and/or seek the advice of a Pharmacist, and MUST advise the MWH Treatment Manager to determine whether or not they are fit for duty.
- 18.7 MWH Treatment will not use or retain any incidental information about a person's health and lifestyle that may arise from the test, and which is irrelevant to the purpose of the MWH Treatment policy.

### 19 Inappropriate behaviour

- 19.1 Subcontractors must ensure that any employee displaying inappropriate behaviour, especially that which compromises safety, is subject to appropriate action in line with their policy and procedures, any horseplay will not be tolerated.

### 20 Health and Wellbeing

- 20.1 Subcontractors are responsible for providing health surveillance and occupational health provisions for all their staff.
- 20.2 Fitness to work records shall be held for all employees and any conditions identified are to be managed by the subcontractor.
- 20.3 Safety Critical workers require regular medicals (dependant on age). These include:
- Plant operators (including MEWP operators, classification 1B & 3B), vehicle marshals and piling rig attendants
  - Crane supervision, crane coordinator, crane operator, slinger, and signaller

- Low Voltage (LV) and high voltage (HV) appointed persons
- Mechanical Appointed persons
- Demolition workers (work at height or in restricted locations)
- Those undertaking tasks where collective fall prevention measures to control a risk are not practicable, e.g., scaffolders, steel/cladding erectors, persons erecting and dismantling cranes
- Workers on high-speed roads and road constructors
- Workers in confined spaces, such as tunnellers
- Workers using Self-Contained Breathing Apparatus (SCBA) or working in compressed air.

## 21 Fatigue Management and Working Time

- 21.1 All subcontractors must have policies in place which are in line with MWH Treatments MP91 Fatigue Management Policy and ensure that all employees and contractors are aware of the risks surrounding fatigue.
- 21.2 Everyone needs to be suitably rested before work and their working week must be adequately planned. Subcontractors may be requested to submit details of employees working hours and compliance with working time regulations.
- 21.3 Out-of-hours working may be required at times but this needs to be agreed by the Project Manager or Construction Manager prior to it occurring.

## 22 Risk Assessments and Method Statements (RAMS)

- 22.1 All activities must be subject to a suitable task and project specific risk assessment by a competent person which should be recorded, and appropriate controls developed.
- 22.2 All subcontractors must be registered and trained on Intuity.
- 22.3 All RAMS must be submitted via Intuity by the subcontractor a minimum of 10 working days prior to the activity being undertaken.
- 22.4 Risk management techniques must be applied in accordance with the “hierarchy of controls” to mitigate any activity involving unacceptable levels of risk.
- 22.5 Where it is necessary to employ a safe system of work, a documented method statement must be produced outlining step-by-step procedures for carrying out the work safely and submitted to the MWH Treatment Site Management for approval prior to the commencement of work. The method statement shall include information on specific control measures, equipment requirements, emergency procedures, and any relevant environmental considerations.
- 22.6 Risk assessments and method statements must be briefed to all Operatives involved in the work, ensuring they understand the contents, emphasizing key safety measures, hazard controls, and emergency procedures relevant to their task, and the briefing record held on site.
- 22.7 Risk assessments and method statements must be continuously reviewed and updated as circumstances change and operatives re-briefed on the changes; this should be no later than 30 days from the previous review.

## 23 PPE

- 23.1 On all MWH Treatment sites, the minimum mandatory PPE requirements for all persons on site are as follows:
- **Head Protection:** Hard hats meeting EN 397:2012+A1:2012 as a minimum. From 1<sup>st</sup> June 2026 is it desirable that all Hard Hats must be fitted with a chin strap. From 1<sup>st</sup> January 2027 chin straps are a mandatory requirement. White safety helmets unless roles dictate a different colour as below.

|                 |                        |
|-----------------|------------------------|
| Black Hard Hat  | Front Line Supervisors |
| Orange Hard Hat | Slinger/ Signaller     |
| Red Hard Hat    | Traffic Marshalls      |
| Blue Hard Hat   | Visitor                |

- **Foot Protection:** Safety footwear meeting relevant standards (e.g., EN ISO 20345) to protect against impact, compression, and puncture hazards. Lace up safety footwear with toecaps, protective midsole and ankle support, **no rigger boots**.  
**Note:** Wellingtons do not meet these criteria and must have a documented risk assessment for use
- **Hand Protection:** Gloves appropriate for the specific task, such as cut-resistant gloves (EN 388) for handling sharp objects or chemical-resistant gloves for working with hazardous substances.
- **Eye and Face Protection:** Safety glasses or goggles meeting relevant standards (e.g., EN 166:2001) to protect against impact, chemical splashes, and other hazards.
- **Hearing Protection:** Earplugs or earmuffs meeting relevant standards (e.g., EN 352) to protect against excessive noise levels.
- **High-Visibility Clothing:** High-visibility vests or jackets meeting standards like EN ISO 20471:2013 for workers in environments where visibility is essential. Long-sleeved orange high-visibility top. Full-length orange high-visibility bottoms.
- **Respiratory Protection:** Depending on the nature of the work, respiratory protective equipment (RPE) such as filtering facepiece respirators (FFP) or powered air purifying respirators (PAPR) may be required. These should conform to standards like EN 149:2001+A1:2009 for FFP masks. Individuals must be face-fit tested prior to using tight-fitting respirators to determine the correct make, model and size that will provide the required seal. Records of face-fit testing must be held by the subcontractor and made readily available upon request.
- **Fall Protection:** Depending on the work at height, fall protection equipment such as harnesses, lanyards, and anchor points may be necessary, conforming to standards like EN 361, EN 362, and EN 363.
- **Sun Protection:** In outdoor work environments, sunscreen, shelters, and other sun protection measures may be necessary to protect against sun exposure.

23.2 Additional PPE requirements will be determined by task specific risk assessments e.g. flame-resistant clothing, goggles, wellington boots etc.

23.3 Class 3 flame/ arc resistant orange overalls are mandatory where personnel are undertaking breaking ground activities.

**24 Electrical Safety**

24.1 All contractors will work in compliance with HSGD06-01/ 01A – Electrical Safety Rules.

24.2 PAT Testing:

- All electrical portable appliances will be fully PAT tested, registered and labelled showing the subcontractor and/or the plant hirer’s name and next test-due date.

**25 Welfare**

25.1 Where MWH Treatment are providing shared welfare facilities, this will be set out in the subcontract information.

- 25.2 Where a project is planned to take more than one-week, minimum welfare arrangements are Groundhog units or vans equipped with a sink, water with heater and a skin care system containing pre-work cream, hand cleanser and skin sanitizer. Additional facilities should be provided, dependent on the number of operatives, length of project, type of operations etc.
- 25.3 Records of any agreements with the owner/managers of public amenities are to be included in the site file.
- 25.4 Where Subcontractors are responsible for providing their own welfare facilities, this will be in compliance with the Environmental Management Plan (EMP) to ensure there are no environmental impacts, e.g. habitat disturbance, pollution to watercourses etc.
- 25.5 Where welfare cabins are managed by the Subcontractor and have a septic tank, this is to be emptied at the responsibility of the Subcontractor and undertaken in line with current UK Waste Management Regulations. Copies of completed waste transfer notes, duty of care documentation and volume data are to be provided to MWH Treatment as a minimum monthly and upon request.

## 26 Confined spaces

- 26.1 In this context, confined spaces can include deep excavations, manholes, sewers, drains, chambers, tanks, tunnels, shafts, ducts, pipelines, boreholes and other unventilated rooms.
- 26.2 To ensure compliance with Confined Space Regulations 1997, MWH Treatment projects will ensure that confined space procedures are implemented as follows.
- 26.3 Personnel are to be trained at a minimum to the appropriate City and Guilds or CABWI training level and must have safety-critical medical.
- 26.4 All confined space work must be appropriately managed subject to categorisation
- 26.5 Before anyone enters a confined space, a comprehensive risk assessment and detailed method statement must be developed, outlining the specific precautions, procedures, and controls required for safe entry and work within the confined space also including a rescue plan.
- 26.6 Permit to Enter must be issued by an appropriately trained appointed person/ coordinator.

## 27 Working on or around asbestos

- 27.1 Asbestos awareness training must be provided for all subcontractor operatives and supervisors who are liable to disturb asbestos during their work.
- 27.2 Prior to the works - When possible asbestos products could be found at a work site, a survey should be undertaken to establish the nature of the material.
- 27.3 If it is deemed to be either material requiring a license or notification, then all activities must stop until a specialist contractor is appointed.
- 27.4 If it is deemed that the work will be non-Licensed, a site / task specific risk assessment and method statement must be prepared to plan the activities. The workforce must be briefed to ensure they are trained (UKATA Cat B), competent and aware of the hazard and the controls that are to be implemented.
- 27.4.1 Additional training must be provided to subcontractor operatives and supervisors who may be expected to undertake non-Licensed work.
- 27.4.2 The training provider must be accredited by an organisation such as UKATA or BOHS, or similar, covering the minimum requirements set out in Regulation 10 of the Control of Asbestos Regulations 2012 and be able to demonstrate a minimum of five years' experience of this type of work.
- 27.4.3 The training must be given before asbestos exposure, with refresher training at regular intervals not exceeding one year or if the nature of the work changes in any way that might increase the risks of exposure.

**28 Health Risks**

Prior to starting on site, subcontractors undertaking work involving noise, dust or vibration must demonstrate how the risk of such activities will be mitigated and managed and information included within risk assessments and method statements.

**28.1 Dust**

- 28.1.1 Compliance with the HSE guidance CIS36 Construction Dust and HSG 53 Respiratory Protective Equipment at Work – a practical guide.
- 28.1.2 Construction activities will be managed in accordance with best practice, including mitigation set out in the IAQM (Institute of Air Quality Management) guidelines (i.e. Guidance on the assessment of dust from demolition and construction).
- 28.1.3 Controls should include water suppression, and dampening down will be carried out to reduce dust, on tool extraction (OTE), etc.
- 28.1.4 Suitable RPE and face fit testing - Provision of quantitative and qualitative face fit testing shall be provided for RPE by the employer. The requirement for type and frequency of face fit testing must be assessed in accordance with HSE requirements to ensure legal compliance.

**28.2 Noise**

- 28.2.1 The sound level in decibels (dB) of all plant to be used on site must be provided.
- 28.2.2 All compressors, percussion tools, plant and vehicles will be fitted with effective silencers of a type recommended by the manufacturer.
- 28.2.3 All plant and equipment will be shut down or throttled back to idling speed during periods of non-use.
- 28.2.4 All relevant plant will comply with the permissible noise levels set out in the appropriate European directives and any local restrictions.
- 28.2.5 All plant and equipment are to comply with the relevant air emission guidelines for particulates, for example, London's low-emission zone. Documentation is to be made available when requested.
- 28.2.6 All plant and equipment will be maintained in good working order, with particular attention being paid to the condition of silencers and acoustic panels.

**28.3 Hand Arm Vibration Syndrome (HAVS)**

- 28.3.1 Repeated and prolonged exposure to vibration transmitted to the hand and arm from using vibrating tools and equipment can lead to occupational diseases, such as vibration white finger and carpal tunnel syndrome. Collectively these diseases are known as Hand Arm Vibration Syndrome (HAVS).
- 28.3.2 An Exposure Action Value and Exposure Limit Value are legally set levels of vibration that workers should not be exposed to, so reasonable steps should be taken to keep exposure to hand-arm vibration as low as reasonably practicable.
- 28.3.3 There is an Exposure Action Value of 2.5m/s<sup>2</sup> A(8), where technical and organisational measures should be implemented to reduce exposure. There is also an Exposure Limit Value of 5.0m/s<sup>2</sup> A(8), which should not be exceeded.
- 28.3.4 Assess the risks and put in place control measures to reduce exposure. RAMS should include the vibration levels of the equipment being used.
- 28.3.5 Inform, instruct and train employees so they can recognise the symptoms and know how to report any signs of injury.

28.3.6 Identify those employees liable to be exposed to vibration or exposure at or above the EAV, as they require health surveillance.

## 29 Hot Works

29.1 Hot Works Permit to be issued prior to any hot works taking place stipulating any controls to ensure suitable fire precautions.

29.2 Suitable and sufficient RAMS for the activity taking place must also be in place alongside the permit.

## 30 Excavations, safe digging and working near underground services

30.1 The hierarchy for the types of tools and equipment to be used for excavation and location and exposing underground utilities is detailed in CDGD34-02 General Guidance on Excavations, Cofferdams and Caissons. The mandatory method is Vacuum Excavation unless a clear risk assessment detailing why this is not possible has been completed and approved by the Site Manager.

30.2 All excavation works shall be undertaken in line with HSG 47 Avoiding Danger from Underground Services,

30.3 No ground disturbance work shall commence without a Ground Disturbance Work Permit being issued by an authorised and competent person from MWH Treatment.

30.4 If the excavation requires the removal of water, then a Permit to Pump will be required.

30.5 For all excavation works, at least one person in the site team must be certified to both below standards:

- USAG Training Specification - Utility Avoidance specified criteria set out in EUSR or equivalent accredited training that meets or exceeds the specified standards.
- USAG Training Specification - Safe Digging Techniques specified criteria set out in EUSR or equivalent accredited training that meets or exceeds the specified standards.
- Recertification training (of above) should be no greater than 3-year intervals.

30.6 Subcontractor to provide a competent person to carry out location and recording of underground plant.

30.7 A minimum of a CAT 4+ is to be used within calibration and it must be used in conjunction with the Signal Generator (Genny) to identify and trace services.

30.8 Genny Functional Test should be carried out before first use daily', to ensure the equipment is operating as expected.

30.9 Services should be marked up prior to excavation. Always mark the indication past the area to be excavated, so that markings are not removed once you start excavating and where you have obtained depth information, include this by your trace line

30.10 Continuous use of C.A.T. and Genny checks must be carried out throughout the duration of the excavation operation, but not exceeding 300 mm unless otherwise determined by risk assessment.

30.11 If being used, C.A.T. data will be downloaded by the subcontractor weekly and analysed for proactive and reactive review and provided to MWH Treatment at request.

30.12 Utility plans & GPR Utility Surveys for the location of the excavation must be available on site.

30.13 Any excavation work in or within close proximity to trees, BS5837 (2012) – Trees in Relation to Design, Demolition and Construction, must be adhered to. Seek further professional advice and always discuss with the MWH Treatment Environmental Team before commencing work.

30.14 It is a requirement that in all cases, trial holes must be hand-dug prior to any work being carried out on or adjacent to any underground service. Trial holes must be sufficient to accurately locate the

services for line depth and potential change of direction throughout the entire length of the operation under construction (as per HSG 47).

- 30.15 No power tools or excavators should be used directly above or within 500mm of a known service. Do not use excavators - until all known services are found, clearly identified, marked up and safely exposed using safe digging practices, such as hand dig/Vac Ex and are adequately protected.
- 30.16 Suitable edge protection must always be provided where there is a risk of injury from a fall from height. Suitable edge protection does not include plastic highway barriers, bunting or tape, rope or cones.
- 30.17 Exposed services must be protected and supported from possible damage during subsequent operations. As a guideline, suspended utilities need to be supported at 1m intervals using sturdy planks or wooden beams. These beams must be securely fixed in place with ropes or slings to ensure they can withstand the weight and tension of the utilities.
- 30.18 All hand tools used for excavation, backfill and reinstatement activities must be electrically insulated to BS8020
- 30.19 Temporary Works Supervisor (TWS) to assess the need for Temporary Works on all excavations and follow the Temporary Works Process where installation of support is deemed necessary.

### **31 Overhead Power Lines**

- 31.1 No work shall begin in the vicinity of overhead BT/Openreach or electricity cables without a documented safe system of work.
- 31.2 This will be subject to all precautions and protection as stipulated in "Avoiding damage to underground and overhead utilities and the HSE guidance note GS6, fourth edition 'Avoiding danger from overhead power lines.
- 31.3 Goal posts of a clearly visible non-conductive material and warning signage at each side of the overhead powerline at the specified safe clearance distance. The maximum height of the plant, vehicles, equipment, and materials must not exceed the height of the goal posts, and where possible, display the crossbar clearance height on the goal posts or signage.

### **32 Quick hitches**

- 32.1 The use of semi-automatic quick hitches utilising a safety pin are prohibited on MWH Treatment sites.
- 32.2 Manual and fully automatic quick hitches are permitted for use on MWH Treatment sites provided that all rules for plant operation are strictly followed to ensure safe handling.
- 32.3 Operator competency must be determined prior to use onsite e.g., through an onsite demonstration
- 32.4 Excavators 8 tonnes and over must be equipped with double locking fully automatic quick hitch to enhance safety and stability during operations.
- 32.5 Buckets and other attachments must be changed in a designated safe area which should be fenced and appropriately signed. Operatives should not enter the bucket changing area whilst the bucket is being changed.

### **33 Plant / Plant Operation**

- 33.1 All Subcontractors will be given access to the Plant Specifications at tender stage and the requirement to comply with the Plant Specifications
- 33.2 Provide competent plant operators who are in possession of proof of competence in the form of a EUSR, CPCS, ALLMI or NPORS card.

- 33.3 Additional training may be required where ancillary equipment is used e.g. lifting equipment, quick hitches, Vacuum excavators, grabs, tilting buckets etc.
- 33.4 Plant selection must be carefully tailored to the specific work activity and prevailing site conditions, ensuring suitability and safety.
- 33.5 All plant brought onto the site must be meticulously maintained and kept in excellent mechanical condition to guarantee safe and efficient operation.
- 33.6 Forward tipping dumpers 6 tonnes and above are mandated to be equipped with Cabbed versions as a minimum requirement across all MWH Treatment sites. During loading operations, plant operators are required to vacate the cab unless a detailed risk assessment indicates otherwise, such as the use of toughened glass.
- 33.7 Plant must have seat belts provided, their condition closely monitored, ensuring they are in good condition and consistently worn by operators during all operations.
- 33.8 All heavy goods vehicles (HGVs), large goods vehicles (LGVs), flatbed and 'transit van' style vehicles must have audible warning signals
- 33.9 All vehicles must have reversing lights
- 33.10 All heavy goods vehicles and wheeled plant must have wheel nut indicators fitted.
- 33.11 All vehicles without a clear rear view (through a central mirror) including HGVs, LGVs, flatbed and 'transit van' style vehicles, must be fitted with working reversing cameras.
- 33.12 Where there is a risk of falling from a vehicle, for example working from the back of a flatbed, edge protection or another fall protection system shall be installed that complies with the Work at Height Regulations 2005 and prevents the risk of falling from the vehicle.
- 33.13 Ensure all small plant is formally inspected and recorded weekly and large plant inspected daily (i.e. Excavators and Dumpers), and records of the inspections held in the site file.
- 33.14 Any fuel-driven plant and fuel storage facilities must be double bunded, mobile plant shall be provided with plant nappies or equivalent and have appropriate quantities of spill equipment readily available.
- 33.15 Operation & Maintenance Manuals must be readily accessible to all plant driver/operators, providing essential guidance and reference material for safe and efficient operation.
- 33.16 The Plant and Vehicle Marshall assumes responsibility for controlling any vehicles involved in reversing manoeuvres, ensuring the safety of all personnel in the vicinity. Required qualification: A73 – Vehicle/Plant Marshaller. Excavators/cranes etc. must not work without instruction from the Banksman or Slinger Signaller.
- 33.17 If communication between the Plant and Vehicle Marshall and machine operator is compromised, operations must be immediately halted until visual contact is restored.
- 33.18 To mitigate the risk of accidents, pedestrians must be segregated from moving or operating plant machinery by means of visual barriers. Alternatively, pedestrians must maintain a safe distance of over 4 meters from any moving or operating machinery.
- 33.19 In instances where full compliance with safety guidelines is not achievable, hazards must be thoroughly assessed, controlled, and meticulously documented to ensure the safety of all personnel on site.

#### **34 Mechanical works**

- 34.1 All mechanical works on the network are subject to a Permit by an MWH Treatment Appointed Person
- 34.2 The remit of mechanical works for this purpose includes working directly on the system of pipework and isolation and pressure testing works,

- 34.3 Isolation Certificate to be issued for any isolations on the network
- 34.4 G Permit to be issued prior work working on any system or pipework
- 34.5 Significant Risk Operations Permit to be issued for any pressure testing works, Pressure testing check sheet to be completed and RAMS to have additional approval by an AE
- 34.6 Competency to be assessed for anyone working on the system or pipework

### **35 Lifting operations**

- 35.1 Any Subcontractor carrying out a lifting operation on an MWH Treatment project must comply with the Provision and Use of Work Equipment, Lifting Operations and Lifting Equipment Regulations, as well as BS7121, relative to the provision, operation, inspection and maintenance of lifting equipment and lifting accessories.
- 35.2 Minimum requirement qualification is: CPCS A59 – Excavator 360 above and below 10 tonnes lifting operations.
- 35.3 All statutory certificates and registers for lifting equipment (yearly) and lifting accessories (6-monthly) must be available for inspection at any time. The organisation carrying out this inspection must be accredited by UKAS. A four-yearly test/overload test is required for all lorry loaders.
- 35.4 All lifting accessories must be clearly marked to identify the date of the last inspection and the date of the next inspection or have a suitable colour coding system in place.
- 35.5 The Subcontractor is responsible for ensuring that all statutory inspections, examinations and tests on lifting equipment and lifting accessories are carried out and that planned maintenance is conducted as per the manufacturer's guidance.
- 35.6 Key personnel must be appointed for lifting duties, i.e. appointed person, crane supervisor, banksman, slinger, crane driver, and machine operator. Minimum Qualification requirements: Appointed Person: CPCS A61, Crane Supervisor: CPCS A62, Slinger/Signaller: CPCS A40. Additionally, the competency of the slinger/signaller must be assessed.
- 35.7 The slinger/signaller is prohibited from acting as the crane operator.
- 35.8 Every lifting operation must have a meticulously detailed lift plan in place, outlining all aspects of the operation to ensure safety and efficiency.
- 35.9 When employing equipment such as a Hiab or similar, a comprehensive lift plan and risk assessment must be conducted to identify and mitigate potential hazards.
- 35.10 HGV grab lorry drivers will require a suitably competent slinger/signaller to assist and control all lifting operations.
- 35.11 A Crane Lifting Plan must be meticulously drafted by an Appointed Person holding a valid Blue CPCS Card, providing comprehensive guidance for safe crane operations.
- 35.12 Similarly, an Excavator Lifting Plan must be prepared by an Appointed Person possessing a minimum of a valid Red CPCS Card, ensuring safe lifting practices with excavators.
- 35.13 Any excavator used for lifting shall be fitted with a load hooking device, object handling table, acoustic or visual limiter
- 35.14 Mini diggers (3 tonnes and under) are strictly prohibited from being used for lifting operations due to safety concerns and limitations.
- 35.15 Where telehandlers are to be used to travel with suspended loads, the following must be met: -The driver must hold in-date training for using telehandlers to lift/transport suspended loads which meets or exceeds the standard of training provided (i.e. CPCS A17E Suspended Loads (Non-Rough Terrain)). Robust RAMS and lifting plans must be in place for such activities.

35.16 The subcontractor shall ensure all personnel involved in Lifting Operations are fully aware and apply the principles of HOSASS (Hands Off, Step Away, Safe Space) and that all Lift Plans, Risk Assessments and Method Statements refer to the hazards and controls required around HOSASS.

### **36 Use of mobile phones and handheld radios on site**

36.1 MWH Treatment does not permit the use of mobile phones, handheld radios and other electronic devices such as MP3 players, whilst driving any type of vehicle on site, irrespective of whether a hands-free set is used or not.

36.2 Mobile phones or other electronic devices should not be used in the work areas or when moving around the site, unless in a designated safe place as detailed during the site induction.

### **37 Stihl saws**

37.1 The use of cut-off saws (Stihl saws) below ground level is strictly prohibited on MWH Treatment sites, except under exceptional circumstances where no viable alternative method exists. If this situation arises, agreement by the MWH Treatment site management is required who will issue a permit once an SSOW has been approved.

37.2 Furthermore, above-ground operations must prioritise alternative cutting methods wherever feasible to enhance safety and mitigate risks associated with Stihl saw usage.

### **38 Temporary Works**

38.1 Subcontractor MUST have their own internal Designated Individual (DI) appointed controlling their works internally.

38.2 Subcontractor management to allow for a formally appointed Temporary Work Coordinator (TWC) where applicable and to follow MWHT CDPD24-01 Temporary Works Procedure. TWC training must have been completed in the last 5 years from a recognised training body (i.e. CITB) and the individual has sufficient experience in the area of work highlighted by the temporary works

38.3 Subcontractor to allow for design, calculations, design check certificates, installation, required periodic inspection and dismantling of temporary works recorded on a schedule of works and provide MWHT information to be recorded by main works MWHT TWC for recording on main PSFR03-06 Temporary Works Schedule.

### **39 Working at height**

39.1 Subcontract management must ensure compliance with the Work at Height Regulations obligations, i.e., to provide a safe place of work for any person required to work at height.

39.2 Rigorous risk assessment and a method statement should be produced for all work at height, specifying the type of access and workplace provided to prevent persons and materials falling.

39.3 The hierarchy of controls for working at height must be thoroughly considered in the development of the risk assessment to prioritise safety measures.

39.4 Emergency procedures, including rescue arrangements for all incidents, must be integrated into the working procedures, ensuring personnel are competent in such matters should an incident arise and prepared to implement necessary measures.

39.5 Every precaution must be taken to safeguard third parties with whom the work activity may interface. Such interfaces must be identified in the risk assessments and appropriate controls specified in the task method statement.

39.6 Demarcation materials such as Heras fencing, crowd barriers, plastic fencing, or bunting are permitted solely for demarcation purposes and should never be relied upon as fall prevention

- measures. Additionally, Heras footplates should be of high-visibility colour to enhance visibility and safety.
- 39.7 Any fall with the potential to cause personal harm must always have edge protection or a suitable fixed cover in place. MWH Treatment can provide advice on suitable proprietary cover systems to mitigate risks effectively.
- 39.8 Where harnesses are required, they should be tagged and certs available for their 6-monthly examinations, along with evidence of pre-use checks. Where there are any signs of wear and tear, the harness should be quarantined and not used.
- 39.9 A Permit to Work must be issued for any work on or near a cover slabs or roofs to ensure all necessary safety precautions are taken.
- 39.10 Where there is a vertical difference in height of 1.5m or more between adjacent surfaces at an access or egress point (or there is otherwise a risk of injury from a fall from height), access should be via a tied pole ladder and ladder platform (with safety gate where possible), or a proprietary staircase.
- 39.11 Davit arms, inertia reels, and fall restraint harness must be employed to provide fall arrest capability when utilising ladders.
- 39.12 Where Mobile Towers are used, a suitable PASMA ticket must be held by the installer and the tower tagged as a means of evidence of installation inspection. The manufacturer's manual should be available, and the tower installed as per these instructions. The tower should be barriered off with a suitable exclusion zone.
- 39.13 Where MEWPS are used, the relevant IPAF ticket should be held, harnesses worn, rescue plan in place, and pre-use check completed prior to operating the machinery.
- 39.14 Ladders and stepladders as a working at height method should only be used alongside a safe system of work and should be the last resort in the working at height hierarchy of options.

## SUSTAINABILITY AND ENVIRONMENTAL MANAGEMENT

### 40 Sustainability

- 40.1 MWH Treatment are committed to sustainability and being a Responsible Business. We recognise the critical need to make improvements in collaboration with our supply chain and subcontractors. MWH Treatment expectations are documented in the Sustainable Supply Chain Charter which should have been signed by each member of our supply chain who is required to complete our Supplier Assessment process.
- 40.2 MWH Treatment is a partner to the [Supply Chain Sustainability School](#). As an MWH Treatment key supplier to MWH Treatment, we require you to register with the Supply Chain Sustainability School to access their training resources. Membership is free.

### 41 Sustainability Requirements

- 41.1 The Subcontractor will be expected to cooperate with MWH Treatment in satisfying the requirements of the Client's and MWH Treatment's sustainability objectives and targets (including for environmental, carbon and social value).
- 41.2 The Subcontractor is expected to report annually on the business carbon footprint via the [Supply Chain Sustainability School carbon tool](#).
- 41.3 The Subcontractor will be expected to provide data on the embodied carbon in the Plant and Materials used in the subcontract works or provide data for use in the calculation of operational embodied carbon during the construction phase and carbon / energy use during the operational works phase.

- 41.4 The Subcontractor, where appropriate, is to support MWH Treatment in applying carbon reduction measures, and to share carbon reduction opportunities (including potential low carbon solutions; innovation used on the project such as construction techniques / material and product use). MWH Treatment will share best practices, as appropriate, with the Subcontractor. This is to support continual improvement.
- 41.5 The subcontractor is required to maintain the necessary records (where appropriate) for:
- Fuel used (in plant and welfare, as necessary) – to be provided monthly
  - Site water and electricity consumption (where solely used by the subcontractor and not provided by MWHT) – to be provided monthly
  - Types and volumes of imported materials (including aggregates) – to be provided monthly
  - Waste types and removal/re-use quantities, and percentage of waste removed from site that has been diverted from landfill – to be provided monthly
  - Waste duty of care paperwork, including legally compliant waste transfer notes for any waste removed from the site – to be provided monthly
  - Where requested, the following is to be made available: Transport and delivery information; Staff mileage in connection with the subcontracted works; Plant and equipment used; Environmental Product Declarations, Product Carbon Footprinting (PAS2050 or GHG Protocol Product Standards), Life Cycle Assessments or other sustainability certification for plant, materials and equipment (where appropriate).
  - For social value, to provide information as requested, regarding local employment, local purchasing, apprenticeships, training records (i.e. diversity and inclusion, modern slavery), community engagement, including staff volunteering hours (related to the project) and charitable donations (related to the project).

## 42 General Environmental Requirements

- 42.1 The Subcontractor is to ensure that the subcontract works are executed in accordance with any Environmental Licence and in such a manner as to avoid pollution, minimise nuisance and impact on the environment. These works should comply with all relevant environmental legislation and any other regulations imposed by law or by any authorised body empowered to make such regulations, and the MWH Treatment site-specific Environmental Management Plan.
- 42.2 The Subcontractor shall have and operate environmental management processes that implement good industry practice in relation to the performance of the subcontract works. The Subcontractor shall permit the Contractor to audit their environmental management processes if and when requested.
- 42.3 If / where the Subcontractor identifies additional environmental issues or requirements (e.g., discovery of protected species, works requiring permits, consents or licences during their works, this shall be raised to the MWH Treatment Site Management immediately to allow for the necessary actions to be implemented.
- 42.4 Where timber is to be provided as part of the subcontracted works, this timber should be from a sustainable source and certified by an appropriate certification body, such as FSC (Forest Stewardship Council), SFI (Sustainable Forestry Initiative) and PEFC (Pan European Forest Certification). Evidence to be provided to MWHT upon request.

## 43 Environmental Management Plan (EMP), Risk Assessments and Method Statements

- 43.1 Where MWH Treatment has implemented an Environmental Management Plan throughout the duration of the project, the Subcontractor shall comply with the requirements of the Plan and ensure their risk assessments and method statements address the environmental issues and include details of mitigation measures.
- 43.2 The main environmental considerations are:
- Pollution prevention (including protection of watercourses and soil, handling of site water)

- Storage and use of fuels, oils and chemicals
- Material and waste management
- Protection of ecology and archaeology
- Dealing with land contamination
- Nuisance management (including noise, vibration, dust and light pollution)
- Air pollution (e.g., exhaust emissions)
- Archaeology
- Biodiversity no net loss / net gain

#### **44 Waste Management**

- 44.1 All Subcontractors are required to comply with the waste management procedures implemented by MWH Treatment on each site and compound, as per the MWH Treatment EVPR03 Waste and Resource Management and all appropriate UK legal requirements.
- 44.2 The Subcontractor shall ensure that no materials and/or debris are allowed into the drainage system on the site, and in particular, no cementitious material is to be washed into the drainage system on the site.
- 44.3 The Subcontractor shall be held responsible for all damage, cleaning, unblocking, and replacement of drains resulting from the Subcontractor's non-compliance with this requirement.
- 44.4 Concrete washout water is to be dealt with appropriately, as directed by Site Management or with prior agreement from an MWH Treatment Environmental Advisor. No washout is to be discharged onto ground or into foul drains unless treated prior to discharge; agreed with MWH Treatment Site Management and the landowner; sufficient monitoring is in place; and will not reach any watercourses or surface water drains.
- 44.5 Unauthorised removal of wastes, particularly scrap metals, may result in claims for breach of contract and will be reported to the relevant Regulatory Authority.
- 44.6 It is illegal for waste to be burned on site or buried without appropriate consents and exemptions. A justification on why this may be required and evidence of their appropriate consents/exemptions is to be provided to an MWH Treatment Environmental Advisor before the activity is permitted to take place.
- 44.7 Provide all necessary skips and other necessary waste containment and transport equipment appropriate to the type of waste being collected and removed. These shall be located in areas to be agreed with MWH Treatment.
- 44.8 There is to be no escape of waste or leaching of contamination into the ground.
- 44.9 Dispose of electrical equipment in accordance with the provisions of the current Waste Electrical and Electronic Equipment (WEEE) Regulations and amendments.
- 44.10 The waste hierarchy is to be followed in order of preference, namely prevent, reduce, reuse, recycle and recover, with landfill being the final option.
- 44.11 The subcontractor shall remove all waste from the site to appropriate licensed, permitted or exempt waste facilities and shall pay all necessary charges, taxes etc.
- 44.12 Inform MWH Treatment of the intended method of waste collection and removal together with the names, carrier registrations, locations, permit, licence or exemption of the waste facilities proposed to be used, and the landfill diversion rates (%) for such receiving sites. If intend to change the locations for the waste, the MWH Treatment Site Management is to be informed.
- 44.13 Maintain accurate records of the waste materials removed from the site and provide the MWH Treatment Site Management with the documented evidence of compliance on at least a monthly basis. This includes:
- Waste Transfer Notes and Hazardous (or Special) Waste Consignment Notes
  - Copies of waste carrier registrations and waste facility permits (England and Wales), licenses (Scotland) or exemptions.

- Evidence of waste sampling plans, chemical analysis reports, WAC testing and waste classification in line with 'Technical Guidance WM3: Guidance on the Classification and Assessment of Waste.'
- Waste data, including types and quantities reused, recycled, recovered and landfilled.
- Any other documents reasonably requested by MWH Treatment.

#### **45 Storage of Fuels and Chemicals**

- 45.1 Fuels and chemicals brought onto site must be stored in accordance with the Safety Data Sheets and used in accordance with the COSHH assessment. Pesticides and herbicides shall not be permitted on site unless required for a specific activity with permission from MWH Treatment site management and assessment of competence of those using the chemicals (i.e. for dealing with invasive plants).
- 45.2 Spill kits appropriate to the substance (e.g., oil or chemical) must be provided and in sufficient quantities. The spill kits must be accessible within 120 seconds if a spill occurs. Where a fuel tank or bowser is on an MWH Treatment site, it is compulsory to have an equivalent of a 240 litre Wheelie Bin Spill Kit, as a minimum, available for use. In other cases, for example where fuel caddies are being used for low volumes, a spill kit bag is sufficient. Additional spill control equipment may be specified by an MWH Treatment Environmental Advisor, depending on the site environmental risk. Further guidance on this is available in 'Spill Response and Protection of Surface Water Drains' (EVGD04-24) and is available upon request.
- 45.3 Waste fuels and chemicals must be disposed of appropriately, including any spill control equipment used to clean up any spills. This waste is likely to be deemed as hazardous (special) waste. There will be no unauthorised disposal of chemicals, which includes discharge to land, water or drain.
- 45.4 Any refuelling is to be carried out in a designated area of hardstanding away from sensitive receptors as identified within the project EMP.
- 45.5 All static plant must have a plant nappy, enviropad or equivalent, positioned under potential leak points. These are to be regularly inspected and replaced where necessary.

#### **46 Nuisance Management**

- 46.1 All emissions e.g., noise, vibration, smoke, fumes, gases, dust, odour and light are to be minimised as far as practicable to avoid causing a nuisance to local residents, archaeology and wildlife.
- 46.2 Agreed working hours are to be strictly adhered to.
- 46.3 All Subcontractors, working on behalf of MWH Treatment, are expected to be polite and courteous to all local residents and members of the general public. Any complaints or compliments raised by an external party are to be reported immediately to Site Management.

#### **47 Handling of Site Water (including dewatering)**

- 47.1 Discharge of site water is only to be undertaken in accordance with the appropriate Environmental Regulatory Authority requirements. The method and monitoring to be undertaken must be documented and agreed with the MWH Treatment Site Management (and others as necessary) via a "Permit to Pump" before commencing.
- 47.2 No groundwater or excavation dewaterings are to be discharged on the site, to ground, treatment works, drain or watercourse, without the expressed permission of the Site Management. This is to ensure that approval, where necessary, has been obtained from the relevant body (Client, Environmental Regulator and/or the MWH Treatment Environmental Advisor). A Permit to Pump is required for any discharge or excavation, or other waters on site, and this must be agreed/ approved before the discharge can commence.

47.3 No discharges to a watercourse are to be permitted unless permission has been obtained from the MWH Treatment Environmental Advisor. Additional permission (including permits or licences) may be required from the Environmental Regulatory Authority.

#### **48 Protected Species**

48.1 There are many species of wildlife that are protected by legislation, where it is an offence to kill, harm, disturb or otherwise interfere with them or their habitats (place where they live).

48.2 Any protective measures in place or required on site will be identified at Pre-Commencement Stage and included in the Site Induction. Subcontractors should ensure that these are installed and/or maintained where required and not interfere with these protection measures.

48.3 No trees shall be felled, hedges or vegetation removed, or fences dismantled without approval from MWH Treatment. No trees, hedgerows, or vegetation works to be undertaken during bird nesting season (1<sup>st</sup> March – 30<sup>th</sup> September) unless prior ecological inspections have been undertaken and confirmed no nests are present, and as agreed with MWH Treatment. A written record will need to be kept demonstrating this check and provided to MWH Treatment Site Management. Removal outside of this period will be dependent on native bird species using the site and their nesting seasons (if different to the standard stated above).

#### **49 Invasive Species**

49.1 All Subcontractors are required to follow the procedures specified within the EMP for the site. Operatives and staff working on the site should be briefed if invasive species are present, or may be present, in the site-specific induction, toolbox talk and RAMS (as appropriate).

49.2 If the Subcontractor identify or suspect invasive non-native species on site, they must not enter the affected area and must report this to the MWH Treatment Site Management immediately.

#### **50 Trees and Hedgerows**

50.1 Trees and hedgerows must not be trimmed, pruned or otherwise damaged without the permission of the MWH Treatment Site Management, who will check whether permissions have been sought by the landowner or Local Authority (as appropriate) to do so. Any removal or pruning of trees is to be carried out by a competent arborist and comply with the project Environmental Management Plan and the following standards:

- BS5837:2012 'Trees in Relation to Design, Demolition and Construction – Recommendations'
- BS3998:2010 'Tree Work – Recommendations'
- Forest Industry Safety Accord (FISA) Safety Guidelines

50.2 Root Protection Areas (RPAs) are to be identified and fenced off. This will be in compliance with the site Tree Impact Plan and Tree Protection Plan, as appropriate. The fencing is to be maintained in good condition at all times.

50.3 No works or storage of any kind are to be undertaken within the Root Protection Area unless permission has been obtained from MWHT Site Management and the RAMS adequately cover this activity and the working requirements (to comply with standards as stated in 37.1).

50.4 Excavation work around trees and hedges must be done in compliance with NJUG guidelines, i.e. no digging within the prohibited zone (1m of the tree trunk); hand dig within the precautionary zone (under the canopy of tree, or within a distance of half the height of the tree – whichever is greater); excavate with care where outside of the precautionary zone but still near to trees or hedges. Documentation provided by an arboriculturist to be complied with.

**51 Recycled Aggregates**

- 51.1 Where practicable, recycled/secondary aggregate is to be used during construction, and must be compliant with the WRAP Quality Protocol (QP).
- 51.2 Prior to importing and using recycled aggregates, Subcontractors must evidence that the material meets the requirements of the WRAP QP. If recycled aggregates are imported and used by the Subcontractor without notifying the MWH Treatment Site Management and/or without providing evidence of compliance with the WRAP QP, the Subcontractor may be requested to remove and replace the material with compliant recycled aggregates or virgin aggregates, at their own cost.

**QUALITY MANAGEMENT****52 Quality Control**

- 52.1 Subcontractors will be expected to apply appropriate quality management controls to their work which may include a quality plan or inspection and test plan.
- 52.2 Where applicable, the Quality Plan and/or Inspection and Test Plan outlining the methodology, controls and verification hold points of the works must be submitted a minimum of 10 working days prior to the activity being undertaken.
- 52.3 A review of the quality control documentation to be used will be carried out prior to the start of work on site to decide whether MWH Treatment processes and documents are to be adopted by the Subcontractor, or whether the Subcontractor will use their own system. This will occur at either a pre-award meeting for larger or more complex subcontract works, or at the pre-start meeting with the Site Management.
- 52.4 Under the main Contract, MWH Treatment site management or the Employer may be required to be present to witness some inspections and tests. Where this is the case, this will be identified during the pre-award or pre-start meeting. The Subcontractor must give the agreed advance notification for these tests.
- 52.5 Copies of quality control documentation & Inspection and Test Records (ITRs) must be available for review throughout the scope of works by MWHT (upon request) and supplied to Site Management for inclusion in the site records as part of completion or sectional handover (as defined during the pre-commencement meeting).
- 52.6 All applicable products must be CE / UKCA marked.

**53 Quality Non-Conformity Reporting & Investigation:**

- 53.1 Alongside Section 11 Incident Reporting, any quality product non-conformance or quality incident shall be reported to MWH Treatment Site Management. The subcontractor shall react to issues identified or reported in a timely manner to limit the impact of the issue.
- 53.2 Where necessary (or upon request by MWH Treatment), a root cause investigation and non-conformity report shall be produced and submitted by the subcontractor to evidence root cause analysis, implemented controls and recommendations to prevent recurrence. These reports should be communicated for review.
- 53.3 A snagging and outstanding works list shall be maintained by the subcontractor to manage quality issues and monitor close-out.

**54 Provision of Concrete**

- 54.1 The sampling methodology and frequency for mix consistency testing (e.g. slump, flow) and compressive strength testing (concrete cube) must be issued to MWH before commencement.

- 54.2 All concrete cube tests must be completed by a UKAS (i.e. ISO 17025) approved laboratory.
- 54.3 Suppliers of ready-mix concrete must be QSRMC certified or hold certification of Kitemark to BS EN 206 & BS 8500.
- 54.4 Concrete mix designs must be submitted and approved by MWH before commencement; any changes to mix thereon, must be communicated for re-approval.
- 54.5 Reinforcement steel must be supplied from a CARES approved source.
- Evidence of conformity to the above requirements within this section must be obtained and retained.

## 55 Water Quality

- 55.1 For clean water sites:
- All materials to be in contact with Potable water must be accepted by the MWH Project Manager and be [WRAS](#) / [DWI](#) approved (as required).
  - All work on the potable network must be done by suitably competent individuals. All RAMs / ITP must contain clear hold points and steps to disinfect 'materials in contact' and tools prior to commencing the task.
  - All operatives must follow The Water Supply (Water Quality) Regulations 2018 requirements and Water Supply (Water Fittings) Regulations 1999, alongside any Client requirements, including disinfection / flushing processes.
  - Disinfecting chemicals and superchlorinated water must be treated prior to discharge to surface water and are likely to require an Environmental Discharge Permit which may restrict flow rates and volumes.
- 55.2 Any subcontractor that connects into the potable water supply on a waste treatment site must have an EUSR Water Hygiene qualification and follow The Water Supply (Water Quality) Regulations 2018 and Water Supply (Water Fittings) Regulations 1999 requirements, and any Client requirements, including disinfection / flushing processes.
- 55.3 Any subcontractor that undertakes water abstraction from the potable network (hydrants) must have a valid CALMs network certificate and abstraction must be undertaken in compliance with Calm Networks Method, including the flushing and disinfecting of the equipment prior to connection.

## 56 Construction Products Regulations (CPR)

- 56.1 Under the Construction Product Regulations, all structural metalwork fabrications must be CE / UKCA marked.
- 56.1.1 In order to be able to CE / UKCA mark fabricated structural metalwork, metalwork Subcontractors are required to:
- Declare performance to the system 2+ level of assessment (Assessment and Verification of Constancy of Performance [AVCP])
  - Be assessed by a Notified Body that will carry out an initial inspection of the manufacturing plant and Factory Production Control (FPC)
  - Undertake continuous surveillance, assessment and approval of the FPC (typically to include an annual audit to ensure continued competence to the declared execution class).
  - Following this, the Notified Body will issue an FPC certificate and a welding certificate identifying the Execution Class that the metalwork contractor has achieved.
- 56.1.2 In order to demonstrate their right to CE / UKCA mark products, the Subcontractor must provide:
- FPC certificate – issued by a Notified Body,
  - Welding Certificate – issued by Notified Body,
  - Declaration of Performance (DoP) – issued by metalwork contractor.

- 56.2 Where the subcontract includes the supply of products covered by the Regulations, generally those covered by a Harmonised European Standard (hEN), the product must bear a CE / UKCA mark (on the product itself or on the accompanying documentation).

## **RIGHT TO WORK, HUMAN RIGHTS AND MODERN SLAVERY**

### **57 'Right to Work'**

- 57.1 All employers in the UK have a responsibility to prevent illegal working. This can be by conducting 'Right to Work' checks before you employ someone, to make sure the individual is not disqualified from carrying out the work in question by reason of their immigration status.
- 57.2 The Subcontractor is responsible for ensuring that all those working on their behalf have a 'Right to Work' within the UK. The Home Office 'An Employer's Guide to Right to Work Checks' and 'Code of Practice on Preventing Illegal Working' are to be complied with at all times.
- 57.3 'Right to Work' checks should be undertaken on all prospective employees before the start of employment.
- 57.4 Records of the checks should be recorded and held in accordance with the General Data Protection (GDPR) Regulations.
- 57.5 The Subcontractor will not employ anyone it knows or has reasonable cause to believe is an illegal worker.
- 57.6 The Subcontractor's 'Right to Work' process and evidence of checks of those working on MWH Treatment sites will be subject to review as part of periodic Subcontractor audits.

### **58 Human Rights and Anti-Modern Slavery Approach**

- 58.1 MWH Treatment is committed to respecting human rights, to avoid infringing on the rights of others and to address these impacts where they occur. Human rights are the basic rights and freedoms that belong to everyone, regardless of who they are or where they live.
- 58.2 Modern Slavery is an abhorrent and often hidden crime. MWH Treatment oppose modern slavery, and there must be no practice of modern slavery, including forced labour, bonded labour, indentured labour or involuntary prison labour and human trafficking through our activities, and we expect the same of our supply chain. We are committed to ensuring there is transparency in our own business and in our approach to tackling Modern Slavery throughout our supply chain. We expect all those working on our behalf to have the same commitment.
- 58.3 The Subcontractor shall comply with the Modern Slavery Act 2015.
- 58.4 The Subcontractor is expected to communicate to their employees (where appropriate, depending on job role) on how to identify the signs of modern slavery.
- 58.5 The Subcontractor is expected to notify MWH Treatment as soon as it becomes aware of any actual or suspected slavery or human trafficking in their activities and associated supply chain.
- 58.6 If suspected modern slavery on site, either those employed by the Subcontractor or other workers on the site, the MWH Treatment whistleblowing helpline can be used anonymously.
- 58.7 The Subcontractor approach to human rights and modern slavery will be subject to review as part of periodic Subcontractor audits.

**LIFE SAVING COMMITMENTS AND MWH PROHIBITED ITEMS LIST**

**59 Life Saving Commitments and MWH Prohibited Items List**

# Life Saving Commitments



**Safe working environment**

**We will** have approved RAMs in place, controls identified and complied with.

**You will** ensure you follow all Risk Assessments and Method Statements, question anything you are unsure of and all have the authority to STOP work if in doubt.



**Slips, trips and falls**

**We will** provide clear, marked egress and access routes to and around site and compounds.

**You will** use them, report any issues or misuse and maintain a high standard of housekeeping throughout.



**High hazard services**

**We will** only work around high hazard services where we have exhausted all possibilities to remove the risk through design or isolation.

**You will** follow all RAMs, process controls and permits to break ground and stop work if the task changes.

e.g. high pressure gas mains and high voltage cables.



**Plant stability and safety**

**We will** provide plant that is fit for purpose, in good condition and set up safely.

**You will** have been trained, have the skills and proof of competency for the plant you are using.



**People-plant interface**

**We will** ensure plant and equipment is segregated with safety zones.

**You will** observe all plant safety zones and only approach plant once the operator has seen you and it is safe to do so.



**Stored energy**

**We will** always ensure stored energy is treated with great caution, particularly when commissioning or testing.

**You will** follow all RAMs and permits and cease work if anything changes.

e.g. any pressurised pipe work, electrically live systems and even coils of wire or steel banding that can spring loose.



**Health & Wellbeing**

**We will** always look out for each other and listen, making sure everyone feels valued and respected.

**All employees will** know where to get help and support when needed.



**A breach of Our Life Saving Commitments will trigger our Just and Fair Consequence process**

CDRU14-03  
CDRU/2009020  
Revision 3

CDRU14-02  
IFS Doc No.: 1991741

### Summary of items that are prohibited in MWHT


|  |  |   |   |
|--|--|---|---|
|  Fuels stored in plastic containers   |  Only grinders with kickback protection are to be used and only after a risk assessment that considers other lower risk methods in preference |  No smoking or vaping unless in a dedicated area                   |  Aluminium ladders or stepladders in live electrical areas and excavations |
|  Jubilee clips for connecting flexible gas supply hoses   |  Halogen lamps  |  Pickaxes, including insulated types, to breakground               |  Use of metal sling hooks or chains when handling pipe coils               |
|  Deliberate burning of materials  |  Tri-blade brush cutters and trimmers, and chain-link blades on brush cutters   |  Wearing of shorts, skirt or cut-offs on site                      |  Plug adaptors on CAT equipment  |
|  Nellon-type fencing or Barrier tape as edge protection or barrier for restricted areas                 |  Rigger boots   |  Manually retractable (fixed) bladed knives                        |  Pipe coil stacks exceeding 2m in height                                   |
|  Radiant space heaters, heaters without thermal overload & tubular heaters not fitted with a wire cage |  Non-bunded fuel drums   |  Powered hand tools without vibration reducing isolation measures |   |

All persons are required to comply with these rules. These rules will be communicated out during the induction process.  
Revision 2 - March 2022 **Any person in breach of these rules may be asked to leave site.** (1/2)

CDRU14-02  
IFS Doc No.: 1991741

### Summary of prohibited plant, activities & Accessories in MWHT

For further information speak to site management or contact [HS.Treatment@mwhtreatment.com](mailto:HS.Treatment@mwhtreatment.com)

|   |   |  |  |
|---|---|--|--|
|  Metal nozzles on vacuum excavation machines                           |  Gin wheels without an automatic brake   |  Truck-mounted forklifts and other small forklifts used by delivery companies |  Lone working on MEWPs                                      |
|  Non-hydraulic crawler cranes  |  Slings / signallers or supervisors acting as crane operators except in the case of lorry loader lifting |  Mobile cranes extracting sheet piles   |  Reversing of excavator buckets, or use of toothed buckets. |
|  Forks fitted to or suspended from 360 / 180 excavators                |  Underslung loads from wheeled plant whilst in motion  |  Semi-automatic & 1st generation fully automatic hitches                      |  Lifting with Excavators without removing the bucket        |
|  Reuse of FIBCs (flexible intermediate bulk containers) (1 Tonne Bags) |  Excavators, telehandlers, lorry loaders and lift trucks to lift personnel                               |  1 tonne dumper trucks  |   |

All persons are required to comply with these rules. These rules will be communicated out during the induction process.  
Revision 2 - March 2022 **A breach of our Prohibited Items Rules will trigger our Just and Fair consequence process.** (2/2)

**ADDITIONAL REFERENCES**

The following explanatory documents are available on request.

*Note: This is not an exhaustive list of the MWH Treatment documents available. For more information and to access The MWHT Way (MWHTs Integrated Management System), including relevant policies, processes, forms, guidance, TBTs and SHEQ alerts, see <https://msheq.mwhtreatment.com/>*

**MWH Treatment Policies**

- MP01 MWH Treatment Sustainability Policy
- MP02 MWH Treatment Responsible Business Policy
- MP03 MWH Treatment Health, Safety and Wellbeing Policy
- MP04 MWH Treatment Quality Policy
- MP05 MWH Treatment Environmental Policy
- MP06 MWH Treatment Procurement Policy
- MP13 MWH Treatment Considerate Constructors Policy
- MP14 MWH Treatment Waste Minimisation Policy
- MP15 MWH Treatment Carbon Reduction Policy
- MP17 MWH Treatment Sustainable Procurement Policy
- MP18 MWH Treatment Alcohol and Drugs Policy
- MP105 MWH Treatment Human Rights Policy Statement
- MP25 MWH Treatment Anti-Modern Slavery Policy
- MP85 MWH Treatment Business Ethics – Whistleblowing Policy
- MP91 MWH Treatment Fatigue Management Policy
- CDRU14-02 MWHT Prohibited Items

**Procedures, Processes and Guidance Documents:**

- CDGD37-01 Quick Hitches
- EVPR01 Environmental Management Plans
- EVPR03 Waste and Resource Management
- EVPR04 Environmental Emergency Preparedness and Response
- EVPR05 Environmental Compliance (Permits, Licences and Consents)
- EVGD04-03 Spill Response and Emergency Plan
- CDGD34-02 General Guidance on Excavations, Cofferdams and Caissons
- HSGD06-01 / 01A – Electrical Safety Rules