



WATKIN JONES HOMES

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

PROJECT

Thames Quarter
Reading

	Issue Date:	
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CONSTRUCTION PHASE HEALTH & SAFETY PLAN

INTRODUCTION

This health and safety plan is an information document providing an outline for the arrangements, which exist on site and the measures that are required by the Pre -Tender Health and Safety Plan to manage the site in a safe and efficient way.

Watkin Jones Homes are committed to positive, proactive health and safety management and require the full commitment, co-ordinated effort and co-operation of all employees and contractors, to ensure that conditions on site remain healthy and safe for all personnel. Therefore, we rely on the tradesmen and the management to use their skills, knowledge and experience to see the programme through and prevent undue risk to themselves, other workers and members of the public, who might be affected by the work activities.

This document is live and will be subject to review and amendment as the project develops. All subsequent reviews and amendments must be copied to the Principal Designer and to Head Office to ensure that all copies of the plan are current

Construction Phase Plan - History

Rev. No	Additions / Alterations	Signed	Dated

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

CONTENTS

1. Project Description
2. Health and Safety Policy Statement
3. Restrictions affecting the Contract
4. Management Structure
5. Co-ordination
6. Health and Safety Standards
7. Information for Contractors
8. Selection Procedures
9. Communications and Co-operation
10. Activities with Risk to Health and Safety
-Method Statements and Risk Assessments
11. Emergency Procedures
12. Reporting of RIDDOR Information
13. Welfare
14. Information and Training
15. Consultation
16. Site Rules
17. Health and Safety File
18. Monitoring
19. Project Review
20. Requirements on and Powers of Principal Contractor
21. Security
22. Temporary Works

APPENDECIES

- Appendix 1 - Pre-Construction Information Pack
- Appendix 2 - Fire Safety Plan
- Appendix 3 - Site Set Up Plan / Traffic Management Plan
- Appendix 4 - Stat's Plans
- Appendix 5 - F10 Form
- Appendix 6 - Signing in Register
- Appendix 7 - Health & Safety Information Sheet
- Appendix 8 - Insurance, Public & Employers Liability
- Appendix 9 - Generic Risk Assessment Schedule
- Appendix 10 - Contract Specific Risk Assessment
- Appendix 11 - Sub-contract Method Statement & Risk Assessment Schedule, Safety Policy Schedule
- Appendix 12 - Hot Works Permit Procedure
- Appendix 13 - COSHH Literature
- Appendix 14 - Accident Books
- Appendix 15 - Permit to Dig Procedure
- Appendix 16 - Weekly Safety Inspection
- Appendix 17 - PPE Issue Register
- Appendix 18 - Site Induction Register & Team Talk Register
- Appendix 19 - Excavation Register of Inspection
 - Scaffold Register of Inspection
 - Lifting Appliance Safety Inspection Register
- Appendix 20 - Hospital Route

- Appendix 21 – External Access Plan
- Appendix 22 - M&E Standards Guide
- Appendix 23 - Construction Site Guidelines
- Appendix 24 - Temporary Works Procedure
- Appendix 25 - Tower Crane Erection Procedure & Drawing

CONSTRUCTION PHASE HEALTH & SAFETY PLAN

1. PROJECT DESCRIPTION

The project involves the construction of 338 new apartments adjacent to a Network Rail line.

Target Project Timescale: 160 weeks

Works shall include but not limited to:-

- Trial Holes
- Drainage
- Foundations
- Tower Crane erection & dismantle
- Piling works
- Concrete frame construction
- Cladding system
- Roof coverings
- Balcony installation
- Dry lining works
- A full electrical and mechanical services installation will be provided throughout the building
- Full internal fit out & testing
- Foul and surface water drainage works
- Car Parking
- Hard & Soft Landscaping
- Connection to existing site drainage
- New service connections
- New sub station

PROJECT LOCATION

The Project is at the following address:
Napier Road (leading to Kings Meadow Rd)
Reading

LOCAL MAP OF PROJECT



2. COMPANY STATEMENT ON HEALTH, SAFETY & WELFARE

In addition to the moral and commercial obligations to prevent accidents, the Company has to meet specific legal requirements for health, safety & welfare.

The general duties of an employer are laid down in the Health & Safety at Work Act Etc. 1974 and are expanded upon in subordinate legislation and the associated Approved Codes of Practice. These form an integral part of the overall company policy.

It is therefore the policy of Watkin Jones Group Ltd, to wherever reasonably practicable:

- To demonstrate an ongoing & determined commitment to improving health and safety at work throughout the organization.
- Safeguard the health, safety and welfare of all employees and sub-contractors whilst at work.
- Ensure that persons who are not in its employment, but who may be affected by its work activities, are protected from any hazards created by those work activities.
- Provide safe plant and equipment for use at work and to ensure it is properly inspected and maintained.
- Identify hazards associated with work activities, assess the risks and define the systems of work required to eliminate or minimize the risk.
- Provide the necessary information, instruction, training and supervision for employees and others who may be affected by hazards associated with work activities.
- Provide adequate resources to ensure that work activities can be carried out safely.
- Ensure that the work place, the access to it and egress from it, is safe and without risk to health.
- Ensure that any substances, e.g. chemicals, oils, greases, gases etc. which are used as part of the work process, are assessed for their possible effect on health and appropriate systems of work adopted for their safe transportation, storage, use and disposal.
- Ensure that dusts, fumes, noise, vibration and other occupational hazards, are controlled within safe limits.
- Ensure that no adverse environmental impact results from the work

activities.

- Ensure that provision is made for adequate welfare facilities for employees and sub-contractors.
- Involve the workforce in all aspects of health, safety and welfare and solicit their co-operation and assistance to create a safe working culture.
- Ensure that formal monitoring arrangements are adopted to identify hazards and to check on control measures and their enforcement.
- Ensure that consideration is given to dealing with accidents, incidents and emergencies and that contingency arrangements are specified
- Regularly review health and safety performance and arrangements to ensure they remain suitable and to enable measures to be put in place to allow the Company to continually improve its health and safety performance.

Health, safety, welfare and environmental issues rank equally with the Company's other objectives and observance of them is recognized as being consistent with the achievement of successful company performance. The Company is committed to continually improving its health & safety performance.

SIGNED:



POSITION: CHIEF EXECUTIVE OFFICER

DATE:

17th July 2017

REFERENCE: h&sp.rev 14

2. RESTRICTIONS AFFECTING THE CONTRACT

Restrictions have been identified within the Pre-Construction Information. The Pre-Construction Information forms appendix 1 of this Construction Phase Health & Safety Plan.

Below is how Watkin Jones Homes expects to deal with the restrictions (see section 10 also):

Asbestos Containing Materials (If located)

Prior to any demolition or refurbishment works being carried out a full Demolition and Refurbishment Asbestos Survey will be undertaken to determine the location, extent and type of asbestos containing materials on site by a competent asbestos surveying contractor. Any asbestos materials located will be removed by a competent and licensed asbestos removal contractor and taken to a tip licensed to accept such materials and a clean air/re-occupation certificate received prior to work commencing by other trades on site.

All persons will receive site specific asbestos awareness training at induction before commencing work on site. If any material is discovered which is suspected of containing asbestos fibres then work will cease immediately, the area will be sealed off and either the material will be sent for analysis by a competent licensed asbestos contractor to confirm it contains asbestos or it will be deemed to contain asbestos and removed by a competent asbestos removal contractor and work will not recommence until a clean air/re-occupation certificate has been received.

Existing Services

Prior to any excavation, the Company's Permit to Dig and Risk Assessment Procedure must be followed (see appendix 15 of this Construction Phase Health & Safety Plan). All existing services must be located and physically marked on site. Any existing services to be cut off must be done so outside the site boundary and the cut off points clearly identified.

The Existing Services on site are identified in Appendix 4 of this Plan and Existing Stats file on located in the Site Manager office on site. It is to be noted that, from the PCIP, there are the following on site:

- 2no 132Kva oil filled Electric cables (NW corner of the site)
- 150mm Water main (running left to right across the width of the site)
- Vodafone Access Chamber and underground service (NW corner of the site)
- Live drainage serving local properties
- Pay & Display machines, plus power to the existing carpark

Work in and with Excavations

As stated above prior to any excavation or breaking of ground the Companies Permit to Dig and Risk Assessment Procedure must be followed (see appendix 15 of this Construction Phase Health & Safety Plan).

All excavations will be inspected daily and the results entered into the Excavation Register of Inspections.

The sides of all excavations will be either battered back or suitably supported by shoring or the use of trench boxes. The edges of open excavations will be protected by a suitable barrier to kept mobile plant and pedestrians from the edge or where plant has to drive up to the edge (a dumper for example) stop blocks will be placed at the edge.

Where excavations are to be carried out adjacent to existing Buildings The structural engineer is to be consulted and agreed methodology for carrying out the works is to be formulated

Consideration needs to be given to works in excavations as they could be considered as confined spaces, Works to be carried out is such a manner as to avoid this. However, if it unavoidable then those working in confined spaces are to have undergone specific training and be provided with all the relevant equipment including that required for rescue.

All operatives working with the confined space will be given tool box talks on the necessity for hygiene and use of correct PPE.

Wash facilities will be available on site.

Vertical Reinforcing Bars

All reinforcement bars where there is a risk of someone falling onto them and or causing cuts and abrasions will be protected by proprietary caps. Where possible barriers will also be erected around the vertical reinforcement bars.



Preventing Falls and Working at Height

Risk assessments will be carried out by all trades working at height. Where there is a risk of falling suitable precautions such as handrails etc. will be used to eliminate such a risk. Where this is not practical other means will be employed such as harnesses for scaffolders in line with SG4 or bean bags and/or air bags will be employed for example.

Ladders will be used as a last resort only and be tied and/or footed and used as a means of access only. Other forms of platforms will be used instead of ladders, such as MEWP's or mobile towers. All work will comply with the Working at Height Regulations 2005.

Generally scaffolding will be used to work at height and erected by a competent scaffold company. Only qualified scaffolders will be permitted to erect, alter or dismantle scaffolding.

Fall Protection Systems

Scaffold edge protection system will be employed on this project with the emphasis to reduce the risk of falls from heights

A Specific method statement & risk assessment will be prepared for the works involved. This will detail there fall prevention requirements [i.e. Nets, Leading edge protection etc.]

Control of Lifting Operations

All lifting operations will be planned by a competent and trained Appointed Person. A trained and competent Lifting Supervisor together with a trained and competent slinger/ banksman will oversee lifting operations.

Lifting operations will be carried out using tower cranes, mobile cranes and telescopic fork trucks. Excavators may be used by the ground workers for lifting off manhole rings etc.

Storage of Materials

Materials will be stored as per the manufacturer's instructions. The COSHH Data Sheet for hazardous materials will be followed and COSHH risk assessment will be carried out for all hazardous materials.

Bulk materials will be stored in the appropriate manner and if stacked, will be done so as to ensure their stability.

No materials will be permitted in the public highway at any time unless agreed with the appropriate licences prior.



HSG 97 A Step by Step Guide to COSHH Assessment [second addition]
HSG 53 Respiratory Protective Equipment at Work [Third Addition]

Manual Handling

Manual handling will be avoided wherever possible and mechanical means will be employed instead. Where this is not possible a manual handling risk assessment will be carried out and operatives will take part in a tool box talk to ensure they follow the correct procedures. Refer to Watkin Jones Procedure on Manual Handling in the Company Health and Safety Procedures Manual.

A crane or telehandler will be employed to move heavy or bulky items around site to significantly reduce the amount of manual handling required.

Kerbs and paving slabs will be laid using mechanically lifting devices to avoid the need to manually handle.

Any heavy lintels will be lifted into place using mechanical means.

HSG 115 Manual Handling – Solution you can Handle

Noise, Dust & Vibration

Noise will be kept to a minimum wherever possible. All plant and machinery will be fitted with the manufacturers recommended silencer and will be serviced as appropriate by competent mechanics/fitters. All vehicles will have their engines turned off whilst waiting / unloading.

Dust will be kept to a minimum. Where reasonably practicable on tool dust extraction and dust suppression techniques will be used such as wet cutting or dampening down etc. Those involved in activities where there is a risk of dust being created, must be provided with suitable and adequate personal protective equipment (respiratory protective equipment). This task specific personal protective equipment must be readily available for the user and the user must have received a face fit test for the respiratory protective equipment being provided.

The effects of vibration on personnel will be closely monitored. Where possible

hand held vibrating tools will not be used, alternatives such as pecker attachments fitted to excavators will be used instead. Where hand, held vibrating tools are necessary then exposure times will be strictly controlled to avoid any ill effects and equipment will be specifically chosen which have been designed to reduce the amount of vibration felt by the operator.

Traffic Management

Traffic will be managed on site (see appendix 3 Site Set Up Plan for details). A one way system will be in place, and both gates will be manned by competent, qualified banksman at all times. All construction traffic will come from the main network onto Kings Meadow Road, turning right into Napier Court. (which is the access road to our site) Any required reversing will be fully banked by WJ banksman at all times. Vehicles will then leave the loading / unloading area in the same direction, back on to Kings Meadow road and join the network. The Management team will ensure that all materials and waste collections are managed by way of allocated timeslots to ensure no excessive build-up of traffic on the highway.

Site users will enter through a turnstile unit at the entrance and follow designated site routes.

Operatives will be permitted to drop materials and tools on site within the allocated loading area, however there will be no onsite parking at any time. To this end, the Company will promote car sharing with parking in allocated city parking, of which there are 3 located conveniently to site, along with public transport. Management will ensure that no construction traffic is permitted to park in surrounding areas / public highways at any time.

Materials will be delivered "just in time" and lifted to their final destination. Management will ensure that no materials or plant are used / stored on the public highway at anytime unless the appropriate licence(s) are in place.

A 2.4m timber hoarding will be installed on site for security and presentation through the build. Welfare cabins will also be placed on site with the relevant licences being procured from the LA prior to this installation.

All vehicles and mobile plant will be checked for all round visibility and additional mirrors will be fitted where required.

A road brush attachment will be employed to ensure that the road is kept free of mud and site debris as required.

HSG 144 The Safe Use Of Vehicles on Construction Sites

Work with service chambers, drainage systems, pipe work and ducts.

All those working in confined spaces will have undergone specific training and be provided with all the relevant equipment including that required for rescue.

All operatives working with the above will be given tool box talks on the necessity

for hygiene and use of correct PPE.

Wash facilities will be available on site.

Where required and under the Advice of the Watkin Jones Safety Advisor a permit to work system will be employed on the site.

Hot Works

All hot works will be carried out in accordance with the Watkin Jones Hot Works Permit Procedure, (see appendix 12).

All those carrying out hot works must have with them their own fire extinguisher and this must be suitable to the task they are carrying out.

Accommodating adjacent Land use

During the works to the site the local neighbours will be informed of any works that will affect them/potential cause disruption, either by letter drop or by visit by the site team. The working hours onsite are being restricted to 0800 hours and 1800 hours Monday to Friday, 0800 hours to 1300 hours on Saturday and not at any time on Sunday or Bank Holidays, where noise can be heard at the Boundary.

Noise will be kept to a minimum wherever possible. All plant and machinery will be fitted with the manufacturers recommended silencer and will be serviced as appropriate by competent mechanics/fitters.

All the Adjacent access roads will be regular inspected for cleanliness from muck/deposits etc. from site and clean as required

Work with or near fragile Materials

In the event of Personnel having to work on or near any fragile materials [roof coverings, roof lights, glass partitions, glass panels etc. advise will be sought from a competent and suitably qualified person to ensure that a safe method of working is established to prevent harm coming to any personnel & visitors on the site.

3. MANAGEMENT STRUCTURE

Principal Contractor

Watkin Jones Homes
Business Address
55 Ffordd William Morgan
St Asaph Business Park
St Asaph
Denbighshire LL17 0JG

Tel: 01745588200

Email: www.watkinjones.com

Project Manager

TBC

Tel:

Mob:

Email:

Principal Designer

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Architect

Tristan Rhodes
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33 Oldfield Rd
Bath
BA2 3NE

Tel: 01255 466 173

Email: tristanrhodes@stridetreglown.com

Structural Engineer

Phil Barlow
Richmond House
Sandpiper Court
Chester Business Park,
Chester
CH4 9QZ

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Temporary Works Co-Ordinator

Phil Barlow
Richmond House
Sandpiper Court
Chester Business Park,
Chester
CH4 9QZ

Tel: 01244 684 900

Email: Philip.Barlow@tieruk.com

PRINCIPAL CONTRACTOR

CONSTRUCTION TEAM APPOINTMENTS

The names of individuals within the Watkin Jones and Son Limited management organisation with responsibility for health, safety and welfare on the project are as detailed below:

Board of Directors

G. Watkin Jones, M. Watkin Jones, G. Morgan, B. Evans, G. Davies,
A. McDonough, J. Davies, P. Byrom, A. Pease

Position within the Group	Name
Chief Executive Officer	Mark Watkin Jones
Managing Director Homes	Berwyn Evans
Deputy Managing Director Homes	Gwyn Pritchard
Construction Director	Sean Curran

Health, Safety & Environmental Director	Miles Littlewood
Visiting SH&E Advisor	Paul Christopherson
Buyer	Skye Shields
Project Manager	TBC
Commercial Director	Andy Savage
Quantity Surveyor	Richard Massey

JOB DESCRIPTIONS

Job Title

Chief Executive Officer

Purpose of Job

Overall responsibility for Group activities

Job Title

Managing Director Division

Purpose of Job

Overall responsibility for the Division activities

Job Title

Construction Director

Accountable to

Managing Director Division

Purpose of Job

To manage construction projects effectively to company and client satisfaction of a high quality and profitable.

To develop client relationship with a view to generating future contracts with them.

Major Tasks

The following tasks are not in priority order

1. Managing the subcontractors appointed on the project and ensuring they each deliver on time and within budget
2. Auditing and monitoring my sites in respect of health and safety and along with the site agent for ensuring the site is well managed from a safety point of view
3. Other duties include producing monthly management reports on the contract status for the directors
4. Monitoring site progress in the form of weekly internal site meetings
5. Reporting to the client on site progress in the form of contract site meetings
6. Monitoring plant usage on site
7. Produce site reports
8. Review diary reports
9. Organise and lead site meetings
10. Communicate and liaise with relevant directors to ensure smooth site operations
11. Discuss and review progress with Managing Director Homes Division daily
12. Formulate and present progress reporting structure both internally and to the client
13. Overall responsibility for construction, through to the completion of the building, to the agree programme
14. Formulating and agreeing main contract programmes
15. To set the agenda for the construction process
16. Ensure site team manage in overall terms Site Health and Safety Policy, security and fire policies
17. Ensure site team set up and work too main site filling system
18. Control contractual correspondence and distribution of information
19. Oversee preparation and issuing of Operating and Maintenance manuals
20. Attend post hand over review meetings
21. Plan, direct and review Health & Safety Training requirements
22. Encourage and develop communication methods employed by staff and nurture positive supportive approach to developing staff
23. To discuss, support and advise team members on a regular, individual and team basis
24. Liaise with Human Resources for additional support)

Job Title

Project Manager

Accountable to

Construction Director

Purpose of Job

To manage site to a high standard and complete within budget and time whilst ensuring compliance with Health & Safety regulations and project specification at all times

Tasks

The following tasks are not in priority order

1. Assist setting up working programme with Contracts Manager and review on a weekly basis
2. Study drawings and bills of quantities
3. Requisition of plant, labour and materials as required to meet programme
4. Ensure effective communication with sub-contractors and operatives
5. Maintain efficiency and high standards
6. Complete on time or ahead of time
7. Arrange and ensure meetings with quantity surveyors regularly throughout contract
8. Attend regular internal progress meetings
9. Liaise with Quantity Surveyor and sub-contractors to discuss possible damages and time loss immediately as they arise
10. Produce correspondence in conjunction with Quantity Surveyor and Contracts Manager
11. Monitor and review quality assurance
12. Review and manage Health & Safety in accordance with WJS procedure
13. Discuss site issues and progress with Contract Manager
14. Minimise by monitoring and reviewing site wastage, materials, time, labour and plant
15. Maintain morale on site by communicating regularly with all site operatives by discussing and reviewing issues and sharing good practice
16. Ensure good public relations with neighbours and the public
17. Attend subcontractor pre-start meetings with Contracts Manager and Quantity Surveyor
18. Check material measurement and take offs from drawings including checking drawing practicality
19. Supervision and direction of subcontractors to meet programme requirements
20. Deliver induction to site operatives
21. Checking of material deliveries
22. Communicate site programme regularly with site operatives
23. Maintain site filing system in accordance with WJS procedure
24. Maintain good working relationship with clients and consultants
25. Discuss and review site operatives and subcontractors tasks

Job Title

Health and Safety Advisor

Accountable to

Health, Safety & Environmental Director

Purpose of Job

Advise on Health and Safety for organisation on site and offices

Major Tasks

The following tasks are not in priority order

1. Create a positive health and safety culture at all levels throughout the organization.
2. Assist and advise management at all levels with the preparation, implementation and where necessary, review of the health and safety policy.
3. Carry out as necessary periodic inspections and investigations of the

company's activities and report to the contract and line management any apparent breaches of Health & Safety legislation, company policy or company procedures.

4. Liaise with enforcing authorities and with safety organizations to promote the interests of the company.
5. Ensure you are fully conversant with current health and safety legislation, codes of practice and guidance information to ensure the health, safety and welfare of all the Company's employees, sub-contractors and persons who may be affected by the Company's activities.
6. Prepare and issue general health and safety information in the form of health and safety information memos to relevant members of staff.
7. When invited to do so assist line management with the drawing up of any risk assessments and method statements as is necessary.
8. Support management and operatives at all levels in their efforts to improve health and safety performance and set a good personal example.
9. As a last resort and at your absolute discretion, stop an activity or indeed the whole job, if you have any safety concerns that justify that action, and will receive the full support of the Board of Directors for this action.

Job Title

Buyer

Accountable to

Supply Chain Manager

Purpose of Job

Purchase of materials within necessary budget and timescale.

Major Tasks

The following tasks are not in priority order

1. Fortnightly site meetings are executed to ascertain and anticipate impending material requirements
2. Continuous update and provision of monthly material budgets
3. Resolving invoice queries
4. Assist in take-off of various materials at site meetings and establish materials are requisitioned in accordance with relevant specification and drawings
5. Monitor surplus stock materials at WJS head office and utilise where possible elsewhere
6. Close liaison with relevant Contract Managers and Quantity Surveyors to forecast profit/loss of procurement
7. Attend pre-start contract meetings with relevant site operatives
8. Standardise material purchasing to maximise cost savings where possible
9. Produce monthly purchasing report for purchase provision of materials

10. Source materials taking into account best value and best quality for WJS in the long term

Job Title

Estimator

Accountable to

Estimating Director

Purpose of Job

Provide prices for design & build new tenders, contractor design and Bills of Quantities

Major Tasks

The following tasks are not in priority order

1. Analysing drawings to produce costs and additional costs
2. Check specification against drawing and current client standards including BSI/ISO, Building Regulations
3. Produce Bills of Quantities with costing for all requirements including quantity, amount, unit rate, labour & plant resources and constants
4. Produce net cost tender document for the relevant project
5. Provide input into possible areas of risk on project to Estimating Director for discussion at tendering process
6. Attend client meetings to discuss tender
7. Visit site for relevant tender process

8. Discuss with clients or employer agent where necessary on tender issues and queries
9. Discuss with subcontractor's work involved on proposed projects
10. Provide input on successful tenders to WJS departments when required
11. Arrange handover of all relevant documentation for successful tender with WJS departments
12. Provide regular update reports to Estimating Director
13. Provide comparison schedules of subcontractors and supplier costs
14. Calculation of prices using Estimating software package
15. Compile estimates including monitoring prices to identify compliant and non-compliant prices and source additional/ alternative prices
16. Provide tracking correspondence for pricing enquiries
17. Provide regular updates to Estimating Director and Estimator on work and discuss issues on a regular basis to develop own learning

Job Title

Commercial Manager

Accountable to

Commercial Director / Divisional Managing Director

Purpose of Job

Major Tasks

The following tasks are not in priority order

1. Manage and support Quantity Surveyor.
2. To motivate and provide direction to the construction division to deliver quality products within time and financial constraints
3. To encourage, manage and develop the commercial department to allow the staff to perform to their abilities, encourage decision making and provide support to those with problems, suggest solutions and implement procedures
4. Report punctually and accurately on all financial aspects of the division. Collate and evaluate forecasts and incorporate into monthly reports.
5. Recognise and exploit commercial opportunities to maximise returns, or minimise losses
6. Vet and authorise subcontract orders

7. Conduct management meetings, review budgets, performance, and expectations and put measures in place to rectify problems. Praise achievements and encourage as necessary
8. To develop business relationships with clients, encourage and promote a positive image of the company
9. Monitor the financial progress of a project, promote a positive attitude towards variations, their valuing, encourage regular meetings and an honest up front approach to clients to ensure a fair resolution of accounts and claims
10. Review and authorise subcontract payments
11. Ensure monthly valuations are submitted by the surveyors within the time frames stipulated
12. Ensure the commercial interests of the company are protected. Act to mitigate disputes and resolve these if possible to limit the financial risk to the company
13. Increase the percentage of contracts that better their tender main.
14. Provide and implement ideas to encourage good practice across the Division and organisation
15. Reduce proforma balances to nil within 3 months of each contract completion
16. Arrange monthly team meetings to discuss and communicate good practice
17. Discuss training requirements with HR Department to encourage continuous professional development of team members.

Job Title

Quantity Surveyor

Accountable to

Commercial Manager

Purpose of job

To monitor and ensure effective cost reporting

Major Tasks

The following tasks are not in priority order

1. Prepare monthly cost reports and management reports forecasting accurately from commencement to completion of the project on financial and progress issues on a daily, weekly and monthly basis
2. Updating information on progress of projects and passing to Commercial Director as required
3. Working to deadlines set by myself and others within the team
4. Delegate and monitor tasks to trainee Quantity Surveyor if necessary
5. Ensure continuous communication with other team members to review contract progress and address immediately associated issues

6. Attending site weekly (or as required) to review issues including providing solutions and advice to ensure successful project completion.
7. Ensuring the workforce employed on site are treated fairly and communication is filtered through to them.
8. Ensure that payment applications for subcontractors are paid in accordance with the conditions agreed and provide accordingly any supporting information relevant to their claim.
9. Properly advise the client of variations and forecasting of the account including advising them of progress and delays and supporting this with relevant document correspondence.
10. Ensure cash flow is maintained in our favour during course of the contract and provide early forecasting of any short fall should that be relevant.
11. Ensure continuous correspondence with consultants including monitoring content of correspondence to be specific, relevant and grammatically correct.
12. Identify and review key performance indicators with Commercial Director
13. Monitor and review procurement – including placing subcontract orders and ensure they arrive on time and within budget
14. Set and monitor subcontract final accounts
15. Closing off final accounts and liabilities on the balance sheet
16. Ensure all team members are aware of any issues on site including any potential claim disputes on a daily, weekly and monthly basis.
17. Ensuring filing of site project correspondence is maintained
18. Review adjustment to costs to be pursued on old contracts
19. Ensure weekly photos are stored on file and backed-up.

4. CO-ORDINATION

Aspects of the project regarding Health and Safety issues are brought to the attention of contractors at the pre-contract letting meeting and are made a condition of the terms of the sub-contract order.

Matters which arise throughout the currency of the contract are aired through continual site dialogue and at regular progress meetings. Issues of sufficient importance shall be confirmed in correspondence or written directions.

5. HEALTH AND SAFETY STANDARDS

Minimum standard for health, safety and environmental protection are established by legislation. However, Watkin Jones Group strives to work to a better standard whenever possible.

Guidance is available from a variety of sources for instance, approved codes of practice (AcoPs) produces by H.S.C., British Standards produced by industry and government departments and industry interest groups such as C.I.T.S. and C.I.R.I.A. All produce technical notes and current best practice guidance.

Watkin Jones also has internal Health and Safety Advisors available to give advice and guidance as necessary.

Below is a short list of the more prominent legislation which is relevant to the construction industry.

LEGISLATION

1. The Lifting Operations and Lifting Equipment Regulations 1998.
2. The Construction (Design & Management) Regulations 2015.
3. Employers Liability (Compulsory Insurance) Act 1969 & Regulations 1998.
4. The Regulatory Reform (Fire Safety) Order 2005. [HSG168 Fire Safety in construction]
5. The Dangerous Substances and Explosives Atmospheres Regulations 2002.
6. The Health and Safety at Work etc. Act 1974.
7. The Control of Pollutions Act [Amendment] 1989.
8. The Control of Lead at Work Regulations 2002.
9. The Control of Pollutions (Special Wastes) Regulations 1980.
10. The Health and Safety (First Aid) Regulations 1981.
11. The Ionising Radiations Regulations 1999.
12. Occupiers Liability Act 1957 and 1984.
13. The Reporting of Injuries, Disease and Dangerous Occurrence Regulations 2013.
14. The Working at Height Regulations 2005
15. The Control of Asbestos at Work Regulations 2012.
16. The Control of Noise at Work Regulations 2005.
17. The Control of Vibration at Work Regulations 2005
18. The Electricity at Work Regulations 1989.
19. The Construction (Head Protection) Regulations 1989.
20. The Environmental Protection Act 1990.
21. The Management of Health and Safety at Work Regulations 1999.
22. The Manual Handling Operations Regulations 1992.
23. The Personal Protective Equipment at Work Regulations 1992.
24. The Provision and Use of Work Equipment Regulations 1992.

25. The Supply of Machinery (Safety) Regulations 2008.
26. The Radioactive Substance Act 1993.
27. The Safety Signs & Signals Regulations 1996.
28. The Control of Substances Hazardous to Health Regulations 2004.
29. The Food Safety (General Food Hygiene) Regulations [Amendment] 2005.
30. The Health and Safety (Consultation with Employees) Regulations 1996
31. The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002).

6. INFORMATION FOR CONTRACTORS

Registers, placards and statutory instruments shall be provided on site for the use of all contractors. Other relevant information regarding the contract shall be circulated in writing or discussed at regular contract review meetings.

All contractors and their operatives will be inducted on site before they commence their operations. The induction will provide information on the identification of responsible persons appointed for the project, hazards on site and the site rules. A record of inductees including relevant competency details specific to their role will be maintained and they will be asked to sign agreeing to abide by the site safety rules.

Site management and Sub-Contractors will carry out Tool Box Talks at regular intervals to site operatives (including subcontractors) on subjects pertinent at the time.

Site Hours are restricted to 0800 hours and 1800 hours Monday to Friday, 0800 hours to 1300 hours on Saturday and not at any time on Sunday or Bank Holidays where noise can be heard at the boundary.

7. SELECTION PROCEDURES

The company operates a Quality Management System which addresses the requirements of BS EN ISO 9001:2008. It is a condition of the standard that the company uses suppliers of assessed capability, this applying to sub-contractors, materials suppliers, plant suppliers, consultancies and suppliers of services.

With regard to competence and provision for Health and Safety, the Company will hold a pre order meeting with sub-contractors with health and safety forming a part of the agenda at this meeting. We would ask for copies of their company health and safety policy, insurance details, method statements and risk assessments including COSHH assessments for our approval prior to commencement on site.

Further to this we carry out at the end of every contract a performance review, health and safety forming a part of the performance assessment. This is then kept on file and used to assess competence and adequacy of resources for future contracts.

8. COMMUNICATIONS AND CO-OPERATION

General

Watkin Jones Group Health and Safety is a subject which forms part of the agenda for Contract Progress meetings with the client and his representative. Details of the discussion and names of persons to take action shall be noted in the minutes.

The company holds regular internal progress meetings and meetings with sub-contractors. Again, details of actions are noted in meeting minutes.

On a practical level, toolbox talks are given to operatives by suitably qualified staff for specific hazards. A note is made of the names of attendees.

Watkin Jones Group are Members of the North Wales Contractors Group and the North Wales Working Well Together Group. These groups are designed to provide advice and guidance on all aspects of Health & Safety to the Sub-Contract resources that we employ on our sites.

9. ACTIVITIES WITH RISK TO HEALTH AND SAFETY

Activities with significant risk to health and safety will be identified from the project construction programme using the Company's Programming for Safety Procedure.

Specific method statement and risk assessments will be added during the currency of the contract (including those submitted by subcontractors), for specific work elements. These will be submitted at least 10 days prior to the commencement of each activity. All risk assessments and method statements must be assessed and reviewed by the site management team and signed off as accepted prior to the work activity commencing. All those involved in work activities must be briefed in the contents of the specific risk assessments and method statements and sign to confirm their understanding of, and agreement to follow the specific risk assessments and method statements.

Generic risk assessments are available on the Health & Safety Forms section of the server and also on the Agility UK Website. The site management team is able to make these generic risk assessments site/task specific by completing the rear/page 2 section of the form. A list of available generic risk assessments is available on the Health and Safety Forms section of the server and cover general risk assessments, COSHH Assessments and Manual Handling Assessments.

10. EMERGENCY PROCEDURES

First Aid Provision

2no First Aid kits for up to **50** site personnel are to be kept in the site office and a sign highlighting the fact positioned on the site office door.

A first aider will be on site at all times, their names will also be positioned in the site office and canteen facility.

The first aider(s) for this site is **TBC**

Fire Prevention /Control

Fire Extinguishers are kept in each facility on site in case of fire, trades undertaking hot work will be required to carry their own extinguishers at all times. A Hot Work Permit will be carried out prior to such activity taking place. See Appendix 12 of

this Construction Phase Health & Safety Plan for details of the Hot Works Procedure for this site.

It will also be highlighted at induction that good housekeeping must be maintained at all times by all to ensure that no combustible materials are available for combustion.

This will be complemented by the use of posters and notices positioned in the facilities on site.

It will be the responsibility of the Site Manager to ensure all site personnel are mustered at the muster point in the event of an emergency and a roll taken of names. In case of the Site Manager being absent, he will nominate another person to undertake this role.

Smoking including the use of E-cigarettes will not be allowed on site and will be restricted to an area designated by the Site Manager away from combustibles. A sand bucket will be provided for but ends.

A specific fire risk assessments and detailed fire plan will be developed prior to commencement of the project; this will include emergency evacuation procedures. See Appendix 2.

FIRE SAFETY PLAN GENERAL

Induction of Personnel

All site operatives must be given an induction on fire safety awareness and to include, policy on smoking, Hot Works Procedures, burning of waste, site housekeeping, the use of extinguishers and evacuation procedures.

Flammable Substances

The use of flammables must be kept to a minimum. All flammable substances must only be stored in the correct storage facilities and away from all combustible materials and sources of ignition.

Smoking Policy

Smoking including the use of E-cigarettes will not be permitted inside the building or welfare facilities and will only be permitted in an external designated area identified by the Site Manager.

Hot Works

A Hot Works permit will be issued before the commencement of any hot works, and will be under the control of the Site Manager. All hot works procedures must be adhered to. (See Appendix 12 of the Construction Phase Health and Safety Plan).

Housekeeping

A high standard of housekeeping must be achieved throughout the project duration. The build-up of rubbish and/or waste materials will be kept to a minimum. No burning of rubbish will be allowed on site. A cleaning regime will be set up by the Site Manager and a Waste Management Plan by the Group Environmental Manager.

Co-operation and Co-ordination

Full co-operation is to be maintained with adjacent properties. In the event of a fire the Site Management is to notify all adjacent properties immediately.

EVACUATION PLAN

What to do in the event of a fire.

Any person discovering a fire must.

- a) Operate the nearest alarm call point or shout fire, fire.
- b) Summon help by phoning the fire service, giving the site address and location of the fire.
- c) Inform the site manager who can co-ordinate with adjacent properties. Fight the fire if it is safe and practicable to do so by using the correct type of fire extinguisher and by having your means of escape behind you.
- d) The muster point for all personnel and site visitors is identified on the site set up plan (Appendix 3 of the Construction Health and Safety Plan). Account for all personnel by using the site signing in register.

The Site Manager is the fire marshal and has the following duties:

- 1) Contact adjacent properties in the event of a fire.
- 2) Weekly carry out inspections of fire escape routes and firefighting equipment.
- 3) To carry out roll call using the signing in register. Liaise with fire brigade in the event of an emergency.
- 4) Appoint a deputy to carry out the above in his absence.

11. REPORTING OF RIDDOR INFORMATION

Procedures for reporting specific injuries, diseases and dangerous occurrences

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 requires that specific injuries, diseases and dangerous occurrences are reported to the relevant authority.

Failure to comply is a criminal offence.

WHAT YOU HAVE TO REPORT

You have to report any injury which results in a person or persons being off work for **seven days** or more, or if the person or persons are in hospital for 24 hours or more.

As well as this you have to report a fatality and any dangerous occurrence where an incident happens and no persons are injured but there has been a potential for injury or harm.

The specific diseases to be notified are related to particular work activities, the general diseases covered are:-

1. Certain poisoning by chemicals etc.,
2. Some skin diseases such as skin cancer, acne
3. Lung diseases including asbestosis,
4. Infections such as leptospirosis, hepatitis and anthrax
5. Cataracts and decompression sickness or vibration white finger.

All of the above should be reported to the relevant authority as quickly as possible by telephone and followed up with a written report within seven days, normally on a F2508 for injuries and a F2508A for diseases or dangerous occurrences.

If any such incident or occurrence happens on your site you must do the following immediately:-

1. Telephone the emergency service required, then:
2. Your immediate supervisor, then:
3. Your health and safety adviser, you will then be given instructions of how to deal with the matter further.

AMBULANCE: 999

FIRE BRIGADE: 999

POLICE: 999

A&E HOSPITAL: Royal Berkshire NHS Foundation Trust
London Road
Reading
RG1 5AN

Tel: 0118 322 5111

HSE: Priestley House
Priestley Road
Basingstoke
RG24 9NW

Tel: 01256 404 000

The incident will be investigated and the action taken will depend on the outcome, the company will deal with the Health & Safety Executive on your behalf and complete the relevant forms.

All accidents no matter how trivial must be reported in the site accident book. This will help us to identify problem areas from which additional controls/precautions can be implemented. These will also act as our main database for accident statistics.

If you are not sure about an accident, record it in the book and telephone the Safety Advisor who will be able to give you advice.

13. WELFARE ARRANGEMENTS

The Principal Contractor shall provide welfare facilities, which conform to the recommendation of the Construction (Design & Management) Regulations 2015.

These will consist of a Site Manager Offices, Canteen/Mess Facilities, Toilet Facilities (plumbed in), Drying room and Storage Containers. Hot and Cold water and First Aid facilities shall be provided in line with the regulations.
(See Site Set Up Plan Appendix 3).

14. INFORMATION AND TRAINING

Site specific rules and codes of practice shall be issued to all site personnel at a Site Induction prior to them entering the site. Copies of the induction literature shall be displayed in the welfare facilities. A record of persons undergoing the

induction process shall be maintained.

Only those with the correct competency details for their individual tasks will be permitted access onto the site. This is managed by the Site Manager. Only trained and competent personnel will be permitted to operate plant and machinery.

15. CONSULTATION

The views of all persons involved in the project shall be taken into account at all times and actioned wherever necessary. Tool box talks will be carried out to discuss tasks with operatives and gain their views. Operatives are encouraged to fill out suggestion forms to identify areas of concern and to gain ideas for continual improvements on all matters.

16. SITE RULES

In addition to the restrictions laid out in the Pre-Construction Information Pack the following also apply. All operatives and visitors will be inducted on these rules and sign them to agree to abide by them whilst on site.

1. All visitors and contractors to report to the site office and sign the site register before entering the site. Prior to leaving site you must sign out of site.
2. All persons, including visitors, must be inducted prior to entering site for the first time.
3. Always wear a Safety Helmet, Safety Boots, High Visibility Vest, Gloves & Eye Protection.
4. Request P.P.E you feel is appropriate if it has not already been offered to you.
5. Do not attempt to operate any plant or equipment unless you have been trained and authorised to do so by your supervisor.

6. Stop using any plant or equipment that is defective (including fuel, oil or water leaks) and report the defect to your supervisor.
7. Clear up and report all spillages of fuel, oil and hazardous substances.
8. Do not carry out any excavation (either by hand or machine) unless you have been issued a "permit to dig" by the Site Manager.
9. Do not enter any excavation unless it has been battered back or adequately supported.
10. Only a competent person, who has been authorised to do so, may erect, alter or dismantle scaffolding, falsework or excavation support structures.
11. De-nail any timbers that you have stripped.
12. Keep your work area tidy and store materials required for the work in a safe manner.
13. Report any damaged ladders and do not attempt to climb any ladder unless it is tied at the top or footed.
14. Do not work from any edge from which you could fall unless a double guard rail and toe board is in place or other suitable safety precautions have been put in place to prevent injury.
15. Do not use any substance that may be hazardous to health unless you have seen the COSHH Assessment and taken the appropriate precautions.
16. Eat food in the canteen facilities provided. Do not consume food at the workplace. Place any waste food in the bins provided.
17. Use the site toilets. Anyone found fouling the site will be dismissed immediately.
18. Keep the site welfare facilities in a clean tidy condition.
19. Report to the Site Manager immediately any accident you have had or witnessed.
20. Report to the Site Manager immediately any unsafe practice that you have seen that could have led to an injury.
21. No smoking including the use of E-cigarettes on site, except in designated areas.
22. Being under the influence of alcohol/drugs is strictly forbidden and the company reserves the right to remove anyone suspected of being under the influence of alcohol or drugs from the site.
23. No mobile phones to be used on site except in designated areas.
24. Work within the site boundary, do not trespass outside it unless you are sure the access/work has been authorised.
25. Understand the fire and emergency procedures, and do not tamper with any emergency or firefighting equipment.
26. Do not take instructions to carry out work from anyone other than your own supervisor or a member of Watkin Jones Management as anyone else may be unaware of any health & safety implications involved with the work.
27. Sub-contractors must not issue instructions to any Watkin Jones Group personnel. If you require Watkin Jones Group personnel to carry out any activity you must request this via a Watkin Jones Group Manager only.
28. Do not undertake any work or activity that you consider is unsafe irrespective of any instructions given by any party.
29. Keep to the designated access routes. Do not take shortcuts.
30. Do not shout or use abusive language on site.
31. Do not display offensive material on site or in the canteen/toilets.
32. No radios / music players to be used on site.
33. Ensure you are covered up during sunny days to prevent sun burn.

34. Shorts are not permitted to be worn on site.

17. HEALTH AND SAFETY FILE

The Company shall ensure that all information necessary for compilation of the Health and Safety File shall be collated and passed to the Principal Designer at contract completion stage.

The information shall include:

- (a) record or "as built" drawings and plans used and produced throughout the construction process along with the design criteria
- (b) general details of the construction methods and materials used;
- (c) Details of the structure's equipment and maintenance facilities;
- (d) Maintenance procedures and requirements for the structure;
- (e) Manuals produced by specialist contractors and suppliers which outline operating and maintenance procedures and schedules for plant and equipment installed as part of the structure; and
- (f) Details on the location and nature of utilities and services, including emergency and fire-fighting systems.

18. MONITORING

The Company Health and Safety Advisor will make regular visits to site to ensure that operations are carried out in accordance with current Health and Safety Regulations.

The Site Manager shall monitor the site on a daily basis to ensure that safety standards are maintained and that any incidents or complaints are dealt with.

Site Managers shall complete a weekly safety checklist (See Appendix 16) and ensure that all statutory registers are maintained.

Contracts Managers will carry out a monthly Health & Safety Audit of the contract.

19. PROJECT REVIEW

Project review shall take place regularly to assess project needs to implement

changes required and to formalise details of amendments made to the Health and Safety Plan.

This shall take place in conjunction with the Principle Designer, Design Team, Sub-Contractors and Project Staff

REQUIREMENTS ON AND POWERS OF PRINCIPAL CONTRACTOR UNDER THE CONSTRUCTION (DESIGN and MANAGEMENT) REGULATIONS 2015

As principal contractor appointed for any project we shall:

- Satisfy ourselves that the Client is aware of their duties; that a Principle Designer has been appointed and HSE notified (where project is notifiable) before work starts.
- Ensure they are competent to address the health & safety issues likely to be involved in the management of the construction phase.
- Ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management, appropriate to the risk and activity.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site.
- Ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. Requests from contractors for information will be met promptly.
- Ensure that a suitable construction phase plan is:
 1. prepared before construction work begins
 2. developed in discussion with, and communicated to, contractors affected by it
 3. implemented, and
 4. kept up to date as the project progresses
- Satisfy ourselves that the designers and contractors that we engage are competent and adequately resourced.
- Ensure that suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to prevent unauthorised access onto site.
- Prepare and enforce necessary site rules.
- Provide copies of or access to relevant parts of the construction phase plan and other information to contractors, including self-employed, in time for them to plan their work.
- Liaise with the Principle Designer on design carried out during the construction phase, including design by specialist contractors, and its implication for the plan.

- Provide the Principle Designer promptly with any information relevant to the health and safety file.
- Ensure that all workers and visitors are provided with suitable health and safety induction, information and training.
- Ensure that the workforce is consulted about health and safety matters via team/tool box talks.
- Display the project notification.

APPENDIX 1

PRE-CONSTRUCTION INFORMATION PACK

(DUE TO SIZE – REFER TO WJ SERVER)

APPENDIX 2

FIRE SAFETY PLAN

(TO BE COMPLETED BY PROJECT MANAGER POST SUB-STRUCTURES)

On Site Fire Risk Assessment

(TO BE COMPLETED POST GROUNDWORKS)

Site Address:		Assessment by:		Step 1 – Identify Hazards. <i>Consider how a fire could start and what could burn.</i>		
		Name:		Sources of ignition (Hot works, faulty electrical equipment, uncontrolled smoking)	Sources of fuel (Untidy site, off-cuts, paper, wrappings)	Areas of particular risk (Near site boundary, waste skips, hot work areas)
		Title:				
		Signature:		Step 2 – People at risk. <i>Employees, contractors, visitors and anyone who is vulnerable (for example, people nearby or anyone with a disability).</i>		
Risk Assessment Reference:		Issue Date:		- Contractors - Visitors - Watkin Jones Employees		
		Review Date:				
Activity Specific Details (<i>site locations/activities/zones</i>)				Step 3 – Evaluation and action. <i>Consider the hazards and people identified in Steps 1 and 2 and act to remove and reduce risk to protect people and premises.</i>		
Other work being carried out in this area:		Interfaces with other trades:		Step 4 – Record, plan and train. <i>Keep a record of the risks and actions taken. Make a clear plan for fire safety and ensure that people know what they need to do in the event of a fire.</i>		
				Checklist		Tick
				Fire plan prepared and made known to all who may be affected.		
				Record hazards and risks kept under constant review.		
				Record actions taken to reduce hazards and risks to the lowest level.		
Period of validity of this Risk Assessment:				Select suitable people and arrange for training and updates for people involved.		
Start date		Expiry date		Practise alarm and evacuation procedures.		
				Put plan into place to measure and correct defects from lessons learned.		

Remember: All hot works must cease at least one hour before the site closes.

Plan for rewarding good performance awareness and good housekeeping.

Site Fire Safety Plan

Project:
Site Fire Safety Co-ordinator:
Training Details:
Deputy:
Contact name and number for local Fire Brigade

Project Specific Risks

Fire Hazards:

Precautions:

Warning Alarms

	Site:	Temporary Accommodation:
Type:		
Location(s):		
Assembly Point(s):		
Fire Brigade access:		

Fire Points

	Site:	Temporary Accommodation:
Location(s):		
Type of firefighting equipment at each point:		

Plant & Equipment:	All enclosed pieces of mobile plant must be fitted with an appropriate fire extinguisher. Open ride on plant (rollers, dumpers) whilst not requiring an extinguisher to be fitted to the machine, must be operated where a site fire extinguisher point is readily accessible.
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Storage of LPG and highly flammable materials:

Security Arrangements:

Frequency of fire drills:

Temporary Offices / Accommodation

Location:

Fire Resistance:

Date Review Required:

Pre-commencement and / or fire plan review check sheet

•circle as appropriate

Subject	Yes/No	Comments	Date
Is fire certificate required?			
Outline fire plan completed			
Warning systems in place			
Fire detection system in place			
Hot work permit system in place			
Fire escapes, exit routes defined			
Procedure in place for calling Fire Brigade			
Fire points established and in place			
Signage			
Directional			
Fire Points			
Fire Exits			
Assembly Point			
Dry Riser			
Fire Hydrant			
No Smoking			
Highly Flammable			
Fire action notices displayed			
Site plans displayed			
Emergency lighting			
Temporary coverings identified			
Waste removal procedure established			
No smoking policy adopted			
Instruction to workforce			
Fire Marshall(s) delegated			

Completed by:

Date:

APPENDIX 3

SITE SET UP PLAN & TRAFFIC MANAGEMENT PLAN

APPENDIX 4

STATS PLANS

APPENDIX 5

F10 FORMS

To be kept on file and also positioned on the Site Notice Board

APPENDIX 6

SIGNING IN REGISTER

Everybody that enters the site should sign the site signing in register irrespective of how long they wish to be on site. This includes site operatives, official visitors, the client's representatives, etc. It doesn't include delivery drivers unless they are entering onto the site. In this instance, sub-contractors are to give the Site Manager advanced notice to enable him to ensure the area is free from hazards and prepared for the delivery. The driver should also be issued with a copy of the site rules as described in the site rules section of this file.

A "Flash Induction" procedure is available on the H&S forms server for delivery drivers detailing the basic site safety requirements.

The signing in register is an important document for record purposes. Each person should sign in and out personally each day. In the short term, it allows the Site Manager to see at a glance how many people are on site. It is important that the register is correct as it is used as the roll call in the event of a fire.

The signing in register should be filed with the site archive at the completion of the project.

APPENDIX 7

HEALTH & SAFETY INFORMATION SHEET

The health and safety information sheet should be displayed in the office and in the mess cabin. It should be completed at the start of the project and up dated as the project develops.

APPENDIX 8

EMPLOYERS' LIABILITY INSURANCE CERTIFICATE

The company is obliged under the Employers' Liability (Compulsory Insurance) Regulations 1998 to display a copy of the current Employers' liability insurance certificate. Attached are two copies of the certificate one for the office and the other for the mess cabin.

The policy is renewed in June of each year. Copies of the new insurance certificate will be distributed from the Plant Dept. but will be included in the safety starter pack for all projects starting after that date.

APPENDIX 9

GENERIC RISK ASSESSMENT SCHEDULE

The company has established seventy-seven individual generic risk assessments. A full set of the generic risk assessments can be found on the Health & Safety Forms Section of the server. Following the review of the "Programming for safety" the Site Manager will order the appropriate amount of generic risk assessments on the attached schedule via their Contracts Manager.

The generic risk assessments are made site specific by the completion of the reverse side of the assessment.

All risk assessments should be filed with the site archive.

APPENDIX 10

CONTRACT SPECIFIC RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations place a requirement on the employer to carry out a risk assessment for all activities that create a significant risk. The company has seventy-seven generic risk assessments that cover a whole series of construction activities (covered in another section of this file). If it is considered that none of the generic assessment forms adequately cover any particular activity then a task specific risk assessment form can be completed.

The pro-forma task specific risk assessment form follows the general format suggested by HSE in their guidance with the addition of one extra column.

The hazard

The first column should identify all of the hazards that are considered to be significant for the task or operation. The hazards should be listed and be specific. It is suggested that the preventive and protective (precautions) measures, persons at risk, risk ranking and person who will control columns are completed for each hazard.

Persons at risk

This column should identify who will be at risk of injury or ill health from the activity or operation. The list can specifically name individuals or any group of people for example the steel erectors may be at risk of falling but the people below would be at risk of being struck by falling objects (incl. steel erectors).

Preventive and protective measures

The preventive and protective measures are the precautions that need to be taken to ensure that the risk is reduced to an acceptable level. The precautions may be as simple as the provision of guardrails and toe boards or as complicated as a temporary works procedure and permit to load. Obviously, the precautions should reflect the severity of the hazard and control it to a satisfactory level i.e. prevent someone falling or ensure that the structure does not collapse prematurely. It may be considered that more than one precaution is necessary for instance specialist training or competence for the operator and proof that the machine that they are to use is in good order. Therefore, the Site Manager would have to satisfy himself that the operative had attended a suitable course and attained a satisfactory grade and that the machine to be used had been inspected by a competent person.

Residual risk

The company considers that it is only necessary to record the risk ranking after all of the precautions have been put into place. This is because the duty is to record significant risks and not trivial one's. It should be the aim of the management team to reduce all risks to low or insignificant.

Person who will control

The company feels that it is important that individuals are given the specific responsibility to carry out any health and safety function or task. This prevents any ambiguity about who should do what and when. However, before delegating

any responsibility individual's competence and resources should be considered to ensure that they could actually carry out that function to a satisfactory standard.

After completing an assessment, a "Team Talk" should be arranged with the operatives who will be involved in the operation. They should be advised on the content of the assessment and encouraged to comments. If a good idea is suggested the assessment should be reviewed. On the reverse of the risk assessment form is a team talk register and comments section which should be completed prior to the activity.

The management team should then establish a suitable monitoring regime to ensure that the precautions are being applied and that the operation or task is going as planned.

The assessment should be filed in the health and safety plan until the project is completed and then filed with the site archive.

APPENDIX 11

RISK ASSESSMENT AND METHOD STATEMENT SCHEDULE

The company operates a procedure of “Programming for safety” at the start of a project a review is taken of activities that create a significant risk based on the main programme. These significant risk activities are highlighted on the programme with a flag. The highlighted activities should then be transferred on to the schedule. The schedule requires the Site Manager to assess all of the risk assessments and method statements.

The procedure requires all of the risk assessments and method statements to be reviewed at least a fortnight in advance of the operation where ever possible. This allows the Site Manager to comment back to the sub-contractor and to allow him to prepare any special requirements that the sub-contractor may require.

Following this procedure also makes it much easier to manage the safety documentation and for audit purposes. Upon completion of the project the schedule and all of the relevant risk assessments and method statements should be filed with the site archive.

Additional guidance can be found in the Carlton health and safety procedures manual.

SUB CONTRACTORS SAFETY POLICY SCHEDULE

In an effort to make it easier to manage the growing health and safety plan and related documentation the company has developed a simple schedule to monitor the health and safety policies of sub-contractors.

The names of the appointed sub contract procurement schedule should be transferred onto the safety policy schedule along with their start date. Ideally a fortnight prior to their start the sub-contractor should be encouraged to forward a copy of their health and safety policy amongst other things. This allows the Site Manager to review the sub contractor’s documentation with some time to query without affecting the programme.

The schedule requires the Site Manager to comment on the content and if he feels that it is adequate. Having a complete schedule also makes it easier for the Contracts Manager or the Director to audit the site.

It is suggested that all safety policies, risk assessments and method statements etc. should be filed in a separate lever arch file. The safety policy schedule should be filed in front of the file along with the risk assessment and method statement schedule.

Upon completion of the project the schedule should be filed with the site archive.

APPENDIX 12

HOT WORKS PERMIT & PROCEDURE

Before any operation that requires the application of heat or a naked flame the revised hot works permit should be completed. The Site Manager should make himself and the operatives carrying out the hot works aware of the "Conditions of Issue". The Conditions of Issue stipulate the controls that are needed to reduce the potential for a fire to a minimum. The Conditions of Issue should be rigorously enforced by the management team.

Upon completion of the permit a copy of it should be given to the operatives carrying out the works. It is expected that the permit will come in duplicate form in the future. The original must be held in the site office. Having followed the requirements of the Conditions of Issue it is unlikely that a fire will be started. However, the fire checks must be carried out by a responsible person whom the Site Manager must appoint. The fire checks will be carried out 30 minutes and 60 minutes following completion of the works. The fire checks can be carried out after normal work hours by security personnel but they must be given suitable and sufficient information on what to do if they find a fire or smouldering embers.

APPENDIX 13

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

The Control of Substances Hazardous to Health Regulations place an obligation on the employer to carry out an assessment of any substance used in the workplace. The assessment should identify any significant risk that the substance may create whilst being stored, used or disposed of. The company has developed a blank COSHH assessment record form, which, can be found in this section. A number of generic assessments have been completed to assist the Site Managers.

As with all assessments the most important part of completing the assessment is ensuring that the operatives using the substance are advised of the content of the assessment. On the reverse of the COSHH assessment form is a register to confirm that the operatives have been informed of the hazards associated with the substance and understand the precautions that need to be taken to ensure their health and safety.

Additional guidance in connection with COSHH can be found in section 33 of the CITB manual and in the COSHH literature contained in the site safety starter pack.

All COSHH assessments should be filed with the site archive on completion of the project.

APPENDIX 14

ACCIDENT REPORTING

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) certain types of accidents must be reported to the Health and Safety Executive (HSE). All RIDDOR accidents are to be reported to HSE on Form 2508 (F2508). Certain serious accidents have to be notified to HSE this means they should be contacted and informed of the accident by the quickest possible means, usually telephone. The company's Safety Officer or Director will notify the HSE and complete the F2508. The types of accident that are reportable are briefly tabled below. However, within Watkin Jones Group. All accidents are reported in-house to enable the company to establish accident trends and to reduce loss.

The company understands that all accidents have a cost. For the injured party there is pain and suffering and with serious accidents financial losses as well. The company suffers financial loss directly from the accident in time lost or damaged property. It could also incur losses with a poor reputation that could result in clients losing confidence and not offering the company an opportunity to tender.

More importantly accident reporting allows the company to monitor the effectiveness of the health and safety procedures and enables the company to target high-risk areas in an effort to reduce the risk.

The BI510 is the statutory accident book (the blue book). The company is required by law to record all injury accidents in the BI510. The BI510 should be located in a conspicuous position and readily available. Ideally, it should be near to the first aid box to encourage completion. On a daily basis the Site First Aider should confirm that no accidents have been entered into the book without their knowledge. Furthermore, if it is noted that an entry has been made then they should investigate the particulars of the alleged accident and check to ensure that the first aid kit is adequately stocked.

The Accident Incident Report form A/I R1 is the internal accident report form. This is a duplicate book and is to be used to record all accidents including injury accidents, plant damage only and near miss accidents that could have had the potential to cause harm.

The Site Manager should carry out an investigation of all minor accidents and report the findings.

All serious accidents are to be reported to the Contracts Manager, Director and Safety Advisor by telephone as soon as possible. The area and any items of plant that were involved in the accident should be left in position and if necessary the Site Manager should ensure that no one enters the area or tampers with any part of the scene until the accident investigation is completed. This may require the area to be fenced off or even a guard placed at the scene to prevent unauthorised access.

The completed top white copy of the accident report form is to be returned to the office with the post on Friday. The completed carbon copies should be removed

from the pad and stored with any other relevant information in the file for archive with the site files. Any unused sections of the internal report A/I R1 pad and the completed BI510 should be returned to the safety department for re-use and archiving respectively.

Accidents that are defined as reportable to the HSE under RIDDOR

Fatalities and major injuries (notifiable)

- Any fracture of any bone, other than to the fingers, thumbs or toes
- Any amputation (through a bone).
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (whether temporary or permanent) or any other listed eye injury.
- Electric shock or burn causing unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours
- Any injury leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours.
- Unconsciousness due to asphyxia or by exposure to a harmful substance or biological agent.
- Acute illness or unconsciousness caused by any poisoning by any route.
- Acute illness caused by exposure to infected material or a biological agent.

Injuries resulting in incapacity for more than seven days

Generally known as an Over Seven Day (O7D). These are the least serious of the reportable accidents. They do not need to be notified directly to HSE only reported on a F2508.

Dangerous occurrences

- Collapse, overturning or failure of any load-bearing part of any lift, hoist, crane, derrick, mobile powered access platform, access cradle, window cleaning cradle, excavator, piling rig or fork-lift truck.
- Explosion, bursting or collapse of any closed vessel, boiler, etc.
- Contact with, or arcing from, any overhead electric cable caused by any plant or equipment.
- Electrical short-circuit with fire or explosion.
- Explosion or fire caused by any material resulting in stoppage of work or plant for more than 24 hours.
- Uncontrolled release of 100 kg or more of a flammable liquid, 10 kg or more of a flammable liquid above its normal boiling point or 10 kg of a flammable gas, inside a building, and 500 kg or more of such substances outside a building.
- Collapse or partial collapse of any scaffold over 5 metres in height or fall of any cradle, etc.

- Collapse of 5 tonnes or more of any building or structure, or any false work, or any wall or floor in any workplace.
- Uncontrolled release of any biological agents.
- Accidental ignition of any explosive.
- Failure of any load-bearing part of a freight container.
- Bursting, explosion or collapse, or fire involving a pipeline.
- Specific incidents involving road tankers.
- Specific incidents involving dangerous substances being conveyed by road.
- Escape of any substance in a quantity sufficient to cause death, injury or damage to health.
- Malfunction of any breathing apparatus whilst in use or when being tested before use.
- Contact with or arcing of any overhead power line.

Specified diseases

These are listed in the Watkin Jones Group health and safety procedures manual.

APPENDIX 15

PERMIT TO DIG and RISK ASSESSMENT

The permit to dig is a duplicate form, which has to be completed prior to any operation that requires breaking of ground. This includes excavation work for services and foundations, trial holes, piling, installation of signpost or fencing type operations, etc. The form is to be completed on a daily basis by either the Site Manager or the Site Engineer. The person who will control the excavation work should sign for the permit. A team talk should be issued to all operatives involved with the operation.

The company has developed a pro-forma risk assessment form for excavation work. This form should be completed for each operation (not necessarily daily as with the permit to dig).

A detailed explanation of how the procedure is to be managed is contained within the company health and safety procedures manual.

The top white copy of the permit to dig should be returned to the office with the weekly post for review at the relevant management meeting.

The completed carbon copies should be removed from the pad and stored with the relevant risk assessment in the file for archive with the site files. Any unused sections of the pad should be returned to the safety department.

APPENDIX 16

WEEKLY SAFETY INSPECTION

Some time ago it was recognised that although the site management teams continually monitored the health and safety aspects of their sites during their daily routine walkabouts the company and the Site Manager were vulnerable when challenged to prove that health and safety on site was being managed. Therefore the weekly safety checklist was developed as an aide memoir for the Site Manager. It also provides written proof that at least on a weekly basis the site management teams carry out a formal health and safety inspection. The form is in a duplicate pad. One copy of the completed form stays on site and the other should be sent back to the office on a weekly basis.

Over the years the form has been developed further to suit the needs of the company and to ensure that the company maintained, as a minimum, the legal standards.

It was not intended for the Site Manager to take the form out when carrying out the inspection but to be a factual record of that inspection. This enables the Site Manager to carry out corrective action prior to completing the form. The form has space for comments, which, should be used to outline the problems identified and the action taken to correct that problem.

The company uses the form to collect statistical information. On a daily basis the Site Manager should complete the bottom section with the numbers of persons on site that day. At the end of the week there is a section that requires the number of accidents and incidents reported that week. That figure should tally up with the number of internal accident report forms that have been completed and returned.

Finally on the bottom of the form is a section for brief details of any HSE visits. This is required purely for record purposes. The company monitors visit frequencies and matters raised by the HSE. This enables the company to consider companywide reviews or passing on of information to other sites.

The forms are returned to the office with the other site post, normally on a Friday. They are collated and discussed the following week at the management meetings. The company statistics are calculated using the data provided on the form. These are reported to the Directors each quarter and summarised at the end of the end in the annual health and safety report.

IMPORTANT NOTE. The form has become known as the weekly tick list. This is not what it was designed for. The site management teams should make every effort report meaningful and constructive comments.

APPENDIX 17

PPE ISSUE REGISTER

After completing a risk assessment for any work activity and it is found that Personal Protective Equipment (PPE) is required the employer is obliged to provide it to their employees free of charge. Under the Personal Protective Equipment at Work Regulations the employer is obliged to make an assessment of the PPE to ensure that it is appropriate and that it is readily available.

The safety equipment issue record is a duplicate pad and is to be completed by the Site Manager and counter signed by the employee.

The procedure for requisitioning any PPE is as follows,
Site Manager makes an assessment of risk for the activity,
NOTE; construction work is considered high risk to feet and heads. As a minimum all site operatives must be wearing suitable safety footwear and a hard hat.
Site Manager requisitions the appropriate PPE,
When requisitioning safety footwear and high visibility coats the requisition must have the operatives' name for whom the equipment is being ordered.
The Contracts Manager or the Director counter signs the requisition,
The requisition is sent to the buyer as usual for procurement,
Upon receipt the Site Manager has the operative sign for the PPE in the safety equipment issue file.

The safety equipment issue record has two functions firstly it records when the company has issued employees with appropriate PPE and secondly records when the company has issued PPE to sub-contractors employees. Obviously as the Principal Contractor it is not an option to allow anybody on site to work without the correct PPE therefore the company would issue the PPE to the sub-contractor and record it. The top copy of the duplicate pad is to be faxed to the buyer for record purposes and the original sent to the quantity surveyor for contra charging if necessary. The completed carbon copies should be removed from the pad and stored with any other relevant information in the file for archive with the site files. Any unused sections of the pad should be returned to the safety department.

APPENDIX 18

SITE INDUCTION REGISTER

The site induction is seen as a vital part of the management systems for the passing on of specific training and instruction. The site induction is contained within the A4 presentation easel. Generally, the induction follows the same format for most sites including the site rules, scaffold safety, plant safety, excavation safety and the safe use of electricity and chemicals. However, there will be specific information developed for each site for instance traffic routes, fire safety plan, etc. The site induction will also pass on information such as contamination, noise abatement or some other specific issues that needs addressing.

The induction folder is a two-sided document the presentation side faces the inductees and contains a picture, image or brief instructions. The presenter's side contains the information that is to be passed on. At the end of the presentation there is an opportunity for the inductee to ask questions or comment.

Upon completion of the induction the inductees are required to sign the induction register. The individual should be issued with a WJ&S induction sticker. The sticker should be placed on the helmet so that it is visible. The safety induction sticker has an acrylic adhesive that will not damage or affect the helmet's structural integrity.

For an occasional visitor such as sales rep's and visiting clients, etc. issue of the site rules is acceptable providing that a responsible person accompanies the individual around the site. If that person, for instance the manager of a sub-contractor is appointed and it becomes apparent that they will be on site for more than a couple of hours at a time, then they should attend the full induction.

The induction sticker is not to be issued to persons who have only read the site rule.

The induction folder and any excess stickers should be returned to the Safety Dept. when the project is complete. The induction register and completed copies of the site rules should be filed with the site archive.

TEAM TALK REGISTER

Employers are obliged to consult with the work force about health and safety matters and it has long been established that involving the work force in the general management of an operation can be beneficial. More often than not the trades men and operatives have some positive thoughts to add to the procedure these can not only be safer but also quicker, cheaper or improve quality. It is also proven that due to the contribution it is often felt that that the method of work belongs to the operatives and as such they are more likely to follow that procedure.

The team talk register is to be used to record any team talks, toolbox talks or similar. The register should be attached to the notes, risk assessment or method statement that is being discussed. The workforce should be encouraged to participate and contribute. Any comments that are offered should be recorded on the register. If necessary the assessment or method of work should be reviewed.

Team talk registers should be filed with the site archived at the end of the project.

APPENDIX19

SCAFFOLD AND EXCAVATIONS REGISTER

Under Regulation 12 of the Work at Height Regulations 2005 all scaffolds and under Regulation 31 of the Construction (Design & Management) Regulations 2015 all excavations have to be inspected by a competent person at certain times. The purpose of the inspections is to ensure the safety of those work places. Table 1 lists the frequency that scaffolds have to be inspected and table 2 details the frequency for excavations.

SCAFFOLDING

Table 1. Frequency of scaffold inspection

Before being taken into service for the first time.

After any event likely to affect it's stability.

After any substantial alteration, modification and prior to being dismantled.

Not less than every seven days.

During erection and prior to the scaffold being handed over it should be identified as being incomplete i.e. has a "scaffold incomplete" sign displayed prominently. Upon completion the Site Manager should accompany the scaffolder on an inspection. When satisfied with the condition of the scaffold the scaffolder should issue a scaffold hand over certificate. A record should be made in the scaffold register of the inspection and that the scaffold is in service.

Events likely to affect the stability of a scaffold include undermining from excavation work, high winds, freezing temperatures, vehicles or similar colliding with it, etc.

There are times in the programme when there is an increased risk of failure of the scaffold, due to unauthorised alterations these are during plastering and window installation. Internal boards are likely to be removed by bricklayers and painters. Particular attention should be paid to the inspection of these areas at these times.

The scaffold inspection should include all parts of the scaffold including the ladder access and condition of ladders, loading bays, any hoists or other similar equipment. An entry should be made in the scaffold register of the results of the inspection. It is not sufficient to only complete the Site Manager's weekly checklist.

The company has developed a scaffold inspection checklist, which has been laminated. On the reverse of the checklist is a form that can be used to note down any problems with the scaffolding during your inspection. We have laminated the to allow it to be written on in felt tip pen which can be rubbed out when the information has been transferred to the scaffold inspection register.

Additional guidance on scaffolding can be found in the CITB manual
Sec. 5 part 1 Tube and fitting scaffolds,
Sec. 5 part 2 System scaffolds and mobile towers,
Sec. 6 Hoists and hoist towers,
Sec. 7 Ladders, steps and lightweight staging and
WJ&S health and safety information memos

EXCAVATIONS

Table 2. Frequency of excavation inspection

Before any person carries out work at the start of every shift.
After any event likely to affect it's stability.
After any accidental fall of rock or earth or other material.

The regulations only require excavations that are supported to be inspected. However, it is the policy of Watkin Jones Group to inspect all excavations deeper than a metre irrespective of whether it is supported or batter back. This is to ensure that all workplaces are safe. These inspections should also be carried out for excavations with less than four sides for instance where a retaining wall is to be constructed.

The ability to batter an excavation back to the correct angle of repose is becoming more difficult due to the requirement to backfill with the correct type of materials (usually imported) and the restricted space on most contracts. In most cases excavations that are battered back cannot be safely backfilled with a dumper due to the distance from the edge of the excavation to the tipping area.

A permit to dig and a risk assessment should cover all excavation work. Copies of these forms can be found in this file along with brief guidance. The full procedure for the permit to dig can be found in the company's health and safety procedures manual.

The frequency of excavation inspections is much more stringent than scaffolding even though the register is the same.

The inspection of the excavation should include the means of access and any other safety equipment including gas detectors, service supports, ground level guardrails, etc. if they are in use. Events likely to affect an excavation's stability include freezing weather, heavy rain, very dry sunny periods, ground vibration such as heavy plant passing, vehicles falling into the excavation, etc. Accidental falls of rock, earth or other materials includes the collapse of the sides of the excavation, spoil, and materials that have been stored near to the excavation, etc.

PLANT SAFETY

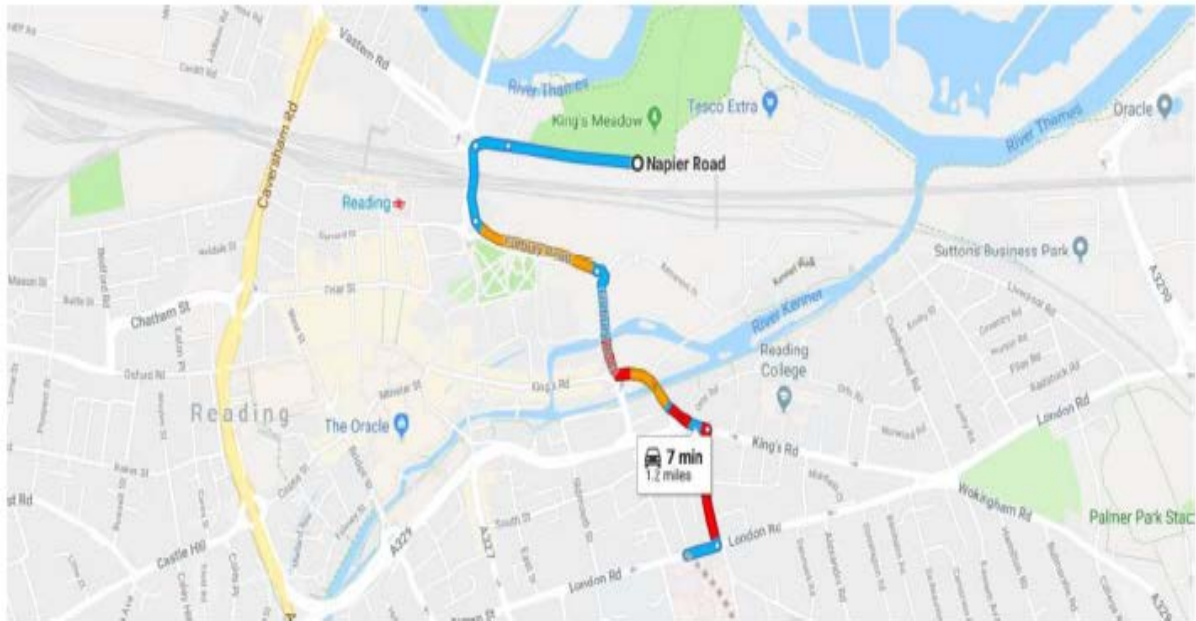
The Provision and Use of Work Equipment Regulations place a duty on employers to ensure that all equipment provided for use at work are suitable for purpose and safe to use. This duty becomes more explicit when the equipment provided can be used for lifting operations.

The company operates a number of systems that ensure that items of plant are in good working order and safe to operate. The first system is the requisition for plant this will be made directly to the Plant Dept. at Bangor using the plant requisition form. The company operates a seven day notice system which, requires the Site Manager to give the Plant Dept. seven days' notice of any plant requisition this allows the Plant Dept. sufficient time to arrange for the correct equipment to be resourced and delivered to site on time. This long run in period allows the Contracts Manager to review the plant requisition and authorise as appropriate. This becomes a second line of review ensuring that the right piece of equipment has been ordered.

The Site Manager is obliged to inspect the item of plant when it arrives at site for any obvious defects such as damage to the body or paintwork, that it appears to be working correctly, that all of the required components are delivered and to receive the maintenance record for it. All plant and equipment should be inspected by a competent person to ensure that it is good order. Therefore, prior to being delivered to site it should have been inspected by a competent person and a record of that inspection should accompany the item of plant to site.

APPENDIX 20

Hospital Route



Distance from Site = 1.2 Miles

Travel Time (Vehicle) = 7 Minutes

APPENDIX 21

External Access Plan

(TBC)

APPENDIX 22

M&E Standards Guide

(TO FOLLOW)

APPENDIX 23

Construction Site Guidelines **(Welfare & signage)**

APPENDIX 24

Temporary Works Procedure

APPENDIX 25

Tower Crane Erection Procedure & Drawing