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## 2.2.1 EXAMPLE SHE-PRO-002- COSHH

The Project /Site Manger must Ensure the procedure is established and reviewed for effectiveness. Appoints a COSHH Coordinator for the project.		1.ii				
<b>Project Manager</b>	Has the Project Manager appointed a COSHH Coordinator for the project?	3.i				
If a substance is supplied or created by <b>COMPANY</b> , the COSHH Coordinator is responsible for ensuring a COSHH assessment has been undertaken. The COSHH Coordinator should ensure that a register of all hazardous substances is maintained, and that each has a valid COSHH assessment, and where applicable a MSDS.		3.ii				
<b>COSHH Coordinator</b>	Has a register of hazardous substances been produced?	3.ii				
<b>COSHH Coordinator</b>	Have all substances on the register had an assessment done?	3.ii				
If a substance is supplied or created by a sub-contractor, it is their responsibility to provide the COSHH assessment along with all other risk assessments submitted for acceptance. These assessments are likely to accompany a method statement, and should be read as part of the method statement acceptance process. Project/Site Managers must ensure that assessments and method statements have been agreed, and monitor work to ensure it is undertaken in line with the method statement. The COSHH Coordinator should ensure that all hazardous substances present on a project have a valid COSHH assessment. For a supplied substance the COSHH assessment should be accompanied by the manufacturers/suppliers MSDS.		3.ii				

<b>Contractors / COSHH Coordinator</b>	If there are sub-contractor supplied hazardous materials do they have a valid COSHH assessment?	<b>3.ii</b>				
<b>Project/Site Manager</b>	Have the COSHH assessments been reviewed and agreed?	<b>3.ii</b>				
		<b>3.iv</b>				
<b>Project Manager Competent Person Supervisor</b>	Is there evidence that where an activity has changed after the initial Risk Assessment/ Method Statement was carried out, a review has taken place and the documents updated in line with the change?					
	Where an assessment identifies the likelihood of an adverse health condition or identifiable disease being contracted, then health surveillance may be required.	<b>3.iv</b>				
<b>Project Manager / Contractor</b>	Where the health of an individual has been identified as a risk, has health surveillance been arranged?					
	All activities undertaken under the Risk Assessment (and controls therein) shall be monitored to ensure that the assessment is both suitable and sufficient and is being worked to correctly.	<b>3.iv</b>				
<b>Project manager / Supervisor</b>	Is the work being carried out in accordance with the agreed Risk Assessment / Method Statement?					

Dependant on the nature of the Risk Assessment and Method Statement, give a briefing to ensure that the detail is communicated to all relevant Operatives and carry out a reality check to confirm understanding of key aspects.						
<b>Supervisor</b>	Has a briefing been given to the workforce based on the content of the risk assessment / method statement?					
		Total Awarded				
		Total Achievable	12			
		% Score				

**2.2.2 EXAMPLE SHE-PRO-003- Safe Working in the Vicinity of Buried and Overhead Services**

<b>Project/Site Manager</b>		<b>3.i</b>				
<p><b>Evaluate Project Program and the works drawings to identify the requirements for excavation. Appoint a Services Co-ordinator or retain the Services Coordinator's duties himself. Ensure the availability of suitable service location equipment and a competent operator. Where overhead electrical supply cables are present ensure that controls are in place before authorising any activities on site. Agree with Services Co-ordinator the site colour-coding scheme for surface marking of services.</b></p>						
<b>Project Manager</b>	Has the Project manager identified the excavations required to carry out the contract works?					
	Has the Project manager Appointed a Services Coordinator?					
	Are suitable service location equipment available and a competent operator identified / trained?					
	Where overhead electrical supply cables are present have controls been put in place before authorising any activities on site?					
	Is a site colour-coding scheme for surface marking of services in place and communicated?					
<b>Services Co-ordinator</b>		<b>3.ii</b>				

Seek out and retain copies of all statutory authority and service drawings relevant to the project's scope of work. Have transposed onto a master drawing(s), the details of all relevant services.

Have recorded on the master drawing(s) the location and depths of services installed during site establishment.

Confirm with the Supervisor/Engineer in control of an activity requiring a Permit to Excavate the full extent of the intended activity. Check the activity drawings against the master drawing(s). Produce an activity specific location drawing for reference by the locator of services that includes current landmarks, using [SHE-FRM-3-02](#).

Request the locator of services undertake a thorough survey of the area where the activity is to take place with an appropriate service locator, even if it has been established from drawings that there are no recorded services present.

Provide an activity specific, location drawing (including any updates identified in the survey) for reference by the Supervisor/Engineer in control of the activity.

Update master drawing(s) following receipt of survey information. Ensure information on master drawing(s) is transferred to 'as-built' drawings for inclusion in the H&S file.

Before any activities start on a site where overhead services are present or adjacent, contact the SHE Adviser for advice. Where overhead electrical supply cables are present the local Electricity Company shall also be contacted for advice on re-routing or clearance and insulation.

<b>Services Coordinator</b>	Have copies of all statutory authority and service drawings relevant to the project's scope of work been obtained. And details transposed onto a Master services drawing?					
	Has an activity specific location drawing been produced for all activities requiring excavations, that include current landmarks, using SHE-FRM-3-02?					
	Has a thorough survey of the area where the activity is to take place been undertaken with an appropriate service locator, even if it has been established from drawings that there are no recorded services present?					
	Has the master drawing(s) been updated following receipt of survey information or installed services?					

	Has the information on the master drawing been transferred to 'as-built' drawings for inclusion in the H&S file?					
	Where overhead services are present or adjacent to the works has the local SHE Adviser been contacted for advice?					
	Where overhead electrical supply cables are present has the local Electricity Company been contacted for advice on re-routing or clearance and insulation?					
<b>Locator of Services</b>		<b>3.iii</b>				
<b>Physically and clearly mark the position of services on the ground in accordance with the services marking scheme. Update the activity specific location drawing provided for reference to you by the Services Co-ordinator. .</b>						
<b>Locator of Services</b>	Has the position of services been physically and clearly marked on the ground in accordance with the services marking scheme?					
	Have updates been made to the activity specific location drawing?					
<b>Supervisors/Engineers</b>		<b>3.iv</b>				

Prepare or arrange for the Sub/Work Package Contractor to prepare for agreement/approval by the Project/Site Manager a specific method statement for activities involving: -

- excavation or penetration of the ground (using the information in the guidance);
- any activity beneath or in the vicinity of overhead electrical supply cables or pipework containing a hazardous substance where there is any possibility, however remote, of plant, equipment, materials or people encroaching into a safety zone;
- any activity beneath or in the vicinity of any other overhead service where there is a possibility of damage.

Ensure persons under their control fully understand they do not commence excavation or penetration of the ground in an area unless the whereabouts of services has been established and a Permit to Excavate has been prepared and approved by the Service Coordinator and obtained, SHE-FRM-3-02.

Ensure all personnel involved in the activities are instructed in the method statement and Permit to Excavate and sign to confirm their understanding.

<b>Supervisors /Engineers</b>	Has a specific method statement for activities involving: - excavations or work under or near overhead services been prepared?					
	Has a Permit to Excavate been prepared and approved by the Service Coordinator?					
	Have all personnel involved in the activities been instructed in the method statement and Permit to Excavate and signed to confirm their understanding?					
		Total Awarded				
		Total Achievable	17			
		% Score				



## 2.2.3 EXAMPLE SHE-PRO-004- Electricity at Work

Managing Director		3.i				
The MD for the Company / Region shall appoint in writing an Electrical Duty Holder for their area of responsibility						
Managing Director	Has The MD for the Company / Region shall appoint in writing an Electrical Duty Holder for their area of responsibility?					
Electrical Duty Holder		3.ii				
<p>The Electrical Duty Holder shall</p> <ul style="list-style-type: none"> <li>Assess and approve all temporary Electrical contractors prior to their appointment</li> <li>In conjunction with the Site / Project Manager appointed coordinator and Authorised Person for each location.</li> <li>Take reasonable steps to ensure that the site electrical coordinator has the competency to undertake the role.</li> <li>Ensure that all projects and appropriate contractors have a copy of the latest Rules for Electrical Safety</li> <li>Undertake independent inspection/audit of site electrical installation / equipment under COMPANY control.</li> </ul>						
Electrical Duty Holder	Have all temporary Electrical contractors been Assessed and approve prior to their appointment?					
	Has an authorised person been appointed to for the location?					
	Has the site electrical coordinator been assessed to ensure he has the competency to undertake the role?					
	Is there a copy of the latest Rules for Electrical Safety available on the project?					
	Do the electrical contractors working on the project have a copy of the latest Rules for Electrical Safety?					
	Have inspections / audits been undertaken by the Electrical Duty Holder?					

<b>Site Electrical Coordinator</b>		<b>3.iii</b>			
<p>The Site Electrical Coordinator shall</p> <ul style="list-style-type: none"> <li>▪ Ensure <b>All</b> work is carried out in accordance with the <b>COMPANY</b> Rules for Electrical Safety.</li> <li>▪ After consultation with the EDH, appoint in writing a competent person for the location he is responsible for.</li> <li>▪ Display the appointment of the site electrical coordinator and competent person on the location notice board and electrical switch gear.</li> <li>▪ Keeps an up to date drawing showing the electrical circuits for the location's temporary electrical system.</li> <li>▪ Ensure schedule tests are carried out on installations and equipment</li> </ul>					
<b>Site Electrical Coordinator</b>	Has the coordinator checked to ensure work is being carried out in accordance with the RES?				
	Has a competent person been appointed for the project, and the appointment displayed?				
	Is there an up to date drawing of the temporary site electrical circuits?				
	Has the required tests for the electrical system been scheduled?				
	Have the required tests for the electrical system been carried out as scheduled?				
<b>Authorised Person</b>		<b>3.iv</b>			
<p><b>The Authorised Person shall control the permit to work system and issue permits as required.</b></p>					
<b>Authorised Person</b>	Is the Authorised person issuing electrical permits as required?				
<b>Site / Project Manager</b>		<b>3.v</b>			

**The Site / Project Manager shall**

- After consultation with the EDH appoint in writing a permanent works Electrical Duty Holder.
- Ensure that the specification for the temporary site electrics is communicated to the temporary electrical contractor.

<b>Site / project Manager</b>	Has the Site /Project Manager appointed in writing a permanent works electrical duty holder?					
	Has the specification for the temporary site electrics been communicated to the temporary electrical contractor?					
		Total Awarded				
		Total Achievable	15			
		% Score				

**2.2.4 EXAMPLE SHE-PRO-005- SafetyAuthorisation of Plant/Equipment Operators**

<b>Project/Site Manager</b>		<b>3.i</b>			
<p>Identify the plant requirements for the project and produce a plant schedule. This should identify COMPANY's plant requirements. The schedule should be reviewed and revised as the project progresses. Where appropriate appoint a Plant Coordinator or retain the duties.</p>					
<b>Project Manager</b>	Has a plant schedule been developed to record the plant requirement of both <b>COMPANY</b> & contractors?				
	Has a plant schedule been developed reviewed and where necessary revised?				
	Has a plant Co-ordinator been appointed in writing?				
<b>Plant Co-ordinator</b>		<b>3.ii</b>			
<p>Assess the plant schedule and ensure the plant required is available in line with the contract programme. Advise the Project/Site Manager of any revisions/additions needed to complete the works.</p>					
<b>Plant Co-ordinator</b>	Is the required plant available to carry out the work in accordance with the plant schedule and contract program?				
<b>Plant Co-ordinator/Supervisor</b>		<b>3.iii</b>			

Obtain copies of Plant Operator certificates; forward a copy of the COMPANY direct employed operators certificate to the Regional Training Coordinator. A copy of all Plant Operator certificates should be held on site in the Site Register.  
Check the operator's certification for the plant to be operated (see section 4.i and 4.ii) and only allow the use of plant where the certification corresponds to the exact type of plant to be used.  
Where defects are reported / noted on item of plant, ensure the plant is put out of service and replacement/repair is arranged.

Plant Coordinator or Supervisor	Are copies of the plant operator certificates available in the site register?					
	Are plant operators in possession of the correct certificate for the plant they are using?					
	Have any defects been noted in the site register and if necessary has the plant with the defect been put out of service?					
		Total Awarded				
		Total Achievable	7			
		% Score				

**2.2.5 EXAMPLE SHE-PRO-006- Safety, Health and Environmental Training**

<b>SHE training strategy</b>		<b>3.i</b>			
<p>The SHE Department will be responsible for producing and reviewing a SHE training strategy for the whole business. The training strategy and associated training matrix will be available on the intranet*.</p> <p>Line managers are responsible for ensuring that their staff have had the necessary training, or ensuring that appropriate arrangements are made to cover any shortfalls. Requests for SHE training are to be made to the relevant Training Coordinator</p>					
<b>SHE Department</b>	Has a SHE Training Strategy been produced and is it available to the projects?				
<b>Manager</b>	Has a local schedule been produced to identify training requirements for the location in line with the training matrix?				
<b>Inductions</b>		<b>3.ii</b>			
<p>All newly assigned employees will receive a SHE induction. In addition a location specific induction will be required to ensure all necessary SHE information is provided. Project inductions will not be given to any person who cannot provide evidence of competency relevant to their role. Projects will provide a full SHE induction for everyone who will be on site. This induction must be provided before an individual is allowed to go onto the site. Project Managers are responsible for ensuring that a site specific induction is in place and provided as required. Visitors to sites, and other locations such as offices, must receive a tailored SHE induction if the full induction is not provided. Visitors must be accompanied by a suitable person who has attended a full site induction. Site inductions will include a short evaluation.</p>					
<b>Location Manager / Supervisor</b>	Have all persons received a SHE induction, including a location specific induction?				
	Are all persons working on the project in possession of relevant qualifications to their role?				
	Where there are Visitors on site have they received a visitor's induction and are they being accompanied around site?				

	Have all persons on site undertaken an induction evaluation questionnaire specific to the projects?					
<b>Supervisors' inductions</b>		<b>3.iii</b>				
Any person on a site who will act in a supervisory capacity must undergo a top up induction. This will identify what COMPANY will expect of them as a supervisor or manager. In particular it will cover expected standards of behaviour on site, and dealing with instances of unsafe behaviour						
<b>Location Manager / Supervisor</b>	Have all supervisors received a specific supervisor SHE induction?					
<b>Newly assigned COMPANY staff:</b>		<b>3.iv</b>				
<p>staff shall not commence their duties until they have:</p> <ul style="list-style-type: none"> <li>received a copy of the SHE policy statement and their SHE responsibilities. If the role involves managing or supervising others they must also receive a copy of the responsibilities of those grades they will be managing or supervising. Responsibilities should be explained to them by their line manager;</li> <li>received general advice and been informed of any significant findings of risk assessments for the work they will undertake;</li> </ul>						
<b>Location Manager / Supervisor</b>	Have all staff received a copy of their specific SHE Responsibilities, and have they been explained to them by their line manager?					

	Have all staff been informed of the significant findings contained within the risk assessments for the work they will undertake.					
<b>Agency staff</b>		<b>3.v</b>				
<p><b>When requesting staff or labour the COMPANY Manager is required to specify to an employment agency:</b></p> <ul style="list-style-type: none"> <li>➤ any special occupational qualifications or skills required to do the job, including any specific evidence of competence</li> <li>➤ specific features of the job that may effect health and safety (e.g. work at heights, heavy manual handling operations, etc).</li> </ul>						
<b>Project Manager</b>	If agency staff are being employed on the project have any specific requirement, with regards to skills, qualifications etc. and special features of the job which may effect h & s, been notified to the agency?					
<b>SHE training arrangements</b>		<b>3.viii</b>				
<p><b>SHE training will be arranged by the relevant Training Coordinator, who will also maintain SHE training records. The only exception to this will be project specific site Inductions which will be arranged and delivered by site personnel, with records maintained on site.</b></p>						
<b>Training Coordinator</b>	Are the SHE training records up to date and available to Managers					



<b>Project / Site Manager</b>	Are the SHE Induction records up to date and available on site					
		Total Awarded				
		Total Achievable	12			
		<b>% Score</b>				

**2.2.6 EXAMPLE SHE-PRO-008- The Report and Investigation of Accidents and Incidents**

For All Accidents on Site		3.				
<ul style="list-style-type: none"> <li>➤ Investigate cause of accident, record physical evidence and take steps to prevent recurrence.</li> <li>➤ Inform the SHE Department of such incidents.</li> <li>➤ Record and report the accident on the accident book form and send a copy to the SHE Department together with any supporting evidence/documentation</li> <li>➤ Complete the accident book entry report. (Accident Investigation Report Part 1, AIR SHE-FRM-8-02/2)</li> </ul>						
<b>Project / Site Manager</b>	Have all accidents recorded had an element of investigation and steps taken to prevent re-occurrence?					
<b>Project / Site Manager</b>	Has the SHE Department been informed of all accidents recorded on the project?					
<b>Project / Site Manager</b>	For all accidents reported to <b>COMPANY</b> has the Accident Book been completed?					

<b>For All &gt; 3 Day RIDDOR Reportable Accidents</b>						
<ul style="list-style-type: none"> <li>➤ Inform the SHE Department and Contracts Manager as soon as the accident becomes a possible “over 3 day reportable”.</li> <li>➤ Obtain from any contractor a copy of the F100. In the case of an COMPANY employee, provide the SHE Adviser / Manager with all relevant detail to allow MIT / SHE to complete the F100.</li> <li>➤ Where appropriate to the potential outcome of the accident / incident, in conjunction with SHE Adviser / Manager, complete/send First Alert form SHE-FRM-8-01 to ensure that relevant persons are informed (see distribution list on First Alert form).</li> <li>➤ Ensure the investigation is undertaken and the report Produced within an appropriate time frame as per QCS requirement.</li> </ul>						
<b>Project Manager / Supervisor</b>	For any RIDDOR Accidents has an F100 been completed and sent to the Enforcing Authority?					
<b>Project / Site Manager</b>	For appropriate accidents / incidents has a First Alert been completed?					
<b>Project Manager / SHE Adviser</b>	Has an investigation been carried out and a report been completed?					
<b>Reporting and Investigating a Major Accident/Incident (Fatal Accident or Major Injury)</b>						

- **Contact your SHE Adviser / Manager.** The SHE Adviser / Manager will inform the MIT and prior to commencing the investigation and following consultation with the SHE Manager / Director, will advise our legal representatives.
- **In conjunction with SHE Adviser / Manager, complete/send First Alert form [SHE-FRM-8-01](#)** to ensure that relevant persons are informed (see distribution list on First Alert form).
- **SHE Advisor to ensure that the Labor Ministry has been informed.** Where applicable ensure that the Police has also been informed.
- **SHE Advisor to Inform SHE Director / SHE Manager.**
- **SHE Advisor to carry out an immediate investigation of the accident in conjunction with MIT.**
- **SHE Advisor to ensure that a copy of the form F100 is completed and sent to the Enforcing Authority within 10 days of the accident, or in the case of a non-COMPANY employee, obtain a copy from their employee and ensure that a copy is forwarded to the COMPANY Insurer.**

<b>Project Manager</b>	Was contact made immediately to the SHE Advisor?					
<b>Project Manager / SHE Advisor</b>	Has a First Alert been completed?					
<b>Project Manager / SHE Advisor</b>	Were the Enforcing Authority has been informed and an F100 been completed and sent to the Enforcing Authority & other relevant parties?					
<b>SHE Advisor</b>	Has an investigation been carried out and a report been completed?					
<b>Accident Book/Register</b>						

- Site management shall control and verify entries made in the COMPANY accident book and ensure that copies are forwarded as soon as possible after they are made to the SHE Department.
- All notified accidents shall be entered in the COMPANY accident book including all employees, contractors, visitors to site and accidents to members of the public.

Project manager	Is the Accident book available and under secure control?					
Project Manager	Have all accident book entries been sent to the SHE Department?					
Monthly SHE Returns						
<ul style="list-style-type: none"> <li>The Project / Site Manager is responsible for the completion of the SHE Return and this shall be sent to the SHE Department as soon as possible after the month end but no later than the second working day of the following month.</li> </ul>						
Project Manager / Contractor	Have the monthly returns been completed and sent to the SHE department each month within the time scales set?					
		Total Awarded				
		Total Achievable	13			
		% Score				

## 2.2.7 EXAMPLE SHE-PRO-011- Permit to Work Systems

Project/Site Manager to ensure this procedure is established and proper application of a permit to work system affecting COMPANY, or employees of sub-contractors.		1.ii				
<b>Project Manager</b>	Has an authorized person been appointed for the implementation of this procedure?	2.ii				
Have responsibility for the overall co-ordination and signature for the permit to work system.		1.iii				
<b>Authorized Person</b>	Have they coordinated the permit to work system relating to complexity and detail of the project?	3.iii				
	Have they satisfied themselves that the precautions required by the permit to work are in place before work commences?	3iii				
Sub-contractors to work in accordance with this procedure.		1.vi				
<b>Sub-contractor</b>	Worked in accordance with the permit and associated document?	1.vi				
		Total Awarded				
		Total Achievable	4			
		% Score				

## 2.2.8 EXAMPLE SHE-PRO-013- Fire Precautions During Construction Works in Buildings

<b>Project Manager / Site Manager</b>	Has a fire safety coordinator been appointed for the project?	<b>3.iv</b>				
	Have fire wardens been appointed for the project?	<b>3.iv</b>				
	Have the appointed duty holders received suitable training?					
	Does the site specific induction include details about fire risks on site and site specific emergency arrangements?	<b>3.iv</b>				
	Has a fire risk assessment been completed for the project and integrated into a site emergency plan?	<b>3.iv</b>				
	Have fire emergency drills been completed / planned?	<b>3.iv</b>				
	Have the requirements of the fire plan been fully implemented on site?	<b>3.iv</b>				
		Total Awarded				
		Total Achievable	<b>7</b>			
		<b>% Score</b>				

## 2.2.9 SHE-PRO-014- Asbestos

Project/Site Manager to ensure the procedure is established and that the identification and removal of asbestos containing materials (ACMs), is carried out in accordance with this procedure and relevant information is communicated to interested parties.		1.ii				
Project Manager	Has a suitable asbestos survey relevant to the works & project been completed and is the report available on site?	4.ii				
	Have the relevant control measures been implemented and being monitored from the asbestos removal plan/risk assessment?	5.i				
	Has the asbestos removal plan/risk assessment/method statement been reviewed and accepted?	6.i				
	Does the site specific induction include reference about the Asbestos Containing Materials (ACM's) on site?	5.xiii				
Person's undertaking the work activities are required to carry out the task in accordance with this procedure.		1.vi				
Competent Person/ Contractor	Has a suitable risk assessment been undertaken for any work which may expose persons to asbestos fibers?	5.v				
	Have the findings of the risk assessment been incorporated into planned works?	5.v				
	Has a competent supervisor been identified within the planned works?	1.iv				
Although COMPANY appoints a specialist contractor for the removal of Asbestos, Project/Site Manager should ensure that they work in line with current legislation and do not put others at risk from their operations.		5.vi				



<b>Project Manager Competent Person Supervisor</b>	Is the asbestos removal contractor sufficiently dealing with waste produced during any works. Double bagged with separate disposal as special waste?	<b>5.vii</b>				
	Are viewing panels or CCTV viewing aids incorporate into the enclosure?	<b>5.viii</b>				
	Are air clearance certificates available for areas reoccupied further to asbestos removal?	<b>5.ix</b>				
An effective Management System/ Asbestos Management Plan should be in place to protect staff, operatives and the public when working within a building which contains asbestos		<b>8</b>				
<b>Project Manager/ Site Manager</b>	Are ACM's clearly labeled with suitable warning signs?	<b>8</b>				
		Total Awarded				
		Total Achievable	<b>11</b>			
		% Score				

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