

# Critical BBGE Site Safety Policy

## Plant/Vehicle Movements

**We have provided this note to draw your attention to the policy we have put in place relating to plant and vehicle movements. We have identified this as one of the key high potential risks associated with our operations and are committed to eliminating it.**

**We are sure that you will support us in this.**

For a number of years BBGE have been recording all incidents and accidents including near misses and minor property damage resulting from collisions involving plant and vehicle movements. Analysis of these incidents shows that, unlike other types of incident, the frequency of these very high potential for harm incidents is not reducing and this is clearly not acceptable to us.

**Fortunately**, only two of these have resulted in injuries, both minor. However with each near miss, the statistical likelihood of suffering a serious injury or worse increases. We have to act now to eliminate this type of incident in order to prevent any **potential** harm to our employees or others working around us.

We have reinforced the message to all of our staff and operatives as to the importance of maintaining a safe clearance zone around our rigs and cranes and providing effective barriers where the safe clearance zone cannot be provided. This will eliminate the risk of crush injuries or collisions occurring.

All of our Operatives have been reminded of their key responsibilities related to ensuring that our minimum requirements are met and have been instructed to suspend operations when these are not met and to notify our Management of the circumstances.

We have attached a copy of the key responsibilities and minimum requirements for your information and we would be grateful if you would ensure that your site management and your other subcontractors are aware of these and support us in achieving them.

Our Foreman will work closely with you to ensure that we can coordinate and sequence our works to allow everyone on site to work efficiently and safely. He will carry out regular inspections of our working area and will stop our works where the minimum requirements are not being met until the situation is rectified.

We recognise that we are not always perfect and he is instructed to take this action irrespective of whether this is due to the actions of others or of our own employees. If you observe our teams or others on the site failing to carry out their key responsibilities or operate within our own minimum requirements then we would encourage you to raise your concerns immediately with our Foreman.

This is just one step on our journey to removing the realistic likelihood of serious accidents from our business and we hope you will support us. If you have any queries about the instructions given to our site team or the way in which they are implemented please contact one of the following people.

**Richard Munday**  
Director of Operations  
07734 581754

**Eddie Keenan**  
HSEQ Manager  
07712 010777

# BBGE Safe Movement of Plant

## Key Responsibilities & Minimum Requirements

### Principal Contractor

- Plan, manage and monitor the construction phase in a way which ensures that, so far as is reasonably practicable, it is carried out without risks to health or safety

### Project Management Team

- Where possible; provide detailed site logistics and layout drawings to the Foreman before project commencement
- Where no plan is provided, attend site on day one of the project and agree a logistics plan with the Foreman to ensure safe operation of all moving plant and vehicles
- Support the Site Operations Team AT ALL TIMES in their efforts to implement and maintain the plan

### Foreman

- Where a plan is provided, review the plan and, if necessary, modify it to suit unforeseen conditions. It is the Foreman's responsibility to ensure that the plan is workable and safe
- Where no plan is provided, agree a plan with the Project Management Team that is workable and safe
- DO NOT ALLOW WORK TO COMMENCE UNTIL THE SITE IS SAFELY SET UP
- During the work, AS A MINIMUM, inspect the site at the start of each shift and after every break before work restarts
- Stop work whenever the logistics plan or working areas are not being complied with
- Where the infringement is by one of our team, brief the team on the issue that has caused concern and, if appropriate, take disciplinary action
- Where the infringement is by a third party, advise the clients representative that work has been suspended and why and notify the BBGE Project Management Team
- Report any major concerns to Eddie Keenan /Jane Towse /Justin Perry

### Rig / Crane Driver

- NEVER move your machine, this includes slewing, unless instructed to by a designated Banksman
- In the case of a rig driver drilling a pile, once a controlled zone is in place and the banksman has deemed it safe to work, then continual slewing may be carried out without direction of the banksman. This is the only exception to the statement above
- ALWAYS satisfy yourself that the Banksman has checked for blindspots before commencing any movement

### Banksman

- Your primary responsibility is to create and maintain a controlled zone around any rig or crane. This includes:
  - » Ensuring that there is a minimum of 600mm of clear space between the slew radius of the rig or crane and any obstruction
  - » Ensuring that this space is maintained and is not reduced by vehicles or obstacles being moved into the controlled zone
  - » Ensuring that where the minimum clearance cannot be created and / or maintained there are suitable barriers in place to prevent personnel from entering the restricted space
- When directing a driver ensure you have his attention, signal clearly and ALWAYS check for blindspots. Where necessary, get assistance to control areas that you and the driver cannot see
- Ensure that 3rd parties under our control do not move personnel, plant or equipment into the controlled zone
- Ensure that 3rd parties who are NOT under our control such as the Main Contractor or other Subcontractors do not move personnel, plant or equipment into the controlled zone. If they will not comply with your instructions stop operations and report the matter to your Foreman. Do not recommence operations until you are satisfied that it is safe to do so AND have been instructed to do so by your Foreman