

CONTRACT AND SITE MANAGEMENT

Section 1: Purpose

The purpose of this procedure is to define how contract and site activities are adequately controlled by USSL.

Section 2: Scope

This procedure applies to all USSL operations, employees and associated service providers whilst working on behalf of the company at their nominated work location.

Section 3: Legal and Other Requirements

The following requirements (Legal and Other) are relevant to this procedure:

- The Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations
- The (Construction) Design and Management Regulations
- USSL Operating and Company Procedures
- Clients Procedures where relevant

Section 4: Definitions

Manager – The person responsible for the day to day management of business, contract or department

Hazard – Anything with the potential to cause harm (e.g. Physical Hazards, Biological Hazards, Chemical Hazards, Workplace Hazards)

Risk – The likelihood for the hazard to cause Harm

Safe System of Work - An agreed laid out procedure identifying hazards and risk controls that must be implemented

Reasonably Practicable – The balance between the overall risk and associated costs to control those risks

Section 5: Site Set Up

The Contracts Manager / Site Manager will attend a Pre Start Meeting with the Client. The Contracts Manager / Site Manager will agree site set up arrangements with the site in advance of the team's arrival. The Contracts Manager / Site Manager will review the site and welfare arrangements for adequacy (i.e. Space for storage of materials, adequacy of welfare facilities, parking of plant and equipment and other possible issues)

The Contracts Manager / Site Manager will undertake a Dilapidation Survey of affected areas if necessary. The Contracts Manager / Site Manager will extend the project file and devise the filing index.

The Contracts Manager / Site Manager delivers a formal briefing to the site team on the project:

- Scope of works
- Detailed Risk Assessments, Method Statements, Task Sheets and COSHH Assessments
- Site Waste Management Plan
- Site Inductions Establish the site compound and welfare facilities

Head Office is informed that the project is now active.

On completion of the Contract Review meeting the Contracts Manager takes over responsibility for the daily management of the project, supported by the General Manager and Managing Director and other members of staff as required.

Section 6: Subcontractors

Copies of subcontractor Risk Assessments, Method Statements, environmental permits, licences and authorities shall be obtained on an on-going basis throughout the lifetime of the project and shall be added to the Quality, Health, Safety and Environmental Plan. The Sub Contractor must provide a copy of their Company Health and Safety Policy, which will be held on site, for inspection by their employees and / or the HSE.

Section 7: Plans

Where required the Quality, Health, Safety and Environmental Plans shall be collated in the format of the Pro-forma Quality, Health, Safety and Environmental Plan using the following information:

- The Pre-Tender Health and Safety Plan obtained from the CDM Co-ordinator
- Hazard and Impact Identification, Risk Assessment and Control
- Site-specific Risk Assessments and Method Statements obtained from all sub-contractors
- Works Program

Complete detailed Risk Assessments and Method Statements to the client for approval for the works and Site Waste Management Plans and submit

Section 8: Contract Monitoring

Supervisors will monitor progress according to the nature of the work and relevant procedures. Dependent on the duration and complexity of the project other members of the management team may be involved.

Conduct regular Progress Reviews as it will give a clear indication of the current position regarding progress on site. It also flag up any delays related to information required from the design team that is causing a lack of progress. This could ultimately provide a clear record of all delays which will help form the basis of a claim for extension of time to the contract period and/or additional reimbursement if considered necessary at the completion of the project.

The Supervisor is responsible for ensuring the site runs smoothly and that materials are requisitioned in a timely manner, in order to ensure delivery as required. All orders are placed through the procurement/plant department. The resources on site are reviewed by the Senior Operations Manager and the supervisors.

Section 9: Contract Costing

Site Records are forwarded to the Senior operations manager for costing and/or variation. Site Supervisor will inform the Senior operations manager immediately of any client instructions either verbally or in writing. The Senior operations manager will confirm in writing to the client receipt of the instruction and then decide if the instruction constitutes a contract variation. The Senior operations manager will advise the client accordingly. Site Supervisor must continually monitor the works and update the Quality, Health, Safety and Environmental File, ensuring Risk Assessments and Method Statements remain current for the tasks being undertaken.

Section 10: Project Completion

On completion of the project the Contracts Manager must complete a final review of the following:

- Completed Quality, Health, Safety and Environmental File
- List of surveys quantifying materials removed from site
- Imported materials to site
- Areas and location of placed materials
- Details of variations
- Confirmed signed variation documentation
- Time Record Sheets
- Progress reports and measures
- Completed drawings
- Confirmed material orders
- Confirmed suppliers invoice / orders
- Site tipping / delivery tickets
- Where necessary all documentation will be signed

Section 11: Document History

October 2016 Initial Draft

February 2019 new branding