

blu-3

The blu book of **standards**



A guide to continuous
improvement of Health, Safety,
Environment & Quality (HSEQ)

TEAM

CLIENT FOCUS

We work responsively, collaboratively
and passionately with our clients
to ensure success



A message from founder - Danny Chaney

This blu book of standards for our business means we set a vision for how we expect to deliver every project that we undertake. It defines why blu-3 is the contractor of choice. The term 'blue book' dates back to the 15th century, when large blue velvet-covered books were used for record-keeping by the Parliament of the United Kingdom.

Continuous improvement of quality, safety and compliance is at the heart of every blu-3 employee. We distil in all staff that if a job cannot be done safely, compliantly or to the quality highlighted in this book, then we do not undertake that project or activity.

If we put quality, compliance and safety ahead of profit we will deliver more successful projects, which in turn delivers sustainable work along with profit.

This blu book of standards sets out a guide to how we expect to consistently operate both in the UK and internationally. We know it will further evolve over time, which is why 'Quality and Innovation' is one of the company's core values. We need to keep pushing ourselves.

Thank you for your commitment.

"If we work well
together, everyone gets
better at what they do and
we succeed as a business."

blu-3 vision is to become a world-class provider of infrastructure and employer of choice.

Award-winning, multi-disciplined civil engineering company. Sustainable solutions for our clients.

blu-3 mission as a business is to employ the best, be the very best we can be and deliver excellence at all times.



blu-3

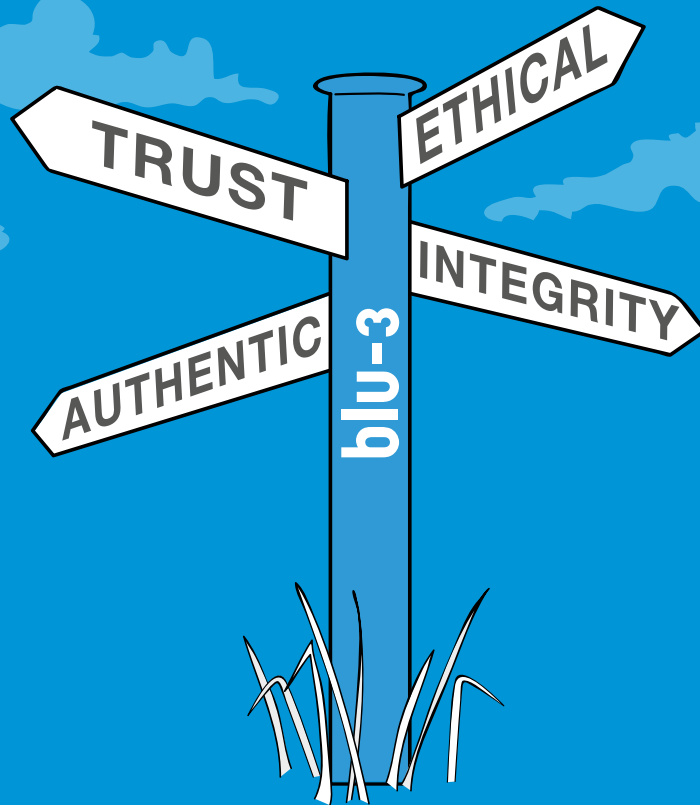
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INTEGRITY

We are an ethical company that acts with the highest degree of integrity and trust



Site Set Up

Clear segregation between people, plant and vehicles.

- Walkways should provide a safe area which pedestrians can walk
- Walkways should be clearly demarcated and provide a good surface to walk on, utilising tarmac or crushed and compacted stone
- The walkways should be a direct route to key areas and have adequate crossing points
- Reverse parking should always be undertaken and there should be demarcated parking bays & signage
- Pedestrian gates should have gates with springs to keep them closed
- Clear signage for PPE and hazards





Welfare



blu-3 Standards sets out expectations for quality welfare for all blu-3 employees and contractors.

blu-3 ensures that every person on its projects are provided with suitable and comfortable facilities. The construction sector can be a tough and hard environment to work in, which is why blu-3 workers deserve good welfare provision.

blu-3 believes that by looking after its employees, they in turn will look after the business by feeling respected and produce consistent continuous quality.

blu-3 expectations for projects:

- Clean facilities with safe access and egress
- Well-maintained toilets and cleaning facilities including disabled provision
- Provision of fresh fruit to site on set days
- Safe storage for work gear and personal belongings
- Breakout areas available for lunch and meetings
- Use of noticeboards to display safety statistics, certificates, first aider details and toolbox talks
- Use of room for inductions and training

Emergency Stations should be placed strategically on our sites to allow equipment/materials to be obtained quickly in the event of any emergency.

All static sites require an Automated External Defibrillator (AED). These must be stored in a communal area on site and have clear signage indicating their location.



Emergency Stations



Ensure the correct number of emergency stations are on site to cover the works being undertaken.

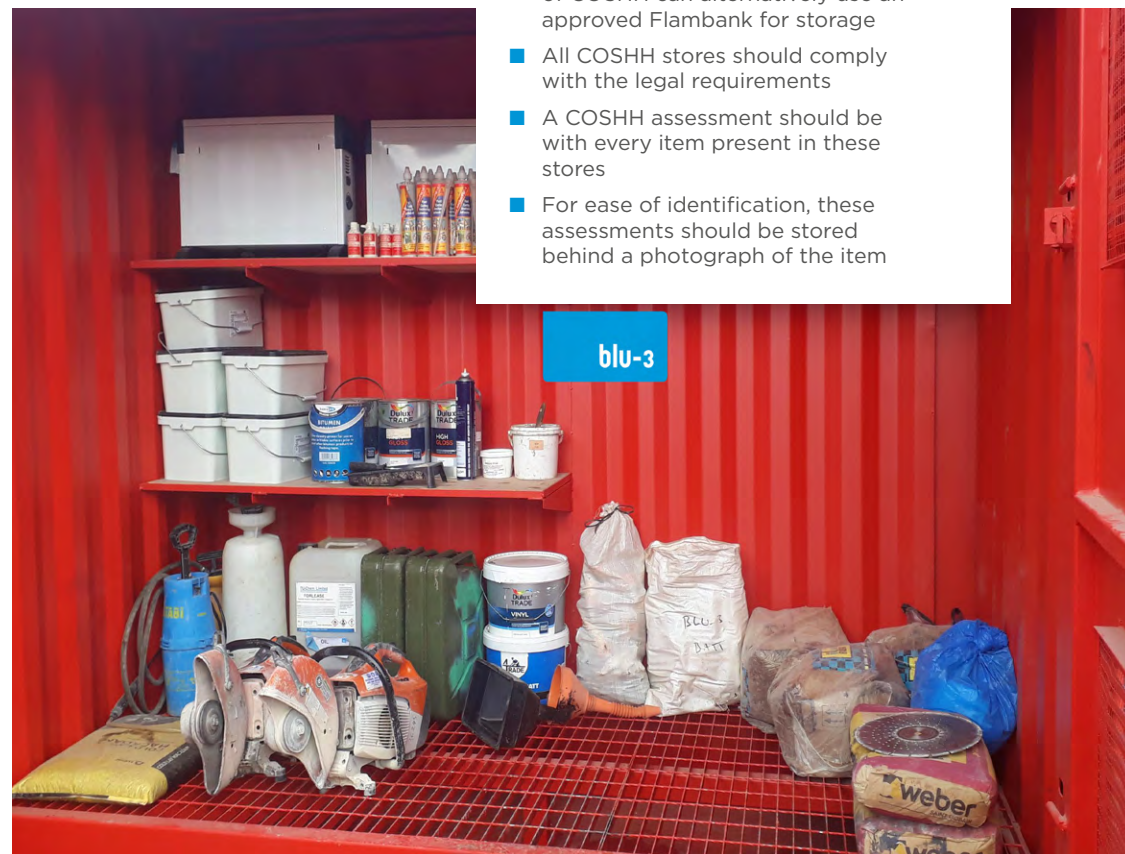
- Make sure the contents of these stations are checked regularly and recorded
- Position the Emergency Stations in close proximity to the work area

COSHH, CLP & REACH



The safe storage of hazardous materials is a legal requirement.

- COSHH stores, where space allows, should be ordered and managed
- Smaller sites may with fewer items of COSHH can alternatively use an approved Flambank for storage
- All COSHH stores should comply with the legal requirements
- A COSHH assessment should be with every item present in these stores
- For ease of identification, these assessments should be stored behind a photograph of the item



Excavations

Access To Excavations

It is important that we provide safe access and egress to excavations.

- Ensure excavations and their access points are designed and have temporary works approval prior to starting work
- Before entering an excavation it should be inspected by a competent person
- Where possible utilise aluminium steps with hand rails
- Ensure numerous points of access and egress are in place
- Fencing should be away from edges
- Allow adequate area to view the works from outside the excavation



Excavations should be assessed for risks of confined space.

- Emergency rescue arrangements should be considered and tested
- The installation, alteration or dismantling of any support system for an excavation shall be carried out under the supervision of a competent person
- The use of a laddersafe system is recommended for all excavations and compulsory for excavations over 3.5m as this allows safe access to the ladder
- Gas monitors should be utilised
- Do not jump into or attempt to scale the sides of any excavation
- Do not jump across excavations and never stand on struts



Reinforcement Starter Bars/ Protruding Objects

In areas where starter bars are utilised we must ensure that the following controls are in place to prevent any injuries being sustained. This is also applicable for protruding pile reinforcement.

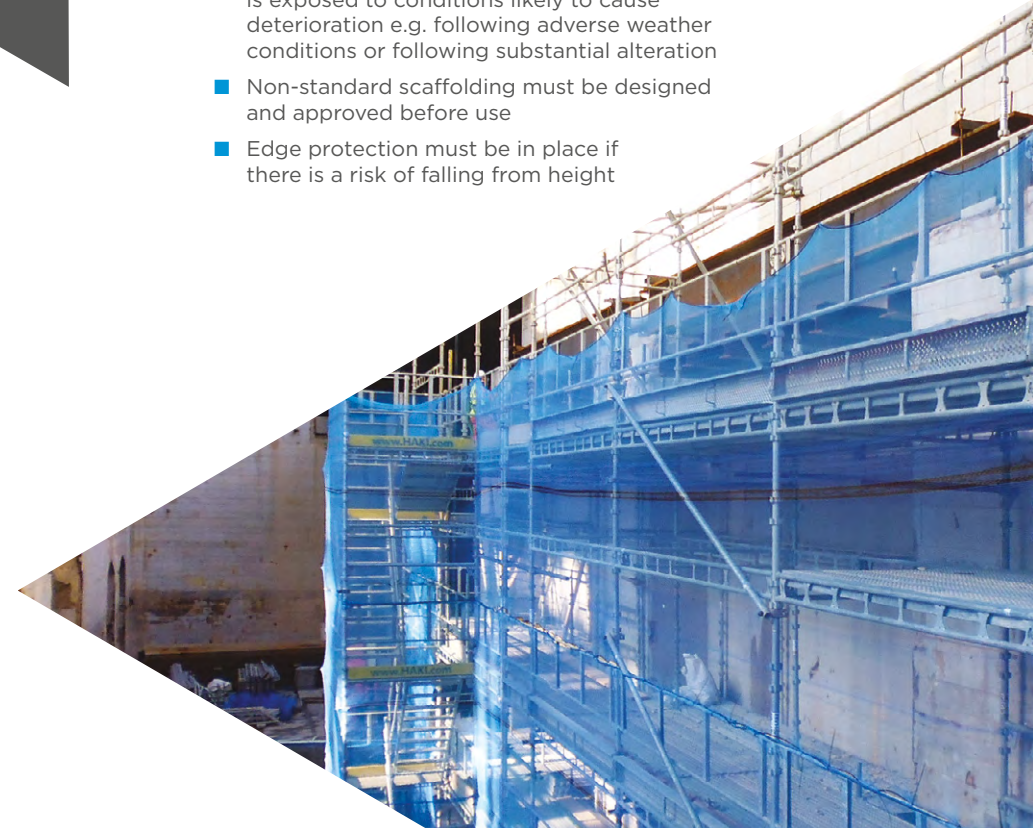
- Floor areas around starter bars must be free from materials and trip hazards
- Starter bars protruding ends must be protected with mushroom caps



Scaffolding & Edge Protection

Any risk of falling from height must have adequate edge protection. Guard rails, toe boards and other similar barriers shall be provided whenever someone could fall or to prevent materials rolling, or being kicked, from any edges.

- Ensure scaffolding is erected by a competent person and is correctly tagged and inspected prior to use
- Inspection of scaffolding must be at intervals of no more than 7 days
- It should also be inspected each time it is exposed to conditions likely to cause deterioration e.g. following adverse weather conditions or following substantial alteration
- Non-standard scaffolding must be designed and approved before use
- Edge protection must be in place if there is a risk of falling from height



Induction and Training

blu-3 Standards can only be achieved through our people.

All blu-3 employees undertake a mandatory company induction specific to the site they are joining. This induction includes blu-3 vision, values and health & safety expectations.

We invest a lot into our people and the 5 learning and development elements illustrated are all aligned to our values so our people can be the best.

Every employee is encouraged to enrol on the learning and development plan. Speak to your line manager to make sure you are enrolled.

Our blu-3 Values

PEOPLE

We care and have respect for our people

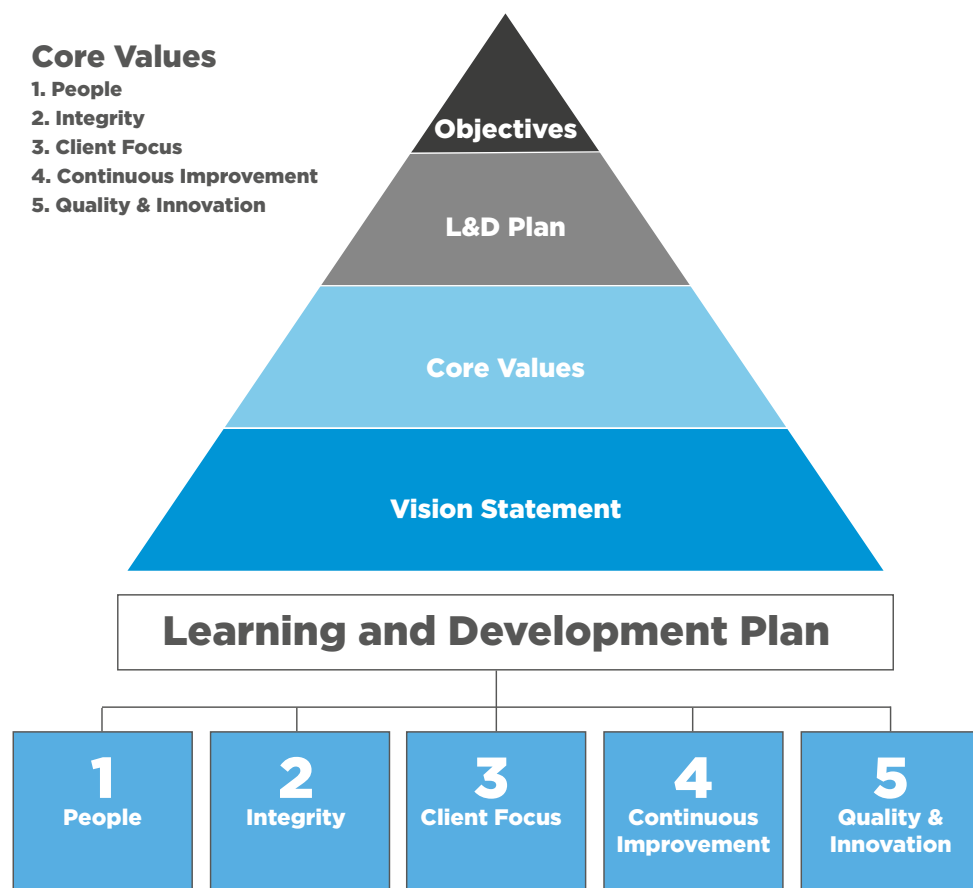


blu-3 Learning & Development Plan

“A world class provider of infrastructure and the employer of choice”

Core Values

1. People
2. Integrity
3. Client Focus
4. Continuous Improvement
5. Quality & Innovation



All training undertaken will be to UK and International Accreditation Requirements, Governing Bodies and Client contractual needs. Training delivery will vary from classroom to online and from short term to long term.

Briefings & Communication

Communication is vital and we need to share the right information consistently.

- Start of shift briefings conducted every day
- Suitable areas segregated from the works and plant movements
- Use visual aids – boards, signs, sketches and drawings
- Consider those who do not have English as their first language and who can relay communications clearly in their language
- Ensure those required sign onto the relevant RAMS, briefings and permits





RED ALERTS

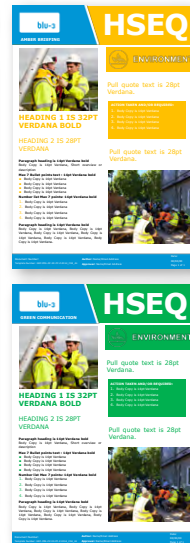
This is for critical communications that require immediate attention and people to be alerted. They will also require briefings to be recorded and filed for evidence.

AMBER BRIEFINGS

This is for non-critical communications, that people need an awareness of. It may need records of the briefing to be kept and this will be decided by those involved generating the briefing and should be detailed if required.

GREEN COMMUNICATIONS

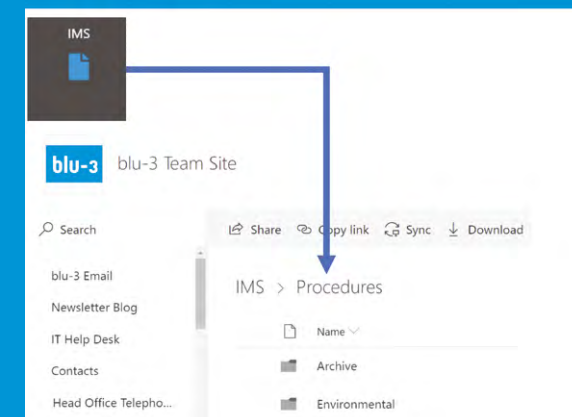
This is for briefing of good practices, Tool Box Talks and guidance. It may need records of the briefings to be kept and this will be decided by those involved generating the alert and should be detailed if required. This will also be for any Green card awards.

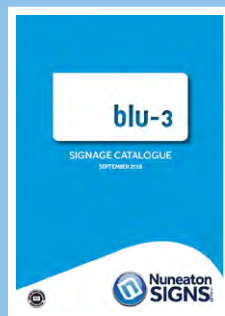


Integrated Management System (IMS) Key Processes

RAMS		
Excavations		
Temporary Works		
Working at Height		
Lifting		
Non-conformance		
Office 365	SharePoint	

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blu-3 TASK BRIEFING AND HAZARD BOARD

Project		Date		
Daily Tasks	Today's Hazards	Controls	Targets	
Permit Type	Permit No.	Operation	You Said	We Did



Signage

All our sites should look and feel the same.

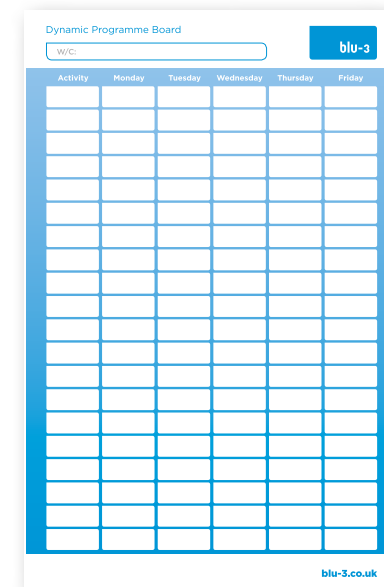
That's why we have the blu-3 signage catalogue. The most up to date version can be found on the blu-3 SharePoint site.

Our signage has been developed by our site teams and with our supply chain partner we can design signs specifically to our needs.



Standard signage ensures we consistently display the correct and required information on all our sites and offices. As a business, we have key documents which provide vital information to our workforce, clients and visitors to site.

- The HSEQ board has elements of both pre-populated and required information
- This board should be displayed in communal areas and always at entrances
- Ensure the board is updated regularly to reflect current information shared across the business



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NOTICEBOARD

blu-3 Vision, Mission & Values

Our Vision
A world-class provider of infrastructure and the employer of choice

Our Mission
We embrace all of our core values in order to:

- Employ the best
- Be the very best
- Deliver excellence

PEOPLE
We care and are proud for our people

INTEGRITY
We care and are proud for our people

CLIENT FOCUS
We care and are proud for our people

CONTINUOUS IMPROVEMENT
We care and are proud for our people

QUALITY & INNOVATION
We care and are proud for our people

Stay close to your roots. Understand what you are good at, understand what your customers want, and whatever you do, do it well.

Site Plan HERE

Top 5 Hazards HERE

Emergency Procedures HERE

No. of SAFE Cards Completed HERE

Constructing health for mental wealth

Green Card Nominee HERE

SAFE

1. Stop & Think
Before you start any work, you must stop and think about the risks to yourself and others. This is the first step in the process of managing risk. It is a continuous process and should be done at all times.

2. Assess
Once you have stopped and thought about the risks, you need to assess the risks. This is the second step in the process of managing risk. It is a continuous process and should be done at all times.

3. Plan
Once you have assessed the risks, you need to plan how to manage them. This is the third step in the process of managing risk. It is a continuous process and should be done at all times.

4. Do
Once you have planned how to manage the risks, you need to do it. This is the fourth step in the process of managing risk. It is a continuous process and should be done at all times.

5. Check
Once you have done the work, you need to check that it has been done correctly. This is the fifth step in the process of managing risk. It is a continuous process and should be done at all times.

6. Review
Once you have checked the work, you need to review it. This is the sixth step in the process of managing risk. It is a continuous process and should be done at all times.

Through these things, ensure everyone goes home S.A.F.E. every day

Quality TRADE

Take Responsibility And Deliver Excellence

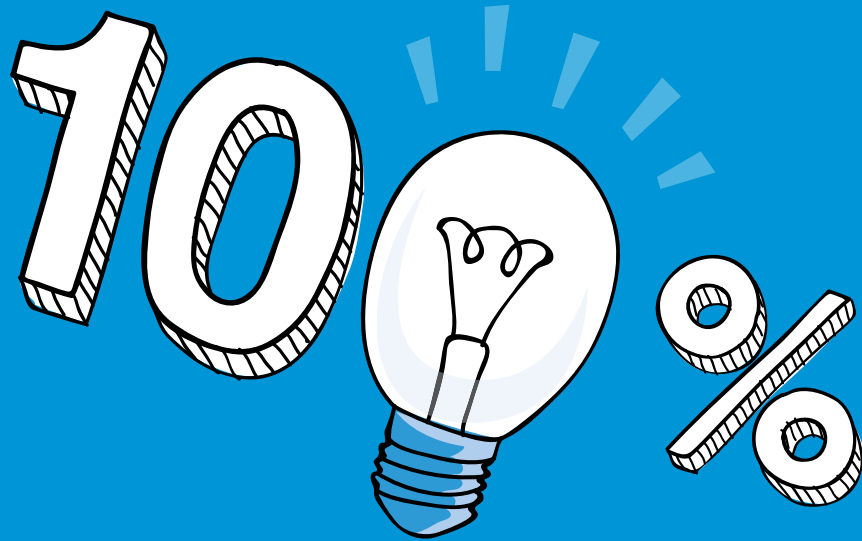
Works carried out on behalf of Blu-3 must meet the highest standards of quality and safety. Should we fail to meet these standards, the following may occur:

- Loss of Reputation
- Loss of Customer Confidence
- Loss of Business
- Loss of Profit
- Loss of Time
- Loss of Money

Enviro Poster HERE

QUALITY & INNOVATION

We take pride in quality and innovation and embrace new technology to deliver client satisfaction



PPE Standards & Catalogues

You can order your PPE through procurement.

We have accounts with Greenhams for the UK and Work & Wear for international projects.

Both catalogues are available on the blu-3 SharePoint site.

Our standards are 5 points of PPE:

- 1 Hard Hat**
- 2 Glasses**
- 3 Hi-vis clothing**
- 4 Gloves**
- 5 Safety boots**

Further PPE may be required following the controls in your site specific Risk Assessment.





Get the Thumbs Up

Plant and Machinery is one of the biggest killers of people in the UK workplace. We are looking to address the issue of 'Pedestrian and Plant Interface' by promoting the blu-3 Thumbs Up Campaign.

STOP

Give the stop sign to the Banksman / Spotter / operator

LOOK

Has the operator parked the machine correctly?

LISTEN

Has the operator reduced the engine speed and switched it off?

WAIT

Has the operator given the 'Thumbs Up'?

What do you need to do?

- 1 If you are in the vicinity of operating machinery stand at a safe location so there is maximum visibility and give the **Thumbs Up** to operator asking permission to enter his/her working zone
- 2 You respect the fact that a high risk operation is being performed
- 3 The machine operator shall acknowledge your signal with his/her own **Thumbs Up**
- 4 He/she shall then immobilise their plant so that you can approach safely



Plant Safety

Segregation, blind spots & on site training

Where possible physical barriers should be used to segregate people and plant.

On site training & TBTs should be undertaken so our people can understand blind spots.



An example training conducted by a blu-3 team:

We put a forklift in position with a load strapped to the forks.

With the help of the driver, we established the blind spots around the machine when in normal activity on the site.

Spots were marked on the ground so that operatives could know exactly where they were.

The team was then spread 360° around the forklift to create a visibility circle.

Each operative involved sat in the driver's seat and told the supervisor how many people they could see around the plant.

Depending on the position of the boom, each person could see between 5 and 7 blind spots!

This gave great feedback from the team involved having developed a new perspective related to moving plans and blind spots.

Where possible we show our teams our standards physically on site.



Noise, Vibration and Dust



blu-3 Standards set out a requirement for a clean and controlled environment that protects workers from exposure to factors that could seriously impact their wellbeing and long-term health.

blu-3 seeks to employ as many component and factory assembled processes as possible in order to minimise the need for works on site that generate dust, noise and vibration. Where this isn't practical, the initial risk assessment created and implemented will address these to minimise any impact.

We should aim to eliminate the need for our people to be exposed, segregate people and use plant and noise barriers to protect the environment.

Any of our people that do need to work in noisy or dusty conditions should have the clear control measures in the RAMS.

Everyone should be face fitted if they are required to wear a dust mask.

Health and Wellbeing

The physical and mental health of everyone is vital to us all going home happier and healthier every day.

blu-3 will provide resources to improve our employees health not only at work but for their life at home. We believe education on all mental and physical health matters can improve all our lives, not just at work.



Going Home Happier and Healthier



blu-3 requires that anyone engaged on a project is not only physically fit but also mentally fit enough to carry out the role

We undertake ongoing fitness for work assessments of the workforce at regular intervals

We encourage our people to actively participate in the programme for health checks and health surveillance and have regular health promotions

blu-3 takes a proactive approach to risk assessment, health monitoring and ill-health prevention

We implement specific fitness-for-work checks for operatives involved in high-risk activities, including:

- Lifting operations
- Plant operation and vehicle marshalling
- Working at height

We have a zero tolerance approach to the misuse of drugs and alcohol

We ensure that employees are fit to work, focusing on the dangers of drugs and alcohol in a construction environment

Our provider understands the roles and responsibilities of all jobs to ensure relevant fitness assessments are carried out

We recognise that all individuals are different and encourage the use of our Employee Assistance Program (EAP) which is strictly confidential. This can give additional and ongoing support for our people at every level

The company has instructed dedicated mental awareness first aiders in line with its mental health strategy

We employ an Occupational Health provider who understands the hazards of working within the construction sector

We want everyone to go home happier and healthier every day

CONTINUOUS IMPROVEMENT

We are committed to continuous improvement, believing that competence, reliability and rigorous adherence to process discipline are the keys to excellence



Employee Assistance Programme



Care first

Sometimes we can all find it a struggle to balance the demands of work, family and relationships.

Through the Employee Assistance Programme (EAP) provided by Care first, you can speak to a trained counsellor on any issues that may be affecting you at home or work.

The EAP is available 24 hours a day, 365 days a year on **0800 015 5630*** or download the **EAP in your pocket app**. Speak to your employer to find out more.

*Calls to this number are free of charge from UK landlines and mobile phones. Calls are confidential unless we believe there is a risk of serious harm to yourself or anyone else.

Find out more
View a demo of the app at eap-carefirst.com

blu-3

The EAP service is a non-contractual benefit facilitated by Aviva and it can be withdrawn by Aviva at any time without notice. The EAP service is provided by Care First.

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Mental Wealth

blu-3 we take the mental wellbeing of our people seriously. We provide training and support on health matters and aim to have Mental Health First Aiders on all our projects.

We have an Employee Assistance Programme (EAP) which is fully confidential and gives access to trained counsellors 24/7 for any issues.



MHFA England

Mental Health First Aider

EAP in Your Pocket

How to download & install the app



Care first

1

Visit www.care-first.co.uk/signup

2

Complete the fields and choose a password

3

Enter your access code **AVIVA IYP1116** and click register

4

Download the app

5

Open the app and enter the access code. You will be instructed to 'Visit Stress Free Island' – click 'continue'

6

You will be diverted to the Stress Free Island app to download and open

7

When Stress Free Island appears, click 'login' and enter your username and password

Find out more

View a demo of the app at eap-carefirst.com

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blu-3 Observations App

Please download the blu-3 Observation App. It's where we can capture anything in relation to SAFE:

Stop & Think
Attitude
Focus
Engage

Name (Optional)
Employer (Optional)
Any Other Comments?
Contact details for personal feedback

Observation / Good Practice Card

Scan me to download the app today

S Stop & Think

- Influence the choices made at work (Take 5 to think about tasks)

A Attitude

- Instil safe attitudes and good leadership in everyone
- Have a plan and fully understand what's required

F Focus

- Focus on what you'll do differently
- Eliminate unsafe acts and unsafe conditions
- Lead by example and do the work correctly

E Engage

- Don't walk by when you see something unsafe
- Understand why safety is your responsibility and help others to get it right

blu-3.co.uk

Give this card to your line manager, or place it in the box. You can also send as a photo by email to help@blu-3.co.uk

OBSERVATION ☐ SUGGESTION ☐ GOOD PRACTICE ☐

Project: _____ Location: _____
Date: _____ Time: _____

Select all that apply

<input type="checkbox"/> Behavioural	<input type="checkbox"/> Public danger
<input type="checkbox"/> Environmental	<input type="checkbox"/> Quality
<input type="checkbox"/> Excavations	<input type="checkbox"/> Safety / Permits
<input type="checkbox"/> Fire	<input type="checkbox"/> Signage, Lighting & Guarding
<input type="checkbox"/> Housekeeping	<input type="checkbox"/> Slips, Trips & Falls
<input type="checkbox"/> Lifting Operations	<input type="checkbox"/> Temporary Works
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Working at height
<input type="checkbox"/> Occupational Health	<input type="checkbox"/> Other
<input type="checkbox"/> Plant / Equipment / Vehicle	<input type="checkbox"/> Specify _____
<input type="checkbox"/> PPE	

What I Observed...

What I've Done...

Is further action required by a supervisor or the health & safety department? ☐ Yes/No ☐

Reported to: _____
Date: _____ Time: _____



Your New **S.A.F.E.** App
Have you downloaded it yet?



The user-friendly **S.A.F.E.** app is available to everyone in blu-3

Simply download it to your mobile device to submit your observations

The good, the bad, the ugly
- we welcome them all
to ensure continuous improvement across the organisation

What does SAFE stand for?

S Stop & Think
A Attitude
F Focus
E Engage

Why use the SAFE app?

To ensure everyone goes home **S.A.F.E.** every day!



Scan me to download the app today

Or for more information, please contact Rebecca Dunn, HSEQ Administrator

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