

SHE INTEGRATED MANAGEMENT SYSTEM (IMS) - OVERVIEW DOCUMENT POLICY & GUIDANCE DOCUMENT – 00A

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REVISION NOTES

Section	Page	Version	Reason for change	Date
All	All	02	Changes to the original document are in YELLOW	June 2011
Approved by:		John Nicholls	Position:	Head of SHE

1. Purpose

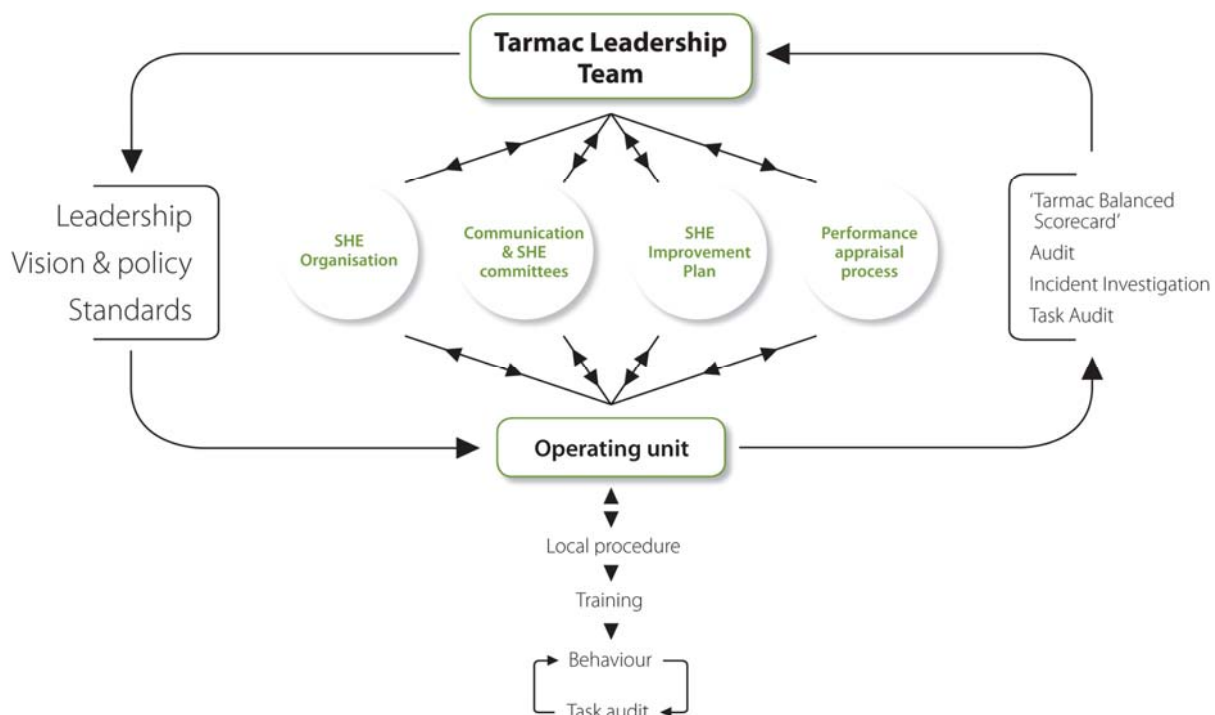
- 1.1 This SHE Policy & Guidance Document provides an overview of the Tarmac Safety, Health and Environmental (SHE) Integrated Management System (IMS) and the requirements of the SHE Policies & Guidance Documents and SHE Standards.

2. Scope

- 2.1 This document shall apply to all Tarmac operations, majority owned subsidiaries & facilities where Tarmac has management control.
- 2.2 The minimum requirements for this SHE Policy & Guidance document are defined as compliance with all applicable statutory requirements and the documents listed in Section 4 of this document.
- 2.3 This SHE Policy & Guidance document supports the implementation of Our Tarmac Plan and Tarmac's Safety Golden Rules.

3. Tarmac SHE Framework, SHE Standards, Policies & Guidance and existing standards.

- 3.1 The SHE Framework sets out the unified, cohesive approach to Safety, Health & Environmental (SHE) Standards throughout Tarmac. The aim is to drive a significant and sustainable improvement in safety performance by creating a zero incident mindset and further embedding safety as a Tarmac core value. The Tarmac Executive has structured the programme into a Tarmac Safety Framework, of which Standards are a part. SHE Standards are supported by SHE Policy & Guidance documents and local procedures developed at each operating unit by the Manager.



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- 3.2 Tarmac Group SHE standards and policies have been established as operational controls

covering the main SHE hazards for all operations, activities and locations.

These existing SHE standards and policies will gradually be replaced by a number of Tarmac SHE Standards written in the new 'three document format' with the remainder becoming Tarmac SHE Policy & Guidance documents.

3.3 The phased Tarmac SHE Standards implementation will be aligned to the business needs and will take into account the rate at which these can be implemented within the business.

3.4 The new format SHE Standards (the new three part documents) consist of:

- the Standard – 'What to do';
- the Guidance – 'Why we do it'; and
- an Example Local Procedure – 'How to do it'.

The compulsory requirements are contained in Section 4 of the Standard document. Exactly how this is implemented at any particular location/operation is up to the local site/unit/ship manager.

3.5 SHE Standards will be drafted by the Head of SHE or their nominated deputy. SHE Managers will peer review them for content and process. The relevant Focus Group* will review them for operational suitability and the National SHE Forum (NSF) will authorise them prior to implementation in the business.

*Where the NSF considers it appropriate a Focus Group will be set up to work on the content of the Standard to ensure it is easily understood, practical to implement and covers the needs of the business. The Focus Group will consist of representatives from a broad cross-section of the business. They will be nominated by their manager, via the SHE Managers covering their area, for their expertise/experience in the area covered by the particular Standard. A draft version of the Standard will be submitted for comments to the Focus Group, and changes made to this in accordance with feedback received from this group.

3.6 Tarmac SHE Standards & Tarmac Policy & Guidance documents will be implemented at site level through Local Rules and Safe Systems of Work prepared by local management.

3.7 The requirements of Tarmac SHE Standards, Tarmac SHE Policy & Guidance documents (and existing documents awaiting review) must be followed to ensure compliance with legal requirements and to protect the safety & health of employees, contractors, customers and members of public together with minimising the impact on the environment of our activities.

3.8 The current Tarmac SHE Standards, Tarmac SHE Policy & Guidance documents, and existing documents awaiting review are held on the Tarmac intranet T-Junction as controlled copies. Any document must be considered as 'uncontrolled' once printed.

3.9 The table in Section 4 provides an executive summary of each SHE Standard, Policy & Guidance document and existing document, describing its purpose and the main requirements. The title within the table is hyperlinked to the relevant document on T-Junction.

3.10 Requests for changes to SHE documentation should be made in writing to the Head of SHE or their nominated representative, and in marine matters shall include the Designated Person Ashore.

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4. Tarmac SHE Standards, Policies & Guidance and existing standards – executive summary

POLICY OR STANDARD	TITLE AND EXECUTIVE SUMMARY
P&G 00A Overview	SHE IMS - Overview Document (This document). This is a reference document giving an overview of the Tarmac Safety, Health and Environmental (SHE) integrated management system (IMS) and the requirements of the SHE Policies and Standards.
P&G 00B	SHE Integrated Management System (IMS) . The IMS has been developed to manage safety, health and environmental (SHE) risks, ensure legal compliance and continually improve SHE performance.
Tarmac-S-S-001	Energy & Machinery Isolation Standard (E&MI) . This Standard covers the arrangements necessary to ensure that all machinery and equipment is securely isolated from its power supply, and is made safe, before any maintenance or other work on it is carried out, so as to prevent risks to safety, health or the environment.
Tarmac-S-S-002	Hazard Identification & Risk Assessment (HIRA) . This SHE Standard details the requirements for identifying hazards and assessing risk. This Standard is fundamental to almost everything done whilst at work as a variety of legislation requires hazards to be identified, risk assessments to be carried out, and suitable controls to be put in place before tasks can be carried out. (Due June 2011) Note – this Standard replaces Std 18.
Tarmac-S-S-003	Incident Investigation & Reporting . This Standard is due to be produced by end Q3 2011. This Standard will replace existing document Std 001.
Tarmac-S-S-004	Vehicle Management . This Standard is due to be produced by end Q4 2011.
Tarmac-S-S-005	Workplace Inspection . This Standard is due to be produced by end Q1 2012.
Std 001	Reporting and Investigating Injuries and Incidents . To ensure that all safety, health and environmental incidents are investigated at an appropriate level and the root causes of incidents are determined to prevent recurrences.
Std 002	Asbestos . To identify and manage asbestos in such a way that it does not present a risk to safety, health or the environment.
Std 003	Contractors . To select and use contractors who are competent to carry out the task, activity or duty assigned to them.
P&G 004	Drugs and Alcohol . To identify and eliminate the misuse of alcohol and non-prescribed drugs in the workplace.
P&G 005	Electrical Equipment . To ensure that all electrical equipment is designed, installed, inspected, examined, tested, maintained and used in a way that it is not a risk to safety, health or the environment.
P&G 005A	Live Testing of Electrical Equipment To avoid Live testing where possible, to ensure only competent, authorised people carry out this work and to restrict the type of work that can be carried out when testing Live electrical equipment.
P&G 006	Emergency and Crisis Management . To ensure that effective emergency procedures are implemented and periodically rehearsed to deal with foreseeable emergencies. To be prepared to deal with emergencies or crises, as a minimum: • fire and explosions • injury incidents and ill health • environmental incidents–fuel and oil spillage, water pollution, etc.
P&G 007 Home	Explosives and Blasting Operations . To ensure that explosives are stored, handled and used in a way which does not present a risk to safety, health or the environment.

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P&G 008	First Aid . To ensure arrangements are in place to provide immediate emergency care to persons who suffer an injury or fall ill at work.
P&G 009	Hazardous Substances . To store, handle and use substances so they do not present a Safety, Health and Environmental risk. To replace hazardous substances with non-hazardous or less hazardous ones where reasonably practicable.
P&G 009A	Methylene Chloride Laboratory Operations . To ensure that laboratory operations involving the storage, handling and use of methylene chloride (dichloromethane) are carried out in a safe manner.
P&G 010	Occupational Health . To manage occupational health risks to achieve the Group targets and compliance with legislation.
P&G 010A	Occupational Health – Stress Management . To provide management and employee with guidance and support in handling stress in the workplace.
P&G 010B	Occupational Health – UK Occupational Health Provision . To provide professional medical advice and support to line managers and functional departments to meet the company's occupational health responsibilities, goals and objectives.
Std 010C	Occupational Health – Smoking . To provide a smoke free atmosphere for all employees, contractors and visitors in line with the Group occupational health responsibilities, goals and objectives, and reduce the risk of fire on company premises.
Std 010D	Hand Arm Vibration Syndrome (HAVS) . To ensure that the risk of hand arm vibration (HAV) exposure is reduced to a minimum and ensure there are no new cases or progression of existing cases of hand arm vibration syndrome (HAVS).
P&G 011	Hot Work . To ensure hot work does not cause fires and explosions or present a risk to safety, health and the environment.
Std 012A	Permit to Work . To provide a formal procedure to manage risk when undertaking any work, which is potentially highly dangerous, either because of its location or nature, and where normal safeguards cannot be used.
P&G 013	Lone Working . To ensure that the risks of lone working and working alone are adequately assessed and that appropriate measures are implemented to prevent harm occurring.
P&G 014	Lifting Operations . To ensure mechanical lifting operations are carried out safely.
P&G 014	Manual Handling . To provide suitable and sufficient resources for eliminating and reducing the risk of injury from manual handling.
Std 015	Mobile Plant – Vehicle Safety . To ensure that all mobile plant is fit for the purpose and is maintained in a safe condition
P&G 016	Noise – Occupational Exposure Controls . To take all reasonable steps necessary to ensure that the risk of hearing damage to employees and other persons who work with noisy equipment or in a noisy environment is reduced to a minimum.
P&G 016 Home	Noise – Environmental . To take reasonable steps necessary to ensure that noise levels from activities or operations do not give rise to complaints. To ensure that noise levels determined within any consents applicable to the site are not exceeded and are fully complied with.

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Std 017	Personal Protective Equipment (PPE). To ensure that all sites have effective and adequate arrangements for the issue, storage, training, use and maintenance of personal protective equipment (PPE). This document sets the standard for PPE throughout the Tarmac Group. Where there are specific local legislative requirements, e.g. the standards for high visibility clothing to be worn at roadworks, railways, etc, those standards will take precedence. The hierarchy of control measures (see table one) used by Tarmac places PPE as the penultimate form of control to be used as a precautionary measure.
Std 019	SHE Committees. To implement and maintain an effective means of consultation with employees and contractors on SHE issues by the establishment of local SHE committees.
P&G 020	Site Security. To ensure the health and safety of the general public, by preventing them from inadvertently entering Company premises or worksites, and to discourage and deal with trespassers, particularly children.
P&G 021	Induction, Training and Authorisation. To ensure employees are competent and authorised for the work they undertake. To ensure that before starting work with the Company, employees receive an induction that provides them with sufficient SHE information and instruction to enable them to work safely, without risk to themselves or others.
P&G 022	Visitors. To ensure that visitors are not at risk whilst on Tarmac controlled sites.
P&G 023	Work Equipment – Machinery. To ensure that the risks associated with the use of machinery are adequately assessed and controlled. Ensure effective guarding of all dangerous parts of machinery.
P&G 023A	Work Equipment – Machinery (Equipment to clear Crusher). To prevent injury due to clearing blockages in crushers.
Std 023B	Safety Commissioning Process. To ensure that work equipment is subject to a formal safety commissioning process before being brought into service.
Std 024	Inspection of Structures. To ensure, through a programme of inspection, that all structures are being maintained in a safe and serviceable condition.
P&G 025	Work Equipment – Hand Tools. To ensure that all hand tools are stored, maintained, checked and used in a safe manner. To minimise the risk of injury to all personnel authorised to use such equipment.
P&G 026	Workplace – Housekeeping. To prevent injuries due to inadequate housekeeping, maintain a comfortable working environment and ensure that the visual appearance of sites is of an acceptable standard.
P&G 027	Confined Spaces. To ensure that confined spaces are identified and to allow work to proceed safely where entry is necessary.
P&G 028	Working at Height – including Ladders. To ensure adequate fall prevention and protection measures are in place for any work where a fall may occur.
P&G 029	Excavation and Trenching – including Geotechnical. To provide the standard for design, construction, inspection and maintenance of excavations, trenches, including stockpiles, haul roads, screening bunds and lagoons.
Std 030	Traffic Management. To organise the workplace to ensure that effective measures are taken to control the movement of vehicles and pedestrians.
P&G 031	Safety Task Auditing. To identify safe and unsafe behaviour and conditions and take appropriate remedial action to prevent incidents or injuries.

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Std 032	Mobile Phones . To ensure mobile phones are used in a way which does not present a risk to safety, health or the environment.
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Std 033	Golden Rules . To implement and enforce clear, concise non negotiable safety rules for potentially high risk activities.
P&G 034	Transport Delivery Vehicles . To prevent injuries and incidents associated with the use of road transport vehicles.
Std 035	Road Safety . To minimise the likelihood of road traffic incidents (RTI's) and injuries whilst driving on the public highway.
P&G 036	Working Hours . To limit the number of hours worked during a day to ensure that fatigue, which could adversely affect safety and health, does not occur.
Std 037	Fire Prevention . To minimise the risk of fires occurring and to prevent injury and property damage resulting from any fires which occur.
P&G 038	Silo Protection . To ensure powder silos, associated equipment and support structures are properly designed and maintained so as to avoid the danger of over-pressurisation or other risks to safety, health or the environment.
P&G 039	Safety Signage . To provide guidance on the type, design, size, shape and colour of all site safety signs and to comply with the relevant SHE legislative requirements.
Std 040	Bitumen . To ensure that bitumen is delivered, stored and used so as not to present risks to safety, health or the environment.
Std 041	Safety Briefing . To improve safety performance by involvement of the workforce through regular safety discussions.
Std 042	Biodiversity . To protect and enhance biodiversity through the active stewardship of ecological resources using Biodiversity Action Plans (BAPs).
Std 043	Opening & Closing Sites . To ensure that all reasonably foreseeable SHE risks are managed satisfactorily when a site is opened or closed.
Std 044	Air Emissions . To ensure that emissions to air are controlled, managed and monitored.
Std 045	Water Management . To ensure water resources are used efficiently to prevent wastage and that water discharges and abstractions meet legal requirements.
Std 046	Fuel Oil, Chemicals & Bitumen . To ensure that fuels, oils, bitumen and chemicals are stored and handled in accordance with Company and legal requirements, and that environmental impacts from spillage or other incidents are minimised.
Std 047	Waste Management . To ensure that waste is stored and disposed of in accordance with legal requirements.
P&G 048A	Carbon Reduction Commitment (CRC) – Change & Events Management . To establish a process to record change events and their consequences which may impact the scope and accuracy of the CO2 emissions and other information reported for Carbon Reduction Commitment performance and compliance.
P&G 048B	Carbon Reduction Commitment (CRC) – Data Collection and Management . To clearly establish and identify the processes involved in the collation of all relevant data requirements required to comply with Carbon Reduction Commitment Energy Efficiency Scheme.
P&G 048C	Carbon Reduction Commitment (CRC) – Record Control and Retention . To clearly establish a process to ensure significant records necessary for management and compliance with the Carbon Reduction Commitment Energy Efficiency Scheme (CRC) are collected, retained and archived appropriately.
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P&G 048D	Carbon Reduction Commitment (CRC) – Organisational Control and Audit. To establish a methodology for ensuring CRC organisational control and that processes, procedures, information and data are audited on a regular and comprehensive basis and to ensure that any findings are fully resolved in an appropriate and timely fashion.
To be issued (tbi)	Excavations – Construction (including Avoiding Underground Services in Highway and Construction Sites). To ensure that all excavations in construction work or other breaking of ground are carried out in a way that does not pose a risk to safety, health or the environment.
Tbi	Work Equipment (Mobile Processing Plant). To ensure all mobile processing plant is operated so as not to present risks to safety, health or the environment.
tbi	Enforcing Authorities. To establish and make known the extent of the powers and jurisdiction of enforcing authorities within Great Britain.
Tbi	SHE Inspections. To set the minimum level of SHE Inspections that shall take place on each site.
tbi	Statutory Inspections. To ensure that there is a scheme in place for the periodic thorough examination and testing of: • lifting equipment • pressure systems • electrical equipment and electrical installations • local exhaust ventilation equipment • chimney stacks
tbi	Banksman Operations – Surface Vehicles. To ensure that where the reversing of surface vehicles cannot be prevented, that the reversing of these vehicles is done in a safe manner.
tbi	Construction Design and Management (CDM). To ensure regulatory compliance during construction and demolition work.
tbi	Operation and Storage of Nuclear Density Meters. To ensure that the use and storage of nuclear density meters (NDM's) is done in a safe manner.
tbi	Welfare Operations. To provide suitable facilities for the wellbeing of employees, contractors and other persons visiting Tarmac sites.
tbi	Young Persons. To ensure that the health and safety of young persons is not placed at risk due to their lack of maturity, inexperience or knowledge of potential hazards in the workplace.
tbi	Land use, planning, restoration and aftercare. To ensure that lease and planning requirements are understood and managed, that all documentation is available and that site operations comply with all lease and planning conditions.
tbi	Archaeology. To minimise any impact of our activities on archaeological heritage.
tbi	Energy Management. To provide guidance on energy management.
Tbi	Community Engagement. To ensure that there is a consistent approach across all Tarmac operations for those sites requiring Community Engagement Plans (CEPs).
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