



TRIMETRIA

Health and Safety

Contractor rules

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1. Introduction

Trimetria Limited believes that health, safety and wellbeing are critical contributors to our future commercial success.

Trimetria Limited cares about its people and will take a positive approach to their health, safety and wellbeing through the promotion of healthy behaviours to help them avoid illness or injury arising from their work or their lifestyle.

Our goal is 'zero avoidable harm'. To achieve this goal, we will commit resource and effort as well as measuring ourselves against publicly available targets.

This document sets out how we believe our contractors and their employees should conduct themselves and the specific rules you must follow when working for Trimetria Limited.

We're sure you will want to work with us to improve safety for everyone's sake.

To help us reach everyone involved in the work, you will also need to pass on these important messages to your employees and anyone else working on your behalf, including your sub-contractors.

In the UK where you are working on behalf of Openreach you are required to comply with SFY/HSH/A009 – Openreach Supplier Health, Safety and Environmental Mandatory Policy requirements. This will form a central part of any contract made with Openreach.

In the UK where you are working on a former EE Switch / Core / Data Centre you will need to refer to the EE Quality and Health Safety Work Schedule and EE Mobile Analytic Document Register.

2. The legal bit – explaining our terminology

'*Company*' - means Trimetria Limited, or any associated company.

'*Client*' - means any company for which Trimetria Limited has been appointed as its agent, and has the authority to act on its behalf, with regard to the *Work*.

'*Site*' - means any premises, property or site which is either owned, occupied or under the control of the *Company*, and where the *Work* is to be carried out.

'*Contractor*' - means any other company, or any employee, representative or agent of that company, who is appointed to undertake *Work* on behalf of Trimetria Limited or its *Client*.

'*Company Representative*' - relates to any representative of the *Company* authorised to place contracts, give instructions to the contractor, or permit the *Contractor* on the *Site* to carry out work.

'*Work*' - the activities to be carried out by the Contractor in relation to a specific contract or instruction.

2.1 Legal requirements

Contractors working for Trimetria Limited must comply with all relevant health, safety and environmental legislation at all times.

3. Our health and safety requirements

3.1 Access to Trimetria Limited premises

Access arrangements need to be agreed with your Company Representative.

On arrival Contractors will report to either site reception or directly to the Company Representative as agreed.

Contractors will comply with any local site security arrangements and site rules. Photo ID cards will be worn at all times in conjunction with their access cards (where issued).

Contractors will implement robust lone working arrangements where applicable.

3.2 Accident prevention and hazard reporting

Hazards that become apparent which are not under the control of the Contractor must be reported immediately to the Company Representative for action.

3.3 Accident, incident and near miss reporting

Accidents, incidents and near misses must be reported as soon as possible but within 24 hours to Trimetria Limited on:

UK tel: +44 7511 465843

Contractors will investigate all accidents, incidents and near misses as soon as practicable and submit a report to Trimetria Limited within 7 days.

3.4 Asbestos

Contractors must not cut, drill, or otherwise disturb any materials suspected of containing asbestos.

Where intrusive work is planned, the Contractor shall review the relevant asbestos surveys and all available site information before commencing work.

The Contractor is responsible for ensuring that all employees and any subcontractors are informed of the presence and location of asbestos on site, and are made fully aware of the necessary precautions to prevent exposure.

If, during the course of work, previously unidentified asbestos-containing materials are discovered, or if the Contractor believes that planned activities may disturb suspected asbestos, work must cease immediately. The Contractor shall notify the Company Representative without delay. The affected area must be made safe and secured to prevent unauthorised access until further instruction is given.

3.5 Behavioural Standards

Trimetria Limited does not accept any behaviour that could be deemed to be physical and / or verbal threats, abuse, violence, harassment and / or intimidation.

Trimetria Limited does not accept any form of direct or indirect discrimination.

3.6 Chemical safety

Hazardous, flammable, or radioactive substances must not be brought onto or stored on site without prior consultation with, and authorisation from, the Company Representative.

Where hazardous substances are authorised, suitable risk assessments must be completed and made available. All chemicals must be stored in their original containers and clearly labelled in accordance with relevant regulations.

The Contractor is responsible for the safe handling and appropriate disposal of all waste containers and any associated hazardous waste.

3.7 Communication

Contractors are required to participate in communication events, toolbox talks, Daily Activity Briefings (DABs), pre-task briefings and required meetings on the site.



3.8 Confined Spaces

No personnel are to enter or be part of a confined space entry team unless they meet the required standards of competency, in terms of training, experience and medical fitness.

All confined space entry plans, assessments, permits and rescue plans are to be agreed in advance with the Trimetria Limited representative.

All relevant confined space entry equipment is to be calibrated, and copies of calibration certificates attached to the confined space entry plan.

3.9 Consultation and co-operation

Contractors will ensure effective communication of working arrangements / safe systems of work etc with their people.

3.10 Documentation

The Contractor shall ensure that copies of all relevant documentation, drawings, and information relating to the health and safety aspects of the work are kept on site at all times.

All such documentation shall be made available for inspection by the Company Representative or the Enforcing Authority upon request.

3.11 Dust control

Where Contractors are carrying out activities that generate dust (e.g. drilling / building works), they will implement all practical measures to avoid the spreading of dust and dust accumulating on telecommunications equipment or being ingested by air handling equipment.

3.12 Electrical work

Only competent and appropriately qualified Contractors shall carry out work on electrical equipment and systems.

Unless otherwise agreed in writing by the Company Representative, portable electrical equipment used on site shall operate at 110V AC or lower and be supplied via a mains isolation transformer. Where this is not reasonably practicable, double-insulated tools shall be used in conjunction with a residual current device (RCD) with a rated tripping current not exceeding 30mA.

3.13 Emergencies

Contractors must comply with the site emergency processes and instructions.

In the event of an emergency the Contractor must raise the alarm, in accordance with the site emergency plan.

When evacuating an area, ensure that all power tools are switched off and any gas cylinder's valves closed.

3.14 Environmental management

Trimetria Limited manages its environmental impact by focusing on its significant environmental aspects, namely: fuel use, emissions to air, waste management, transport, energy consumption, procurement, product stewardship, and the management of network and specialist assets.

Contractors play an important role in supporting Trimetria Limited in meeting its environmental commitments. Contractors shall comply with all applicable environmental legislation, regulations, guidance, and Trimetria Limited instructions.



All environmental incidents, including spillages or any event that may result in environmental impact, must be reported immediately in accordance with company procedures.

Failure to comply with applicable environmental requirements and local rules may result in environmental harm, regulatory enforcement action against the Company or individuals, and increased operational costs.

3.15 Equipment

All equipment used must be fit for purpose, properly maintained and where necessary tested. Evidence of testing should be available on request.

Equipment and tools will be stored safely when not in use.

Where practicable, Contractors will select equipment which reduces the risks associated with noise and vibration.

3.16 Excavation

Contractors shall comply with the requirements of HSE Guidance HSG47 Avoiding Danger from Underground Services. This includes the use of up-to-date service drawings and plans, appropriate detection equipment, and safe digging practices. Where necessary, hand-dug trial holes shall be used to verify the location and depth of underground services.

A Permit to dig system must be implemented and authorised prior to the commencement of any excavation works.

All excavations shall be properly designed, supported, or battered back as necessary to prevent collapse or falls of earth that could endanger any person. Where excavations are undertaken adjacent to buildings or structures, due consideration shall be given to any additional loads imposed and the potential impact on structural stability.

Excavations must be provided with suitable barriers, and where appropriate, warning lights and signage. Reasonable steps shall be taken to prevent unauthorised access, including access by trespassers.

Trimetria Limited has specific procedures for work carried out within 75 metres of hazardous pipelines. Contractors must seek advice and obtain approval from the Company Representative where such conditions are applicable to the planned works.

3.17 Fire

Contractors will:

- Familiarise themselves and comply with site fire safety procedures
- Take all appropriate measures to prevent fire
- Not smoke on site
- Not restrict fire escape routes by the storage or use of plant, equipment or materials
- Not interfere with any fire systems or wedge open internal smoke doors without express permission of the Company Representative
- Only use Fire Exit doors with the express permission of the Company Representative
- Agree fire precautions with the Company Representative before conducting 'hot work'
- Ensure that sources of ignition have been extinguished and non-essential electrical apparatus switched off before leaving site

Where work requires the isolation of fire detection / fire-fighting systems, these must be reinstated and tested at the end of each working day, unless agreed with the Company Representative.



Any damage to fire detection or fire-fighting systems or false alarms must be reported to the Company Representative immediately.

3.18 Fire-stopping

Any breach between compartments (rooms or other separated areas, including walls, floors and ceilings) must be made good to the appropriate standard.

Temporary fire-stopping arrangements must be in place for any significant breach left unsupervised.

3.19 First aid

The Contractor will need to discuss with the Company Representative, what First Aid facilities are available for use at the site, if any.

3.20 Gas safety

Work involving the installation, maintenance or modification of any gas systems will only be carried out by Contractors who are competent and qualified.

All transportable gas containers must be correctly stored and quantities kept to a minimum. All such bottles must be stored at ground level, or above and away from underground pits or confined spaces or sources of ignition.

Freestanding cylinders must be stood upright and securely restrained to prevent toppling. Redundant gas containers must be removed from site as soon as is possible. Any containers used must be returned to the designated storage area.

3.21 Grinding operations

Contractors will not carry out metal or stone grinding operations in an Exchange Equipment area without prior authorisation from the Company Representative.

3.22 Housekeeping

Contractors must maintain a tidy work site at all time to reduce the risk of slips, trips and falls. Walkways, exits and fire points must not be obstructed.

Materials must be stored to prevent them falling on others.

On completion of work, the Contractor must clean up the work area and dispose of any waste.

3.23 Induction

Contractors will complete an appropriate induction before working on site. Evidence of this induction must be retained.

3.24 Lifting Operations and Lifting Equipment

Contractors will have lifting plans in place to ensure safe lifting operations. Lifting equipment will have

statutory inspection records as required.

Where Contractors use Trimetria Limited owned lifting equipment and accessories, including work restraint systems associated with lifting operations, they will first obtain confirmation of its up to date statutory inspection and test status.

3.25 Materials

All deliveries must be pre-approved by Trimetria Limited and the GC.

Materials may only be transported to and offloaded at approved locations on site.

Where practicable, large loads should be pre-slung, to reduce the need to access the flat bed of delivery vehicles.

3.26 Overhead work

Contractors will implement arrangements to ensure the safety of people below any area of work, including where necessary the use of barriers, tool restraints and suitable means of access.

Tools, equipment or materials must not be thrown up or down from the work area.

3.27 Permit to work

We expect to see a permit to work system in place for the following activities:

- Hot work (including use of electrical welding equipment)
- Confined spaces
- HV electrical work
- LV electrical work adjacent to live equipment
- Work on pneumatic / hydraulic / pressure systems
- Work at height near unprotected edges
- Work within 75 meters of hazardous pipelines
- Work with lasers
- Radio Frequency / EMF

Lock Out Tag Out procedures should be implemented where required. Contractors should consider the use of permit systems for other high risk activities.

3.28 Personal Protective Equipment

Contractors shall provide their own personal protective equipment (PPE) and comply with all site-specific PPE requirements. All PPE must be suitable for the task being undertaken, provide an appropriate level of protection, and be properly maintained.

PPE shall be regarded as a last line of defence and must only be relied upon where risks cannot be adequately controlled by other reasonably practicable measures.

The Company Representative shall provide Contractors with details of all applicable local site rules and requirements.



3.29 Petro-chemical sites

Sites designated as petro-chemical have a more stringent level of training requirements. The Contractor must ensure that their personnel are competent to these additional standards, where required.

3.30 Plant and machinery

Contractors will provide their own plant, machinery and equipment required for their work unless there is prior written agreement from the Company Representative.

3.31 Pollution prevention

The Contractor must work in such a way as to prevent the threat of pollution.

Spill kits are located on site, the Contractor must ensure they are familiar with their location.

Any spills must be cleared up as soon as possible and the spill kit material disposed of in the appropriate waste facility.

Any spillages are to be reported by the Contractor as soon as possible, to the Trimetria Limited representative.

3.32 Pressure vessels

The use of pressure systems, such as compressors must be authorised by the Company Representative before being brought onto site.

Any pressure vessel brought onto site must have a current Test Certificate with it.

3.33 Pre-start meetings / discussions

Pre-start meetings / discussion must be held with all parties involved in the work. These should be on site meetings for larger, more complex work but otherwise can be telephone meetings.

These meetings will establish and confirm:

- Lawful Customer Access Requirements
- Areas of work, boundaries
- Parking, storage, delivery arrangements
- On site protection measures
- Welfare facilities
- Site rules
- Safe systems of work and on site hazards
- Emergency arrangements etc

3.34 Prohibited Items

The following items are prohibited on site:

- Fuel stored in plastic containers
- Chemicals decanted into unmarked containers
- Forks fitted to 300o / 180o excavators
- Halogen lamps
- Underslung loads from wheeled plant, when in motion
- Barrier tape as edge protection, or as a barrier for restricted access areas
- Aluminium ladders in live electricity areas

- Gin wheels without brakes
- Lifting with excavators, without first removing the bucket
- Road pins made of conductive material
- Impact drivers
- Scabblers

3.35 Project safety management / CDM

Trimetria Limited believes that effective project safety management delivers positive health, safety and wellbeing outcomes, improves quality by addressing issues at source, supports on-time delivery, and plays a significant role in reducing overall costs.

We expect Contractors and suppliers to work collaboratively and co-operate with one another to identify and control risks arising from overlapping or simultaneous operations at all times.

Where a Contractor has design responsibility, they shall eliminate risks, so far as is reasonably practicable, to those who install, commission, operate, maintain, and decommission systems or equipment. Where risks cannot be fully eliminated through design, residual risks must be clearly identified and communicated to those who may be affected.

Trimetria Limited will facilitate site visits and, wherever reasonably practicable, provide relevant information regarding hazards associated with our buildings, infrastructure, and network assets. Contractors are expected to review this information and communicate it effectively to their employees and any subcontractors who require it.

Where work is undertaken within the United Kingdom, specific statutory requirements may apply. Trimetria Limited will engage with Contractors at the earliest opportunity to clarify roles, responsibilities, and any additional compliance obligations.

3.36 Risk assessments and Method Statements / Safe systems of work

Contractors will conduct suitable and sufficient risk assessments of their work. These should be made available to the Company Representative on request before work commences.

Method statements must identify and explain the method by which each task will be undertaken and any safety precautions that must be implemented.

3.37 Road works

Contractors will complete risk assessments before any work starts on public highways. The risk assessment will consider:

- The type of service planned
- Hazards along the route and any physical constraints
- Survey requirements
- Underground services in the vicinity of any cable routes or poles
- Traffic flow and pinch points
- Traffic and population density
- Local authority rules
- Access / egress routes for plant, people and materials

Contractors will comply with local authority rules whenever working on the highway. This will include rules

regarding permits and authorisation, guarding, barriers, signage, lighting etc.

3.38 Signage and notices

Contractors will ensure that all required signage and notices are available and prominently displayed. Markers or barriers which clearly indicate areas which need to be kept clear will be in place.

Where appropriate, signage will also indicate any PPE requirements, and contact details of how to gain access into the area.

3.39 Stop Work

Any Contractor on site is empowered to stop work and raise a safety concern with their Trimetria Limited representative.

3.40 Sub-contracting

Contractors must have a system in place for the selection and approval of sub-contractors to ensure they are competent. The requirements of these rules must be cascaded to any sub-contractors used.

Contractors are responsible for the monitoring of sub-contractor performance. Evidence of monitoring arrangements should be made available on request.

3.41 Supervision

Contractors will ensure they have adequate risk based supervision arrangements in place.

3.42 Temporary Works

All temporary works must be adequately planned, designed, installed, authorised for use, inspected, maintained and dismantled in accordance with the GC and Trimetria Limited requirements.

All temporary works are to be recorded in the relevant temporary works register.

3.43 Training

Contractors must ensure that all its employees have the necessary skills, knowledge, training and experience to carry out their work.

Where work is specifically licenced, Contractors will carry evidence of their training (eg fork lift truck driving, rope access).

Evidence of training must be made available to the Company Representative on request.

3.44 Vibration

Methodology for the task is to be selected to ensure that vibration exposure to personnel is kept to a minimum.

The Contractor is responsible for monitoring the exposure of their personnel to vibration.

Impact drivers (nut runners) and scabblers are banned, due to high vibration, noise and dust generation.

3.45 Work at height

Work at height must be avoided wherever possible. Where it can't be avoided measures should be in place to



prevent falls. Where the risk of falling can't be eliminated measures should be in place to minimise the distance and consequences of a fall.

With the exception of travelling and fixed ladders, Contractors must not use Trimetria Limited access equipment. Contractors will take account of the following within their risk assessments:

- Fragile surfaces
- Risk of falling objects
- Access equipment – type / inspection regimes / measures to prevent unauthorised use
- Electricity
- Radio Frequency / EMF hazards
- Emergency rescue arrangements

Contractors will be responsible for providing their own fall restraint equipment when working in UK operational areas where the risk from fall from height exists (such as equipment access doors) and for ensuring suitable Risk Assessments and Method statements are in place.

Eye bolts or fixings used for the attachment of fall restraint equipment must be tested prior to use.

Ladders

Use of ladders is only acceptable where:

- Work is short duration (work in one position does not exceed 30 minutes)
- The activity is deemed to be 'light' work
- Three points of contact can be maintained at all times
- The ladder can be positioned on suitable firm ground and is stable
-

Mobile Elevated Work Platforms (MEWPs)

Contractors must be competent in the use of any MEWP.

Scaffold

Scaffolding must be erected by competent persons and inspected before being brought into use. A register of inspections will be maintained.

Roof work

Contractors will agree arrangements for roof access and roof work with the Company Representative. Contractors will ensure they are aware of any Radio Frequency hazards on roof tops and implement appropriate measures.

Work platforms

Work platforms must be put up and used by competent persons.

Work at or near unprotected edges

Contractors must use appropriate fall prevention measures when working at or near unprotected edges. For example, work at or near loading bay doors.

Contractors must be able to demonstrate that they have the appropriate working at height competence and training which provides both theoretical and practical content to support the use of safety harness fall protection equipment when working near unprotected edges.