

Contractor, Material and Product Standard

(SHEMS-STD-GR-017)

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1 Introduction

The purpose of this document is to provide a standardised process with regard to addressing Safety, Health, Environmental, (SHE) related issues associated with the procurement of materials, products and services within Unitas. So that materials, products and services provided to Unitas from the supply chain meet or exceed the standards outlined in the Unitas Safety, Health, and Environmental Management System (SHEMS).

This standard is required to be read and applied in conjunction with relevant Unitas Contract Procedure Rules, for further guidance regarding non SHE related procurement requirements, contact your Commercial Team.

2. Preface

2.1 Scope

The scope of the SHEMS covers all persons, workplaces and operations in Unitas, including responsive repairs, voids, planned works, public buildings and stores. .

Exceptions will be documented through a SHEMS Appendix B process (SHEMS-FOR-GR-999), jointly authorised by the Head of Service for Asset Management & Investment and the SHE Director (Director for Unitas).

2.2 Reference

Unitas Contract Procedure Rules.

2.3 Acronyms

SCM	Supply Chain Member
SSIP	Safety Schemes in Procurement
COSHH	Control of Substances Hazardous to Health
MSDS	Material Safety Data Sheet
SHEMS	Unitas Safety, Health and Environmental Management System

3 Roles & Responsibilities

The SHE Director is accountable for the effective delivery of this standard within the Business and its supply chain.

The SHE Manager, in conjunction with the Commercial Team and those Unitas personnel managing the process of, or undertaking the procurement of sub-contracts, consultants, materials, products and services, are responsible for the effective delivery of this standard within their business and its supply chain, consulting with and informing SCM's as appropriate.

4 Materials and Products

Select materials and products paying due regard to the hierarchy of risk management, avoiding hazardous materials and products or where this is not reasonably practicable, substituting them with safer alternatives and managing residual risk. Further guidance and information is available in SHEMS-STD-GR-014 Risk and Impact Assessment.

Consider the environmental impact of materials and products and their contribution to sustainability e.g. substituting more energy efficient products or considering those with lower environmental impacts. Consider selection of materials and products made from reclaimed or recycled materials, or those which through their use, sourcing or manufacture, have less impact on society or the environment.

Procure materials and products from reputable sources in line with the contract procedure rules and Official Journal of the European Union (OJEU) and in accordance with the specification, or as otherwise agreed with the specifier or their authorised representative.

Provide SHE information relevant to the delivery of materials and products to the supplier e.g. restricted access and delivery times, packaging and waste removal, unloading and lifting requirements.

Site/Stores Managers are to obtain from the supplier relevant product information e.g. Control of Substances Hazardous to Health (COSHH) Material Safety Data Sheets (MSDS), emergency procedures and storage requirements and communicate this as appropriate to those who require that information.

In addition to the above general requirements regarding the procurement of materials and products, the following specific requirements apply to timber and timber based products, imported materials, fabricated structural steel and waste removal.

4.1 Timber and Timber Based Products

Timber and timber based products used on Unitas projects, in either the permanent or temporary works, must meet the requirements of the Unitas Minimum Standard for the procurement of timber SHEMS-MST-GR-0007 Timber Purchasing.

The National Measurement Office (NMO) is responsible for enforcing the EUTR in the UK and, under the regulations; their inspectors have the same powers of entry as the HSE and can seize and impound timber that they believe has been illegally harvested.

4.2 Imported Materials

4.2.1 Recycled Aggregates

Recycled aggregates to be used on Unitas projects, in either the permanent or temporary works, must meet the requirements of the Unitas Minimum Standard for the procurement and / or use of recycled aggregates SHEMS-MST-GR-0008 Recycled Aggregate Purchasing and Use.

4.2.2 Topsoil

Topsoil used on any Unitas project must meet the requirements of the Unitas Minimum Standard for the procurement and / or use of topsoil SHEMS-MST-GR-0009 Topsoil Purchasing and Use.

4.3 Fabricated Structural Steel

All fabricated structural steelwork used on Unitas projects, in either the permanent or temporary works, must meet the requirements of the Unitas Minimum Standard for the procurement of metals and steelwork SHEMS-MST-GR-0004

4.4 Waste Removal

All business units must maintain a register:

- Of the contractors, including sub-contractors, they use to remove waste, including demolition and excavation waste, from their sites and premises, which lists the company's carrier/dealer or broker/dealer or carrier/broker/dealer registration number and the date it expires.
- Of the sites that this waste is taken to, including waste transfer stations, material recycling facilities, landfill sites and exempt sites, together with the site's permit or exemption number and the type(s) and quantity of waste the site is authorised to receive.

5 Plant & Equipment

Plant and equipment is required to be suitable and appropriate for the purpose for which it is to be used and be selected in accordance with the Unitas Minimum Standards available on the O: Drive which include specific requirements for the procurement of some plant and equipment.

Obtain copies of relevant operation, installation and user manuals, certification, test, examination and maintenance records etc. and communicate this as appropriate to those requiring that information.

6 Supply Chain

The Unitas supply chain includes anyone carrying out work or providing services on behalf of Unitas, e.g. contractors, principal contractors, subcontractors, designers, consultants, professional advisors, labour agencies and operators hired with plant. These are all referred to as supply chain members within this document. The process of SCM approval is summarised in the Unitas Procurement Process Chart at Appendix A.

Agency workers and operators hired with plant engaged by Unitas are to be treated in respect of SHE management in the same manner as Unitas employees. Particular attention is to be paid to:

- Maintaining records demonstrating the competency of agency workers and operators hired with plant
- Ensuring that safe systems of work are in place, communicated, followed and that control measures are effective
- Monitoring agency workers and operators hired with plant activities for SHE performance

Special consideration is to be given to the procurement of non-UK based labour, or labour for which English is not their first language for operations within the UK. The Governments Guide "Right to Work Checks" states that all employers in the UK have a responsibility to prevent illegal working. Following the government guidance Unitas will carry out checks that SCM's have carried out the required simple checks to ensure that their employees are not disqualified from carrying out work by reason of their immigration status.

Prior to appointment, the SCM is required to satisfy Unitas' management that they have appropriate arrangements in place to manage and supervise their labour.

The SCM is required to demonstrate appropriate standards of competency and that the ability to communicate is of a sufficiently high standard. Unitas management are to provide monitoring to confirm that agreed standards are being delivered and maintained.

6.1 Pre-Qualification Assessment

Unitas will check and verify any necessary qualifications / accreditations to determine competencies during the course of any tender opportunity. These checks can be completed through a member of the Safety Schemes in procurement such as CHAS, Construction Line etc.

Any existing framework SCM's will have had necessary qualifications / accreditations checked at the time of the original tender opportunity. Subsequent call-offs from these frameworks therefore require no further enquiries.

6.2 Appointment and Order Placement/Letting

The process of appointing SCM's is detailed within Unitas Contract Procedure Rules, see flow process at Appendix A.

6.3 Subletting

SCM's are required to notify Unitas of their intention to sublet any element of their work package and receive permission from Unitas prior to proceeding. The SCM shall demonstrate the competence and capability of the sub-sub contractor to undertake manage and supervise that work in accordance with Unitas requirements, prior to receiving Unitas permission to proceed with the sublet.

6.4 Review of Operational Performance

Review performance, including SHE, during and after works and provide feedback into Unitas's commercial team.

It is Unitas's practice that all SCM's be scored on the Performance System once during the contract period (if appropriate) or more frequently if there are concerns. It is mandatory that all Performance issues are scored by a site team with a detailed knowledge of the SCM's performance on site.

It is essential, for the scores to be meaningful, and that the team carrying out the scores include as a minimum the Site Manager/Project Manager, Project QS and if appropriate the project SHE Advisor.

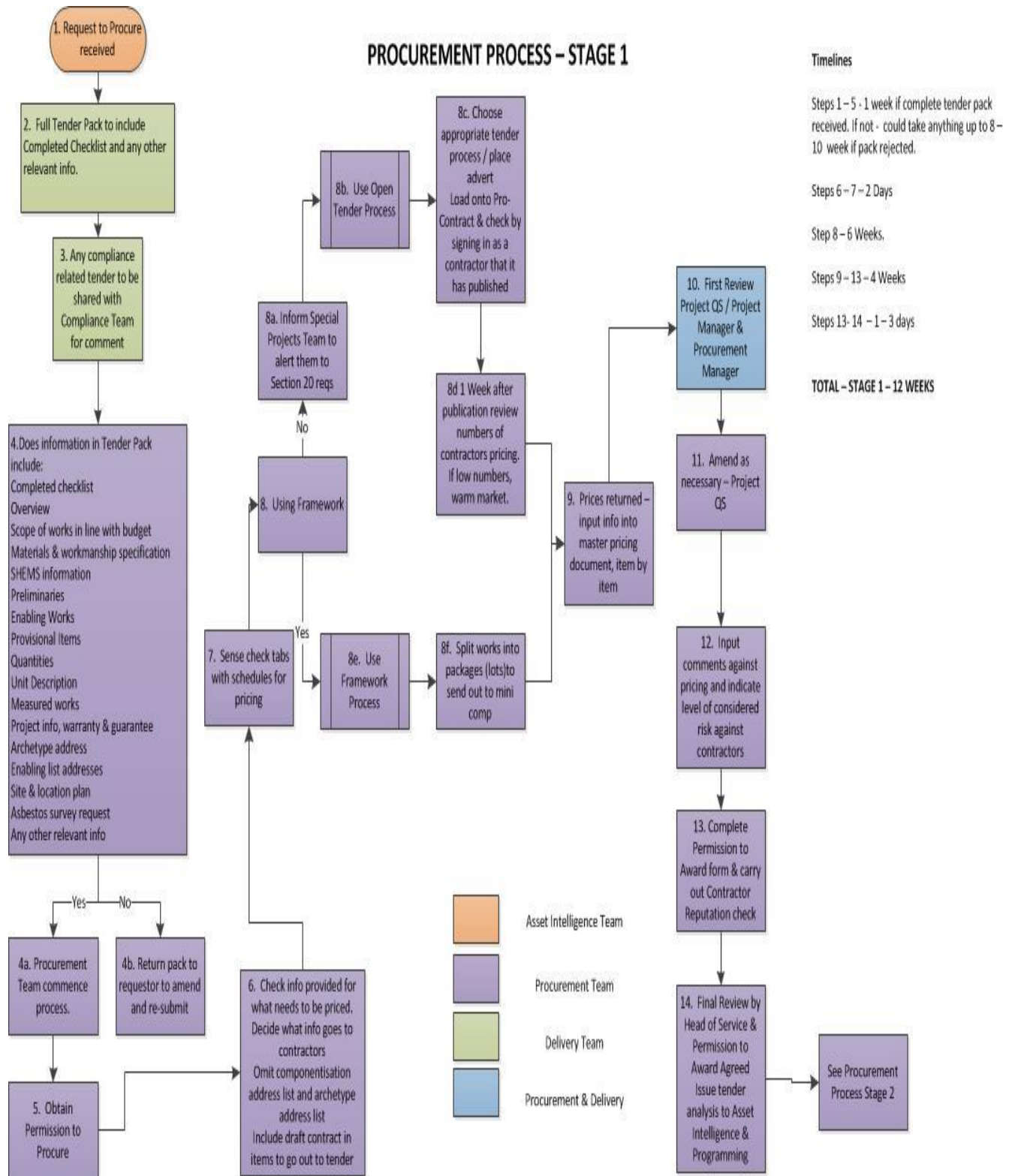
The performance scoring system for Unitas will be submitted and subject to an audit by the Managing Quantity Surveyor and the SHE Manager, to ensure that any SHE and/or performance issues are addressed promptly.

6.5 Additional documentation

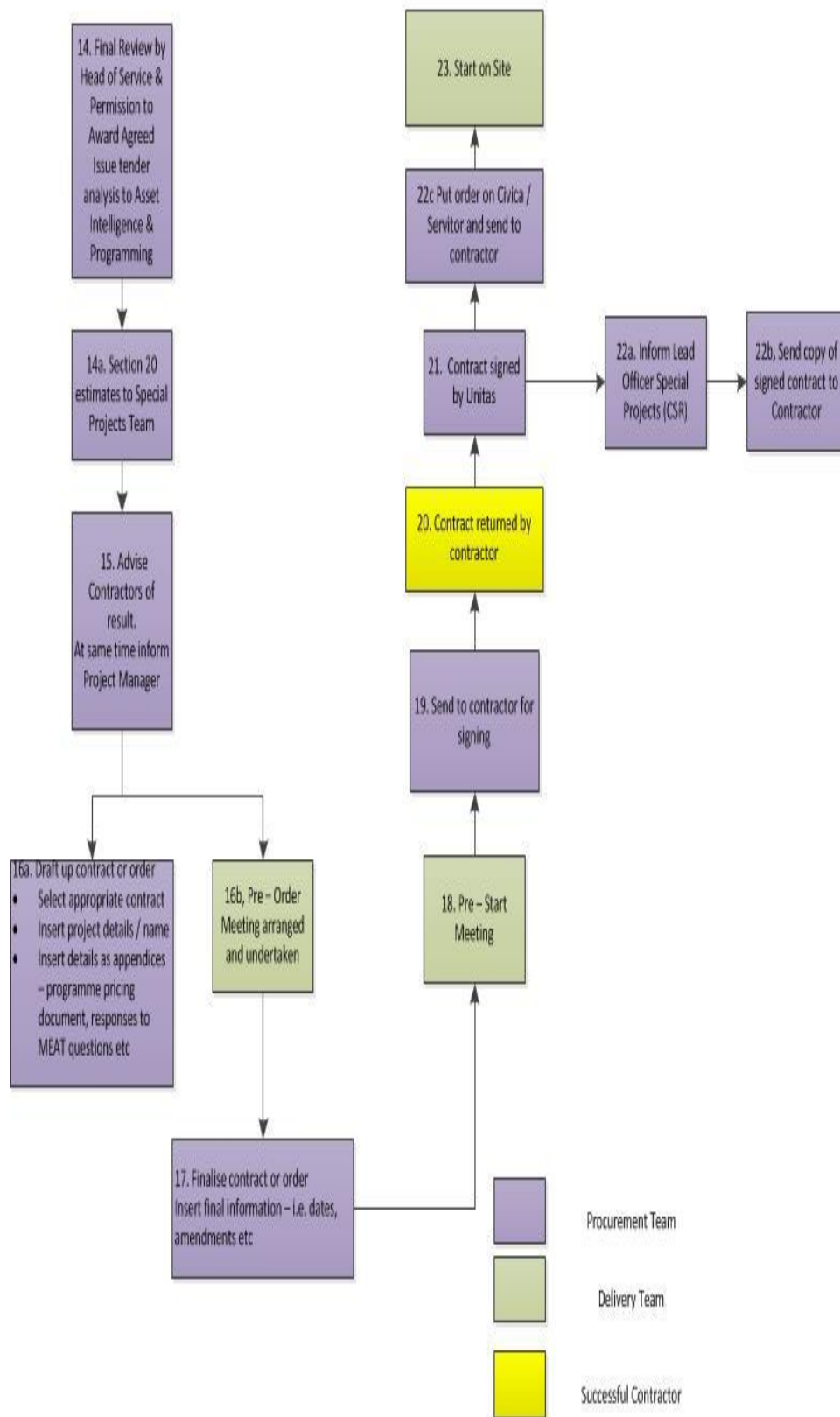
SHEMS-MST-GR-0003: Metal Fixtures and Fittings
 SHEMS-MST-GR-0004: Steelworks Purchasing
 SHEMS-MST-GR-0005: Natural Stone Purchasing
 SHEMS-MST-GR-0006: Workwear Purchasing
 SHEMS-MST-GR-0007: Timber Purchasing
 SHEMS-MST-GR-0008: Recycled Aggregate Purchasing and Use
 SHEMS-MST-GR-0009: Topsoil Purchasing and Use
 SHEMS-MST-GR-0010 Hazardous Waste Storage

7 Appendices

Appendix A – Unitas Procurement Process



PROCUREMENT PROCESS – STAGE 2



Timelines

Steps 14 – 15 – two days

Steps 15 – 16b – one week

Steps 16b – 18 – three weeks

Steps 16b – 17 – 1 day (concurrent with above)

Steps 18 – 19b – one day

Steps 19 – 20 – four weeks

Steps 20 – 21 – 1 week

Steps 21 – 23 – 1 day

Steps 21 – 22c – 1 day

TOTAL STAGE 2 – (To SOS) – 9 WEEKS 1 DAY

TOTAL STAGE 1 & 2 – (To SOS) 21 WEEKS 1 DAY