



Integrated Management System

Contractor Management Guidance Document

MFG Safety Rules & Regulations

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1. INTRODUCTION

1.1 GENERAL

MFG's Contractor Safety Rules & Regulations are designed ensure that Contractors, Subcontractors and Service Providers are aware of the general health and safety rules they must comply with when working on MFG Petrol Filling Stations to help protect people, the environment, and assets from harm.

These safety rules and regulations are supported by a range of task specific Contractor Guidance Documents that are designed to promote safe working practices and achieve MFG's Contractor performance expectations, including the identification, and elimination of, or control workplace risks.

Contractor must ensure that the requirements and expectations set out in these documents are effectively met while performing work on behalf of MFG and be aware that these may change from time to time.

Note 1.1.1: For the purpose of the Contractor Safety Rules & Regulations, Contractors, Subcontractors and Service Providers will be referred to collectively as Contractors.

Note 1.1.2: The Safety Rules and Regulations and Contractor Guidance Documents DO NOT override or relieve Contractors of their statutory obligations under applicable legislation. Compliance with legal obligations related to work undertaken on behalf of MFG is non-negotiable.

1.2 WORK CATEGORISATION

MFG have identified the following categories of work performed by Contractors:

- Work involving Very Low-Risk, for example:
 - Drinks machine maintenance and repair
 - IT System maintenance and repair
 - Ground Maintenance; and
 - Minor building maintenance, (e.g., door repair, security lock repairs)
- Work involving Low Risk for example:
 - Fire equipment maintenance
 - Site inspections (e.g., DSEAR and Fire Risk Assessments); and
 - Internal work at height using step ladder
- Work Not Involving Significant Risk (Minor Work), for example:
 - Minor Forecourt Repairs
 - Internal Building Repair and Maintenance
 - Valeting Equipment (e.g., Car Wash and Jet Wash Maintenance & Repair)
 - Ground Water Monitoring; and
 - Portable Appliance Testing (PAT)
- Work Involving Significant Risk (Major Work); for example:
 - Hot Work (i.e., Forecourt)
 - Confined Space Entry
 - Tank Cleaning
 - Tank Re-Lining
 - Asbestos Removal or Encapsulation
 - Electrical Supply Installation (e.g., New Forecourt Electrical Infrastructure)
 - Working at Height (Other Than Portable Ladder Use)
 - Excavations and Trenching (i.e., Breaking Ground)
 - Mechanical Lifts (e.g., Crane, Hiab, Excavator, Mobile Elevated Work Platform, etc.)

- Major Construction Work (e.g., Site Redevelopment and EV Installation); and
- Demolition of Infrastructure (Including Tank Removal)

1.3 SAFE METHOD OF WORKING

Prior to performing work at MFG Petrol Filling Stations Contractors were required to provide a task specific Safe Method of Working, that clearly details the hazards of the work, the associated risk reduction measures (i.e., controls) and step by step guidance regarding how the task will be performed.

The Safe Method of Working provided will be appropriate to the scope, nature, and complexity of the work to be performed and may take the form of:

- Fully and accurately completed MFG Clearance Certificate; for Very Low-Risk Minor Work
- Method Statement, supported by MFG Clearance Certificate; for Low-Risk Minor Work
- Risk Assessment & Method Statement (RAMS); for Low to Medium-Risk Minor Work
- Risk Assessment & Method Statement (RAMS); for work identified as Involving Significant Risk (Major Work)

Safe Methods of Working (including RAMS) will be site and task specific and include:

- A defined scope of work
- Equipment to be used
- Tasks to be completed
- Identification of task and site-specific hazards
- Suitable and sufficient risk reduction measures (i.e., controls); and
- Assigned work activities are:
 - Effectively described; and
 - Performed safely

Note 1.1: For the purpose of this Contractor Guidance Document, Contractors, Subcontractors and Service Providers will be referred to collectively as Contractors.

1.4 CONDITIONS OF CONTRACT

MFG's **General Conditions of Contract** apply to all contracts awarded to Contractors to perform work at a Company Petrol Filling Station. Additionally, there is a requirement for Contractors to ensure the guidance provided is used to ensure they are able to meet Company expectations and any applicable legal obligations or other requirements (e.g., industry standards).

MFG will not be held responsible for the cost of any delays or penalties incurred by a Contractor should work be halted or delayed because of a failure to comply with the General Conditions of Contract, applicable legal obligations or other requirements, and the Company's safety rules and regulations.

2. GENERAL SAFETY RULES & REGULATIONS

2.1 GENERAL SITE REQUIREMENTS

Contractors are required to ensure compliance with the following general safety rules:

- Smoking is strictly prohibited at MFG Petrol Filling Stations
- Smoking materials (e.g., matches and lighters) must be left in a secure location (e.g., within a work van or in the office) and not taken on site
- The use of battery powered equipment is prohibited within all hazardous areas at the site; such equipment includes but may not be limited to:
 - Cameras

- Portable Telephones
- Pagers; and
- Radios

Note 2.1.1: Contractors should refer to the site-specific DSEAR Hazardous Area Drawing, displayed at the site, to identify the designated hazardous areas.

- The following minimum Personal Protective Equipment (PPE) requirements apply at all sites
 - Overalls (e.g., one piece or two piece)

Note 2.1.2: Flame Resistant Clothing (FRC) is required hot work activities.

- Safety Footwear, composite or steel toe caps, which must not be exposed
- Safety Helmet
- High-Vis Jacket, or alternatively High-Vis banding on overalls

- The following additional PPE must be worn for work in a designated hazardous area:

- Eye protection (e.g., safety glasses or goggles)
- Gloves, appropriate to the nature of potential hazards

- The minimum requirements in respect of PPE for entry into a confined space will be:

- Overalls (e.g., one piece or two piece)

Note 2.1.3: Flame Resistant Clothing (FRC) is required hot work activities.

- Safety Footwear, composite or steel toe caps, which must not be exposed
- Safety Helmet
- Gloves, appropriate to the nature of potential exposure hazards
- Respiratory protection, when determined by atmospheric gas testing, to be necessary

Note 2.1.4: Dependent on the content of the Rescue Plan, there may be a requirement for full body harness to be worn with rescue rope attached.

- Vehicles must be parked in a safe area and secured

- Equipment and tools will be:

- Appropriate to the proposed scope of work
- Properly maintained and serviced, and certified where applicable
- Appropriate for use in a hazardous area, when applicable
- Secured when not in use; and
- Used in accordance with good housekeeping practices.

2.2 ARRIVAL AT SITE

On arrival at site Contractors must reported to the designated MFG Representative, who will ensure that the following minimum requirements are met:

- Discuss the proposed work with the Contractor, to ensure mutual understanding of the:
 - Scope of work
 - Hazards identified; and
 - The risk control measure required to reduce risk to an acceptable level
- Provide the Contractor with relevant information regarding fuel deliveries, and other Contractors performing work activities on site
- Review the Safe Method of Working or Risk Assessment & Method Statement (RAMS) for the proposed works

Note 2.2.1: For work not involving significant risk (Minor Work) a Clearance Certificate may be acceptable. However, for work identified as involving significant risk (Major Work) a site-specific Risk Assessment & Method Statement (RAMS) must be provided by the Contractor.

- Carry out a joint site inspection to identify the:
 - Potential task-specific and site-specific hazards; and
 - Required risk reduction measures (i.e., controls).
- The Contractor completes a Clearance Certificate that is specific to the proposed scope of work, and is reviewed and signed both parties (Contractor and MFG Representative); and
- Verify that the identified risk reduction measures (i.e., controls) including issue of a Clearance Certificate and Work Control Permit (if applicable) have been effectively implemented prior to the work to commencing

2.3 CONTRACTOR EMPLOYEES

The Contractor is accountable for ensuring that their employees and any Subcontractors are aware of MFG's Contractor Safety Rules and Regulations, as relevant to the scope of their assigned duties, and that they comply with all applicable requirements while performing work activities at a MFG Petrol Filling Station.

2.4 CONTRACTOR COMPETENCE

The Contractor accountable for ensuring the provision of:

- Trained and competent Supervision of the assigned works; and
- Adequately trained and competent workers, who can safely perform their assigned duties.

Where required by applicable legal obligations or industry requirements Contractors will provide evidence of relevant employee or Subcontractor qualification or certification on required, for example:

- Forklift Truck or Mobile Elevated Work Platform (MEWP) Operator
- Crane Operator
- Welder
- Electrician; and
- Confined Space Entrant

2.5 PRE-JOB SAFETY BRIEF

Contractors will ensure that a Pre-Job Safety Brief is given to the job crew, MFG Representative and other affected personnel prior to starting work. The purpose of the brief is to discuss and agree mutual understanding of the:

- Safe Method of Working and/or Risk Assessment & Method Statement (RAMS)
- Clearance Certificate
- Work Control Permit (WCP) when required
- Risk reduction measures (i.e., control) required for the safe performance of the work; and
- Job Crew's duties and responsibilities

2.6 EMERGENCY PROCEDURES

Contractors must be aware of the following requirements regarding emergency response:

- On discovering / identifying an emergency:
 - Stop work, immediately
 - Shut down equipment

- If appropriate activate the nearest fire alarm call point
- Alert and inform the site personnel as to the nature of the emergency
- Without personal risk, attempt to contain and control the incident; and
- Follow instructions given by the Site Representative
- Assemble for roll call at the designated Assembly Point, if required
- If an alarm has been activated and upon hearing the site alarm:
 - Stop work, immediately
 - Shut down equipment and leave in a safe condition
 - Leave the work site in a safe condition
 - Assemble for roll call at the designated Assembly Point; and
 - Follow instructions given by the Site Representative

2.7 WORK CONTROL: CLEARANCE CERTIFICATE

Contractors work activities will be controlled as a minimum, by use of the MFG Clearance Certificate, and work must not commence until a Clearance Certificate has been properly completed, reviewed, and confirmed as appropriate to the proposed scope of work and associated hazards.

Contractors (i.e., Job Supervisor) will prepare the Clearance Certificate following a site inspection and hazard assessment of the work site, the Clearance Certificate will be fully completed and include:

- Name of:
 - Petrol Filling Station
 - Site Representative, including job title
 - Contracting Company; and
 - Contractor's Job Supervisor
- Date and Time
- Number of Workers
- Scope of Work (i.e., a detailed and accurate scope of work required)
- Reference to RAMS and Supporting Documentation

Note 2.7.1: If a Contractor has produced generic RAMS for the proposed work, they are responsible for ensuring that the RAMS are critically reviewed and revised to include site specific hazards, additional risk controls or changes to the safe method of working identified during the pre-work site inspection.

- Equipment to be Used
- Personal Protective Equipment (PPE) Required (Mark X)
- Significant Work Documents and Task Checklist (Mark X)
- Work Specific Hazards Identified

Note 2.7.2: Contractor (Job Supervisor) to identify the hazards associated to the work (**Mark X**) and ensure that the required risk reduction measures (i.e., control) are implemented. If any aspect of the proposed work is considered potentially high risk, the work cannot proceed. The designated MFG Representative will contact the HSE Manager or Risk & Compliance Manager for guidance.

- Isolations Required (i.e., electrical, liquid, flammable, etc.)
- Contractor's Declaration:
 - Signed prior to starting work; and
 - Signed on completion of the work, or at the end of working day
- MFG Acknowledgement:

- Designated MFG Representative to print name or initial form

2.8 WORK CONTROL: WORK PERMIT (MAJOR WORK)

For work identified as involving significant risk (Major Work) a designated MFG Representative will prepare, review, authorise and issue a Work Control Permit (WCP) that defines the proposed scope of work and the controls required to ensure safe performance of the work. The Work Control Permit will be fully and accurately completed, including the following information:

- Scope of Work (i.e., a detailed and accurate scope of work required)
- Equipment to be used
- Type of Permit (e.g., Hot Work, Confined Space, Work at Height, Mechanical Lifting and Breaking Ground)
- Name of MFG Representative
- Supporting Documentation (e.g., RAMS, Equipment Certification, Training Qualifications, etc.)
- Significant Hazard and Risk Reduction Measures
- Hazardous Energy Isolations required
- Personal Protective Equipment (PPE) required
- Additional Task Specific Risk Reduction Measures
- Initial Atmospheric Monitoring (Gas Testing)
- Work Declaration and Authorisation
- Daily Control Register, for revalidating the permit; and
- Atmospheric Monitoring (Gas Testing) Log

The completed Work Control Permit will be discussed with the Contractor (Job Supervisor) prior to issue and with the Job Crew and other affected personnel during the pre-job safety brief.

2.9 WORK CONTROL: CONTRACTOR'S DUTIES

The Contractor (Job Supervisor) will:

- Ensure that the Clearance Certificate and Work Control Permit (if required) are reviewed and authorised

Note 2.9.1: Authorisation of these documents indicates that the conditions, including relevant risk reduction measures (i.e., control) as detailed in the documents:

 - Are mutually understood
 - Will be adhered during performance of the assigned works; and
 - Any doubts or concerns will be referred to the designated MFG Representative
- Verify that:
 - The required risk reduction measures (i.e., controls) have been effectively implemented prior to the work starting; and
 - The work site and any associated equipment are safe and ready to start work
- Ensure safe working practices are adopted throughout the course of the work
- Stop work if conditions change or issues are identified during performance of the works, and the designated MFG Representative notified
- Ensure proposed changes to work scope, Safe Method of Working, Risk Assessment & Method Statement (RAMS), or equipment or tools being used are immediately advised to the designated MFG Representative for review and notification that any change is acceptable

Note 2.9.2: If changes are approved, the Job Supervisor will ensure that the content of the Safe Method of Working, Risk Assessment & Method Statement (RAMS) and Clearance Certificate and Work Control Permit (WCP) are revised prior to the changes being implemented.

- Continuously monitor Job Crew performance to ensure conformance with planned arrangements (e.g., Clearance Certificate, Work Control Permit, and Safe Method of Working)
- The work site, and any associated equipment, is left in a safe and tidy condition at the end of the work and/or working day; and
- Close the Clearance Certificate and return it to the designated MFG Representative at the end of the work or end of the day, whichever is the shorter period
- Where issued, revalidate Work Control Permit (WCP), following confirmation that conditions have not changed, on a daily basis up to a maximum of 15 revalidations following the day of issue

3. TASK-SPECIFIC SAFETY RULES & REGULATIONS

3.1 HOT WORK

3.1.1 GENERAL

The following minimum requirements apply to Hot Work:

- The use of or any equipment capable of producing sparks or an ignition source requires suitable and sufficient precautions to be taken to ensure there is no risk from fire or explosion

Note 3.1.1.1: Equipment likely to create sparks or an ignition source in the workplace includes but is not limited to:

- Open flame
- Electric Arc Welding
- Grinders
- Electric Drills
- Power Tools (e.g., Mechanical Hand Breakers, Stihl Saw, etc.); and
- Mobile Plant (e.g., Crane, Excavator, Dumper Truck, Scissor Lift, etc.)
- Precautions for hot work include but are not limited to:
 - The issue of a correctly validated:
 - Risk Assessment & Method Statement (RAMS)
 - Clearance Certificate
 - Work Control Permit (WCP)
 - Purging, venting, and cleaning
 - Atmospheric gas testing and periodic gas monitoring
 - Hazardous energy isolations
 - Removal of combustible and flammable materials from the work site
 - Exclusion zones
 - Grounding equipment (i.e., static electricity)
 - Sealing of drains and culverts; and
 - Temporary suspension of hydrocarbon fuel deliveries
- Contractors will provide:
 - Risk Assessment & Method Statement (RAMS) that clearly details the:
 - Work to be performed
 - Steps involved in the performance of the work
 - Hazards related to the task and equipment being used
 - Hazards related to the work site; and
 - Risk reduction measures (i.e., controls) to reduce risks to an acceptable level
 - Gas detection equipment that is:

- Fit for purpose
- Bump tested, if required; and
- Calibrated in accordance with the manufacturer's recommendations
- Trained and competent individual:
 - Authorised Person to perform the required gas testing activities
 - Firewatch to continually monitor hot work activities
- Suitable serviceable fire extinguisher(s); and
- Tools and equipment that are suitable for the work required and certified as necessary

3.1.2 USE OF BURNING EQUIPMENT

The following requirements apply to the use of burning equipment (i.e., oxyacetylene):

- Burning equipment must be fitted with:
 - Flashback arrestors
 - Non-return valves
 - pressure regulators; and
 - Properly crimped colour coded hoses
- Gas cylinders will:
 - Be stored in an upright position and:
 - Mounted on a suitable rack or trolley; or
 - Securely tied to a rigid structure
 - Not be taken into a confined space
- When using burning equipment in confined spaces:
 - Torches and hoses must be removed from the confined space when not in use; and
 - Gas cylinders must be turned off and secured against improper use when not being used and/or when the work site is left unattended.

3.2 CONFINED SPACE ENTRY

The following minimum requirements apply to confined space entry:

- Examples of confined spaces include, but may not be limited to:
 - Above ground and underground storage tanks
 - Oil water separators
 - Sewers and drains
 - Underground openings (i.e., tank chamber access)
 - Excavation and trenches greater than five (5) feet deep
 - Open topped tanks
 - Sewage and chemical treatment systems; and
 - Voids below floors
- Entry into a confined space is not permitted until:
 - Task specific Risk Assessment & Method Statement (RAMS) has been developed and effectively communicated to the Job Crew and other affected personnel
 - An inspection has been carried out (MFG Representative) and Contractor to identify the:
 - Hazards related to the task and equipment being used
 - Hazards related to the work site, including the confined space; and
 - Risk reduction measures (i.e., controls) to reduce risks to an acceptable level

- Adequate preparations and precautions have been identified and implemented
- The following have been prepared, reviewed, authorised, and issued:
 - Work Control Permit (WCP); and
 - Clearance Certificate
- Competency of the Job Crew is confirmed:
 - Entry Supervisor
 - Authorised Entrants;
 - Entry Attendant (i.e., Safety Watch); and
 - Rescue Team
- Suitable and appropriate Personal Protective Equipment (PPE) and Respiratory Protection Equipment (RPE) is provided to the Job Crew
- A safe and means of accessing and egressing the confined space is provided; and
- A Rescue Plan has been developed and communicated to the Rescue Team

Note 3.2.1: Appropriate arrangement for rescue, including any equipment required to perform safe rescue, will be established and communicated to the Job Crew. Additionally, the assigned rescue duties will be trained rescue techniques and use of the equipment required to perform the rescue.

- Entry Attendant to be positioned at the access and egress point and continually monitor those working within the confined space (i.e., Authorised Entrants)
- Arrangement for effective communication between the Entry Attendant and Authorised Entrants will be implemented, including how to raise the alarm in the event of an emergency
- Authorised entrants will exit the confined space if:
 - Instructed to do so
 - Symptoms of exposure to hazardous materials are recognized
 - Conditions within the confined space change, which may impact personal safety
 - A malfunction of respiratory protection equipment occurs
 - Increased breathing resistance of the respirator is noted
 - Severe discomfort, including ill health, is detected; and
 - Filter/cartridge elements or respiratory protection equipment requires replacing

3.3 ATMOSPHERIC GAS TESTING: AUTHORISED PERSON

The following minimum requirements apply to atmospheric gas testing:

- Gas testing to be performed by a trained and competent person (i.e., Authorised Person)
- The Authorised Person will:
 - Use gas detection equipment that is fit for purpose and correctly calibrated
 - Perform a work site hazard assessment to identify the:
 - Potential hazardous vapour exposure hazards
 - Hazardous vapours to be tested for
 - Workplace exposure limits (WELs) for each of the identified hazardous vapours; and
 - Types of testing required for each of the identified hazardous vapours
 - Ensure the gas detection equipment to be used suitable for intended use:
 - Correct type and range of gas detectors
 - Visually inspected for signs of damage; and
 - Bump tested (if applicable) and properly calibrated

- Switch on the gas detector in a clean atmosphere, and allow it to self-test
- Select and use the necessary Personal Protective Equipment (PPE), including respiratory protection, where required
- Take readings from the:
 - Perimeter of the work site to the actual work site (entering the actual work location from an up-wind direction); and
 - Work site and surrounding area (e.g., within a 25-foot radius)
Note 3.3.1: This distance may vary depending on the nature and complexity of the work and hazards created by the work and work site.
- Consider the need to take reading, as applicable to the scope of work, from:
 - Ground level
 - Worker's breathing zone (consider position of worker while working)
 - Drain covers, pipeline opening and flanges
 - Equipment connections and/or disconnections
 - Vent facilities (e.g., pressure relief valve / thermal relief valve)
 - Sumps, pits, gullies, or drainage channels; and
 - Within a confined space (Do Not Enter – Use an Extension Wand)
- Avoid drawing water and/or chemicals into gas detector
- Continually monitor the gas detector and record the highest readings obtained
Note 3.3.2: Do Not authorise the work to begin, and evacuate the work site, if readings outside permitted limits are detected.
- Record the gas test results (e.g., Work Control Permit or designated Gas Test Log Sheet)
- Confirm that the atmosphere is within tolerances prior to authorising the start of work:
 - Oxygen: 19.5 to 23.0%
 - Flammable Vapor: <5% LEL
 - Hydrogen Sulphide: <10 ppm
 - Carbon Monoxide <30 ppm; and
 - Benzene: <1 ppm
Note 3.3.3: As a minimum gas testing will include test for oxygen and flammable vapour.
- Only authorise work to commence if the gas test results provide a positive indication that the work site is free of hazardous vapors
- Determine any additional requirements for follow-up gas testing or continuous monitoring

3.4 WORKING AT HEIGHT

The following minimum requirements apply to Work At Height activities:

- Contractors will carry out a risk assessment in relation to the identified scope of work and detail the findings of the assessment and their proposed safe method of working within a job specific Risk Assessment & Method Statement (RAMS).
- The assessment will identify one of two methods for controlling the associated risks of working at height:
 - Fall Prevention; or
 - Fall Protection

Note 3.4.1: Wherever possible fall prevention will be the method adopted to protect those working at height.

- Where practical, a properly designed and installed fall prevention system will be the primary method of protecting personnel when working at height
- Fall prevention systems will include a properly design protection system, which may include but is not limited to:
 - Fixed guardrail system composed of:
 - Top rail
 - Mid-rail; and
 - Toe-board
 - Scaffolding, which will include properly designed:
 - Fix scaffolding; or
 - Mobile or Rolling scaffolding
- In the absence of a suitable fall prevention system fall protection will be used to protect personnel working at height, the equipment will include:
 - Full-body harness; and
 - Lanyard
- Workers using fall protection equipment must be trained and competent in its use, including related equipment inspection requirements.
 - A Body Belt MUST NOT be Used as Fall Protection Equipment
- A full-body harness will be:
 - Worn in accordance with the manufacturer’s recommendations or applicable regulatory requirements; and
 - Used in conjunction with compatible lanyards that are designed to be secured to a suitable anchor point and prevent contact with a lower level (including structures, equipment, piping, etc.) if a fall occurs
- Lanyard length will be kept to a minimum based upon the scope of work
- Anchorage points will be:
 - Determined by the nature and location of the task and/or type of supporting structure
 - Designed (where practical) to be above the head of the worker
 - Tested and/or approved by Competent Personnel

Note 3.4.2: When anchoring personal fall prevention equipment (e.g., handrails and/or mid-rails) will not be used as anchor points.
- Fall protection equipment will be:
 - Maintained by Competent Personnel
 - Certified as fit for purpose at intervals not exceeding six (6) months
 - Inspected by the user immediately prior to use
 - inspected, tested and re-certified by a Competent Person following a fall; and
 - Repaired, destroyed where inspection indicates excessive wear or mechanical malfunction
- Fall protection equipment will be worn when:
 - Being raised or lowered in a man basket
 - Working from Mobile Elevated Work Platform (MEWP); or
 - Using a portable ladder if the hazard assessment identifies a need for fall protection to be worn, particularly if the ladder is providing access to heights above 6 feet (1.86 metres)

3.5 FIXED SCAFFOLDING

The following minimum requirements apply to the use of Fixed Scaffolding:

- Scaffolds will:
 - Be designed, assembled, maintained, and dismantled by Competent Personnel
 - Used in accordance with the designer's and/or manufacturer's specifications.
 - Be able to support (without failure) its own weight and at least four (4) times the maximum intended load
 - Have properly designed (as per code) guardrails installed, which will include:
 - Horizontal top rail
 - Horizontal intermediate rail installed midway between the top rail and base
 - Intermediate vertical supports; and
 - Toe boards, of sufficient height to prevent slipping under the intermediate rail and/or dropped objects
 - Complete decking (e.g., scaffolding grade timber), which is adequately secured to prevent movement (e.g., closed tied or nailed)
 - Rigid footing or anchorage points that can support the scaffold without settling or displacement; and
 - Poles, legs, or uprights that are secure and rigidly braced to prevent swaying and displacement
- Until a scaffold is complete in all aspects, fall protection (e.g., full body harness and safety line) will be worn by those erecting the scaffold. Once complete the use of fall protection is only required when:
 - An unguarded fall from height hazard is present (e.g., access ladder); and
 - Modifying or dismantling a scaffold.
- Scaffolding will be inspected by a Competent Person:
 - On completion of the erection process
 - Prior to each working shift
 - Following:
 - Modification from original design
 - Adverse weather; and
 - Impact or structural damage

3.6 MOBILE SCAFFOLDS

The following minimum requirements apply to the use of Mobile Scaffold:

- A designated MFG Representative must approve the use of mobile scaffolds
- Where approved for use, mobile scaffolds will be constructed and used in accordance with the manufacturers' recommendations.
- The following minimum requirements apply to the use of mobile scaffolds:
 - The height of a mobile scaffold must not be more than three (3) times its smallest base dimension

Note 3.6.1: If outriggers are used to attain the 3:1 ratio, the outriggers must be firmly attached and ensure scaffold stability.
 - Mobile scaffolds will be braced by cross, horizontal, or diagonal braces, (or combination of these) to prevent racking or collapse of the scaffold and to ensure scaffolds remain plumb, level and squared

Note 3.6.2: All brace connections will be secured.

- All casters used with mobile scaffolding will be provided with a positive locking device to hold the scaffold in position when the scaffold is stationary or while employees are on the scaffold
- Caster stems and wheel stems will be pinned or otherwise secured in scaffold legs or adjustment screws
- Mobile scaffolds will be used only on level, smooth surfaces free of major defects or alternatively the wheels must be contained in wood or channel iron runners
- Scaffold height during movement will not exceed twice the minimum base width; and
- Workers are not permitted to ride on any part of a scaffold that is being moved

Note 3.6.3: Forklifts, trucks or other similar motorised vehicles will not be used to move scaffolds unless the scaffold is specifically designed to be moved in this manner.

3.7 MOBILE ELEVATED WORK PLATFORM (MEWP)

The following minimum requirements apply to the use of MEWPs:

- Operators of MEWPs will be trained and competent to operate the vehicle
- The MEWP should only be used on firm and level ground
- Any temporary covers will be strong enough to withstand the weight of the MEWP and operator
- Barriers must be placed around trenches, manholes and an uncompacted backfill
- Outriggers must be properly extended and secured before raising the platform

Note 3.7.1: Spreader plates may be required, refer to the manufacturer's handbook.

- The work platform must have suitable guarding, including toe-boards
- Workers must wear full body harness and short lanyard secured to a properly designated anchor point on the MEWP when working from the elevated platform
- Consideration must be given to:
 - The prevention of dropped objects from the work platform when elevated
 - Prevailing weather conditions, the MEWP must not be used in adverse weather (e.g., high winds, snow, and ice, etc.); and
 - Placing barriers around the area the MEWP is operating in
- MEWPs will:
 - Not be operated near overhead cables
 - Be properly maintained, specifically
 - Pre-use daily inspections by the operator
 - Regular inspections and servicing by a Competent Person: and
 - Six (6) monthly (minimum frequency) thorough inspection by a Competent Person

Note 3.7.2: Typically, these inspections will be scheduled and performed by the owner of the MEWP. Records of inspection will be made available to the designated MFG Representative upon request.

- Operators will report MEWP defects or issues to the Job Supervisor

Note 3.7.3: Defects and issues will be addressed in a timely manner, or the MEWP taken out of service if the item is safety critical.

3.8 HAZARDOUS SUBSTANCES STORED ON SITE

MFG has installed appropriate equipment, facilities, and relevant safe methods of working to ensure that unplanned releases of the hazardous substances (e.g., flammable) are prevented or minimised.

The following minimum requirements will be met regarding the dangerous substances store on site:

- Contractors, visitors and interested parties visiting sites must:
 - Conform to relevant safety rules and regulations while on site
 - Remain vigilant in detecting product leakage or spillage; and
 - Report unplanned releases or hazardous incidents immediately
 - Be aware of the hazards and take the action(s) necessary to avoid an unplanned event involving:
 - Vehicle traffic
 - Pedestrian movements; and
 - Road tankers loading and/or unloading hydrocarbon fuels at the site
 - Contractors performing work involving exposure to potentially hazardous substances can request a copy of the relevant Safety Data Sheet (SDS) as necessary to identify exposure hazards and develop a Safe Method of Working

3.9 SUBSTANCES USED BY THE CONTRACTOR

The following requirements apply to substances intend to be use during performance of assigned work:

- Hazardous substances used by Contractors on site may include but are not limited to:
 - Paint and thinners
 - Petrol, diesel or other flammable liquids and gases
 - Oxyacetylene and oxy propane
 - Lubricates and oils; and
 - Solvents and resins
- Contractors who are proposing to use hazardous substances must:
 - Provide a copy of the hazardous substance's Safety Data Sheet (SDS)
 - Obtain approval from the MFG Representative to bring the substance on site
 - Complete a Clearance Certificate which identifies the substances to be used and potential hazards; and
 - Obtain a Work Control Permit if work is identified as involving significant risk (Major Work)

3.10 EQUIPMENT/SERVICES

MFG will only provide any tools, equipment, utilities, or services for use by a Contractor if special arrangements have been agreed with the relevant MFG Representative, who will include but may not be limited to:

- Project Manager
- Infrastructure Manager
- Construction Project Manager
- Department Manager or Director
- Group Director Infrastructure & Technical Services

3.11 TEST CERTIFICATES

Any equipment which requires statutory inspection, test and certification can only be brought on to MFG Petrol Filling Stations if it is within test and the Contractor is able to provide evidence of inspection, test, and certification on request.

3.12 GUARDS ON MACHINES

Dangerous machinery and rotating equipment must be guarded in accordance with relevant legislation (e.g., Health and Safety at Work Act and the Provision and Use of Work Equipment (PUWER) Regulations). Contractors will ensure such equipment is correctly guarded when used at MFG Petrol Filling Stations.

3.13 EXCAVATIONS AND TRENCHING

Before any excavation or trenching work is initiated the designated MFG Representative or HSE Manager must be consulted. The Contractor will submit a task-specific Risk Assessment & Method Statement (RAMS) to the designated MFG Representative prior to work being authorised.

Whenever excavation or trenching work is required, the Contractor will ensure that the designated work area is inspected and tested to determine the presence of underground services, (i.e., electricity, gas, water, etc.) This will require the following actions to be undertaken by the contractor:

- Utility plans for the area to be excavated will be reviewed
- The area will be subjected to:
 - An Electro-Magnetic Locating (EML) Survey using a Cable Avoidance Tool (CAT) in conjunction with a signal generator; and where necessary
 - A Ground Penetrating Radar (GPR) survey

The HSE Department will liaise with MFG's designated Environmental Consultants to determine if there is a potential for ground contamination to be present in the area to be excavated. If contamination is present, then works must **NOT** proceed until a safe method of work has been agreed with the Group Director Infrastructure and Technical Services or Risk & Compliance Manager. This may require ground remediation to occur concurrently with the excavation works.

Excavation is only permitted to take place once every effort to locate buried services has been made and their presence is accounted for in the RAMS. Mechanical digging may not be permitted in all cases, hand digging (i.e., insulated spade) to expose buried cables, piping, utilities, and/or structures may be required ahead of a mechanical means of excavating being used.

Note 3.13.1: The Principal Designer (i.e., Projects classified as meeting CDM Regulations), Project Manager, Group Infrastructure & Technical Services and/or Risk & Compliance Manager, will ensure that hazard and risk control measures specific to the excavation (including buried services surveys) are identified and defined within the Contractor's RAMS.

Excavations or trenches in which people will enter to perform assigned work activities must be constructed or supported in a manner that prevent collapse. Depending on the depth of the excavation or trench, entry may be designated as confined space entry requiring proper and adequate precautions to be implemented prior to workers entering. The designated MFG Representative will confirm the need to assign an excavation or trench as a Confined Space.

Excavations and trenches will be:

- Examined by a Competent Person (e.g., Principal Contractor or Contractor's employee) at least once a day
- Securely fenced by barriers or covered and during darkness the edges of excavations
- Protected from damage while machinery is operating in the area (e.g., use of a Banksman or Spotter)
- Provided with a safe means of access and egress; and
- Illuminated where appropriate to site and working conditions

Contractors must ensure that excavations, trenches, and the adjacent work areas are maintained in a safe condition and clear of potential hazards, for example:

- Materials, including backfill and spoil
- Equipment and tools
- Hazardous substances; and
- Slips, trips, and falls

Note 3.13.2: Under normal circumstances no excavation works are authorised to take place without a Work Control Permit (WCP) being issued by a designated MFG Representative. This will either be an MFG employee who has received the appropriate training, or the Principal Contractor for works conducted under CDM Regulations.

3.14 OVERHEAD WORK

Work will not be carried out above the heads of people, over roadways and access routes or moving machinery, until precautions have been taken to ensure the safety of persons and property below. Precautions must also be taken to prevent personnel falling from height.

3.15 PORTABLE LADDERS

Consideration will be given to practical alternatives to avoid the use of ladders. When identified as appropriate for use for a specific task, ladders will be used in conjunction with personal fall protection equipment when working at vertical heights of 1.83 metres (6 feet) or greater, where practical. If it is not reasonably practical to use personal fall protection equipment, a worker may work from a portable ladder without fall protection providing the:

- Work is a light duty task of short duration
- Worker's center of balance is always kept at the center of the ladder, even with an arm extended beyond the side rails of the ladder; and
- Worker has one hand available to hold on to the ladder or other support

The following precautions will be considered and implemented as necessary, when working from a portable ladder:

- Always fully extend a stepladder, do not lean it against something
- Always maintain 3-points of contact
- Do not work from the top step of a stepladder or the top three rungs of an extension ladder
- Extension ladders should be placed 1 metre (39 inches) away from the vertical for every 4 metres (13.1 feet) in height
- Ensure at least 1 metre (39 inches) of overlap between the sections of an extension ladder
- An extension ladder should extend at least 1 metre (39 inches) beyond a platform if used to access the platform
- An extension ladder should always be secured at the bottom or tied off at the top:
- If possible, have someone hold the bottom of the ladder until it is secured; and
- Ensure an adequate amount of ladder above the tie-off point and do not proceed beyond the tie-off point
- Ladders should never be painted, as this could hide cracks or other damage
- Do not carry tools up and down ladders (e.g., use a bucket and rope)
- Always face the ladder when ascending and descending
- Do not reach from side to side, move the ladder to the location it is required

Note 3.15.1: The use of conductive ladders must be avoided wherever possible especially when the potential for electric shock is present due to live electrical power sources (e.g., power lines or cables, electrical generators, etc.) in the surrounding area.

Contractors will ensure that portable ladders are inspected by Competent Personnel and are maintained fit for purpose. Inspection frequencies will be determined by the type of ladder and the service in which the ladder is used. Additionally, Contractors will ensure that ladders are visually inspected by the user immediately prior and are not used if damaged. Damaged ladders will be removed from service and repaired if practical or disposed of.

3.16 BUILDING AND CONSTRUCTION WORKS

All building and construction works must comply with the relevant legislation, guidelines, and codes. Contractors will give appropriate consideration to working on or near fragile roofs, or above ceilings, where roof ladders and crawling boards may be required and the need for edge protection while working where a fall may cause injury.

Note 3.16.1: Contractors involved in construction, shop fitting and redevelopment must hold an asbestos awareness training certificate, and this will be made available to the designated MFG Representative upon request.

3.17 ELECTRIC VEHICLE CHARGING INFRASTRUCTURE

All building and construction works must comply with the relevant legislation, guidelines, and codes, specifically:

Energy Institute: Current edition of the Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations; and

IET/APEA: Current edition of the Supplementary Code of Practice for EV Charging Equipment at Filling Stations

Any charge points installed will necessitate a TT Earthing upgrade to the Petrol Filling Station's earthing system. Additionally, the EV system must be linked to the emergency isolation system for the fuel infrastructure by way of two fibre optic links as follows:

- One to isolate the EV system as required; and
- One linked into the fuel infrastructure isolation switch

The following minimum requirements apply to EV infrastructure work activities:

- Cable Avoidance Tool (CAT) and radar scans must be conducted on the forecourt to determine the presence of underground fuel and/or other services prior to any plans being submitted for excavation works associated with installation of the EV infrastructure
- All EV equipment installed should either be ATEX rated or located outside of the hazardous zones as defined by DSEAR 2002.
- Any works on any EV site containing high voltage cables will be classified as Significant Works (unless declassified by MFG's Risk & Compliance Manager) and will require a Work Control Permit (WCP) to be issued; and
- Any site containing high voltage EV infrastructure must be subjected to review by relevant personnel (e.g., Principal Designer, Project Manager, Risk & Compliance Manager) prior to approval to proceed being granted

Note 3.17.1: Contractors involved in installation of electrical equipment on live petrol forecourts must have CompEx Modules 7 and 8 certification. The designated MFG Representative will confirm this prior to work commencing.

3.18 OVERHEAD OBSTRUCTIONS AND CANOPIES

Attention is drawn to the restricted headroom caused by overhead cables, wires, pipe-runs, canopies, and other structures. Care must be taken with cranes, lift trucks, mobile access platforms and similar when negotiating these obstructions. Where necessary the Contractor performing work involving such equipment will ensure:

- A work site inspection is carried out to:
 - Identify the potential hazards; and
 - Determine the associated risk control measures
- Relevant risk control measures are effectively implemented; and
- Barriers are erected (as necessary) to prevent unauthorised access

3.19 LIFTING EQUIPMENT

Operations involving the use of mechanical plant (i.e., Crane, Hiab, etc.) will require the Contractor to:

- Provide a certified crane that is capable of safely lifting the load
- Ensure those involved in the lifting operation are trained and competent (certified where required) to perform their assigned duties
- Develop a Lift Plan prior to the lift taking place
- Ensure a Work Control Permit (WCP) and Clearance Certificate have been prepared, reviewed, authorised and issued for the work
- Use ancillary lifting equipment (e.g., chains and hoists) that is:
 - Properly marked (e.g., maximum weight)
 - Suitable for the type of lift involved; and
 - Certified for the load being lifted
- Use tag lines to promote “hands free” lifting and positioning of the load
- Designate trained personnel the duties of the Banksman or Spotter to coordinate the lifting operation with the crane driver; and
- Provide the designated MFG Representative with copies of relevant equipment and training certificates and records upon request

3.20 DANGER FROM ELECTRICITY

If required to carry out work activities in a location where there is a danger that workers could come into contact with potentially live electrical equipment, or equipment that could become live, Contractors will not start work until authorised to do so by the designated MFG Representative. As a minimum such work will be controlled by the preparation, review, authorisation, and issue of a Clearance Certificate. However, if the work is identified as involving significant risk a Work Control Permit (WCP) will be issued.

Electrical isolations can only be carried out by an Authorised (i.e., Qualified) Person, who will ensure that affected personnel and other facilities users are made aware of the isolations that have been made (e.g., notice, verbal instruction, lockout or tagout form).

Electrical warning notices and markers indicating either underground or overhead cable runs are not to be removed or repositioned unless approval to do so is obtained from the designated MFG Representative.

When carrying out any work involving excavation or trenching, Contractor will be advised of the presence of known underground cables. However, they are required to carry out an investigation to confirm no underground services are present in the area, including use of a CAT Scanner.

Note 3.20.1: If cables are accidentally unearthed or moved, work must stop immediately and the Contract Manager or designated MFG Representative informed immediately.

Additional controls for work involving electricity include:

- Double pole switching should be used for apparatus connected to any system above 110 volts
- Portable electric equipment and hand tools must be powered from 110 volts centre-tapped earth (CTE) supply system

- Where only higher voltage equipment can be used, a residual current device (RCD or ELCB) must be incorporated as a protection
- In extremely wet conditions it may be necessary to use lower voltage equipment (e.g., less than 50 volts to earth)
- Contractors' electrical equipment must have an in-force electrical test certificate which must be made available for inspection upon request
- It is the Contractor's responsibility to ensure that their equipment is in a serviceable condition (including any extension leads, which must be protected from damage during use)
- Hand lamps, torches and warning lamps using dry batteries must be to BASEEFA standard (ATEX Directive), and suitable for the area in which they will be used

Note 3.20.2: If in doubt about the suitability of any item of equipment do not use and seek further guidance.

- Non-flameproof equipment may only be used in areas specifically authorised by the designated MFG Representative; and
- Low voltage lighting shall be used within a tank, alternatively air driven lighting may be used

Note 3.20.3: Contractors involved in installation of electrical equipment on live petrol forecourts must have CompEx Modules 7 and 8 certification. The designated MFG Representative will confirm this prior to such works starting.

3.21 WORK AREAS AND HOUSEKEEPING

Care must be taken to ensure the people; the environment and property are not put at risk by the work activities. Contractors are required to ensure that:

- Adequate and appropriate precautions such as segregation, fencing and shielding are considered whenever work is carried out at a MFG Petrol Filling Station
- All accidents, incidents and dangerous occurrences must be reported to the designated MFG Representative immediately

Note 3.21.1: Failure to do so may lead to works being suspended at the Contractor's cost.

- Precautions are taken to prevent the generation and spread of noise, for example:
 - Any plant which will generate noise should be fitted with silencers or baffles
 - Suitable ear protection must be specified for use in noisy areas; and
 - Others not involved in the work must be kept away from the work site
- Work areas are kept tidy and free from accumulation of rubbish and surplus materials
- The carryover of mud, dirt, soil, etc. is promptly removed from roads and access routes
- Waste is disposed on in accordance with applicable legal requirements:
 - The safe disposal of waste. is the Contractor's responsibility; and
 - Waste must not be burned on a MFG Petrol Filling Stations
- On completion of work the area is left clean, tidy and in a safe condition; and
- All dirt, debris and materials will be removed

Note 3.21.2: MFG does not consider the work to have been completed until waste and rubbish has been removed from the site and the work area has been left in a condition that is satisfactory to the designated MFG Representative.

3.22 CONTROL OF WASTE

The Contractor will ensure that waste (hazardous or non-hazardous) generated during performance of the assigned works is disposed of in accordance with applicable legal requirements. Facility drainage/effluent systems must not be used for disposal of waste.

Note 3.22.1: The Contractor must comply with the provisions of the Environmental Protection (Duty of Care) & Hazardous Waste Regulations, for example Waste Transfer Notes produced and retained.

3.23 FACILITY PLANT & EQUIPMENT

Unauthorised interference with operational plant and equipment, such as opening/closing valves, starting/stopping motor, opening drain points etc. is strictly forbidden. Activities of this nature, even for test flushing or purging, must only be carried out following authorisation from the designated MFG Representative.

Accidental damage, no matter how small, to plant, equipment, piping, valves, gauges, etc. must be reported to the designated MFG Representative immediately. Failure to do so may lead to works being suspended at the Contractor's cost.

3.24 SAFETY EQUIPMENT & FACILITIES

Safety equipment and facilities provided for the safety of those employed or working at a MFG Petrol Filling Station must not be interfered with or misused. Any damage to the safety equipment must be advised to designated MFG Representative immediately, failure to do so may lead to work being suspended at the Contractor's cost.

The provision of suitable and serviceable hand-held fire extinguishers and competent Firewatch at the work site for hot work is the responsibility of the Contractor. A Competent Person must regularly inspect contractors' extinguishers (Minimum of every twelve (12) months).

Note 3.24.1: Other than for emergency use, MFG's fire extinguishers and other firefighting equipment provided around the facilities, must not be removed from their designated locations.

3.25 VEHICLES, PLANT AND MACHINERY

Contractors' will ensure that:

- Vehicles and plant are maintained in a roadworthy and legal condition
- Drivers and plant operators hold current licences or certificates
- Adequate insurance cover is in place for the vehicle and site activities
- Machinery and plant are to be maintained in good repair and is fit for purpose
- Any guards must be secure
- Safety devices must operate correctly
- Plant powered by a diesel engine is fitted with a silencer and spark arrestor
- Drivers are aware of pedestrians and other vehicles that are on site; and
- Details of vehicle and plant parking area are known and adhered to

3.26 WELFARE

Contractors are advised that:

- Eating and drinking is forbidden on the forecourt during the execution of work activities and/or in areas or buildings where chemicals are stored or used
- Personal hygiene is essential before eating and drinking
- The possession of alcohol or drugs (unless the drugs have been prescribed by a doctor and effects of those drugs do not affect the mental or physical performance of the individual in any way) is not permitted
- Individuals considered to be under the influence of alcohol or drugs will not be permitted access to the facilities.

- They are responsible for providing first aid facilities for their employees, unless alternative arrangements have been made with the designated MFG Representative; and
- All incidents or near miss events must be reported to the designated MFG Representative immediately and a written report submitted

Note 3.26.1: If an accident or injury requires reporting under the Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) to the Competent Authority, the Contractor will ensure that this legal requirement is effectively met.

3.27 INSTALLATION, MAINTENANCE, DECOMMISSIONING & REMOVAL OF FUEL STORAGE TANKS

When undertaking work on either above ground storage tanks (ASTs) or underground storage tanks (USTs), Contractors must adhere at all times to the following stipulations and reference made to the following guidance:

- Current edition of APEA/EI Publication: Guidance for Design, Construction, Modification, Maintenance and Decommissioning of Filling Stations (Referred to as the Blue Book)
- Current edition of L138 - DSEAR Approved Code of Practice; and
- All new tanks and associated pipework should be of double skin steel construction with corrosion protection conforming to the standard specified in EN12285-1

3.28 TANK DESIGN AND INSTALLATION

3.28.1 GENERAL REQUIREMENTS

Tank design and installation methodology will conform to the specifications outlined in the:

- Current edition of the Blue Book (Relevant Section): for Underground Storage Tanks (USTs); and
- Current edition of the Blue Book (Relevant Section): for Aboveground Storage Tank (ASTs)

All tanks will have a certificate of conformity supplied by the manufacturer to confirm compliance with the requirements of the appropriate EN Standards to which they were designed and constructed. Certificates must be submitted to MFG prior to installation.

Prior to installation, the Contractor will submit a job specific Risk Assessment & Method Statement (RAMS) to the following parties for review and acknowledgement:

- The Principal Designer in respect of works undertaken under the CDM Regulations; or
- MFG's Infrastructure Department in respect of all other works

Note 3.28.1.1: The RAMS must consider the risks associated with excavations.

3.28.2 TANK CLEANING AND IN-SERVICE MAINTENANCE

A Risk Assessment & Method Statement (RAMS) will be provided for review and acknowledgement prior to any manned-entry in-service tank maintenance work taking place, this must include a Confined Space Rescue Plan. As a minimum RAMS will be provided to:

- The Principal Designer for works conducted under CDM Regulations; and
- MFG's Project Manager

For entry into a storage tank to allow internal maintenance work to take place, the following procedures must be followed:

- All fuel stored inside the tank must be uplifted via a registered petroleum vacuum tanker
- The tank and associated product fill lines must be subject to nitrogen purging and a gas-free certificate obtained before any manned tank entry

Note 3.28.2.1: A gas free certificate is only valid for 24 hours.

- A Work Control Permit (WCP) must then be completed and signed off by a designated MFG Representative before any work may commence
- If personnel are required to enter a storage tank, the following requirements must be met:
 - All delivery pipework into the storage tank will be physically isolated and any offset fill points will be locked and marked with appropriate warning labels to prevent the tanks from being inadvertently filled
 - Consideration will be given to the presence of vapour return suction lines and manifolded vent pipework connected to the storage tank. Wherever necessary:
 - Stage 2 vapour recovery systems will be isolated at all pump units connected to the tank; and
 - The storage tank will be physically isolated from all associated vent pipework
 - Hazardous vapour readings will be taken before entry into the storage tank using a calibrated hydrocarbon gas detector
 - Entry into the storage tank will only be permitted if the readings recorded are <10% of the Lower Explosive Limit (LEL)
 - Only authorised personnel (entrant) are permitted to enter a storage tank and must be qualified in Confined Space Entry
 - Entrants must wear suitable Personal Protective Equipment (PPE) and appropriate breathing apparatus (either line-fed or SCBA) when entering the tank
 - Appropriate equipment (tripod, winch, and radio) that has passed a physical inspection within the previous 6 months and is verified by visual inspection as fit for purpose, is in place and set up correctly to enable the recovery of an individual in an emergency
 - Cleaning and maintenance work will only take place once the surrounding area has been cleared of hazards and all sources of ignition
 - Hazardous vapour readings will be taken every hour (maximum interval) or more frequently if a potential for a hazardous atmosphere exists within the storage tank, using a calibrated hydrocarbon gas detector; and
 - Work must stop immediately if a hazardous atmosphere is detected, and authorised Entrant must exit the storage tank

Note 3.28.2.2: If any tanks are to be temporarily decommissioned, then works related to tank cleaning must be completed BEFORE decommissioning works take place.

3.28.3 TEMPORARY DECOMMISSIONING & REINSTATEMENT OF TANKS

Tanks that are to be decommissioned temporarily, will be decommissioned in accordance with the Temporary Decommissioning of Tanks as detailed in the current edition of the Blue Book:

- Tanks Are To Be Water Filled; and
- Tanks Are To Be Filled With Hydrophobic Foam

Prior to decommissioning confirmation that all required cleaning/and or maintenance work has been completed (where required) from MFG's Infrastructure Department.

If a tank is to be reinstated following temporary decommissioning, a risk assessment will be carried out to determine if it is safe to bring the tank back into service. The assessment will include a full visual inspection and an integrity test of the containment system.

Note 3.28.3.1: If tanks have been water filled then all water uplifted from the vessel as part of the reinstatement process must be treated as hazardous waste.

3.28.4 PERMANENT DECOMMISSIONING AND REMOVAL OF TANKS

Tanks that are to be permanently decommissioned will be decommissioned in accordance with the relevant Standard, as prescribed in the current edition of the Blue Book Section.

The Contractor will submit a Risk Assessment & Method Statement (RAMS) to the designated MFG Project Manager for review and acknowledgement prior to any decommissioning activities taking place.

The Contractor must also ensure that 28 days' notice has been given to the relevant Petroleum Enforcement Authority prior to the work commencing.

The following requirements apply to the decommissioning and removal of storage tanks:

- Prior to decommissioning works starting all fuel must be uplifted via a petroleum registered vacuum tanker from the tank
- After fuel removal the atmosphere within the tank will be made non-flammable (i.e., inert atmosphere created) by any of the methods described in the current edition of the Blue Book
Note 3.28.4.1: Care must be taken at all stages of this process to minimise the risks of displaced fuel vapours.

- Tanks to be left In-Situ (i.e., remain in place) must conform to the methods described in the current edition Blue Books Section

- If tanks are to be removed MFG's HSE Department must be consulted regarding the:

- Environmental characteristics of the site; and
- To determine if ground remediation will be required as part of the removal process

Note 3.28.4.2: This must be done by the Environmental Consultant in consultation with the Risk & Compliance Manager, prior to the work commencing so that any environmental investigations and subsequent remediation works can be factored into the removal Procedure.

- A Work Control Permit (WCP) must be completed and signed off by a designated MFG Representative before any tank removal work commences; and
- After the removal works have been completed updated drawings and site plans must be submitted to MFG Infrastructure Department