



# Integrated Management System

## Contractor Management Guidance Document

### Installing Block Paving

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## 1. INTRODUCTION

Contractor Guidance Documents (CGD) are designed ensure that Contractors, Subcontractors and Service Providers working at the Company's Petrol Filling Stations are aware of the hazards associated to working at these locations and the Company's basic requirements for specific types of work that have been identified as involving significant risk (**Major Work**).

The Company requires Contractors, Subcontractors and Service Providers to ensure that the Safe Methods of Working and Risk Assessment and Method Statements (RAMS) produced for an assigned scope of work include relevant aspects from the guidance provided to ensure that:

- Work site and task specific risks are identified risks
- Suitable and sufficient risk reduction measures (i.e., controls) are identified and detailed in the work control documents; 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**.

Contractor Guidance Documents are considered a useful guide to Contractors regarding Company expectations for the safe performance of work, as they take account of the potential hazards present at a Petrol Filling Station and set minimum standards for the performance of work tasks that the Company is not sufficiently knowledgeable of, or experienced in, to allow the development of suitable and sufficient Risk Assessment and Method Statements (RAMS).

The responsibility for ensuring work tasks are performed safely remains with the Contractor who must ensure that working practices are critically assessed, with due consideration given to the information provided in the Contractor Guidance Documents.

**Note 1.2:** Contractor Guidance Documents **DO NOT** override or relieve Contractors of their statutory obligations under applicable legislation.

## 2. PURPOSE

This Contractor Guidance Document details MFG's minimum expectations regarding the **Installation of Block Paving** at Company Petrol Filling Stations to ensure that Contractors are aware of the expectation place on them both by the Client (i.e., MFG) and applicable legal obligations and are able to safely perform assigned work tasks.

**Note 2.1:** If clarification or further understanding of the content of this Contractor Guidance Document is required, Contractors must contact the HSE Manager (MFG) via [HSE\\_Team@Motorfuelgroup.com](mailto:HSE_Team@Motorfuelgroup.com).

## 3. GENERAL GUIDANCE

### 3.1 INTENT

The document is designed to provide guidance to Contractors who are awarded contracts for a specific work scope at a Company Service Station, that includes a requirement to perform work activities related to installing block paving that have been identified as potentially involving significant risk (**Major Works**). This guidance document details expectations for **Installing Block Paving**.

### 3.2 WORK CONTROL

Work tasks assigned to Contractors will be assessed to identify potential hazards and the associated risk. Work identified as involving significant risk will be categorised as **Major Works**, requiring a **Work Control Permit (WCP)** to be prepared, authorised and issued.

Contractors will conduct a work site inspection to identify the risks associated to the proposed work tasks and determine the risk reduction measures (i.e., controls) required to reduce risk to an acceptable level.

### 3.3 RISK ASSESSMENT & METHOD STATEMENT

Contractors will carry out a hazard inspection of the work site and determine the risk reduction measures (i.e., controls) required when installing block paving following breaking ground activities (i.e., excavation and trenching). Consideration will be given to:

- The scope of work and associated tasks, for example:
  - Access and egress, including work site security
  - Mechanical equipment to be used; and
  - Non mechanical hand tools
- Location of the work activity (i.e., workplace hazards)
  - Traffic movement
  - Flammable liquids and vapours
  - Infrastructure (i.e., dispensers, valeting, LPG, retail building and Fo to Go)
  - Activities of other (i.e., customers, visitors, etc.); and
  - Overhead hazards (i.e., powerlines)

**Note 3.3.1:** The presence of overhead electrical cables presents a risk of electrocution, for 230 kV cables the recommended minimum safe working distance is four (4) metres (13.1 feet) and for 50kV cable the minimum safe working distance is three (3) metres (9.8 feet).

- Duration of the work
- Condition and stability of existing surfaces, including ground conditions
- Physical capabilities of the workers; and
- Emergency procedures required in the event of an incident

Contractors will formally record the assessment findings as part of the task-specific Risk Assessment and Method Statement, which will include as a minimum:

- Hazards
- Associated risks to people, the environment and assets
- Risk ranking for existing risks (e.g., High, Medium or Low)
- The risk reduction measures (i.e., controls) required to reduce the existing risks
- A residual risk ranking following implementation of controls(e.g., High, Medium or Low); and
- Step by step description of how work tasks will be performed safely

**Note 3.3.2:** If residual risk is determined after implementation of additional risk reduction measures (i.e., controls) to remain **High Risk**, work cannot begin. Further assessment is required to identify other controls that, following implementation, will residual reduce to an acceptable level.

## 4. PREPARING TO INSTALL BLOCK PAVING

The Contractor (i.e., Job Supervisor) will:

- Confirm the work site is ready in all aspects for work to proceed, for example:
  - The removal of:
    - Slip, trip, and fall hazards
    - Waste materials; and
    - Excessive levels of water

- The provision of suitable and safe means of access and egress; and
- Availability of protection barriers
- Availability of:
  - Sufficient:
    - Block paving of the correct specification; and
    - Worker resource, to safely complete the assigned work(s)
  - The tools and equipment necessary to safely install block paving
- Manage and coordinate the installation of block paving
- Review the Risk Assessment and Method Statement (RAMS) for the work, to:
  - Ensure full understanding
  - Confirm suitable for the proposed work; and/or
  - Identify and record any required amendments to the RAMS
- Review the Work Control Permit (WCP) if required, with the designated MFG Representative
- Prepare a Clearance Certificate
- Communicate the work control documentation to the Job Crew and other affected personnel (i.e., Pre-Job Safety Brief) and confirm mutual understanding of:
  - Risk Assessment and Method Statement (RAMS)
  - Work Control Permit (WCP) if required; and
  - Clearance Certificate
- Assign duties to each member of the Job Crew and confirm their responsibilities
- Verify that the:
  - Risk reduction measures (i.e. controls) for the installation of block paving are implemented; and
  - Any mobile plant and equipment being used is properly inspected, certified as fit for purpose, and is available for use

**Note 4.1:** The Contractor will perform a risk assessment to determine if atmospheric monitoring (i.e., gas testing) required at the work site. Gas testing mandatory if mechanic plant or equipment capable of producing an ignition source is used in a Classified Hazardous Area (DSEAR) or confined space entry is required.

**Note 4.2:** When required gas testing will be performed by an Authorised Person to confirm the work site is within acceptable tolerances for potentially hazardous atmospheres, see below:

- Oxygen: 19.5% to 23.0%
- Flammable Vapour: Less Than 5% LEL (<5% LEL)
- Hydrogen Sulphide: Less Than 10 ppm (<10 ppm H<sub>2</sub>S)
- Carbon Monoxide: Less Than 30 ppm (<30 ppm CO); and
- Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)
- Ensure that:
  - Equipment to be used during the installation of block paving is inspected and confirmed fit for purpose, for example:
    - Motorised Plant
    - Mechanical hand tools; and
    - Non-mechanical hand tools
  - Plant and equipment operators are trained and competent to perform their assigned duties
  - The work site is safe in all aspect to allow block paving activities to proceed; and
  - The Job Crew are ready in all aspects to proceed with the work

## 5. INSTALLING BLOCK PAVING

### 5.1 IMMEDIATELY PRIOR TO STARTING WORK: ATMOSPHERIC MONITORING

Where specific as a risk reduction measure (i.e., control) the Contractor (i.e., Job Supervisor) will ensure that atmospheric monitoring (gas testing) of the work site is performed by an Authorised Person to confirm the work site is within acceptable tolerances for potentially hazardous atmospheres:

- Conduct tests for:
  - Oxygen
  - Flammable Vapour
  - Hydrogen Sulphide
  - Carbon Monoxide; and
  - Other Identified Vapours of Concern (Where Applicable)
- Confirm test reading are within the specified limits:
  - Oxygen: 19.5% to 23.0%
  - Flammable Vapour: Less Than 5% LEL (<5% LEL)
  - Hydrogen Sulphide: Less Than 10 ppm (<10 ppm H<sub>2</sub>S)
  - Carbon Monoxide: Less Than 30 ppm (<30 ppm CO); and
  - Other identified vapours of concern: Within Published Worker Exposure Limits (WEL's)
- Accurately record gas testing readings (e.g., Clearance Certificate or Gas Testing Log Sheet)

### 5.2 EQUIPMENT & MATERIALS

The Contractor (i.e., Job Supervisor) will confirm:

- Block paving:
  - Delivery vehicle is safely positioned at the work site
  - Type and quantity meet advised specifications
  - Equipment and assigned workers are available to perform the work
- Work site is safe in all aspect to allow the installation of block paving
- Delivery Driver and Job Crew:
  - Have been advises of their duties; and
  - Are ready in all aspects to proceed with the work

The Delivery Driver will:

- Supervise the block paving offloading if offloading is being carried out by excavator / forklift truck
- Control the block paving offloading is being carried out by vehicle mounted lifting equipment
- Ensure:
  - Effective communication with the Job Crew
  - Provide instruction and guidance to the Job Crew regarding block paving delivery
  - Proper alignment of the delivery vehicle at the work site
  - Block paving is safely offloaded
  - Respond to instructions from the Job Crew during the offloading operation; and
  - Take immediate action if an unplanned event occurs during the offloading operation

### 5.3 INSTALLING BLOCK PAVING

The Contractor (i.e., Job Crew) will confirm:

- Work site is adequately prepared and safe to enter, for example:
  - Ground surface covering is correctly compacted to the specified level:

- Sub-base is correctly profiled and graded
- There are no voids within the sub-base

**Note 4.5.1:** Voids in the sub-base must be filled with stone dust or grit sand and compacted before laying the block paving.

- Safe means of access and egress
- Slip, trip, or fall hazards removed or highlighted
- Windblown rubbish removed
- Waste items removed; and
- Excessive levels of standing water removed
- Block paving is:
  - Safely offloaded; and
  - Secured within the work site(s)
- Equipment and work site are ready in all aspect for the block paving installation to proceed
  - Sub-base is correctly profiled and graded
  - There are no voids within the sub-base
- Install string guideline correctly
- Lay edge course bricks and kerb stone on to a concrete bed, in accordance with specifications
- Lay full paving blocks, as detailed in the specification, ensuring that they are correctly aligned at the desired level and any required incline
- After laying all full paving blocks:
  - Check for alignment using a string line stretch across the surface; and
  - Adjust as necessary, to ensure correct alignment
- After confirming alignment cut in the edges

**Note 4.5.2:** Block paving can be cut using a mechanical saw (i.e., Stihl Saw) or block splitter. When using a mechanical saw for cutting ensure water spray is used to reduce exposure to harmful dust.
- When the block paving has been correctly laid and verified as compliant with design specifications, perform jointing and compaction activities: specifically:
  - Spread kiln-dried jointing sand over the block surface
  - Sweep the sand into the joints using a soft brush
  - Compacted the surface using a vibrating plate compactor (i.e., Wacker Plate):
    - 4 to 6 passes should be made over each paved section
    - Alternate passes at 90° to the previous pass

**Note 4.5.3:** Where required due to the composition of the block paving a neoprene cushioning mat can be attached to the base of the vibrating plate compactor to prevent damage to the edges of the blocks.
- Sweep excess jointing sand off the surface
- Confirm that straight lines are straight, and that the curves are correctly aligned
- Edge courses and kerb stones should be securely haunched into position with at least 75mm of cement (concrete)

Where necessary cement (concrete) will be mixed on site using portable cement mixer. If required, the Job Crew will:

- Position the cement mixer on a firm and level surface, allowing sufficient room to:
  - Work around the mixer; and
  - Get a wheelbarrow in and out to collect the mixed cement

- Position sharp sand, aggregate (if specified) and cement lose to the mixer
- Place some ground covering material underneath the mixer and cement pouring area to catch any spillage
- Set the mixer drum to face upwards at an angle of about 45 degrees
- Confirm mix composition (e.g., sand, aggregate and cement) with the Job Supervisor
- Ensure proper:
  - PPE is worn including dust mask when handling components; and
  - Manual handling techniques, (including lift assessment) are used when:
    - Mixing
    - Transferring; and
    - Handling; cement
- Turn on the cement mixer on
- Pour sufficient water into the mixer to wet the inside of the drum

**Note 4.6.1:** This will help prevent the cement from sticking to the inside too much and make cleaning afterwards much easier.
- Add half of the required quantity of cement, sand, and aggregate (if specified) to the mixer and let them run as a dry mix for a few minutes
- Start to add water and monitor the consistency (i.e., thickness) of the cement mix
- Continue to add water until the cement mix is of the required consistency (i.e., thickness)
- Add the rest of the cement, sand and aggregate (if specified)
- Start to add additional water and monitor the consistency (i.e., thickness) of the cement mix
- Continue to add water until the cement mix is of the required consistency (i.e., thickness)
- Continue to run the mixer until the components are properly mixed
- Pour the cement mix into a wheelbarrow for transporting to the block paving site
- Keep the mixer running while pouring the cement into the wheelbarrow, this will help make sure you get all of the mix is removed from the mixer
- Clean the inside and rim of the mixer after each mix:
  - Leave the mixer running and add a small amount of:
    - Water; and
    - Sand or aggregates
  - Stop the mixer and use brush to loosen any components remaining in the drum, then restart the mixer to remove them

## 6. MONITORING WORK PERFORMANCE & WORK COMPLETION

The Contractor (i.e., Supervisor) will:

- Monitor work activities related to installing block paving to ensure:
  - Work activities are carried out in accordance with the work control documentation
  - Any required field checks are performed and recorded
  - Block paving is installed in accordance with design specifications (i.e., drawings or plans)
    - Shape
    - Configuration; and
    - Gradient
  - Waste is correctly stored or disposed of off-site
  - When not in use:

- All mobile equipment is parked safely and secured; and
- All handheld tools are removed and stored securely
- The work site remain safe for work activities to protect the Job Crew, for example:
  - Adjacent excavations have barriers to prevent unauthorised access
  - Work site is protected (e.g., fencing, warning tape and lighting); and
  - Safe in all aspects to allow work to continue

**Note 6.1:** Until excavated areas have been fully restored to **ground level** the work site must remain secured against unauthorised access (e.g., fencing, warning tape and lighting).

- On completion of the installation of block paving confirm:
  - All waste and/or excess materials are removed from the work site
  - Mobile equipment is parked safely and secured
  - Handheld tools are removed and stored securely
  - Barriers, warning tape, flagging, signage, and floodlighting remain in place; and
  - The work site is safe and ready in all aspects, for any required further work
- Sign-off the relevant work control documents, for example:
  - Clearance Certificate; and
  - Work Control Permit (WCP) if required