

# Quarry Management Procedure

<b>1. PURPOSE</b>	<b>1</b>
<b>2. AUTHORISATIONS, APPOINTMENTS, DUTIES, AND RESPONSIBILITIES</b>	<b>1</b>
<b>3. QUARRY DESIGN AND WORKING PLAN</b>	<b>3</b>
<b>4. RULES AND PROCEDURES</b>	<b>4</b>
<b>5. ASSESSMENTS AND OCCUPATIONAL HEALTH</b>	<b>5</b>
<b>6. MANAGEMENT OF PLANT &amp; EQUIPMENT INCLUDING MAINTENANCE</b>	<b>5</b>
<b>7. QUARRY &amp; WORKPLACE INSPECTIONS</b>	<b>7</b>
<b>8. EMERGENCY PREPAREDNESS AND DANGER AREAS</b>	<b>8</b>
<b>9. RECORD KEEPING AND REVIEW</b>	<b>8</b>

## 1. Purpose

The purpose of this document is to detail the Quarry specific requirements that are not otherwise covered by the IMS. In some instances the requirements defined in this section differ from those adopted across the rest of Grundon. Where this is the case the Aggregates Manager has agreed these changes with the appropriate specialist e.g. the H&S Manager or IMS Manager before being put on the SHE System. Therefore these requirements take precedence in the Quarries only.

The IMS in its entirety, which includes this section, together with the associated records, forms the Safety Document for each Quarry. Complying with the IMS and maintaining the records, ensures Grundon Sand & Gravel conforms to the Quarries Regulations. Therefore as required by Regulation 7(c) of the Quarries Regulations, Grundon Sand & Gravel Ltd can make the following statement;

*“By implementing the IMS and ensuring that both employees and contractors are competent and have the appropriate documentation prior to carrying out any work activity, Grundon Sand & Gravel Ltd can safeguard the health & safety of both ‘persons working in the quarry’, as well as ‘all persons in the area immediately surrounding the quarry’.”*

## 2. Authorisations, Appointments, Duties, and Responsibilities

### 2.1 Authorisation to Operate the Quarry

The Board must ensure that prior to any Quarry operation commencing that either Grundon Sand and Gravel Ltd have ownership of the land or a signed letter from the landowner, ‘the person entitled to work the quarry’, giving Grundon Sand & Gravel Ltd permission to do so.

It is the Aggregates Manager’s responsibility to ensure that either a copy of this letter is held on file at the quarry, or a file note is added to the filing system stating where this can be inspected.

## 2.2 Quarry Appointments

In addition to the requirements in MP/GR/GEN/003b Appointment of a Competent Person to Manage an Operation, for a competent person to be appointed to manage an operation, in quarries the following must also be undertaken:

- The Grundon Sand & Gravel Ltd Director responsible for the quarry shall ensure that Letters of Appointment required under regulation 8.1(c) (OP/QO/GEN/001c) and 8.1(d) (OP/QO/GEN/001d-e) are issued to competent persons, prior to the operation commencing. It is the Aggregates Manager's responsibility to ensure that copies of these letters are held on site in the filing system.
- The Aggregates Manager is also responsible for ensuring that those individuals who carry out electrical work, including inspections and testing are suitably competent, appointed in writing, and a copy placed in the quarry filing system. A further scanned copy shall be held in the Contractor File on SHE when this person is a contractor.
- Other appointments such as Permit to Work, Abrasive Wheels, Authority to Operate Mobile Plant, etc. will be made in accordance with the IMS, with the information being summarised on information sheets and displayed on notice boards in order to communicate this to staff.
- The Management Structure for each quarry must clearly show all tiers of the workforce from Managing Director down, including names, and appointments of those holding a managerial or supervisory role. It must also show individuals who may have an impact on Health or Safety in the quarry such as the H&S Manager, Technical Director, etc. This must be displayed on the IMS notice board in addition to those required by MP/GR/GEN/014a.

## 2.3 Duties and Responsibilities

Each person defined on the Management Structure must have their authorities, duties and responsibilities clearly laid out. This shall be achieved through a combination of:

- Contracts of Employment
- Job Descriptions
- Letters of Appointment
- Corporate requirements for a particular role as defined throughout the IMS, e.g., MP/GR/GEN/003a The Organisation of Health & Safety
- Site specific documentation

The Board, in conjunction with the Aggregates Manager and Quarry Manager, must ensure that all staff are competent to carry out their role in compliance with the Quarries Regulations and the MPA Policy on Achieving and Maintaining Competence. To this end, the Aggregates Manager is responsible for ensuring that staff either hold an appropriate QCF/NVQ or are participating in an appropriately resourced program to obtain a relevant QCF. Requests for training shall be raised in accordance with the IMS.

The Aggregates Manager and Quarry Managers must ensure that their staff, whilst at work, have access to the SHE System and are competent in its use. Where documents are printed these are deemed to be uncontrolled, as per the Control of Documents Procedure (MP/GR/GEN/007a).

### **3. Quarry Design and Working Plan**

#### **3.1 General**

The Aggregates Manager must ensure that a Quarry Design and Working Plan is produced for the Quarry Manager to operate to, prior to extraction and archaeology commencing. This design and plan must take into consideration any planning, permit or authorisation conditions or restrictions.

There must also be a plan clearly showing the quarry boundary within which the Quarry Regulations apply, which must be posted in the quarry in order to communicate this to all site users, and be updated by the Quarry Manager as phases dictate.

Prior to authorising any significant changes in the way the quarry is operated or new activities commencing, the Aggregates Manager is responsible for raising the request for, and ensuring that the necessary updates to permissions and permits are obtained. He is also responsible for assessing any impact they will have on health and safety, implement any new measures required, update the quarry design and working plan accordingly and communicating these to relevant individuals.

The Aggregates Manager is responsible for ensuring that each quarry has the excavation and tips appraised by a geotechnical specialist to identify if there are any significant hazards. Where there are none then the report should be placed on file and re-assessments organised at the frequency specified in the report.

Where significant hazards have been identified, he must organise the timely completion of a geotechnical assessment by a competent person. Once received, the assessment must be reviewed, in conjunction with the Quarry Manager, ensuring any requirements are implemented within the timescales specified in the most appropriate way. This may require updating the working plan and associated safe operating procedures. Where the assessment identifies any notifiable tips and excavations, these must be further assessed every two years unless there is a significant change in the intervening time period.

In the case of notifiable tips, the Quarry Manager must ensure that records are maintained to record when and where the material was tipped including its type and quantity. This enables the accurate assessment of the stability of the tip.

The Quarry Design shall cover haul roads, bunding, barriers, lagoons, stockpiles and faces.

When designing electrical installations the specifications must reflect the HSE guidance on 'Electricity in Quarries' so as to cater for the harsh environment found in quarries.

## 3.2 Other Site Tenants

Where more than one company will operate on the site, the Aggregates Manager must agree with the Quarry Manager whether their operating area will, or will not, be within the delineated quarry boundary.

The plan must be updated in all cases clearly showing these demarcations and posted in order to communicate this to all site users. In addition, responsibilities must be agreed as to who is responsible for what, with the results put in writing, and appropriate elements communicated to relevant individuals. This shall be completed before a Tenant is permitted to operate or commence construction of any plant on the site.

Where the tenant will operate within the quarry boundary the Aggregates Manager must ensure that the Tenant is both made aware of the requirement to, and thereafter complies with, the Quarries Regulations.

The Quarry Manager must have a minimum of one meeting per year with any tenants or third parties that share common facilities (i.e. access roads, car parks, welfare facilities, etc.) to ensure that they co-ordinate and co-operate over any aspect that might have health and safety implications. These meetings and any subsequent decisions must be recorded in writing, distributed and filed accordingly.

## 4. Rules and Procedures

### 4.1 Rules

The Quarry Manager shall ensure that specific rules are written to manage and control the following groups of individuals and activities;

#### **Quarry Managers Rules (split into the following sections):**

- General Rules
- Visitors Rules
- Vehicles Rules
- Excavation & Tipping Rules
- Haulier Rules

The Quarry Manager must ensure these rules are; communicated to relevant individuals in the most appropriate method, signed for, with records maintained on file.

The Quarry Manager must ensure that he has in place a Traffic Management Plan that reflects the potential dangers occasioned by the interface between plant and pedestrians and takes into account the requirements as laid out in the Quarries Regulations. Pertinent parts shall be included in the Vehicle Rules & Haulier Rules as appropriate and must cover requirements associated with inclement weather e.g. fog, ice, snow.

The rules for managing Contractors is as defined in the IMS.

## **4.2 Isolation**

The Quarry Managers must ensure that all staff and relevant individuals are conversant with the Company Isolation Policy (OP/GR/GEN/015), and any procedure specific to an item of quarrying plant.

Those people above must sign for acknowledgement that they have read, understood, been trained and will comply with the Policy, Procedure and Process.

A record of this acknowledgement must be kept on file.

## **5. Assessments and Occupational Health**

### **5.1 Assessments**

Due to the inherent risk and potential dangers associated within quarries, young person's must not be allowed to work within a quarry unless specifically authorised by the Aggregates Manager having had due regard to the H&S Manager and a specific Risk Assessment produced HR/GR/GEN/015a Risk Assessment for Young Persons.

The Risk Assessment for Young Persons must cover fully all potential risks and control measures, and these must be brought to the attention of both the young person and their parents prior to any supervised work being permitted on site as required by 5.7 of OP/GR/GEN/001a.

The Manager must ensure that for all existing and new activities appropriate risk assessments (including those for COSHH and Manual Handling) are completed in accordance with the requirements of the IMS.

### **5.2 Occupational Health**

The H&S Manager is responsible for ensuring the data from monitoring respirable silica dust for staff at risk is collated and the NEPSI reporting form is completed and returned to MPA in accordance with the requirements of the European Social Dialogue Agreement.

## **6. Management of Plant & Equipment including Maintenance**

### **6.1 General**

This section should be read in conjunction with OP/GR/GEN/011a Plant Maintenance Procedure and OP/GR/GEN/014a Electricity at Work Procedure. These procedures plus the quarry specific requirements below must be implemented; however where there is a conflict the Quarry specific requirements take precedence.

The frequency for inspection of electrical plant and equipment installations as stated in section 4.8 of OP/GR/GEN/014a is annually in quarries.

## 6.2 Written Schemes of Inspection, Testing & Maintenance

The Aggregates Manager must ensure that each site has in place a written scheme of inspection, testing and maintenance, for all items of static/mobile plant and equipment, including buildings and associated electrical installations.

Those persons carrying out any of the above activities must produce and present a written record of the work carried out, or report where appropriate, to the Quarry Manager. This record/report must include the following:

- Name and Signature of person responsible for completing the activity,
- Date(s) activity was carried out,
- Identification of item(s) worked on,
- Description of work carried out,
- Whether it passed or failed,
- Clear identification of any outstanding defects/work not completed and.
- Where appropriate information as to whether the item is safe to return to service.

These records must be countersigned by the Quarry Manager to show that it has both been reviewed and, where necessary, record that appropriate corrective and preventative action has been taken or a note of what action will be taken along with an auditable link to enable demonstration of close out once completed i.e. SHE Action List.

The above reports can be either hard copy, or electronic. Where this is electronic, there must be an agreed method of providing a summary of what has been carried out so that it can be signed and countersigned as required above, i.e. electronic PAT test records for many items with a single service sheet, signed by the tester along with a list of items not found.

## 6.3 Defect Reporting & Daily Checks

In the quarries, safety critical defects on static and mobile plant will be initially reported verbally to the Quarry Manager for his decision as to what action to take. Safety critical defects for mobile plant are defined on OP/QO/GEN/001a Categorisation & Reporting of Mobile Plant Defects (Safety Critical Items).

In addition, the operator must also record both safety critical and other defects on the pre-start up check sheet by crossing the relevant check box, and recording details in the comments box.

At the end of the week the form will be handed to the Quarry Manager for him to review, countersign, and record action already taken, or a note of what action will be taken, along with an auditable link to enable demonstration of close out.

This methodology, if implemented fully, negates the need for the use of defect report cards.

## 6.4 Pull Wires & Emergency Stops

The Quarry Manager must implement a system to check pull wires and emergency stops.

The system shall ensure that **each** pull wire and stop is uniquely identified by a number and individually checked at a frequency not less than once a month for function and effectiveness by operators and a thorough inspection and test by a competent electrician not less than annually.

The operator checks must clearly record which pull wires or emergency stops were checked, on what date, along with any defects and action taken. These records must be filed appropriately.

## **7 Quarry & Workplace Inspections**

### **7.1 Quarry Inspections**

The Aggregates Manager, in conjunction with the H&S Manager, is responsible for producing and keeping up to date the Quarry Daily Inspection form(s) with current company and legislative requirements.

The Quarry Manager is responsible for ensuring that the relevant Daily Quarry Inspection forms covering items such as faces, lagoons, haul roads, boundaries, and barriers, etc, are completed by a competent person.

Where issues are identified, action taken should either be recorded on the form itself or a note of what action will be taken along with an auditable link to enable demonstration of close out once completed i.e. SHE Action List.

### **7.2 Workplace Inspections**

Whilst MP/GR/GEN/014e 'Safety Representatives Roles and Responsibilities procedure' requires managers to organise for workplace inspections to be completed with the assistance of Safety Representatives, using the generic suit of forms, in the quarries this requirement has been superseded by the following.

Quarry Managers, in conjunction with the Aggregates Manager, shall produce a site specific General Health, Safety and Welfare Inspection (OP/QO/GEN/001b) which contains questions relating to buildings, areas, and issues related only to their site. The basis of the questions shall be taken from the generic suite of checklists available on the Grundon Intranet.

This must also include a section for ladders and work at height equipment such as scaffold towers. The questions must be written in a manner that enables a straight forward Yes or No answer and should not be duplicated if already covered on the Daily Quarry Inspection forms. The questions must be added to the template OP/QO/GEN/001b General Health, Safety and Welfare Inspection.

Once produced, the form must be approved by the H&S Manager to ensure consistency and that all important and pertinent subjects and issues have been covered.

The form must be completed on at least a monthly basis by either the Quarry Manager or persons trained in its completion, such as Safety Reps. Where the Quarry Manager does not complete the inspection, the inspector shall hand the completed form back to the Quarry Manager to enable them to make the 'Managers Decision' on what action is necessary. The action taken should either be recorded on the form itself or a note of what action will be taken along with an auditable link to enable demonstration of close out once completed i.e. SHE Action List.

## **8 Emergency Preparedness and Danger Areas**

### **8.1 Emergency Preparedness**

As well as covering all the requirements in MP/GR/GEN/013 & 013a Emergency Preparedness and Response Policy & Procedure, Quarry Managers shall put together an Incident Control Box which contains dedicated emergency equipment that is commensurate with the potential emergencies that could be expected within their quarry as well as those defined in OP/GR/GEN/006a Fire Safety Procedure.

The Incident Control Box must be placed in a location which is readily accessible when persons are on site, clearly signed and kept ready for use.

Individuals must be trained in the use of the equipment and the equipment must be regularly inspected to ensure it remains effective. It is recommended that this box is added to the Health & Safety Inspection form.

Typical equipment might include a shovel, crowbar, rope, torch, ladders, and buoyancy aid etc.

### **8.2 Danger Areas**

Quarry Managers must identify danger areas in the quarry as defined in the regulations, such as lagoons, mud/quick sand, faces, and explosive atmospheres.

Danger areas must be appropriately signed to warn persons of the hazards on site, covered in the Quarry Managers Rules and Emergency Plan as deemed necessary for the risk

Quarry Managers shall identify and produce an information sheet detailing all known Permit to Work activities or areas, and in particularly for Working at Height and Confined Spaces.

All staff shall be informed and the information sheet posted on relevant notice boards.

## **9 Record Keeping and Review**

### **9.1 Retention of Records**

Records related to the operation and control of the quarry must be kept for a minimum of three years in line with the Quarry Regulations, unless on the Grundon IMS via the MP/GR/GEN/008b Record Retention Register, or other legislation requires an extended retention period e.g. Permit to Work in IMS defines four year retention and monitoring records related to Control of Substances Hazardous to Health, regulations defines forty years.

## **9.2 Filing System & Review**

To ensure consistency and ease of retrieval all sites must, in the first instance, file information and records as defined in the Grundon Control of Records Policy, procedure and associated documents 'MP/GR/GEN/008'. Where this is not defined, or where sites have hard copies of information that is electronically stored on SHE, these records shall be stored in accordance with the generic Grundon Sand & Gravel Filing System Structure (OP/QO/GEN/001f).

Where managers feel they have a need to add a new section, or amend or delete an existing section, of the generic filing system structure, they must first obtain permission from the Aggregates Manager so that he can understand the need and disseminate an updated list across all quarry sites so as to maintain consistency.

It is the manager's responsibility to ensure that a site specific version of Appendix 1 is compiled and kept up to date with the 'location held' column completed.

## **9.3 Review**

Regulation 11 requires the Safety Document to specify how reviews health and safety measures, legislation, working practices and changing circumstances are undertaken. For guidance refer to Grundon Document Control Policy, Procedures and associated documents MP/GR/GEN/007.

## **9.4 Visits by Regulatory or Statutory Authorities**

If the Regulatory / Statutory Authority do not leave any visitation documentation, the NCR / Best Practice report Form shall be used by the Manager to record any observations made.

If the person representing the authority announces that they wish to start Regulatory Enforcement Action, then OP/GR/GEN/012a must be followed.