

Trade Roles & Responsibilities

This document is issued to all new starters and subcontractors. It is designed to align day-to-day site behaviours with UK law and Olive Building Contractors Ltd systems. It must be read alongside the Olive Good Practice Guide, project RAMS, and site induction materials.

0. Compliance & Standards Framework (UK)

All operatives and subcontractors must work in compliance with the following, as applicable to their role and tasks:

CSCS/Relevant Cards: Valid CSCS (or CPCS/NPORS, ECS, IPAF, PASMA, etc. as relevant). Cards must be in-date and shown on request. Operatives must work only within demonstrated competence.

Health & Safety Law: Health and Safety at Work etc. Act 1974, Management of Health & Safety at Work Regulations 1999, Construction (Design and Management) Regulations 2015 (CDM), RIDDOR 2013, PUWER 1998, LOLER 1998, Work at Height Regulations 2005, Manual Handling Operations Regulations 1992, COSHH 2002, and other task-specific regulations.

Management Systems Alignment: Olive works to the principles of ISO 9001 (Quality), ISO 45001 (Occupational H&S), and ISO 14001 (Environmental). Where certification applies, site activity must follow Olive's procedures. Where not certified, operatives must still follow these principles and the Olive Good Practice Guide.

Data Protection: Confidentiality and UK GDPR compliance when handling personal data, photos, or documentation.

This document sets out the standard duties, responsibilities, behavioural expectations, and minimum requirements for subcontracted trades working with Olive Building Contractors Ltd. Each trade-specific appendix (e.g., Bricklayers, Carpenters, Groundworkers, Labourers, Plasterers, etc.) forms part of this agreement. Failure to comply may result in termination of engagement.

1. General Duties (All Trades)

All operatives must follow the standards set out in the Olive Good Practice Guide, project RAMS, induction requirements, and applicable UK legislation and standards listed in Section 0.

Working Hours & Attendance (Generic)

Standard site hours are communicated at induction; arrive prepared to start work at the stated time.

Breaks follow the site schedule; return on time with required PPE.

Maintain housekeeping per Olive's Good Practice Guide before breaks and at day end.

Work Area Preparation & End-of-Day Expectations

Make work areas safe, clear waste, secure tools/equipment, and remove hazards prior to breaks and at shift end.

Follow supervisor instructions for sequencing, access, deliveries, and coordination.

2. General Responsibilities (All Trades)

Complete work to industry standards and Olive specifications/drawings.

Work only within your competence and current certification (cards/tickets).

Read and follow RAMS; stop and seek instruction if conditions change (Stop Work Authority).

Wear task-appropriate PPE at all times (as specified in RAMS and the Good Practice Guide).

Report accidents, near misses, hazards immediately. Cooperate with incident investigations.

Protect completed work and adjacent finishes; prevent contamination, dust, noise, and vibration nuisance.

Protect the environment: avoid spills, segregate waste, minimise resource use (see Section 4).

3. Behaviour, Conduct & Compliance

Follow supervisor/manager instructions and coordination protocols.

Do not discuss technical/contract matters with clients or neighbours; direct them to site management.

Zero tolerance for drugs/alcohol; random testing may apply per project rules.

Respect local community: noise, dust, traffic and parking must follow site rules.

Induction, Briefings & Training

Site Induction and toolbox talks are mandatory before starting tasks.

Task-specific training must be current (e.g., abrasive wheels, hot works, MEWP/telehandler, confined spaces).

Provide copies of cards/tickets on request. Work only on equipment you're trained and authorised to use (PUWER/LOLER).

Permits & Authorisations

Where required, obtain permits (hot works, excavation, working at height, lifting, live services) before starting.

Incident, Defect & RIDDOR Reporting

Report incidents, near misses, unsafe acts, and defects immediately.

RIDDOR notifiable events must be escalated to site management without delay.

Defective work must be corrected at your own time/rate where you are responsible.

4. Plant, Equipment & Tools (All Trades)

Use only suitable and sufficient equipment for the task; pre-use checks required.

Only trained, authorised operatives may use power tools/plant. Evidence of training may be requested.

Equipment must be maintained; defective items removed from service.

Lifting operations and accessories must comply with LOLER; other work equipment with PUWER.

Appropriate tools for each trade are required; exhaustive tool lists are not provided due to variability.

5. Trade-Specific Appendices (All Trades)

Each subcontractor must work only within their trade competence and hold valid CSCS (or CPCS/NPORS, ECS, IPAF, PASMA, etc. as applicable). Cards must be in-date and available on request. Use tools and plant appropriate and safe for tasks.

Appendix A: Bricklayers

Role: Structural brickwork/blockwork, cavity walls, insulation, lintels. Responsibilities: Build to gauge, line, level, spec; control joint sizes; correct ties (450mm V / 900mm H); follow drawings/RAMS; quality finish.

Appendix B: Labourers

Role: Site support and housekeeping. Responsibilities: Material handling, segregation of waste, maintain clean and safe access routes, assist trades per supervisor.

Appendix C: Plasterers / Dryliners

Role: Boarding, skimming, rendering, finishing. Responsibilities: Proper preparation; correct beads/trims; consistent finishes; protect adjacent works; follow specs.

Appendix D: Painters & Decorators

Role: Preparation and finishing. Responsibilities: Correct prep; masking; apply coatings per manufacturer; achieve clean edges and specified coverage.

Appendix E: Carpenters / Joiners

Role: First/second fix and structural carpentry. Responsibilities: Install to drawings; accurate set-out; compliant fixings; fire door specifics and regs where applicable.

Appendix F: Groundworkers

Role: Excavation, drainage, concrete works, levels. Responsibilities: Trench safety; services detection;

bedding and compaction; reinstatement; permit to dig where required.

Appendix G: Plant / Machine Operators

Role: 360, dumper, telehandler, rollers. Responsibilities: Hold valid CPCS/NPORS; pre-use checks; segregated operations; lift plans where applicable; banksman use.

Appendix H: Roofers

Role: Tiling, flat roofing, structural works. Responsibilities: Working at height controls; edge protection; weatherproofing to spec; hot works permits where applicable.

Appendix I: Steel Fixers / Concrete Workers

Role: Reinforcement install and concrete placement. Responsibilities: Follow structural drawings; correct cover; safe tying/cutting; pour controls; vibration/curing per spec.

Appendix J: Multi-Trades / General Operatives

Role: Support across tasks within competence. Responsibilities: Do not undertake specialist work without training/authorisation; follow supervisor direction.

6. Personal Qualities

Target-driven and proactive

Clear communication; approachable and professional

Calm under pressure; follows instruction and processes

Focus on quality, safety, environmental responsibility

7. Environmental & Waste Management (ISO 14001 Principles)

Comply with Olive's Waste Management Procedures and Duty of Care under Environmental Protection Act 1990.

Segregate waste at source (inert, timber, metal, plasterboard, hazardous, WEEE, general). Use labelled skips/containers.

No burning of waste; no mixing of hazardous with non-hazardous waste.

Handle hazardous materials (e.g., solvents, oils, adhesives) per COSHH; use spill kits; report spills immediately.

Prevent pollution: control dust, noise, water run-off; protect drains; use drip trays for fuels/oils.

Minimise resource use: order accurately, avoid damage, return unused materials where possible.

Waste transfers must be via licensed carriers with Waste Transfer Notes (WTNs) / Hazardous Consignment Notes.

8. Quality Management (ISO 9001 Principles)

Build to current drawings/specifications; confirm latest revisions with site management.

Use approved materials; verify deliveries against purchase orders/specs.

Complete hold points/inspections and ITPs as directed.

Record defects/NCRs and rectify promptly; protect finished work.

Maintain document control: sign RAMS/TTs, update checklists, submit dayworks where applicable.

9. Occupational Health & Safety (ISO 45001 Principles)

Participate in risk assessments, briefings, and toolbox talks.

Use correct PPE; maintain good ergonomics and manual handling techniques.

Working at height only with suitable controls (MEWPs, towers, scaffolds) and authorisations.

Use only inspected and fit-for-purpose equipment; report defects immediately.

Stop Work Authority: If unsafe, stop and inform the supervisor; do not proceed until made safe.

Report accidents, incidents, near misses immediately; cooperate with investigations (RIDDOR where applicable).

Welfare: use provided facilities; maintain hygiene and good housekeeping.

10. New Starter Onboarding Checklist

Before starting work, each operative must:

Provide in-date CSCS/CPCS/NPORS/IPAF/PASMA (as applicable).

Provide evidence of relevant training/certificates for tasks to be undertaken.

Provide right-to-work documentation as requested.

Attend site induction; read and sign RAMS and the Olive Good Practice Guide.

Receive task briefing/toolbox talk and any required permits (hot works, excavation, etc.).

Confirm availability of appropriate PPE and suitable tools/equipment.

Provide emergency contact details and declare any medical restrictions relevant to safety.

11. Declaration

I have read, understood, and agree to carry out the role, duties, responsibilities, and requirements identified above.

Subcontractor Acknowledgement

Name:

Signed:

Date:

On behalf of Olive Building Contractors Ltd

Name:

Position:

Signed:

Date: