

UNIBAIL-RODAMCO-WESTFIELD

[*name of the project*]

[*Name of the town*]

Considerate Construction Charter



UNIBAIL-RODAMCO-WESTFIELD

Project	Author	Phase	Title	Date	Version
XXX	XXX	DCE	Low Pollution Worksite Charter	DD/MM/YYYY	A

Commitment

This worksite charter describes the requirements and recommendations aimed at optimising the worksite's Environmental Quality whilst minimising its forms of pollution both for the staff of contractors working at the site and for the neighbouring area and the natural environment. In every respect, it adopts the requirements of the local town and country planning regulations - [*cite the local regulation applicable here, the Land Use Plan, the Local Urban Development Plan, etc.*].

The Constructor, as well as its beneficiaries (particularly contractors, etc.) are required to comply with the environmental protection criteria and particularly that the worksite has a low environmental impact.

This is a commitment signed by all the parties working at the [*name of the site*] worksite located at [*address*].

This signature is a prior obligation for the signature of the works contracts.

The main forms of pollution likely to be brought into existence at this worksite come from:

- **Waste management** from dismantling, demolition and reconstruction;
 - Taking waste into account forms part of the current developments and, in particular, the closure of landfills, and the obligation to carry out selective sorting. The stakes involved are important ones as worksite waste constitutes a larger volume than household waste. It is therefore of pressing importance to make arrangements in order to sort the waste produced by the worksite so it can be recycled or recovered as much as possible.
- **The noise** caused by the trucks, machinery and equipment used;
 - These noises may be harmful to the health of workers assigned to the worksite and people living nearby.
- **Traffic** and parking problems;
- **Soil and water pollution** both at the site and brought about at the public tips (now reserved for end waste) and the treatment centres which will receive the waste;
 - The quality of the water, particularly groundwater, is directly linked to the soil quality. The use of solvents and oil at worksites, particularly those used by worksite machinery, may make aquifers vulnerable.
- The **dust and mud** created at the worksite.
 - Dust, mud, and even scattered wind-blown waste, constitute both visual pollution and safety risks on public thoroughfares.

The signatories' commitment through this charter shows their determination to reduce the worksite's pollution by complying with a number of requirements concerning:

- Providing information to people living nearby;
- Training and informing staff;
- Risk management and the handling of hazardous products;
- Waste management: 60 % recycling by weight, and the traceability of all waste;
- Limiting noise;
- Limiting potential pollution of the soil, water and air;
- Limiting visual pollution;
- Limiting the consumption of resources by monitoring them and establishing reduction measures;
- Limiting traffic disruptions.

A sensitivity study shall be carried out in order to identify the forms of pollution that may be foreseen at the worksite in relation to its immediate environment and it shall constitute a preliminary to a relevant definition of all of the requirements sought after for creating a Considerate Construction.

Details of these requirements are provided in the Considerate Construction Charter.

Each signatory to this charter has received a copy of it and undertakes to implement all the resources required in order to observe its requirements.

Done in one original copy

At

 On

Handwritten words "Read and approved", signature(s) and stamps of the contractor(s)

The Client/Developer

The Holder (the contractor's representative)

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Preamble

Introduction

The worksite shall be implemented in such a way that the forms of pollution for its environment are reduced to the maximum extent. It must be managed so as to avoid any risks to the health and safety of the workers and people living nearby. From this perspective, the worksite is monitored by a Safety and Health Co-ordinator with whom compliance with this charter shall be co-ordinated, and particularly all the data of such a nature as to have an impact on the worksite's hygiene and safety, and in particular setting out the constraints stemming from the worksite's environment, and the simultaneous nature of the selective dismantling and execution of works.

This document therefore describes the requirements and recommendations aimed at optimising the environmental quality of the [name of the building] worksite at [town], whilst minimising its pollution both in relation to the staff of contractors at the worksite and the neighbouring area and the natural environment. In every respect it adopts the requirements of the town and country planning regulations applicable to the operation and makes it possible to respond to the requirements relating to the project's certification requirements.

Its structure consists of four main parts, which describe:

1. The roles and responsibilities of each actor and the organisation to be set up for efficient management of the worksite,
2. The general requirements for running the worksite for the various contractors,
3. The management objectives for demolition and construction waste,
4. The management of worksite pollution.

The contractors shall comply with the recommendations indicated in this document.

This document forms part of the contractual documents constituting the contract, and it constitute one of those items, positioned after the administrative specifications of the contract. The contractors will therefore have to cost the provisions of this Considerate Construction Charter in their tenders, and those provisions shall be of a contractual nature.

The implementation, monitoring and validation of all of the requirements proposed in this Considerate Construction Charter will make it possible to validate certification points. [*These are based on the environmental certification BREEAM which are in line with the client's sustainable policy, if another certification is used (e.g: LEED) add the relevant clauses if not present and amend only if they are more stringent – this charter sets the minimum standard*]

Appendix 1: Considerate Constructors Checklist A1
Appendix 2: Construction Site Impacts Checklist A2
Appendix 3: Construction Site Waste Management example templates

1. Roles and responsibilities

Management of the worksite's environmental quality

This management shall be carried out by the *Manager of the Considerate Construction* who will have to be appointed at the start of the demolition works. A *Contractor Environment Manager* will also be appointed by each sub-contractor.

The Client within the context of the [name of the project] construction project at [town]. To assist it in its task, Unibail-Rodamco-Westfield has made contractual arrangements with:

- [name of the Client's Representative if present], a Client's Representative mission via a Real Estate Promotion Contract covering [specify the scope].
- [name of the architect], the architect for the operation
- [name of the Technical Consultancy/Consultancies], a Technical Consultancy mission,
- [name of the Project Manager], a Project Management mission.

Management of the worksite's environmental quality must therefore be monitored by [name of the Project Manager if present], or [name of the Technical Consultancy]. In the remainder of the document, [name of the Project Manager if present] or [name of the Technical Consultancy] must be appointed as the *Project Manager of the Considerate Construction*, and must work in co-ordination with the worksite's Health and Safety Co-ordinator.

The role of the Project Manager of the Considerate Construction

The Project Manager of the Considerate Construction has the following mission:

- Checking whilst the worksite is being established that the "Considerate Construction" Charter and the environmental requirements outlining the requirements for Considerate Constructions are being complied with,
- Appointing a Considerate Construction Manager,
- Supplying the Considerate Construction Manager with a sheet for monitoring inert waste and ordinary industrial waste, and a waste management plan template.
- Supplying the computerised standard formatting of the signage for the skips and sorting containers,
- Defining the training that will be provided to the workmen with the Considerate Construction Manager,
- Monitoring of the reports provided by the Considerate Construction Manager,
- Examination of the malfunctions and drawing up improvement solutions with the Considerate Construction Manager and contractors,
- Defining, along with the Client, the information campaign aimed at people living nearby and the methods of communication (posters, newsletter, complaints box, suggestion box, etc.),
- Proposing to the Client that penalties are applied under the framework laid down by the contractual clauses, should the requirements of the Considerate Construction charter not be observed by the contractors.

The role of the Considerate Construction Manager

The *Considerate Construction Manager* is appointed by the contractor that is the successful bidder. He must be assigned for the full period of the restructuring worksite, and **be present on site permanently** on every working day **until delivery of the works. He must be highly experienced in this nature of work.**

He will be the contact person for the [name of the local body concerned or its representative (semi-public companies, public administrative establishments, etc.)] regarding issues relating to running the worksite.

Under this framework, the *Considerate Construction Manager* fulfils the following missions:

- Ensuring compliance with this Considerate Construction charter at every stage of the worksite's progress,
- Checking the implementation of the environmental requirements at the worksite (compliance with the instructions for sorting waste, noise, wind-blown dust, traffic, etc.),
- Executing the WOMP (Waste Organisational and Management Plan) and the DWOMP (Dismantling Waste Organisational and Management Plan) during the worksite preparation phase,
- Preparing and co-ordinating meetings on the worksite's Environmental Quality and drawing up reports and meeting minutes,
- Before starting up the worksite, ensuring factoring in consistency between the environmental requirements and the requirements of the Health and Safety Co-ordinator for any sub-contractors, and then with the WOMP (if there is demolition work) and the DWOMP for the worksite,
- Making provision for areas and resources for storing waste,
- Where applicable, informing the people living nearby.

In the works phase, the mission of the *Considerate Construction Manager* shall include:

- Carrying away and removing the containers,
- Seeking out processes enabling maximum reuse and recycling of the waste collected at the worksite,
- Keeping waste monitoring sheets and forwarding them to the *Project Manager of the Considerate Construction*,
- In particular, he shall take care to ensure that any burning at the worksite shall be banned (in accordance with the regulations).

He is responsible for organising the collection, controlling the sorting, and removal of the waste. Thus, he collects the special industrial waste monitoring sheets and the inert and ordinary industrial waste monitoring sheets, and the Hazardous Products sheets. He shall ensure that these sheets are correctly filled in. These sheets are kept and are appended to the log book.

Throughout the period of the worksite, the *Considerate Construction Manager* shall carry out an inspection of the whole worksite at least once a week.

The *Considerate Construction Manager* constitutes the living memory of application of the Considerate Construction Charter.

He shall keep a log, drawn up based on the model of the Health and Safety Protection co-ordinator's log book, where he shall enter all the anomalies noted either by him during each worksite inspection, or by the Considerate Construction Project Manager (failure to comply with the Considerate Construction Charter, or with other environmental requirements).

The log shall also feature monitoring of waste management (quantities and volumes produced according to the type of waste, the corresponding collection dates, sorting incidents reported), as well as the appended duly filled in waste collection sheets.

The log book shall form the subject of written summary memos forwarded once a month to the Client and outlining monitoring of the approach in the worksite phase.

The role of the Contractors' Environment Managers

The *Contractor Environmental Manager* is appointed by each sub-contractor present at the worksite, from among its staff. He is appointed for the duration of the contractor's presence at the worksite and, in the event of an absence or his task coming to an end, he will be replaced immediately and the contractor must make sure that the taking over of the position by the replacement involves the passing on of all of the information and resources required.

The *Contractor Environmental Manager* shall be the guarantor of the implementation of the Considerate Construction Charter and of the environmental requirements by the contractor.

He shall provide the Considerate Construction Manager with:

- The sheets for any hazardous products used by the contractor,
- The monitoring sheets for the waste that the contractor manages,
- The Environmental and Public Health Data Sheets (if any) for the products used.

He shall attend meetings concerning the worksite's Environmental Quality and shall indicate the presence of new operators at the worksite to the Considerate Construction Manager and the Health and Safety Co-ordinator.

Methodology proposed for the implementation of a Considerate Construction

The Considerate Construction approach forms part of the overall quality approaches of the contractors and any sub-contractors carrying out work at the site.

Each contractor shall forward the Considerate Construction Project Manager a plan concerning its environmental recommendations for approval during the preparation of the worksite and, in any case, before any works.

This plan shall be developed by each contractor based on:

- A study of all types of pollution that the execution of the provision of services will be likely to cause.
 - As a reminder, the main recurring forms of pollution listed at the majority of worksites are:
 - Noise,
 - Dust,
 - Soil and water pollution,
 - Visual pollution and disruptions of the living space,
 - Disruptions to road traffic and pedestrians,
 - Deterioration of surrounding infrastructures.
- Proposals for measures for reducing or eliminating potential forms of pollution
- Waste production estimates
- A list of the waste that the contractor is going to produce, with a classification according to the sorting operations that it envisages and indication of periods involving a high level of production of this waste,
- Needs in terms of sorting and storage areas in the vicinity of work stations, with indication of the required resources envisaged and the periods concerned.
- In particular, the contractor shall take care to ensure that its plan contains a description for the workmen of the tasks to be carried out for selective waste collection.
- The appointment of Contractor Environmental Managers and even of a Considerate Construction Manager if the party concerned is a general contractor,
- Upon signature of the contracts, the harmonisation of the solutions proposed by this document with those envisaged by the contractor in order to achieve optimisation and greater efficiency in terms of the measures recommended. This work is to be carried out by the *Contractor Environmental Managers* and the *Considerate Construction Manager*,
- Integration of the monitoring of these environmental recommendations into the general management of the operation during the execution phase by the *Considerate Construction Manager*,
- The formalisation of a contractor communication plan for implementation and monitoring of the decisions made during the preparation of the worksite,

- Communication with the people living nearby which shall be concluded with a communication plan which shall provide the guideline for relations between the worksite and the public. It must be validated by all of the actors involved.

The various requirements of an environmental nature which are contained in this document provide the general spirit for the attitude which shall be observed by all the actors at the worksite; on a like-for-like performance basis, each of them may propose different solutions or solutions that are better suited to the contractor's corporate culture.

2. General requirements for the contractors

Organisation of the worksite

Environmental Management System

Sustainable certification schemes promote contractors that possess an environmental management system covering its main processes. Thus it is ensured that most of the major stakes involved in the establishment of a Considerate Construction are taken into account.

The main contractor for the construction operation for the project will have to be able to prove the establishment and monitoring of an ISO 14001 certificate (**or equivalent**) in-house environmental management system.

The contractor shall be able to provide any certificate in order to attest to its compliance with this requirement.

Risk management

The worksite must be managed in such a way as to avoid any risk to the health and safety of the workers and people living nearby. From this perspective, the worksite is monitored by a Health and Safety Co-ordinator with whom the Considerate Construction Manager will have to co-ordinate himself to ensure compliance with the charter, particularly in relation to all data of such a nature as to have an impact on workplace hygiene and safety.

HSE/QSE procedures

The worksite's management must be overseen by qualified professionals with regard to the safety of the construction works. The Considerate Construction Manager shall ensure the establishment of HSE and QSE procedures at the worksite in order to prevent all of the risks relating to the works. In particular, they shall include:

- Prevention measures regarding the use and management of hazardous products,
- Prevention measures concerning risks around scaffolding (cordoning it off, bans on entry, etc.),
- Placement of a protective net on the scaffolding,
- A management procedure for internal conflicts,
- An emergency evacuation procedure for the worksite
- If appropriate, the establishment of a system for recompensing workmen for good HSE management of the worksite,
- A recruitment policy concerning disabled people.

As part of the HSE responsibilities relating to the worksite, conventional panels providing information about the main risks at the worksite shall be installed on-site by the Considerate Construction Manager.

Regular inspection of the worksite by the Considerate Construction Manager or appointment of a permanent HSE Manager at the construction site shall ensure the measures can be properly implemented.

Likewise, information files about management of the worksite, support tools, and environmental performance objectives shall be made available to the on-site actors involved in the project.

Lastly, in order to provide a contractual basis for these requirements, the Considerate Construction Charter shall be appended to the contracts of each of the contractors' suppliers and sub-contractors.

First aid management

In order to control accidents (even minor ones) that may occur at the site, a list of the contact details of people who are trained in first aid intervention will have to be kept in the construction camps in a location that can be accessed quickly in the case of an event requiring rapid intervention.

In addition, a medical kit containing first aid items (dressings, compresses, the main medicines, sun cream, etc.) shall be made available alongside the list of people who are trained in first aid.

- The Considerate Construction Manager or the HSE Manager shall ensure that all accidents at the site (even minor ones) are logged and reported.

Hazardous products

Depending on their properties (as indicated in their safety data sheets), the products shall be categorised and labelled according:

- Either to the EEC classification system (Directive 67/548, 6th amendment);
- Or the system in force in *[insert here country regulation in place, example for France :
– Order of 10 October 1983 and amendments, and the Order of 21 February 1990, as amended].*

Unless there is an exceptional, duly justified case to be submitted for the approval of the Project Manager of the Considerate Construction, using products labelled according to one of the following classifications shall be prohibited:

- R20 to R29, R31 to R33, R40, R45 to 49 of the EEC R phases,
– *[Xn (harmful), T (toxic), and T+ (very toxic) in the French regulations]*

The safety data sheets for each of the hazardous products entering the worksite shall be supplied by the contractor to the Considerate Construction Manager and archived by him so that they are held permanently at the worksite: the manufacturers are required to supply these to the contractor.

Resources consumption management

Every effort shall be made to limit water and energy consumption at the worksite.

Water consumption

- Setting up equipment that makes economical use of water in the construction camps (double-control toilet flush, pressure cooker, etc.)
- Use water reasonably and turn taps off after using them (the worksite master tap).
- Water consumption sub-metering shall be broken down into sectors comprising the worksite and the construction camps,
- Consumption monitoring shall be recorded every month by the Considerate Construction Manager. A monthly assessment of consumption levels shall be provided to the Owner with justification of any abnormalities noted.
 - This arrangement is aimed at detecting any leak or avoidable overconsumption. It shall be the Considerate Construction Manager's responsibility.
- The consumption levels development graphs shall be displayed in the construction camps every month in order to raise the awareness of all staff regarding limiting resource consumption.

Energy consumption

For forms of energy consumption relating to worksite **activities**:

- Setting up of energy-saving equipment in the construction camps (motion detectors, low-consumption lights, Class A fridge, timers, etc.),
- Generally speaking, switch off lights and heating in rooms that are unoccupied in the evenings and weekends,
- Power down electrical equipment that is not being used,
- Think about connecting to an alternative energy production source,
- The sub-metering of energy consumption levels shall be broken down into sectors comprising the worksite and the construction camps,
- Consumption monitoring shall be recorded every month by the Considerate Construction Manager. A monthly assessment of consumption levels shall be provided to the Owner with justification of any abnormalities noted.
 - This arrangement is aimed at detecting any faulty appliance or avoidable overconsumption. It shall be the Considerate Construction Manager's responsibility.
- The consumption levels development graphs shall be displayed in the construction camps every month in order to raise the awareness of all staff regarding limiting resource consumption.
 - The consumption levels in kWh shall also be displayed (in kgeqCO₂) using the conversion factors developed by [insert local country reference; IEA, BEIS, ADEME..].

For forms of energy consumption relating to **transport** to or from the worksite, including both staff movements and also deliveries.

- Establishment of a record of deliveries made to the worksite. Differentiation between:
 - Delivery from the concrete mixing plant,
 - Delivery from each supplier at the worksite,
 - Replacement of waste skips
- Setting up a record of the means of transport used by staff to get to the site, and a statistical study at each stage of the project.
- The monitoring of equivalent CO₂ emissions relating to transport to or from the site shall be summarised every month by the Considerate Construction Manager. Reduction objectives for these emissions may be implemented (car sharing, etc.).

Supplier policy

From the same perspective as limiting resource consumption at the worksite, a construction materials purchasing policy shall be established based on the rudiments of sustainable development, namely:

- Investigation concerning local suppliers of construction materials (provide a list of suppliers) and the preferential use of local materials for the concrete, steel, primary slabs, primary walls, recycling demolition rubble, etc.,
- The use of materials produced responsibly (ones with quality labels, that are managed sustainably, recycled, etc.)
- The maximum reuse of materials *in situ*,
- The minimising of various forms of waste,
- The use of preliminary slab layout to the maximum extent,
- The use of recycled materials,

- The use of non-toxic products or products which do not destroy the ozone layer,
- The use of sustainable materials,
- Etc.

Besides, as the topic of wood (for construction) sourcing is already addressed in the group design guidelines (“sustainability brief”) for the design project management team, it won’t be addressed here. The wood used for the work site is addressed later in that document (Appendix 2: Construction Site Impacts Checklist A2).

The contractor shall collect the certificates of provenance and shall be in a position to provide proof in order to attest to compliance.

Communication and training for staff at the worksite

Training

The *Considerate Construction Manager* shall guarantee the proper implementation of this worksite charter and moreover shall explain the determination of the Local Authority in terms of environmental quality in general and having a Green Worksite in particular.

He shall then pass the information to all of the contractors working at the worksite, with this information being passed on to all of the workmen present at the worksite, and they shall be trained in compliance with the requirements of the Considerate Construction. The programme for this training shall be drawn up with the approval of the Project Manager of the Considerate Construction.

The contractor’s manager shall undertake to enable any newcomer to take part in this training and to check his actual participation in that training.

During this training, a **welcome booklet**, drawn up and printed by the Considerate Construction Manager, and validated by the Project Manager of the Considerate Construction, shall be presented to the newcomer. This document shall summarise the basic environmental instructions aimed at complying with the requirements of the Considerate Construction Charter.

The *Considerate Construction Manager* shall place billboards along thoroughfares and in the vicinity of the construction camps providing a summary of the instructions to be complied with and the main requirements relating to noise and waste sorting. These billboards, erected by the *Considerate Construction Manager*, shall be kept clean throughout the term of the worksite and shall have proper lighting where need be.

Within this context, waste skips shall be clearly identified using WIDtograms showing the types of waste placed in them.

Welcome booklet

The objective of the welcome booklet

A welcome booklet shall be drawn up by the contractor and presented to the staff at the worksite in order to provide a brief presentation of the operations, the resources used, and the worksite managers.

It shall provide a summary of the protection rules to be complied with in order to work under optimal safety conditions, and shall explain how to adhere to the contractor environmental approach for this operation.

It encompasses common measures, obligations and advice.

Method

The chapters developed shall be:

- A description of the operation,
- General instructions about operating at the worksite,
- Employees' access,
- Promoting public transport, cycling, car sharing, etc.,
- Indication of where the vehicle parking spaces are,
- Work hours,
- Relations with people living nearby,
- Safety instructions,
- Location of the hospital and police station closest to the site,
- Telephone numbers of the contractor's managers,
- Layout of the worksite,
- Deliveries,
- Waste management.

If appropriate, the welcome booklet shall be translated into the language most commonly spoken at the worksite.

Results

- A document presented to each person working at the worksite when their access badge is provided,
- It will become the "good conduct" specification for the workmen and will provide team spirit,
- It will have a training role in relation to the sub-contractors' tradesmen,
- It shall be applicable in the event of gross negligence at the worksite.

Access management

The highly urbanised nature of the operation and the residential nature of its immediate vicinity imposes a limit on pollution which in particular entails suitable organisation of the worksite in relation to the construction camps, access to staff, and to deliveries, as well as traffic at the site, etc.

All of these indications or zones will have to be identified on the **WID (Worksite Installation Drawing)**, which will be defined beforehand at the start of the works in consultation with all of the actors involved in the project and the Local Authority.

The WID is a contractual document forming part of the contract. It summarily formalises all of the requirements of this worksite charter concerning aspects relating to access management and thoroughfares, and the location of storage areas and the construction camps.

As a minimum, it must show the following details:

- The layout of the construction camps;
- The delineation of access for pedestrians and staff vehicles to the worksite, with this being sufficiently wide enough and well-illuminated to ensure the staff's safety;
- Delineation of the pedestrian thoroughfares within the worksite;
- The parking places reserved for staff vehicles at the worksite;
- The layout of access routes and areas for deliveries and supplies; [*example* :
 - *Access to the worksite shall be solely from Alsace street. Concerning the Lorraine street, truck traffic from the worksite shall be prohibited there due to the presence of a school, unless prior approval is granted by the Local Authority.*
- The layout of the storage areas for materials and backfill;
- The location of storage areas for waste skips;

- The wheels washing station;
- The traffic man;
- The location of the environment kits, etc.

The Project Manager of the Considerate Construction shall make provision for setting up the fencing and covers required for protecting the worksite throughout its duration and maintaining them. In particular, every arrangement shall be implemented so that the worksite shall be completely inaccessible to anyone not authorised to be there.

Pedestrian traffic around the site shall however be maintained and kept safe.

All the access ways possible shall be kept locked in the absence of a caretaker service or a traffic man.

Each **staff member** working on-site shall have an identification badge showing he is recorded in the worksite registers, in exchange for which a welcome booklet shall be presented.

Each **visitor** shall be recorded on the worksite's registers before a badge is presented to him enabling him to move around the worksite.

Signage

The worksite signage must provide clear, safe indication of the following shall be provided:

- Pedestrian access;
- Deliveries access – Signage for the worksite's entrances/exits;
- The reception or welcome point;
- Paths for the disabled around the site;
- Any emergency exits.

The worksite signage will also be subject to [*Client/Developer*] approval and validation. [*Client/Developer*] reserves the right to modify and upgrade the worksite signage to improve pedestrian comfort.

Services

In order to raise the staff's awareness and to help ensure that the requirements of this worksite charter are properly implemented, several services shall be provided in the construction camps, namely:

- The provision of protective clothing and hardhats for visitors and their storage in a location that is easily accessible to everyone prior to accessing the worksite;
- The supply of replacement working clothes (excluding personal protective equipment);
- The provision of pigeonholes and cloakrooms;
- The provision of showers;
- Separate toilets in the construction camps, and toilets for the disabled;
- The provision of private relaxation areas which cannot be viewed from outside (canteens, common room, etc.).

Communication with people living nearby and local businesses

General points

If there are people living near the site, due to its urban nature, they must be provided with suitable information so that their tacit approval is granted. Indeed, **a source of disturbance that is explained is better than one that isn't**. As much as need be, you should maintain ongoing communication with the people living nearby.

The *Project Manager of the Considerate Construction* shall make appropriate arrangements so that:

- People living nearby are regularly provided with appropriate information regarding the worksite's state of progress and its conduct;
- The arrangements implemented in order to limit the worksite's pollution are shown; possibly forward articles for the municipality's newsletter;
- Gather remarks, complaints, and requests that may come from people living nearby and deal with them as soon as possible.

Organisation of the information

The following arrangements are essential for ensuring good communication:

- Attendance of the meetings organised by the town authorities;
- Organisation of a prior meeting involving people living nearby who are concerned with the operation, the client and the contractor in order to:
 - Define the priority treatments to be taken in relation to potential sources of pollution,
 - Validate the level of treatment of each form of pollution proposed by the contractor,
 - Draw up the form and the schedule for communication with the public body and people living nearby.
 - Define a schedule for the working group meetings.
 - Complete and distribute a newsletter for the people living nearby;
 - A worksite billboard specific to Environmental Quality, the text of which shall be provided by the Client, shall be erected near the billboard presenting the operation and the contractors. This billboard shall be made and set in place by the Considerate Construction Manager when the worksite is started up.
- In certain spots, the fencing will be split into two parts; a lower part consisting of solid sheet metal, and an upper part with wire mesh or equivalent material in order to offer an overall view of the worksite from outside for people living nearby or passers-by.
- An “Event Sheet” system providing indications to those living nearby of the events likely to give rise to occasional disturbances (assembly/disassembly of a crane for example) shall be set up and displayed on a specific board relating to Environmental Quality. The sheets will be laminated in order to protect them from bad weather.

Appendix 4: Example of an event sheet

Moreover, a reception and information office shall be set up by the Project Manager of the Considerate Construction and it shall be open during the worksite's opening hours from the time that the worksite is opened. During the worksite's opening hours it shall:

- Provide permanent reception staff (reception office) at the site who are accessible to the public (projected opening hours: 8-9 am; 11 am-12 midday and 4-6 pm);
- These permanent reception staff are intended to handle requests for information, claims or complaints from people living nearby;

- A log intended to inventory the aforementioned requests and/or complaints shall be drawn up by the contractor. An e-mail address shall also be created in order to gather questions and remarks from the people living nearby;
- The *Project Manager of the Considerate Construction* undertakes to provide a response to any remark within a week of it being lodged or recorded, and to disseminate the information at the worksite;
- At the end of each day, a copy of the log shall be faxed to the developer Local Authority;
- This reception office is intended to welcome people living nearby and as such, it must be easily accessible, kept completely clean, and be staffed with personnel who are able to respond to requests for information;
- This reception office shall have a full list of the contact details of people living nearby so that personalised letters can be drawn up and to ensure accessibility where need be;
- This reception office, which is open at the same time as the worksite is, shall be subject to prior validation by the Local Authority in relation to its location and layout.

3. Waste management

The location, size and environmental objectives of the worksite involves organised, rational management of both demolition and construction waste.

The contractors as well as any of their sub-contractors shall have to comply with the instructions for reducing, sorting and recycling waste described below.

The Considerate Construction Manager shall be responsible for the proper implementation of these instructions in relation to each contractor's waste.

Certification objectives

You are hereby reminded that this project is committed to [aligning to the BREEAM or LEED certification standard requirements](#). In this capacity, waste reduction objectives must be established and an objective for the recycling of the construction waste (by weight) in excess of [60% and in excess of 70% for demolition waste are expected](#).

Reference regulations and standards

The regulations relating to worksite waste management involve sorting according to the various types of outlets in order to minimise the cost of disposing of it.

The contractors shall comply with the laws, decrees, Orders, and standards and regulatory documents currently in force in the form of their latest updates on the date when the contracts are signed and relating to worksite waste management and reducing forms of pollution due to the worksite.

Execution conditions

Before the start of the worksite, the Considerate Construction Manager shall provide any sub-contractors with essential information required so that waste sorting can be carried out properly and in accordance with the regulations in force. This information will take the environment plans provided by each part involved into account.

He shall also have to make provision for:

- Organising meetings for raising awareness and training contractors' worksite management and personnel (with explanatory posters and pamphlets, etc.);
- The execution and maintenance of the waste gathering platform(s) enabling the various skips and containers to be located there, and waste to be stored;
- Making available skips which are classified according to the waste class, enabling on-site selective sorting at the worksite;
- The establishment of sorting logistics using appropriate signage;
- The establishment of a procedure for monitoring the filling of the skips, in order to optimise turnaround;
- Seeking out suitable processes for optimal recycling of the waste (analysis of the comparative costs of the recycling or disposal solutions);
- Monitoring the fate of each waste skip.

These details shall be entered in the DWOMP(s), which shall moreover describe the objectives for reducing waste at source, and the sorting to be carried out.

He shall guarantee effective management of the waste at the site. However, each contractor present at the site shall have a duty to assist him in his task and shall make available the resources required for complying with this environmental charter, and for fulfilling the objectives concerning management of the worksite's waste.

Each contractor shall be responsible for the everyday cleaning of its work areas, bringing waste to the storage areas allocated for that purpose, and sorting waste according to the nature of the waste, as need be and depending on the sorts of waste produced and their quantities.

Waste Organisational and Management Plan

A waste organisational and management plan shall be drawn up for each demolition phase and construction phase of the worksite by the Considerate Construction Manager during the worksite preparation phase:

- A WOMP: A waste organisational and management plan specific to demolition;
- A DWOMP: A waste organisational and management plan specific to construction.

Each diagram shall be structured in the same way and shall ensure the implementation of the following arrangements:

- Reducing its waste at source,
- Carrying out preliminary diagnostics of the quality and quantity of the waste according to the batch, thus making it possible to define a disposal strategy (daily measurement),
- Analysing recycling processes in the vicinity of the worksite in order to organise the sorting criteria,
- Recycling the materials: The environmental approach requires the recycling processes to be known by the Client,
 - Under this framework, the contractor shall indicate the processes adopted to the Client as well as the percentage of materials recycled (in tonnes or m³),
- Providing the waste monitoring sheets making it possible to establish full traceability of the skips up to the waste's final destination,
 - This arrangement is valid for all types of waste: inert waste, ordinary and hazardous industrial etc.

This organisational plan shall be submitted for the signature of the Project Manager of the Considerate Construction and the Health and Safety Co-ordinator.

The Considerate Construction Manager shall contact all of the parties involved concerned for their approval of the DWOMP(s) and for co-ordination purposes.

Reduction of waste at source

Demolition

The works to be demolished, if there are any, must form the subject of an environmental approach. The content of this approach shall be formalised in a "dismantling" lot.

This shall include preliminary diagnostics of the projected quantities of waste and shall be carried out on the works to be dismantled.

Initially, this will make it possible to determine the works to be dismantled and the ones to be retained, with the overall objective being to achieve reuse to the maximum extent.

Construction

For the construction process it will be required to reduce the quantities of waste materials whilst protecting them from:

- Mechanical deterioration,
- Bad weather,
- And by avoiding wastage.

A systematic slab layout approach shall be implemented by the contractors, based on architect's drawings, in relation to the processes, systems and products of an industrialised and semi-industrialised nature, in order to reduce waste produced at the worksite.

Each batch shall take part in this approach and shall produce a slab layout drawing for the components in the work it shall execute (façade, drop ceilings, tiling, etc.).

Characterisation of the waste by batch

The objective for the contractor(s) is to list and quantify all the types of waste that will be generated at the construction worksite in order to anticipate management of it and to optimise recycling of it. This stage shall be carried out prior to starting the works.

Demolition

During a second phase, preliminary diagnostics of the demolition waste will make it possible to qualify the waste typologies (regulated and unregulated waste) as well as to quantify the waste by type: inert waste, ordinary industrial waste, scrap metal, wood, etc.

These diagnostics will only cover unregulated waste; diagnostics of asbestos, lead, termites, etc. shall be carried out by authorised contractors.

Construction

Each contractor shall devote consideration to the portion of recyclable waste that it generates. The contractor shall propose a recycling process for this type of waste when signing the contract.

Appendix 3: Characterisation and quantification of the waste

Identification of local processes and of the recovery rates

Once the typologies and estimated quantities of the waste have been defined, the contractor's objective will then be to optimise the recycling of the waste produced. Once again, this stage will have to be carried out before the start of the works.

At this stage, a selection of service providers in charge of waste disposal shall also be determined.

Along with the Considerate Construction Manager, the contractor shall determine:

- The various disposal processes (disposal, reuse, recycling);
- The exact definition of the waste allowed for each disposal process and a survey of the percentages reused and/or recycled;
- Definition of the number, nature, and location of the containers for waste collection, and their handling conditions (crane, elevator, truck), taking into account changes to the worksite and the flow of waste generated in terms of time and space;
- The arrangements adopted for intermediate collection, such as small skips, chutes, etc.;

Waste typologies and possible recycling options

Generally speaking, it is prohibited to:

- Bury waste (even inert waste);
- Dump waste on other people's land – only dedicated locations shall be used;

- Burn waste in the open air;
- Mix packaging with other waste, and particularly hazardous waste.

Inert waste

Inert waste is waste that remains stable, does not break down, does not burn, and does not produce any chemical, physical or biological reaction over time.

This is waste consisting of natural materials such as stone, soil, earthmoving materials, or manufactured products, concrete, ceramics, terracotta, or ordinary glass from these materials.

Inert waste is intended for recycling or storage in a specific site in line with local and national regulations.

Ordinary industrial waste

Ordinary industrial waste is waste that is neither hazardous nor toxic but which is not inert.

What is involved are the following types of single-material waste:

- Untreated wood, the various types of metal, plaster, bitumen, etc.
- Composite materials,
- Products associated with plaster,
- Fibrous materials,
- Treated glass,
- Plastics,
- Adhesive materials.

Ordinary industrial waste must be sorted according to its type and then routed either to reuse, recycling, or recovery circuits, or to incinerators.

Waste that cannot be recycled is routed to storage centres.

Packaging

Packaging waste belongs to the ordinary industrial waste category but it is subject to strict recycling objectives.

It is basically:

- Wooden pallets,
- Plastic packaging,
- Paper and cardboard packaging,
- Metal packaging that has not been soiled by special industrial waste (pots, drums).

Packaging waste must be recycled and forwarded to contractors authorised to carry out this activity.

The packaging must be sorted separately in order to go through a specific recycling process.

Metals

This waste is routed to recycling installations and is recycled.

Wood

Wood shall be removed and, depending on the processes selected, it will be recycled or disposed of.

Hazardous waste

Hazardous waste or special industrial waste are types of waste which contain toxic substances and require specific treatments for their disposal.

This waste consists of:

- Treated waste,
- Paints, solvents and varnishes,
- Uncleaned painting equipment,
- Coal-based hydrocarbon products (tar, soot, etc.),
- Treatment chemicals (antioxidants, fungicides, abrasives, detergents),
- Unused fixation agents and grouting agents,
- Used mineral oils,
- Dirty rags impregnated with products from this list,
- Mixed ordinary industrial waste soiled by special industrial waste.

Special industrial waste must be oriented towards suitable treatment sites: storage installations, regeneration units, incineration plants, etc. This waste assigned to disposal agents authorised to incinerate hazardous products must be accompanied by a mandatory administrative sheet (Asbestos Waste Monitoring Sheet or Industrial Waste Monitoring Sheet).

Organic waste

Food waste generated by the presence of the workmen at the worksite shall form the subject of selective collection, namely:

Glass food and beverage containers:

A municipal glass collection container, with municipal collection following approval by the Local Authority.

Household waste: food waste only

Municipal collection services may be called on following approval by the Local Authority.

This waste is collected at the construction camps. Provision must be made for a sheltered primary or secondary grouping nearby these construction camps.

Asbestos waste

The management of specific types of asbestos hazardous waste forms the subject of strict regulations.

Signage

The Considerate Construction Manager shall erect signage on the waste grouping platform and information posters at several locations around the worksite.

Each skip, and each container shall be identified by a WID representing the materials to be placed there.

The Project Manager of the Considerate Construction shall provide the Considerate Construction Manager with a computerised support featuring the WID required for the worksite in A4 format, as well as a standard form for an inert waste and ordinary industrial waste monitoring sheet. It shall be the Environmental Manager's responsibility to make the necessary print-outs.

Selective waste collection

Depending on the phases of the dismantling and construction process, allocation of the skips' contents shall be decided on a weekly basis by the works operator, in light of the schedule for completing works elements and the type and projected quantity of waste that will be generated.

- This decision will take into account the specific outlets that are actually operational for the collector selected.

- Those contractors which generate hazardous waste shall handle the collection of their waste by their suppliers. Proof shall be provided to the Client of the compliance of full disposal of this waste by the specialist authorised collector.
- Household waste from the construction camps shall be stored in municipal containers and collected by the Local Authority if possible.

Traceability of the waste and recovery rates

Traceability

For all the skips, traceability to the final destination of the waste, according to its type, shall be requested.

- 100% traceability for regulated waste,
- $\geq 50\%$ for unregulated waste.

This traceability shall be formalised using BSDs (Waste Monitoring Sheets). They shall be required for all types of waste: inert waste, ordinary industrial waste, hazardous waste, wood, metals, etc., and shall be signed for each skip collected.

Appendix 3: Traceability

Recycling

The waste shall be forwarded to recovery firms that recycle secondary raw materials, with the contractor making sure of the recycling percentages.

The recovery rate forwarded by the waste collection centres and the sorting centres shall be a selection criterion of choice for the contractors. These recovery rates are not public but may be provided to potential customers during tendering processes.

Another selection criterion for waste processing processes is the distance in relation to the construction site.

Below we have provided a list of the sorting centres and waste collection centres that carry out acceptance procedures on construction and public works waste. This list is incomplete and simply provides an indication of a few of these sorting centres and waste collection centres located within a 20 km radius of the site.

[name of the waste collection centre or sorting centre]

[address]

Distance from the site: *[x]* km

Appendix 3: Inert waste and ordinary industrial waste

Storage of the skips

Separate collection of the various types of waste shall be ensured by using a minimum of 3 skips; one per category of waste:

- Inert waste
- Reusable packaging
- Wood
- Metal

Then in the trades phase, by 5 skips including these three categories as well as:

- Mixed waste (ordinary industrial waste)
- Hazardous waste or special industrial waste

The contents of the skips shall be checked by the Considerate Construction Manager during storage in order to avoid mixing and to guarantee optimal reuse.

The storage areas shall be defined in such a way as to secure the waste depot and to prevent uncontrolled dumping by people living nearby that could disrupt the sorting. The sorting and storage areas must be kept shut at all times.

These locations are identified on the WID (Worksite Installation Drawing).

The skips storage areas shall be laid out on capping or any process ensuring waterproofing in relation to the ground and stormwater networks, with gutters around the edge and discharge into a settling tank so as to prevent soil pollution.

The areas shall be easy to access so they can be filled. (A waste depot is to be recommended rather than stacking, which is noisy and creates dust: see the chapter on air pollution. They shall also be easy to access for trucks carrying loads (quick drop-off and collection within the plot of land.)

Documents to be provided

During the execution of the works, the Considerate Construction Manager shall provide the Project Manager of the Considerate Construction with 2 copies of the following:

- The monitoring sheets for inert waste, ordinary industrial waste and special industrial waste, as well as any supporting recycling or incineration documentation in order to keep a written record of the removal of the waste from the worksite and the management method used;
- Any invoice relating to waste management, accompanied by the delivery or monitoring sheet;
- At the end of the worksite, a summary of the services provided shall also be supplied:
- The volumes of waste sorted according to the type of waste and their destination;
- The number of turnarounds for trucks, skips, or any other container according to the type of waste and the turnaround frequency entered in the execution schedule;
- The quantity of waste recycled and the recycling cost.

4. Pollution reduction measures applicable by the contractor

Of the various forms of pollution that the project's worksite is likely to create, let's cite the main ones:

- Noise and vibrations,
- Liquid effluent discharges;
- Dust;
- The visual pollution entailed in a poorly kept worksite;
- The disruption to vehicle traffic and the routing of pedestrian flows.

The demolition and construction contractors as well as any of their sub-contractors shall devote the greatest attention to limiting these forms of pollution.

If the worksite is located in a sensitive area (adjoining several residential apartment blocks, in a highly urban area (cf. the sensitivity study) used for housing and offices, in the vicinity of a school, hospital, etc.), good management of the worksite's pollution shall be a highly strategic factor for the smooth running of the worksite. Poor assessment of these forms of pollution or any poor technical or organisational response to one of them could be the source of conflicts with people living nearby and be harmful to the good relations that the contractor has an interest in establishing with them.

The consequences for the worksite could be major ones: the filing of complaints, intervention by the public authorities, interruptions to the worksite, the imposition of working hours, modification of working methods and worksite organisational methods, etc.

For the execution Project Management, these delays or the disorganisation brought about will involve additional expenditures (investments, fines, etc.).

Lastly, the reduction of these forms of pollution will ensure better working conditions for the workmen intervening at the worksite.

Controlling and reducing noise

Although the urban site is considered to be sensitive, for the works it will be necessary to make provision for intervention methods (phasing and times, work technologies, etc), temporary arrangements, and the use of equipment and materials that enable acoustic protection and protection in relation to structure-borne vibrations generated that are effective for neighbouring homes and offices (the types of equipment used, the implementation of vibration and noise-reducing devices where necessary, with this being done in compliance with the arrangements listed below, etc.).

→ All the constraints, equipment and materials required for complying with the acoustic constraints defined in the charter apply both to contractors and their assignees. Under no circumstances may these factors form the subject of claims by the contractors or their sub-contractors.

The worksite shall be organised in such a way as to comply with the applicable regulations.

The Constructor shall comply with the provisions of the Orders, Decrees and Ordinances relating to the limitation of the noise level of airborne noise generated by motor compressor units, combustion or internal combustion engines, and worksite equipment:

Acoustic measurements at the worksite

Based on the sensitivity study, a pre-worksite noise map shall be completed based on measurements made by the Considerate Construction Manager or based on ongoing readings.

In the first case, these readings shall be carried out at specific points defined beforehand.

They shall be carried out by the Considerate Construction Manager using a portable sound level meter. These measurements are to be carried out at 3 times (morning, midday and evening) at a rate of 1 reading per week. The results must then be entered in a summary table which shall be made available if requested.

These records will provide an objective, irrefutable basis that can be used against people living nearby in the event of a dispute.

It is possible that ongoing recording over relevant targeted periods may be preferred throughout the duration of the worksite, for comparison with the recording made at the start of the worksite. This other methodology will enable a less debatable basis that is more representative of the noise environment before and during the works.

It is based on these recordings that the noise levels to be complied with at every point of the worksite shall be defined.

Organisation of the worksite

Noise levels to be complied with

The worksite shall be organised in order to comply with the provisions set out above.

The “noise doses” shall be defined in agreement with the [name of the local body concerned or its representative (Semi-Public Company, Local Planning Authority, etc.)], taking into consideration increases of 10 dB(A) in relation to the ambient noise levels, the site’s location, the vicinity of noise sensitive buildings.

The contractor will have to justify and provide sustainable solutions to any instances of the set threshold being exceeded.

We draw the contractor's attention to the fact that police services may note infringements without even measuring the sound levels achieved, simply by checking user distances in relation to residential buildings, by presenting authorisation documents, by checking ID markings on machinery, and the proper functioning of the soundproofing devices.

The sanctions set by the [insert here noise local regulation] concerning controlling neighbourhood noise may be imposed on the contractor when the tranquillity of people living nearby has been affected. The financial consequences of these sanctions shall be fully borne by the contractor who is sanctioned.

Vibrations

Reminders:

1. The impacts of vibration levels that are too high:

Depending on their nature (intensity, spectrum), various effects are produced by vibrations generated in the soil by the activities and can range from the deterioration of certain edifices to disruption of the functioning of premises inhabited both in terms of equipment and the people who live there.

For the occupants of an apartment building, the perception may be twofold:

- Tactile – they actually feel the vibrations
- Audio – They hear a deep rumbling characteristic of the low frequencies generated by worksite activities

2. Limit thresholds – disturbance criteria:

Bear in mind that among the various effects of vibrations in the environment, a distinction may be drawn between the following:

- The damage caused in certain buildings,
- Disruptions to the functioning of certain precision equipment items and/or sensitive IT equipment,
- Disruptions to sensitive premises or residential buildings and, in this case, either a direct perception of the vibrations (they can be felt), or a perception of the airborne noise radiated by the structures, or even both perceptions at the same time.

The levels generated *in situ* may be compared to the disturbance limit levels. For the vibration speeds or acceleration speeds levels, there are several types of disturbance threshold limits. Contrary to the case of airborne noise, the references used differ depending on the authors and the standards.

The values stated as being limit thresholds also differ depending on the focus of the authors (seismic readings, protection of sensitive machines, etc.).

For operations that are particularly noisy and generate excessive vibrations which cannot comply with the criteria set, these shall be planned on a case-by-case basis after having obtained the prior approval of the Local Authority. Their duration shall, of necessity, be brief.

Concerning dismantling work and noisy work; the Constructor shall make provision for the use of equipment items that emit limited noise.

These equipment items shall comply with the acoustic standards (engine insulation, exhaust, etc.) and have a noise emissions certificate supplied by the Constructor.

The noise level in the vicinity of the people living nearby shall not exceed a certain daily noise “dose”. This noise dose shall be determined beforehand by the Local Authority and the Constructor based on:

- The residual noise levels measured at the site when the worksite is not in operation,
- An acceptable reference noise emergence,
- The rate at which this noise emergence is exceeded (which shall be assessed using measurements carried out by worksite monitoring apparatuses) during the day.

This permissible excess rate shall also be determined by the Local Authority and the Constructor.

Use of hydraulic jack-hammers will be limited to times agreed beforehand with the Local Authority.

Time periods for work

Noisy work is required to be carried out only during the daytime (8 am to 6 pm), as defined by the texts for protecting the neighbourhood, from Monday to Friday and not on holidays.

For extraordinary operations that have to be carried out at night-time or on holidays, a request shall be made beforehand by the Project Manager of the Considerate Construction to the Local Authority.

Methods for reducing noise pollution

For all of the work phases, on site staff must ensure the supply and placement, from the start of his intervention, of noise reduction devices locally on the noisiest equipment items that it proposes using at the worksite, in order to ensure good acoustic separation between neighbourhood areas and areas where work is being carried out; with the aim being to comply with vibration and sound levels controlled by a monitoring system installed depending on the location and the phasing of the work.

“Noisy equipment” is understood to be equipment that does not enable levels to be complied with on the property boundaries without taking special precautions into account (for example, compressors without covers on, an electric generating set in an open field, certain types of impact equipment, sandblasting and shotblasting procedures, etc.).

The contractors may envisage the following arrangements:

In relation to equipment items:

- Avoiding equipment of any nature falling;
- Giving preference to electric motors rather than to pneumatic motors providing an equivalent service level.

- The use of impact equipment shall be limited according to a monthly phasing in set locations at the site: electric pneumatic drills, impact drills and, in all cases, procedures shall be determined based on proposals made in advance by the Constructor.
- In certain zones (where they are directly adjoining existing structures and places where people live nearby), use of rotary equipment (saws etc.) that does not generate low-frequency vibrations (laser cutting, thermal lance, etc.) shall be given priority. In particular, a demolition methodology shall be proposed by the Constructor, whilst taking maximum account of these acoustic and vibration transmission issues.
- Establishing a plan for the use of noisy machinery (hydraulic jack-hammers, grinders, crushers, pneumatic drills) which shall stipulate the locations of noisy machinery in order to avoid reverberations and transmissions of vibrations. Doubling up machinery and equipment shall be envisaged as this reduces the length of time they are used for, whilst only slightly increasing the noise level (3dB(A) approximately);
- For all the work areas envisaged, the equipment shall be systematically shut down when it is not used, with this being done both for worksite machinery and equipment. The contractor should raise people's awareness about this in order to avoid generating unnecessary noise at the site.
- Likewise, the generator sets required or compressors (or any other equipment installed in a fixed location and operating on a near-continuous basis) shall be installed in enclosed spaces (or with the doors and windows temporarily shut) in order to limit the noise pollution emitted. Moreover, any electric generator sets absolutely must have covers placed over them.
- Provision shall be made for the use of machines with limited noise emissions. Each machine shall have a **noise emissions certificate**. The permitted noise level in the vicinity of people living nearby shall be less than 75 dB (A) (weighted). However, this weighted noise level may be exceeded up to a maximum threshold of 90 dB (A). The time for which it is exceeded shall be no longer than 10 minutes, with this being permitted at a rate of 3 times daily. Establish the reference noise levels with the acoustical engineer, and establish control measures.
- Using soundproofed machinery¹.

In relation to the organisational arrangements:

- Organising the worksite in order to avoid having trucks reversing and setting off their reversing alarms.
- Using walkie-talkies in order to communicate with machinery operators in order to avoid shouts and whistling.
- Setting up portable or structural arrangements enabling the spread of noise to be disrupted, such as closing any doors or windows leading outdoors; these can be made from wood panels, plaster, or any other requirements, etc.
- An example of a special case involving operations that generate very high noise levels (sandblasting structures, shotblasting, ultra-high pressure cleaning, etc.): For particularly noisy operations, a specific phasing depending on the geographic zoning and on the state of progress of the works forming part of the project shall be adopted.
- As much as possible, shotblasting shall be avoided.

¹ A soundproofed pneumatic drill emits 100 dB(A), as opposed to 130 dB(A) otherwise.

- Moreover, the equipment items shall be subject to acoustic adaptations. By way of an example, if high-pressure water cleaning systems are used (which can generate emission noise levels exceeding 100dB(A)), the nozzles will have to be equipped with elastic support system sleeves for contact with the surfaces to be cleaned.
- Lastly, the Constructor undertakes to implement signage at its site that will raise the awareness of staff at the site concerning worksite vibrations and noise monitoring systems (for example, requesting heavy goods vehicle drivers or drivers of other vehicles on-site to shut off their engines whenever there is no need for idle running).
- Proposing dismantling methods that create the least possible noise.
- Removing demolition rubble shall be carried out using existing hoppers which shall be used for particularly heavy rubble that can generate major vibrations when it falls.
- In order to limit the noise levels at the foot of the hoppers, firstly provision shall be made for placing absorbent 800 mm Fibraroc panels on the walls closest to the hoppers, and secondly plating with visco-elastic shock absorption on its underside (Masse KR by ENAC or equivalent), so as to limit the vibration of the plating when objects fall.

Compliance of the worksite equipment

The contractors are obliged to work with worksite equipment and earthmoving machinery that is in good condition, in accordance with the regulations concerning them, as defined above.

The Constructor must make the following documents available:

- Test reports and authorisations supplied by the manufacturers attesting to the compliance of the machines and equipment used (approval in terms of the noise emitted), as well as the results of acoustic and vibration measurements of the equipment carried out under the applicable regulation set out above.
- The principle for the acoustic and vibration treatments of the apparatus and equipment proposed, and the working methodology depending on the works phasing.

Protection for workmen

Moreover, the Health and Safety Co-ordinator, with the help of the Considerate Construction Manager, shall:

- In collaboration with the occupational medical staff, raise the awareness of the workmen concerning the irreversible effects of worksite noise on their hearing ability;
- Check that individual protective devices are worn, particularly in the case of workmen working at fixed stations.

The control of air pollution

Controlling dust

Dust, mud, volatile waste, and dusty materials pose risks to the health of the workmen and people living nearby, and are the cause of accidents for pedestrians and vehicle traffic on public thoroughfares.

Discharges into the air shall be limited to the strict minimum levels required and controlled both in terms of their suspended solids content and bad odours.

The arrangements to be complied with

For the demolition process:

- The operating procedures adopted shall give priority to solutions that emit a low level of dust;
- During the dry season, any work that generates dust shall be carried out after sprinkling the surface areas in question with water and this is to be done as many times as necessary in order to minimise dust rising up, with the worksite's peripheral and traffic zones being sprinkled as many times as necessary;
- Temporary structural arrangements may be made in order to limit wind sweeping across the worksite and raising up dust;
- Concreted surfaces and areas shall be swept regularly;
- Light materials storage facilities (waste skips in particular) shall be fitted with covers or any other device that has the same effects;
- The waste skips shall leave the worksite properly covered;
- Electrical equipment shall be given preference rather than thermal equipment;
- Do not leave machinery or truck engines running needlessly (exhaust fumes).

For the construction process

- Excavating basements of necessity generates a very large quantity of excavated soil. Special attention must be devoted to limiting generating dust during this phase. As a minimum, the contractor shall require machinery operators to place soil down gently in skips rather than "stacking" it, and to completely cover the skips before they depart and travel along public thoroughfares (when the weather is dry and windy);
- Excavating foundations will also generate dust in dry weather, and mud in rainy weather. Special arrangements shall be made by the contractors and presented to the project management when preparing the worksite;
- A wheels washing station (washer, cleanser) for the earthworks and foundation phase. The water for this wheels washing station shall be discharged into the network after it has passed through a settling tank. This shall be clearly identified on the WID.
- The traffic areas within the worksite enclosure shall be stabilised by an uncalibrated granulate that reduces dust and mud;
- In the materials storage area, powdery products (bags of cement or plaster) shall be stored sheltered from the wind;
- The skips shall be covered in order to avoid the dispersal of dust;
- Trucks and machinery that have stopped shall have their engines shut down (exhaust fumes).

Controlling water and soil pollution

Regulation in force concerning discharges from the worksite

The contractors shall comply with all of the local and national regulations.

As a preliminary, the contractors and any of their sub-contractors are legally required to refrain from discharging untreated polluted liquid effluents into the environment.

The arrangements to be complied with

General arrangements

The following general arrangements must be taken into account by all of the contractors present at the site:

- Connection of the site facilities to sewers for discharging wastewater;
- Wastewater from the worksite shall be discharged into the borough sewer network or into a sanitation device that complies with the regulations before being discharged into the natural environment (cleanser and oil remover

for example);

- The products from this sanitation device shall be stored at the worksite under the conditions required by law until they are collected by a specialist contractor.

As specified in the regulations, the discharge of oils, lubricants, detergents, etc. into the borough sewer network is strictly prohibited. The contractors shall make arrangements enabling this type of discharge to be prevented (recovery and collection by a recovery firm approved for waste oils in particular).

Special arrangements

- Each contractor present at the worksite shall implement the effective means required to avoid spills of pollutants, whether accidental or ongoing, such as:
- In the event of pollutants (hydrocarbons for machinery, etc.) being used, these products shall be stored in holding tanks and/or settling tanks. The holding tanks shall be sufficient for ensuring effective protection;
- All the water from sprinkling the worksite which, for example, is used to avoid raising dust, or for cleaning concreted areas and surfaces, shall go through a settling tank before it is discharged or reused.
- Insofar as the injections process for making moulded walls and special foundations is used, during preparation of the worksite, this shall be subject to a methodology making it possible to avoid accidental spills of pollutants (bentonite, concrete. etc.) and to recover laden water and concrete mix water before being discharged into the networks.
- During any supply of ready-to-use cement for casting structures, the residues from the cement cup or the concrete pump shall be treated in holding tanks in order to filter the concrete mix. (Order concerning the type of concrete mixer unit dated 30 June 1997, section 2515 of the ICPE nomenclature).
- The form oil shall be biodegradable.
- Draining the sump oil from machinery and equipment at the worksite shall be prohibited.
- Limiting the quantities of cleaning products for tools to what is strictly necessary.
- Choosing an electric compressor (instead of a compressor that runs on fuel oil).

This list is not exhaustive; during the worksite preparation phase, it shall be supplemented when establishing the operating procedures for executing all of the works components.

The Considerate Construction Manager shall set up a procedure for managing situations involving accidental discharges into the soil. In particular, provision shall be made for:

- A watertight mobile tank and a holding tank, as well as a kit for dealing with accidental spills;
- The warning arrangements in the event of an accidental discharge (the person to warn and the emergency measures to be taken);
- Removal to an approved treatment site for soil contaminated with accidentally spilled products.

The protection of species of flora and fauna

Each contractor present at the worksite shall implement the effective resources required in order to avoid damage to the flora and fauna present at the construction site to the maximum extent. This entails:

- An investigation of the wild species potentially present at the construction site (cf. the sensitivity study) and prevention measures established;
- A trees protection procedure;
- If relevant, take any existing environmental policies at the construction site into account;
- Complying with the ecologist's report recommendations

The reduction of visual pollution

For the worksite to be more easily accepted by the public, the demolition contractor shall take care of the general appearance of the site and shall keep it clean. In particular provision shall be made for:

- Cleaning work areas at the end of the day and particularly the collection of waste and tidying any equipment in order to leave the tidied worksite areas visible;
- Maintaining the worksite's fence in good condition;
- The organisation and marking out of storage areas;
- The organisation of parking for all the vehicles (light vehicles, intermediate vehicles, and heavy goods vehicles, machinery);
- Covering waste skips whenever necessary in order to prevent dust from being raised.

The Project Manager of the Considerate Construction reserves the right to have all or part of the factors leading to obvious, reckless deterioration of the environment's aesthetics modified.

The contractors shall take care to limit the worksite's effects on the well-being of the people living nearby. In particular, they shall ensure that the worksite's image is satisfactory when viewed from the outside.

The Considerate Construction Manager shall ensure that claims regarding these points are limited.

The worksite's fence

- The contractor shall take care to either install a fence for the worksite or have it installed. If there is a graphics charter imposed by the local community or by the municipality concerning worksite fences (their size, shape and colour), then the Contractor shall comply with it;
- Fences shall be selected that blend in as much as possible with the immediate environment and which ensure that the worksite fences remain clean;

- Throughout the duration of the worksite, the contractor shall carry out the cleaning of this fence and shall immediately remove any graffiti or posters.
- In certain locations, the fence shall be split into two parts; a lower part consisting of solid sheet metal, and an upper part offering an overall view of the worksite from outside (for example, using wire mesh, a transparent plastic section, etc.).

General cleanliness of the worksite installations

In the case at hand, several neighbouring residential blocks have a direct view of the block of land to be built on. These areas must therefore be kept clean in order to limit any visual pollution that may cause a disturbance and therefore may potentially give rise to complaints from the neighbourhood.

- The materials storage areas located inside the worksite fence must be clean and any packaging must be cleaned away. Materials storage shall be done in a structured way in order to avoid having the place looking like a rubbish dump.
 - These areas shall be identified on the WID.
- The waste storage areas shall be clean and the skips shall be covered (reduction of dust and prevention of uncontrolled dumping).
- The construction camps must be in a neutral colour and must be uniform in relation to each other. The façades shall be kept clean and any graffiti shall be cleaned off during the day.
- The common areas in the construction camps shall be kept clean (canteens, relaxation areas, outdoor areas for taking breaks, etc.).

Limiting fouling of roads and their surrounding areas

Throughout the works, the Constructor shall ensure both in relation to itself and its beneficiaries that the roads, footpaths etc. in the public domain beyond the worksite area are kept in perfect condition.

To do this:

- The worksite exit shall have an area with a hard-sealed surface.
- The access ways to the worksite shall be cleaned regularly (road, footpath, the open space in front of the site, etc.)
- Transit areas for machinery and vehicles shall be concreted in order to facilitate cleaning.
- Dust emissions shall be limited by humidifying the areas where vehicles move around.
- A station for washing trucks carrying skips prior to their departure shall be implemented, particularly during the demolition and earthmoving phase. Generally speaking, departing trucks shall not soil the road outside the worksite area.
- Regular cleaning of hydrocarbon stains on the ground.

The road shall be cleaned whenever necessary in order to reduce the dispersal of dust, demolition waste and mud that may be splattered about.

Limiting traffic disruption

The movement of trucks going back and forth along roads can give rise to constraints. Management of these movements shall be set up in order to avoid those hours when people living nearby would be the most disturbed.

Moreover, pedestrian and cycle paths along which disruptions will also have to be minimal during the worksite's operations will also have to be taken into account.

The Project Manager of the Considerate Construction shall make contact both with the local authorities and public utilities in order to inform them of the arrangements envisaged and to ensure that these are consistent with most of their requirements.

A traffic plan shall be drawn up and submitted to validation by the competent authorities. This traffic plan shall refer to the arrangements made concerning the following:

- Parking for workmen's vehicles, or the vans belonging to contractors and sub-contractors;
- The routes taken by delivery trucks and trucks removing waste from dismantling operations;
- Temporary parking areas for trucks awaiting loading;
- Vehicles parked and waiting shall have their engines switched off;
- The allocation of two traffic men dedicated to managing traffic and calling trucks from the temporary parking areas at the worksite's entrance and exit.

The trucks traffic plan absolutely must be complied with.

Appendices

Appendix 1: Considerate Construction Checklist A1

Based on the BREEAM requirements for “Considerate Construction” URW encourages clean worksites that are managed in such a way as to limit their impacts on the physical, natural and societal environment, for all the development projects where the groupe operates (US/EU/UK). URW proposes a list of recommendations outlining the following 4 themes:

- Safe and adequate access
- Good Neighbour
- Environmentally Aware
- Safe and considerate working environment

Each theme mentions the requirements that it is mandatory to fulfil.

Checklist A1 developing all of these requirements is appended below and shall be reread and validated before signature of the Worksite Charter.

Safe and adequate access

This section is intended to demonstrate that the constructor operates the site in a manner that guarantees safe and appropriate access to, around and on the site. The following items demonstrate compliance with this section:

Checklist A1 - Safe and adequate access requirements

REF	Criteria	Y	Evidence or reference required	Validation and justification
a	<p>Appropriate and safe access to the site is provided. This must include as a minimum:</p> <ul style="list-style-type: none"> • Provision of parking on or near to the site OR a public transport node with an average frequency under 30 minutes within 500m OR a dedicated transport service to a major public transport node provided by the contractor • Good lighting AND adequate barriers AND uniform surfaces, i.e. no trip hazards outside the site boundary • All accesses to be clean and mud free • Hoarding or scaffolding, which forms part of, or is external to the site boundary, to be well lit at night AND scaffold netting is in place and well maintained. 		See copy of the parking plan and check transport and dedicated service timetables and view other facilities are on site.	
b	<p>Appropriate and safe access on site is provided. This must include as a minimum:</p> <ul style="list-style-type: none"> • Footpaths marked with ramps and signs • Pathways wide enough for wheelchairs • Accessibility of all areas by visually or hearing impaired visitors • All site hazards advertised at the site entrance. 		View on site and check that the list of hazards is complete.	

REF	Criteria	Y	Evidence or reference required	Validation and justification
c	Site entrances and exits are clearly marked for visitors and delivery drivers to see.		View on site.	
d	Site reception is clearly signposted OR all visitors are escorted to the reception.		Check on arrival for the signs OR see a copy of the induction procedure.	
e	The post box has been placed on the pavement to avoid the postman from entering the site.		View on site.	
f	Where there are minority communities speaking a different language in the area or working on site, notices are printed in the common local language.		Check the area and check that the staff register for a minority culture community. Where this is present on- or off-site, check for signs in the community's language.	
g	All road signs or names can be seen OR when a road sign or name is obstructed a replacement has been erected.		View on site.	
h	Where a site is in an area with severe congestion it has a delivery point remote from the site; deliveries are then made in smaller vehicles and timed to cause the least inconvenience.		View procedures on site.	

Good Neighbour

This section is intended to demonstrate that the constructor operates the site in a manner that is considerate to the surrounding neighbours. The following items demonstrate compliance with this section:

Checklist A1 - Good neighbour requirements

REF	Criteria	Y	Evidence or reference required	Validation and justification
a	Introductory letters have been or will be sent to all neighbours AND there is a commitment to write and thank neighbours at the end of the contract for their patience AND provide a feedback form.		See copies of letters with a list of addresses. A copy of this commitment should be provided or a copy of a standard letter that is always sent at the end of a project. A copy of the feedback form must be provided alongside a procedure to monitor the results and implement changes for future work.	
b	Site hours and noisy work restrictions are appropriate to the area, in particular when the site is located near: <ul style="list-style-type: none"> Houses Schools Hospitals Industrial units Major public transport nodes City centres Shopping facilities. 		Copy of statement of intent, policy, agreement etc. to be provided.	
c	The site boundary (which includes all areas affected by the works) is clearly and safely marked and appropriate to the environment: <ul style="list-style-type: none"> The colour of the hoarding has been considered in terms of the surrounding environment 		Ask the site manager if any thought was given to the hoarding and the location of the site. Is the hoarding clearly and safely marked, clean, neat and well maintained? Ensure that there are no complaints about the site being untidy or that if there were, this was quickly rectified and not repeated.	

REF	Criteria	Y Evidence or reference required	Validation and justification
	<ul style="list-style-type: none"> • Pedestrians have a suitable, safe and protected passage around the site boundary • There are well lit warning signs for the benefit of the pedestrian and road user • The site's surroundings are seen by the public as being tidy and clean. 		
d	There is a complaints book available AND evidence that complaints are being dealt with immediately.	Inspect the complaints book and check responses for timeliness.	
e	Local people are appropriately informed by the use of a notice board: <ul style="list-style-type: none"> • Of the site progress • Of the company contact details (telephone number or website or email address). 	View on site.	
f	Light is shielded from the neighbours.	Copy of the temporary works indicating light shielding, or the site manager must demonstrate how the light shielding works or is not applicable.	
g	Site personnel are discouraged from using local facilities in their site clothes. Examples of how this might be achieved include : <ul style="list-style-type: none"> • A dedicated staff canteen • Staggered breaks for different gangs • Provision of showers or wash rooms • Provision of lockers • A request to leave PPE (Personal Protective Equipment) on site. 	View on site. Check procedures with the site manager.	
h	There is a volume restriction on radio use or there is a radio ban in place.	Check if a restriction or ban is in place and how this is enforced.	

Environmentally Aware

This section is intended to demonstrate that the constructor has considered the impact of the site on the environment and has implemented measures to mitigate this impact. The following items demonstrate compliance with this section:

Checklist A1 - Environmentally aware requirements

REF	Criteria	Y Evidence or reference required	Validation and justification
a	There are restrictions on the effects of light pollution and all lights are directional and non-polluting. If there is a site-specific environmental policy which sets restrictions on lighting, this point can be awarded.	View on site.	
b	Energy saving measures are implemented on site. Examples of this include: <ul style="list-style-type: none"> • Low energy lighting • Switching off equipment when not in use • Installing thermostats • Installing timers • Choosing energy efficient equipment. If there is a site-specific environmental policy which defines energy saving measures, this point can be awarded.	View on site.	
c	An impact minimisation strategy review is in place for the site. The review	View impact minimisation strategy.	

REF	Criteria	Y	Evidence or reference required	Validation and justification
	should consider the impact of the site in environmental terms and how any adverse effects are being minimised, e.g. protection of ecological features, pollution control.			
d	Water saving measures are implemented on site and monitored. If there is a site-specific environmental policy which indicates how water saving measures are managed and monitored on site, this point can be awarded.		View procedures on site.	
e	Alternative energy sources have been considered.		View on site.	
f	Fuel oil spillage equipment is available.		View on site. Ensure the spillage equipment is located where spillages may occur to ensure a rapid response time.	
g	Sumps are provided in cases of heavy water run-off. If there is a site-specific environmental policy which indicates how heavy water run-off will be minimised and dealt with on site, this point can be awarded.		View on site.	
h	Materials and equipment are tidily stacked and protected and covered where necessary AND there is adequate space for new materials to be stored in secured covered areas to avoid damage, theft and to protect from weather.		View on site. Ensure that where the space has been provided, it is being used correctly.	

Safe and considerate working environment

This section is intended to demonstrate that the constructor is operating the site in a clean and safe manner in order to ensure the wellbeing of its workers and to minimise the risk to their health and safety. The following items demonstrate compliance with this section:

Checklist A1 - Safe and considerate working environment requirements

REF	Criteria	Y	Evidence or reference required	Validation and justification
a	Adequate facilities are provided on site for workers and visitors. These must include as a minimum: <ul style="list-style-type: none"> Separate male, female and disabled toilets Working usable showers AND suitable changing areas Lockers in the drying room Dedicated smoking area Suitable and safe accommodation (where provided). 		View on site.	
b	Site facilities are well maintained and clean. This must cover as a minimum: <ul style="list-style-type: none"> Areas around the canteen, offices and skips Site welfare facilities (including toilets and changing areas) Dedicated smoking area. 		View on site.	
c	Private or visually-impacting areas are screened. These must include as a minimum:		View on site.	

REF	Criteria	Evidence or reference required	Validation and justification
	<ul style="list-style-type: none"> • Areas around the canteen, offices and skips, where necessary • Toilets • Dedicated smoking area. 		
d	Clean Personal Protective Equipment (PPE) is available for use by visitors.	Check company policy and procedure and if it is being implemented on site.	
e	<p>Health and Safety procedures are in place for the following issues:</p> <ul style="list-style-type: none"> • Appropriate training of all staff including non-native operatives to understand health and safety (H&S) best practices and information displayed on site • Operatives' exposure to the sun • Operatives' identification; all operatives to be provided with a photo identification clip card • Reporting of all incidents (minor and serious) and near misses • Ensuring that an appropriate number of first aiders and first aid equipment are available for the site. 	<p>Check company policy and procedures and how these are enforced.</p> <p>Check first aid book, in particular for minor accidents. Check the first aiders list and their qualifications (qualifications must have been obtained within the last three years). Check that each first aider has a box with basic equipment and that they have access to more equipment if necessary, and that they know where to find it.</p>	
f	<p>There is posted material indicating the nearest police station and hospital (with Accident & Emergency facilities) in the following areas as a minimum:</p> <ul style="list-style-type: none"> • Site reception • Site canteen • Main site office. 	<p>Spot check managers, operatives, reception staff to check they know this information or at least where they would find it.</p> <p>Check induction talk.</p>	
g	An inspection has been carried out by a Health and Safety inspector or equivalent.	View on site.	
h	Emergency escape routes are well identified and there is a clear emergency evacuation procedure AND drills are carried out regularly.	View on site. Written proof of the fire drill procedure.	

Appendix 2: Construction Site Impacts Checklist A2

A sustainably managed worksite limits the consumption of resources, disturbances and pollution in respect to the following practices;

- The monitoring and management of forms of energy consumption (and therefore their CO₂ emissions equivalent) inherent in the worksite’s activities,
- The monitoring and management of forms of energy consumption (and therefore their CO₂ emissions equivalent) inherent in on-site transport,
- The monitoring and management of water consumption inherent in the worksite’s activities,
- The establishment of practices limiting air pollution,
- The establishment of practices limiting soil and water pollution,
- The promotion of a general contractor with a materials purchasing policy that is environmentally friendly (local materials that are recyclable, etc.),
- The promotion of a general contractor with a general management system for the environment (such as ISO 14001, or equivalent etc.),
- 100 % of the wood used at the worksite shall come from sustainably managed forests, shall be from common species and be certified with FSC certification or PEFC certification.

Each theme is taken up within this worksite charter and shall form the subject of arbitration by the Client.

Checklist A2 developing all of these requirements is appended below and shall be reread and validated before signature of the Worksite Charter.

Checklist A2 of actions to minimise air and water pollution during construction works

Section	Action	Completed (Y/N)
Noise and vibration	Intent: To minimise the impact of noise and vibration in the local community.	
A	Plan the noisiest activities for times that will result in the least disturbance to the local community.	
B	Use noise control devices, e.g. temporary noise.	
C	Use barriers or deflectors for impact and blasting activities.	
D	Avoid or minimise transport through community areas.	
Air quality	Intent: To prevent dust and other air pollution on site and in the local community.	
A	Minimise dust from materials by using covers, storage, control equipment, and increasing moisture content.	
B	Minimise dust from vehicle movements, using water sprays if appropriate.	
C	Avoid burning of materials on site.	
Water run-off management	Intent: To prevent water pollution from on site activities.	
A	Prepare a drainage plan and mark manholes or water entry points to highlight risk areas. Note: this plan may change as the works progress.	
B	Where possible or appropriate, schedule works to avoid heavy rainfall periods (i.e. during the dry season) and modify activities during extreme rainfall and high winds.	
C	Contour and minimise length and steepness of slopes.	
D	Mulch to stabilise exposed areas or line steep channels or slopes, e.g. using jute matting.	
E	Revegetate areas promptly.	
F	Reduce or prevent off-site sediment transport through the use of settlement ponds, silt fences, or water treatment.	

Section	Action	Completed (Y/N)
G	Segregate or divert clean water run-off to prevent it mixing with water with a high solids content (therefore minimising the amount of water requiring treatment).	
H	Provide adequate drainage systems to minimise and control infiltration.	
I	Carry out any activities that could cause pollution in designated, banded areas away from rivers, boreholes or other water courses.	
Hazardous materials	Intent: To prevent hazardous materials polluting local water courses.	
A	Provide adequate secondary containment for fuel storage tanks and for the temporary storage of other fluids such as lubricating oils and hydraulic fluids.	
B	Train workers on the correct transfer and handling of fuels and chemicals, and the response to spills.	
C	Use impervious surfaces for refuelling areas and other fluid transfer areas.	
D	Provide portable spill containment and clean-up equipment on site and train staff to use it.	
E	Provide adequate sanitation facilities serving all workers.	







Appendix 3: Construction Site Waste Management example templates

Construction Site Waste Management must encourage the reduction, sorting and recycling of worksite waste. The recommendations developed in Chapter 3 of this Charter (management of demolition and construction waste) shall be implemented by the contractor.

Characterisation and quantification of the waste







The waste shall be clearly identified in order to optimise sorting and subsequent processing (recycling, storage, etc.). The Table below enables the waste to be characterised clearly and quantified. It will have to be duly filled in by the various tradesmen present for the operation.

Example:

Batch:		Characterisation and quantification of the waste					
Partitioning distribution							
© Greenaffair							
Work item:		Inert	Recyclable ordinary industrial waste	Unrecyclable ordinary industrial waste	Metals	Hazardous waste	Plaster
Dry partitioning							
Appro.	Quality		Pallet	Plastic packaging			
	Quantity: m ³ /t		Y m ³ /xt	X m ³			
Assembly	Quality			Mineral wool	Rails		Clean plate
	Quantity m ³ /t						







The grid of the table above enables the waste-related information to be filled in for all the batches.

To be filled in by the contractor:

Batch:		Characterisation and quantification of the waste					
© Green affair							
		Inert	Recyclable ordinary industrial waste	Unrecyclable ordinary industrial waste	Metals	Hazardous waste	Plaster
Appro.	Quality						
	Quantity m ³ /t						
Assembly	Quality						
	Quantity m ³ /t						
Appro.	Quality						
	Quantity m ³ /t						
Assembly	Quality						
	Quantity m ³ /t						

Appro.	Quality						
	Quantity m ³ /t						
Assembly	Quality						
	Quantity m ³ /t						
Appro.	Quality						
	Quantity m ³ /t						
Assembly	Quality						
	Quantity m ³ /t						
Appro.	Quality						
	Quantity m ³ /t						
Assembly	Quality						
	Quantity m ³ /t						

Traceability

Type of waste © Greenaffair	Contact details of the treatment centre	Particularities
Inert waste 	Name of the treatment centre	Distance from the site: Recovery rate not forwarded
Ordinary industrial waste  WOOD MIXED WASTE  METALS		
Packaging waste  PACKAGING PALLETS  PAPER & CARDBOARD		
Special industrial waste  SPECIAL WASTE		

Inert waste and ordinary industrial waste monitoring sheet

Example of a worksite sheet to be filled in for each skip or container

CONSTRUCTION WORKSITE WASTE MONITORING SHEET

Ordinary waste and inert waste

Sheet No.

1. CLIENT (to be filled in by the contractor):

Contractor's company name: Address: Tel: Fax: Manager:	Name of the worksite: Place: Tel: Fax: Manager:
--	---

2. CONTRACTOR (to be filled in by the contractor):

Contractor's company name: Address: Tel.: Fax: Manager:	Date: Stamp and signature:
---	-------------------------------

Destination of the waste	<input type="checkbox"/> Sorting centre <input type="checkbox"/> Class 2 storage centre	<input type="checkbox"/> Wood fuelled boiler unit <input type="checkbox"/> Class 3 storage centre	<input type="checkbox"/> Materials recycling <input type="checkbox"/> Incineration (Household Waste Incineration Plant)		
Other					
Waste designation	Type of container	No.	U	Capacity	Filling rate
					1/2 <input type="checkbox"/> 3/4 <input type="checkbox"/> full <input type="checkbox"/>

3. COLLECTOR - TRANSPORTER (to be filled in by the collector - transporter):

Name of the collector - transporter	Name of the driver	Date:
	Stamp and signature:

4. DISPOSAL FIRM (to be filled in by the recipient – disposal firm):

Name of the disposal firm:	Destination address (treatment site)	Date:				
		Stamp and signature:				
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%; padding: 5px;">U</td> <td style="padding: 5px;">Quantity received</td> </tr> <tr> <td style="height: 20px;"></td> <td></td> </tr> </table>	U	Quantity received			
U	Quantity received					

Quality of the waste:	r	Good	r	Average	r	Bad
	r	Refusal of the à skip	à	Reason		

Sheet featuring 4 copies: *Fill in one sheet per container*

- Copy No. 1 to be kept by the contractor
- Copy No. 2 to be kept by the collector - transporter
- Copy No. 3 to be kept by the disposal firm
- Copy No. 4 to be returned duly filled in to the contractor

Appendix 4: Example of an event sheet

[name of the operation]

One-off crange operation on the date of

In order to lift all the air conditioning units on the roof, the contractor ... shall use a mobile crane for 1 to 2 days (the illustration below shows the type of crane that will be used).



Delivery:

Delivery of this mobile lifting apparatus shall be carried out via the Route du Petit Le Roy and shall not disrupt local traffic.

Use:

The crane's fields of activity shall be the same as the worksite's.

The noise emitted by the crane's engine shall comply with the regulations in force (Noise Law of 1992).

Safety:

The type of crane used and the conditions for its use have been validated by the competent authorities, in accordance with the regulations (*Order No. 2005-20005 of the Paris Police Prefecture – regulation for the use of machinery on worksites*).

The person using this lifting apparatus has received the training required, as set out in the standards in force.

Validated by:

- Local body (roads, etc.)
- Client
- Execution Project Manager
- Other: _____

on: _____