Global H&S Standard & Guidance - Street Works

Author	Sameh Eisa
Owner	Sameh Eisa
Approver	Paulo Conceicao
Organization	People Safety and Security
Document type	Internal
Document version	Version 4.0
Document ID	44ISPA3ISPS4-1013285096-40306
Document location	People Safety and Security SharePoint

Contents

1 Principles

When conducting works on public streets Nokia activities can expose employees' contractors and members of the public to risk.

This global standard defines a minimum set of requirements that must be followed when conducting street works to ensure that the following principles are met:

- **All street works will have appropriate signage, lighting, and protective measures in place to safeguard the working team, users of the road (carriageway and /or footway).**
- **The site of the works must be made safe to work in and for the public to pass by or through safely (including vulnerable pedestrians or vehicles).**
- **Street works must cause minimum disruption to road and street users.**
- **Street works must be undertaken in collaboration with the designated authorities and where specific requirements are mandated those requirements must be followed.**
- **Street works must be planned in advance, except where emergency interventions are required (response to failures and faults).**
- **Only appropriately trained persons are permitted to assess the risks associated with street works.**
- **Only appropriately trained persons are permitted to design, implement, and maintain control measures associated with the management of traffic controls and street works.**

Using This Document

This Standard details Nokia expectations in relation to the assessment, design, implementation, maintenance, and removal of street works. The expectations detailed here apply to all Nokia business groups and all contractors and service providers conducting work on its behalf and are in addition to local legal requirements:

Section 3 contains the minimum requirements that Nokia expects. If these cannot be achieved a documented exception needs to be agreed with PS&S team setting out the reason why an exception is required and the duration of the exception.

Section 4 explains who is responsible for ensuring that the requirements are implemented.

2 Key Definitions and Scope.

Street works.

Street works is the term used to refer to work to install, maintain, upgrade and repair infrastructure in carriageway, verges & footways.

Signing (Signage).

Visual indicators or information to assist carriageway users or pedestrians navigate their way through street works.

Carriageway.

That part of a road intended for vehicles rather than pedestrians.

Footway (Footpath).

That area of the roadway adjacent to the carriageway designated for use by pedestrians.

Verge.

The area immediately adjacent to and defining the limit of the carriageway.

Safety Zone.

The additional space around the working area to ensure the safety of the workers, the carriageway users, and pedestrians.

Sideways Clearance.

The part of the safety zone between the work site and the moving traffic.

Taper.

A taper can be a lead-in taper or an exit taper and refer to the line of cones or other markings that taper away from or in towards a kerb. Lead-in tapers are used upstream of the working area and exit used downstream of the working area.

Scope and Application.

The scope of this standard includes external works where it is necessary to work, excavate, install, maintain, or decommission equipment on areas normally reserved for pedestrians or vehicular traffic.

This standard covers the assessment, design, setting up, maintaining, removing of signing, lighting, guarding and temporary traffic control associated with Street Works. The telecommunication works conducted on the site are subject to a (site specific) separate risk assessment and the implementation of appropriate controls (Example: in a situation where it is necessary to install new underground cables and equipment into a street cabinet the Street Works risk assessment will cover the design and setting up of the arrangements to segregate and redirect vehicular and pedestrian traffic and protect the workers.

The telecommunication work risk assessment will address the risks associated with the actual telecommunications work to be undertaken including, the risks associated with excavation, trenching, laying of pipes or trunks, risks associated with services or electric cables, safe access, egress, electrical safety, and any other safety risk associated with the work.

This standard also covers designing, setting out, controlling, and removing temporary traffic management arrangements necessary to undertake works on or adjacent to footways, verges, and carriageways.

Motorways are excluded from the scope of this standard due to the very high risk associated with motor vehicles including large trucks travelling at high speed. (Specialist companies are required to provide traffic management for such works).

Railways and tram lines work are not covered by this standard.

The requirements listed in the Nokia Global Street Works Safety Standard apply to all Nokia operations and apply equally to all contractors, suppliers and partners working on behalf of Nokia. They are non-negotiable.

Road users including pedestrians, cyclists and drivers of animal drawn vehicles should not be put at risk and should be able to see the extent and nature of any obstruction well before they reach it.

The needs of disabled people, other vulnerable groups such as elderly people, children and those with push chairs need to be addressed when they encounter street works.

Street works should cause minimum disruption to road and street users (road, footpaths, verges)

3 Requirements and point by point guidance

The requirements listed in this Standard apply to all Nokia operations and apply equally to all contractors, suppliers and partners working on behalf of Nokia. They are non-negotiable.

The point-by-point guidance document has been prepared to provide explanations and guidance to those individuals and organizations implementing and localizing the requirements of the Nokia Street Works Safety Standard.

An outline template is also attached as an appendix which users may use if they wish to develop their own country specific standard operation procedure.

Requirements		Guidance
3.1. General Awareness		
	3.1.1. Everyone working for and on behalf of Nokia, whose role involves working on street works must receive specific training which must at a minimum cover:	All individuals working for Nokia (employees and subcontractors) meeting this description must be identified and must receive Street Works Safety Awareness training.
	3.1.2. Risks associated with street works and how to remain safe during street works. 3.1.3. Risks arising from vehicular traffic and rules and methods that are defined including traffic management. 3.1.4. The risks posed to members of the public by the works to be carried out. 3.1.5. The requirements, controls and expected behaviours detailed in this standard. 3.1.6. The training must address the heightened risk exposure due to moving traffic during the implementation and removal of signing, lighting, barriers and plant and equipment. 3.1.7. The “Right to Refuse” to work on street works if they believe such works are dangerous to themselves or members of the public and the process to be followed for reporting unsafe conditions and accidents resulting from street works.	The minimum requirements of the Street Works General Awareness training are defined in this section of the Street Works Safety Standard. These requirements must be integrated into the scope of the localized training. In a situation where works are required to be undertaken on a footpath/sidewalk or verge where pedestrians may be encountered, the pedestrians should not be directed (via a protected route typically formed by barriers) out onto a carriageway unless necessary. Alternative routing should be included when necessary, next steps, escalation, permitting, etc. The concept of “Right to Refuse” must be addressed during the training such that all affected workers understand that they are empowered to refuse to undertake work that might put themselves or others in danger and without fear of retribution. Extract from our Life Saving Rules training. “We must respect each other’s right to refuse to do something they believe is dangerous. “This may take courage, but you can remind others of the Life Saving Rules and why it is vital that we always follow them – no matter what!”.

Requirements		Guidance
		Accident and Incident requirements must be included in the scope of the training and must reference any statutory reporting requirements, end customer requirements and Nokia reporting requirements.
3.2. Competence and Supplier Qualification		
	3.2.1. All street works must be conducted by competent personnel working for competent companies. Only suppliers competent in the assessment, design, Implementation, maintaining, removing of signing, lighting and temporary traffic control associated with Street Works may do so. Records of certifications or evidence of qualifications must be held and made available on request by subcontractors.	This requirement emphasises the requirement that Nokia Only uses (1). competent people (persons with appropriate knowledge, skills, and experience) and (2). competent companies when preparing for street works, setting up street works, working in the street (carriageways, verges, footways), and when removing traffic control devices, tools, and equipment, or completing street works. Workers must have knowledge of the hazards and the precautions which need to be taken, by themselves, by the workers who will be undertaking the telecommunications work and the persons impacted by the works including vehicle drivers and pedestrians. Workers must have knowledge of relevant local safety regulations; and hold the necessary locally required certifications or qualifications where they exist. The certifications/qualifications must be available for inspection if requested.
	3.2.2. Where local authority, country specific or otherwise statutory requirements are defined for the protection of street works they must be complied with.	Many national, county, or local authorities publish specific requirements related to street works and road works in their administrative areas. Adherence to such requirements in place is non-negotiable. Where Standard Operating Procedures are defined, the local or national requirements should be identified and reviewed. **Appendix 1** of this guidance document sets out a sample list of local or national requirements where the detailed requirements of the various countries are available.
	3.2.3. Setting up Street Work on high-speed motorways is out of the scope of this Standard and can only be undertaken by individuals trained to work in such high-risk environments.	High speed motorways present elevated risks due to speed, type of vehicles including cars, vans, trucks, and articulated vehicles, and traffic density. Situations where work needs to be undertaken along such routes can only be done using trained workers, and in consultation with the authority or company managing the motorway. All works

Requirements		Guidance
		to be done in compliance with the requirements defined by the authority or management company.
3.3. Medical Fitness to Work		
	3.3.1. Workers who asses, design, implement, maintain, or remove signing, lighting, guarding and temporary traffic control associated with street works must be medically and physically fit to work and be assessed according to local legislation where required. The medical assessment should consider medical conditions that might impact an individual's ability to work in a street works environment adjacent to moving traffic (i.e., Visual test).	Street work can be strenuous with long periods working outside in inclement weather. A medical examination can ensure that the individual is capable of the work and that there are no medical or physical impediments to undertaking such work. Illnesses or other medical conditions can prevent an individual safely undertaking work in an environment where there is moving traffic.
3.4. Street Works Planning non-negotiable requirements		
	3.4.1. Street works must be conducted in a way that aims to cause a minimum inconvenience to road users including carriageway users, verge users, and footpath users. A structured process that includes surveys, risk assessment and appropriate design and implementation of arrangements must be followed	The impact of the intended street works on all roadway users, carriageway, verges, footpaths, must be assessed and arrangements made to accommodate these users whilst the works are ongoing. Signage must be provided to forewarn users of the works. Diversions or protected routes must be established using properly designed and set out plant (Barriers, cones, ground plates, signs). The Nokia Street Works Safety standard emphasises that a structured sequence of events must be followed to ensure that the local conditions in the area of intended works are understood (survey), that the risks associated with the works to be undertaken and the impacts of the protective arrangements (risk assessment) are properly assessed and that suitable arrangements are designed and implemented to facilitate the street works.

Requirements		Guidance
	3.4.2. Where no carriageway work is involved (no vehicular traffic) any work that infringes on the free movement of pedestrians must also be subject to a structured planning process to minimize inconvenience and protect the pedestrians and other vulnerable footway users.	A structured planning process must also be followed that assesses and responds to the potential impact on pedestrians and other vulnerable footway users. The process should consist of an initial site survey to determine the risks and define the remedial methods and plant needed to protect pedestrians and other vulnerable footway users. Before works commencement, a dynamic risk assessment should be conducted to integrate any changes to the risk profile of the location. Factors that need to be considered include parking of vehicles, visual obstructions, storage of materials, plant, and equipment on site.
	3.4.3. Where a local authority has a duty to coordinate street works, consultation with that authority including application for licenses, permits or approvals must take place and requirements as defined by that authority complied with.	National, regional, or local authorities may stipulate requirements that must be met (3.2.2) with respect to setting out street works protection. In addition, the authorities may also require that those wishing to undertake street works collaborate, coordinate, and inform the authority relating to those works. A requirement to apply for a formal permit may be in place. In dense traffic situations, stringent requirements may be attached to such permits and punitive measures taken if permit terms and conditions are disregarded.
	3.4.4. The planning process should always involve a pre-work site survey and a risk assessment. The worksite layout, the nature of the works and the anticipated duration of the works will influence the signing, barriers, guarding and lighting that may be required.	The Nokia street works safety standard establishes the non-negotiable requirement that in advance of any street works that a site survey be undertaken. A risk assessment that takes into consideration the physical layout of the anticipated works and protection of those works, pedestrians and vehicular traffic taking care of vulnerable persons, and the anticipated duration of the works is required. Protective arrangements that match the risks identified in the site survey and risk assessment need to be implemented as it is not acceptable to simply use protective equipment (barriers, signage, cones etc) that happens to be available. **Appendix 3** describes a basic site survey and risk assessment questionnaire.
	3.4.5. The emergency response arrangements for street works shall be defined and documented	Emergency response arrangements must be considered, planned, and documented when necessary.

Requirements	Guidance
3.5. **Street Works Risk assessment non-negotiables**	
3.5.1. Before street works begin the documented risk assessment completed as part of the site survey should be reviewed for accuracy, and fully understood and that any changes in the planned work, traffic conditions or risk factors are considered	When undertaking street works, there are two main areas of risk to be considered. One relates to the work itself and the second relates to the incremental risk associated with the location of the works in a potentially hazardous location. A site risk assessment, undertaken by a competent person, should consider the nature of the work to be done and provide clear guidance on the traffic management controls including signing, lighting, and guarding necessary to protect the workers and the public. The site risk assessment should be documented. **Appendix 3** describes a basic site survey document.
Location related factors that must be considered as a minimum are described below	
3.5.1.1. The location of the worksite's sites and the proximity and complexity of nearby junctions / interchanges	Consideration must be given to the complexity of nearby junctions and their impact on the traffic flow adjacent to the street works including direction, speed, and volume. Traffic flow can be vehicular, pedestrian, animals, or non-powered vehicles. The potential for visual obstructions must be considered and mitigated (Example casual parking of work vehicles in or around the worksite).
3.5.1.2. The width of carriageways and footpaths and their ability to accommodate normal signage, barriers and guarding,	Street works typically involve work on building facades, footpaths, pedestrian thoroughfares, or verges. When establishing street works in such situations it is preferable to set up safe routes for pedestrian within the available space. and not to direct pedestrians out on to a carriageway. In cases where space is limited, establishing a pedestrian route along a carriageway may be required.

Requirements		Guidance
	3.5.1.3. The level of visibility for users of the road or footway which is affected by factors such as bends in the road, crests of hills trees, bushes, road signs, local structures, or parked vehicles.	The site-specific risk assessment is mandated so that local road layout, building layout and topographical factors that may impact on design of the street works are considered. A critical factor when designing street works protection is to make it clear to approaching traffic well in advance what is happening and what they need to do. In a topographically complex area or where there are obstructions, careful consideration will be required to the advance siting of warning notices. Assistance for the local authority or specialist traffic management companies may be required.
	3.5.1.4. The proximity of railway crossings, bus routes and stops, tramways.	These factors may influence the volume of traffic (vehicular and pedestrian) and frequency distribution of vehicular and pedestrian traffic. For example: large numbers of people might depart from a public service vehicle.
	3.5.1.5. Overhead cables, lines, and other infrastructure	The risk assessment should identify the risks associated with both visible and hidden infrastructure including other utility services, overhead cables, including telecommunications, signalling, and power (low voltage AC and high voltage lines, electrified rail lines such as suburban rail, trams, and trolley cars). This area of risk assessment is particularly pertinent in cases where excavation, crane lifts or heavy equipment will be utilized.
	3.5.1.6. Adjacent road or street works or associated traffic management measures.	The risk assessment should assess the risks from adjacent works or traffic management already in place. In situations where separate street works may impact each other collaboration between those who control the works will be necessary to ensure that safety is not compromised. Collaboration can help ensure that the statutory street works requirements are maintained and that the road users and pedestrians are not adversely impacted, inconvenienced, or put at increased risk.
	3.5.1.7. Adjacent traffic controls such as signals, detectors, signs.	The potential for physical or visual impacts or obstruction of the existing traffic control arrangements needs to be assessed and the risk eliminated or mitigated by good design and implementation. Traffic flow impacts should be considered.
	3.5.1.8. Rules or procedures specified by the local authority or road/carriageway owner.	Self-explanatory.

Requirements		Guidance
	3.5.2. Traffic and other related factors that must be considered as a minimum are described below	
	3.5.2.1. Types of traffic (vehicular and pedestrian): Heavy goods vehicles, light rail, heavy rail, public transport buses including those using bus lanes, light goods vehicles, cars, motorcycles, bicycles, pedestrians, children, prams and buggies, disabled persons including ambulant or wheelchair users	Self-explanatory.
	3.5.2.2. Volume of traffic. This will be a significant factor in the setting up and dismantling of resultant traffic control devices.	Flow rates and pattern need to be considered. Are there particular times where traffic volumes are very high? These should be avoided if possible.
	3.5.2.3. Speed Limits. The velocity of passing vehicular traffic and the expected level of compliance with the posted speed limits.	Higher average speeds results in shorter reaction time for drivers and thus higher risks.
	3.5.2.4. Factors impacting traffic Conditions: Commercial activities requiring deliveries and pick up, schools, business premises, car parks, retail shops, signs (risk to blockage of signage), worksite access goods delivery, parking of work vehicles, awkward or complex junctions	In addition to the site physical aspects impacts from local commercial activity should be considered.

Requirements		Guidance
	3.5.2.5. Lighting levels: The expected level of natural and artificial illumination and the effect on the street works, vehicular and pedestrian and traffic management arrangements during hours of darkness	- Illumination of the worksite and the immediate area should be considered and should address glare to driver and pedestrians
	3.5.2.6. Other works: Adjacent or nearby street works that might impact the works under consideration.	See 3.5.1.6.
3.6. Traffic Management Arrangements non-negotiables		
3.6.1. Personal Protective Equipment		
	3.6.1.1. High Visibility Clothing must meet local regulatory requirements as defined by local authorities	The regulatory requirements must be established and met as a minimum. Nokia may establish a higher standard if deemed appropriate by the local Nokia organization. The Nokia requirement must be recorded and communicated to those undertaking street works both Nokia and suppliers.
	3.6.1.2. High Visibility clothing must be worn when operating outside the working site when setting out signs, maintaining signs, lighting, guarding, or performing traffic control. In most cases, it should be worn at all times when within the working space.	Personal protective equipment ensuring heightened visibility is a key risk mitigating factor. Wearing of high visibility clothing that meets the local authority or regulatory requirement is mandatory during setting out and tearing down or whilst performing traffic control duties. The requirement applies equally to casual workers or visitors.

Requirements		Guidance
	3.6.1.3. High visibility clothing must be correctly fastened and in a clean and usable condition.	High visibility personal protective clothing that is worn or damage is of little value. Site supervisors must monitor both the condition of and correct wearing of high visibility clothing.
3.6.2. Plant and Equipment		
	3.6.2.1. Signs and cones must be visible, reflective, and easily recognized and where local regulations exist comply with those requirements of size, colour, font size and graphical requirements	Self-explanatory.
	3.6.2.2. Pedestrian barriers must comply with mandatory requirements if such requirements exist. If they do not exceed 1 m in height, the barriers should be joined to form a continuous barrier to the working space. Barriers may need to be mechanically joined to prevent removal or displacement. Ballast or cross bracing may be needed if winds present a risk to overturning the barriers	The specification for barriers must be established in compliance with local regulatory requirements or if no requirements exist a specification developed and communicated to all those involved in street works including Nokia persons and suppliers.
	3.6.2.3. If Footway ramps are used, they must be of sufficient width to accommodate wheelchairs, pushchairs, or mobility scooters.	Self-explanatory.

Requirements	Guidance
3.6.2.4. Footway boards used to bridge excavations must be suitable to carry the anticipated traffic, chamfered to reduce tripping hazard and extend the full width of the walkway.	Footway boards used to bridge excavations or temporarily cover excavations must of suitable dimensions to completely bridge the void or excavation. They must be wide enough to permit persons to traverse them safely. A chamfered edge reduces tripping hazards and facilitates ease of use by persons with buggies or mobility scooters. The footplate must be suitable to bear the weights anticipated. Patterned footplates can reduce a slipping hazard particularly if wet.
3.6.2.5. Road plates used to cover excavations in the carriageway must be specified by a competent person and suitable for the anticipated load envisaged, fixed to prevent movement, and have a non-slip surface to protect cyclists and motorcyclists. Temporary reinstatement should be considered as an alternative to road plates.	The road plates must be suitable for the anticipated vehicular traffic as well as vehicles engaged in construction work activities.
3.6.2.6. Vehicles used on the work site must have distinctive markings i.e., reflective chevrons or have amber warning beacons to increase their visibility.	Self-explanatory.
3.6.3. Setting Out Carriageway and Footway Works.	

Requirements		Guidance
	3.6.3.1. All works must be set out as defined in the plan, controls defined in the risk assessment and factors identified in the survey. If the required equipment is not available, the planning process must be repeated.	The structured approach to establishing street works requires a site survey and risk assessment which helps define what arrangements are needed on the site. Prior to works commencement a dynamic risk assessment addresses any changes since the survey, and the initial risk assessment.
	3.6.3.2. Road users should be provided with information on who is undertaking the street works, the reason for the works, the likely duration of the works and contact details for the person/entity responsible for the works. This is typically achieved by a sign (Information board) alongside the works.	Job site reader boards must be obtained by the customer or local municipal authority, with its contents verified and accurate with regular updates as necessary to the scope, timeline, and contact info therein. Exception may apply if duration is less than 24 h.
	3.6.3.3. Vehicles must not be parked such that they create obstructions or impede traffic around the works.	Self-explanatory.
	3.6.3.4. **The minimum basic layout expected consists of the following:**	
	3.6.3.4.1. Advance signage warning drivers that they are approaching street works followed by warnings of any lane restrictions	This refers to a situation in which a normal vehicular traffic lane is impacted. Please see explanatory sketch in **Appendix 2**.

Requirements		Guidance
	3.6.3.4.2. A lead- in taper consisting of safety cones and supplementary signs which create a gradual lead into the obstructed lane and a safety zone in advance of the works area.	This refers to a situation in which a normal vehicular traffic lane is impacted. Please see explanatory sketch in **Appendix 2**.
	3.6.3.4.3. A safety zone is created by an exit taper consisting of cones which gradually taper the carriageway back to full width	This refers to a situation in which a normal vehicular traffic lane is impacted. Please see explanatory sketch in **Appendix 2**.
	3.6.3.4.4. An end of works sign informs the drivers that they have completely passed the street works. In a dual carriageway, signs, will be needed on the opposing direction to similarly inform drivers in advance of the presence the works and of any carriageway constriction and again when the work site has been passed.	This refers to a situation in which a normal vehicular traffic lane is impacted. Please see explanatory sketch in **Appendix 2**.
	3.6.3.5. **The relative placement of signs, cones and other safety equipment can depend on the average speed, surrounding topography and complexity of the road.**	The relative spacing may be defined by the local authority. Alternatively, a competent trained person may define the spacing and positioning of sign and equipment.
	3.6.3.6. **Setting out should occur following this defined sequence by individuals wearing high visibility clothing**	
	3.6.3.6.1. The worker faces oncoming traffic whilst setting out	Do not set out with your back to the traffic.

Requirements		Guidance
	3.6.3.6.2. Advance warning boards are set out first and the remaining signs, set out by working backwards from the advance notice boards.	Self-explanatory.
	3.6.3.6.3. The work area is then coned off to establish safety zones.	Self-explanatory.
	3.6.3.6.4. A reverse sequence should be followed at the end of the works.	Face the oncoming traffic.
	3.6.3.6.5. Works on footways. The objective is to protect pedestrians and vulnerable passers-by such as children, pushchairs, elderly persons, wheelchairs, visually impaired etc.) from both the street works being undertaken and the passing traffic.	A continuous route established with barriers that protect persons on the footway and not on the carriageway is preferred. A pedestrian route on the carriageway can be considered if necessary. In exceptional circumstances, it may be necessary to close the footway without providing an alternative footway. Barriers should be erected in such a manner that they are stable and cannot be easily disturbed or knocked over.
	3.6.3.6.6. Unattended Work. If it is necessary to leave a work site unattended, precautions must be taken to reduce risk. Remove, immobilize, or secure all plant and machinery. Cover or back fill any open excavations.	Consideration should be given to temporary backfilling rather than cover excavations and trenches based on the principle that it is preferable to eliminate risk rather than mitigate it.

Requirements		Guidance
	3.6.3.6.7. Complex Junctions. In situations involving nearby complex traffic junctions or where the surroundings of the anticipated location of the site works present complex traffic management challenges, specialist suppliers may be required and should be engaged in conjunction with the local authorities.	Always work within your competence and skill level. All Nokia people and suppliers are fully empowered to refuse unsafe work. Always seek guidance when necessary, in order to complete the work safely.

4 Implementation Expectations

Every business group leader must ensure, within their area of responsibility, that the requirements of this standard are implemented.
CPO PE PS&S must ensure that for every location that Nokia operates works that involve Street Works, the minimum requirements defined in section 3 are defined for local implementation, captured in local documentation, consulted with local stakeholders, and communicated to all relevant parties and must be:

- Specific to a country.
- Defined across a region where there is regional alignment or Nokia requirements exceed local requirements in all listed areas.
- Tailored based on customer requirements or expectations.
- Considerate of local legal requirements and restrictions.

Nokia People & Places must ensure that:

- Where street works are to be undertaken on owned properties or on a campus that the requirements of this standard are met.
- Where companies or individuals are contracted to undertake street works for Nokia Procurement must ensure that the:
    - Requirements in section 3 are clearly communicated, understood and that the supplier can meet these expectations when they are awarded work.
    - Suppliers are made aware of Nokia´s reporting requirements related to accidents.

Contractors/Third Parties are responsible for ensuring that minimum requirements defined in section 3 are locally adopted, clearly communicated to their employees, understood, and implemented within their area of work.

5 Recommendations

The requirements listed in section 3 apply to all Nokia operations, but the geographical spread of the business means that the extent of implementation varies. The recommendations contained in this section aim to provide guidance on how to achieve the requirements. Deviations from these requirements must be documented

Street work is a risk that Nokia field employees, suppliers, contractors, and partners working for or on behalf of Nokia may be exposed to. Where they are exposed to this risk, the consequences of an incident can be severe including death and may also entail risk to the public.

The requirements of this standard apply to all these groups, when approaching implementation, a risk-based approach must be conducted.

In order to determine the extent to which the requirements of this standard apply each business group should conduct an assessment of the street work risk posed to their operation.

Appendix 1 – Sample list of Street works and Road Works requirements.

Many national, county, or local authorities publish specific requirements related to street works and road works in their administrative areas which must be followed.

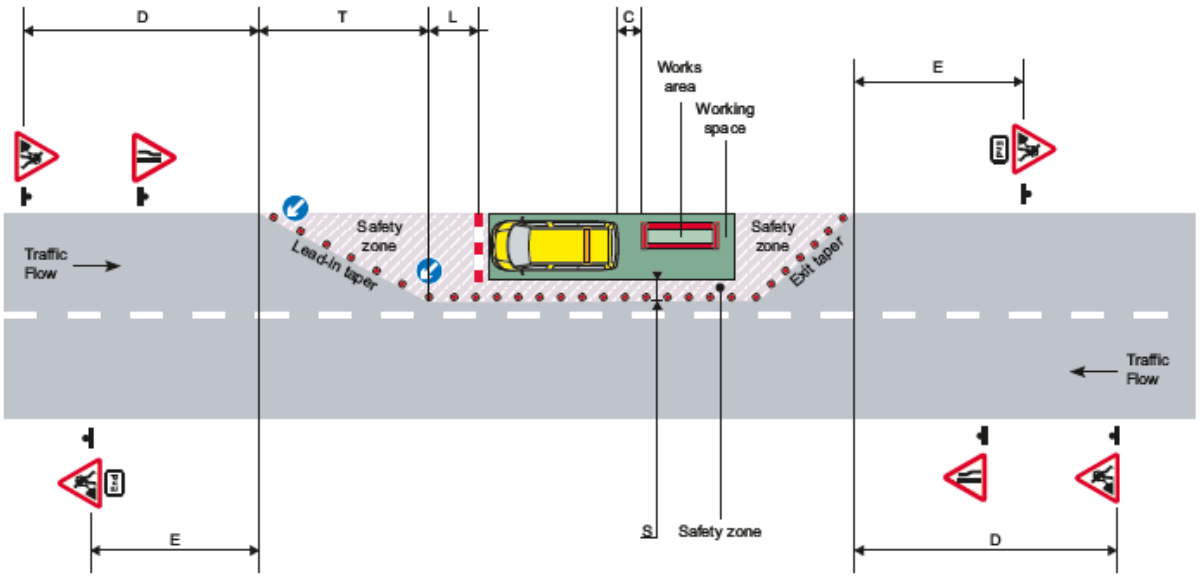
The list below is sample list of requirements in various countries. This non-exhaustive list indicates the variety and variation of specific street work/ road works requirements. The requirements can be highly specific and technical, and many authorities apply fines and other sanctions if they are not followed.

National or local regulations, as well as training and certification requirements exist, they must be followed except where the Nokia requirements are more stringent. In these cases, the more stringent requirement takes precedence.

United Kingdom	http://tsrgd.co.uk/pdf/sw/sw2013.pdf	There may be variation from local authority to local authority and within the countries of the United Kingdom (England, Scotland, Wales, Northern Ireland).
Ireland	https://www.hsa.ie/eng/publications_and_forms/publications/construction/working_on_roads_guidelines.html	Health and Safety Authority Guidelines.

Appendix 2 Explanatory Layout sketch.

Basic layout with a works vehicle



Appendix 3 –Localization - Sample Standard Operating Procedure

The Nokia Global Street Works Safety Standard describes the minimum non-negotiable requirements associated with the assessment, design, setting up, maintaining, removing of signing, lighting, guarding and temporary traffic control associated with street works to ensure that such work is undertaken in a safe manner and in compliance regulatory requirements. The Nokia Global Street Works Safety Standard defines the requirements or the “whats”. The localization of the standard describes “how” these requirements are implemented in country or market and by “whom” and “when” or “how often”.

The sample Standard Operating Procedure (SOP) is attached below and can serve as a model for implementation. Those implementing the requirements of the Nokia Global Street Works Safety Standard are free to enhance existing local documentation or use preferred local templates.

Blue Italics have been used to indicate where specific local input is advised.

Street Works Safety Outline SOP ver3.do

Ver	Status	Date	Author	Owner	Reviewed by	Reviewed date	Approver	Approval date	Description of changes
0.1	Draft	2018.05.25	Robert Nolan / Hugo Tovar	Gareth I Davies	Gareth I Davies	2018.05.25	Gareth I Davies	2018.05.25	First version including existing documents.
1.0	Draft	2018.12.17	Hugo Tovar	Gareth I Davies	Gareth I Davies	2018.12.17	Gareth I Davies	2018.12.17	Final version including stakeholders' input
1.1	Final Version	2021.05.21	Hugo Tovar	Marty Bishop	Marty Bishop	2021.05.21	Marty Bishop	2021.05.21	Updated version reflecting organizational changes.
3.0	Final Version	2022.02.01	Hugo Tovar	Marty Bishop	Marty Bishop	2022.02.01	Marty Bishop	2022.02.01	Global HS Standard and Guidance combined in one document. Input from BGs and CPO P&P
4.0	Approved	2023.12.28	Sameh Eisa	Sameh Eisa			Paulo Conceicao	2023.12.28	Modifications include fixing broken links, formatting, rebranding, and organizational changes.