

Company Standard

CMS 13 – Contractor Safety Regulations

To provide feedback or view the feedback log for this document, click here:

[Provide Feedback](#)

[View Feedback](#)

Issuing Authority:	Projects Delivery		
Content Owner:	Mulvaney. John (ESB Networks)		
Document Number:	DOC-231117-CYM	Version:	1.0
Document Status:	Effective	Status Date:	17/04/2020

**The Requirements of this document shall be complied with by all users.
Feedback on this document is welcome and should be given to the Content Owner.
Requests for derogation(s) shall be referred to the Content Owner.**

DISCLAIMER: THE CONTRACTOR ACKNOWLEDGES AND AGREES THAT:

- (1) THE IMPLEMENTATION AND COMPLIANCE BY THE CONTRACTOR OF THESE STANDARDS IN NO WAY REDUCES, LIMITS AND/OR RESTRICTS THE CONTRACTOR'S LIABILITY TO ESB UNDER THE TERMS OF THE CONTRACT AND,
- (2) THESE STANDARDS SHALL BE READ TOGETHER WITH ALL THE OTHER DOCUMENTS WHICH FORM THE CONTRACT.

NOTE: ESB reserves from time to time the right to make minor changes, amendments, deletions or insertions to these Contract Management Standards that do not have a time or cost implication to the overall Contract. However all other items which have a time or cost implication which effect any aspects of the Works under the Contract shall require the prior written agreement of ESB and the Contractor.

Contents

Section 1 – Overview	1
Scope.....	1
Mandatory References	2
Section 2 – Provisions.....	3
1. Approvals and Certifications	3
2. Equipment, Tools, and Machinery	3
3. Compliance with Safety Legislation and Other Documents	3
4. Compliance with ESB Safety Controls	3
4.1 Safety Inductions	3
4.1.1 Contractor Inductions	3
4.1.2 ESBN Induction Requirements for CPG Contractor Staff	4
4.1.3 Induction Requirements for Non CPG Contractor Staff	4
5. Interface Agreements	4
6. ESB Networks Safety Statement	4
7. Persons Responsible	5
7.1 The Role of ESBN When Construction Regulations 2013 Apply	5
7.2 The Role of ESBN When the Construction Regulations 2013 Do Not Apply	5
8. Control of Sub-contractors	5
9. Safety Management Systems.....	5
10. Daily Safety Planning.....	6
11. Risk Assessment Method Statements (RAMS).....	6
12. Personal Protective Equipment	6
13. Contractor's Emergency Plans	6
14. Excavations.....	7
15. Temporary Works	7
16. As Builts	7
17. Clean and Tidy Workplace	7
18. Managing the Electrical Risk	7
19. Communication of Safety Information	7
20. Unsafe Practices.....	7
20.1 Consequences of Unsafe Practices.....	8
20.1.1 On Site	8
20.1.2 On Watch for CPG Framework Contractors.....	8
20.1.3 Removal of PSCS Function	8
21. Codes of Practice.....	8
22. Safety Reporting.....	9
22.1 Monthly Reporting	9
22.2 Accident & Incident Reporting - ESBN Requirements.....	9
23. Safety Auditing and Follow-up.....	9

24. Additional Safety Controls	10
Annex A. (Informative) Guidance on the use of interface agreements	11
Annex B. (Mandatory) Safety Grading Process for CPG Framework Contractors.....	12
Document Control	14
Definitions and Abbreviations	18

Section 1 – Overview

Scope

This Company Standard applies to all Contractors (including sub-contractors) working on behalf of ESB Networks and is intended to assist ESB staff involved in the management of Contractors. The Company Standard provides information about ESB Networks health and safety requirements over and above that required by legislation.

The parties referred to in this Company Standard are as follows:

- ESB Networks (ESBN)** - shall have the meaning assigned to “the Employer” under the Contract.
- The ESNB Manager** - shall have the meaning assigned to “the Employer’s Project Manager” under the Contract.
- The Contractor** - shall have the meaning assigned to “the Contractor” under the Contract.



Figure 1 - Document Content Diagram

Mandatory References

Document Number	Title
DOC-140109-AVM	ESB Networks Electrical Safety Rules
S.I. No. 10. Of 2005	Safety Health and Welfare at Work Act 2005
S.I. 291 of 2013	Safety Health and Welfare at Work (Construction) Regulations 2013
S.I. 299 of 2007	Safety, Health and Welfare at Work (General Application) Regulations 2007 - 2016
DOC-231117-CYC	CMS 3 Contractor Competency and Approval
	Preliminary Health & Safety Plans issued for the project
DOC-300517-CSV	Procedure - HV Substation Induction
	Company Standards relevant to the work requirements
DOC-220219-EMJ	Procedure – CPG On Watch Process DOC-220219-EMJ
HSA CoP	Code of Practice for Avoiding Danger from Underground Services
HSA CoP	Code of Practice for Avoiding Danger from Overhead Electricity Lines
HSA CoP	Published Codes of Practice relevant to the work activity

Section 2 – Provisions

1. Approvals and Certifications

The Contractor shall ensure that all staff have the necessary Competence for the work in which they are engaged. (For further detail please refer to [DOC-231117-CYC CMS 3 Contractor Competency and Approval.](#))

Each work activity may have its own requirements (including Approvals and Certifications as specified by ESB Networks) for the relevant work activity.

In order to comply with the ESN (ESB Networks) Electrical Safety Rules the Contractor may be required to obtain specific Approvals for certain activities e.g. Person In Charge of Work (PICW) Approval.



For further information please refer to [DOC-231117-CYC CMS 3 Contractor Competency and Approval.](#)

2. Equipment, Tools, and Machinery

The Contractor shall provide all equipment, tools, and machinery necessary for the works. The Contractor shall ensure that all equipment and tools are fit for purpose, regularly maintained, inspected and, where required, subject to statutory inspection. Records of inspections shall be made available to ESB on request.

3. Compliance with Safety Legislation and Other Documents

All Contractors shall comply with the following non exhaustive list:

- Safety, Health and Welfare at Work Act 2005.
- Safety, Health and Welfare at Work (Construction) Regulations 2013.
- Safety, Health and Welfare at Work (General Application Regulations) 2007-2016.
- Codes of Practice/Company Standards/Industry Guidance.

4. Compliance with ESB Safety Controls

4.1 Safety Inductions

4.1.1 Contractor Inductions

The Contractor shall provide induction to all new staff on recruitment to the Contractor company.

The Contractor shall also provide safety induction for all persons working on or visiting his/her site.

Throughout the Contract period the Contractor shall hold weekly Toolbox Talks and a Safety briefing each month. Toolbox Talks are delivered to provide for example:

- Reminders about avoiding common risks to health and safety (e.g. Manual handling).
- Information regarding changes in circumstances affecting the execution of the works.
- Information about recent incidents or near miss reports that are relevant to the work.
- Safety alerts issued by ESN.

Safety Briefings or Toolbox Talks shall be in addition to the briefing of the JSSP or Site Risk Assessment.

Sub-contractors are subject to the same induction requirements as Contractor staff.

4.1.2 ESNB Induction Requirements for CPG Contractor Staff



All CPG Contractor staff who will be working on ESB Networks sites shall have received an ESNB CPG induction.

In addition, all HV Substation Inductions shall be in accordance with [DOC-300517-CSV Procedure - HV Substation Induction](#) when issued

Requests for ESNB Induction are made through CP Safety (cpsafety@esb.ie) using a template ESNB Induction Registration Form. Induction may take place in an ESNB training facility unless agreed otherwise. Costs associated with the delivery of the of ESNB CPG Induction by a CPG representative are borne by ESNB. All costs associated with attendance at the Induction shall be borne by the Contractor.

Any Contractor staff who have previously received ESNB CPG Induction but who have not worked on an ESNB site in the preceding 12 month period, shall be required to attend another ESNB CPG Induction.

The Contractor shall ensure that all his staff and subcontractors receive a formal on-site induction and shall always receive a Substation induction when working in substations. However, the requirement for an ESNB CPG Induction may not be required where **all** of the following apply:

- There are no electrical risks,
- The person will be working for less than or equal to 3 days within a period of 3 calendar months,
- The work requires a specialist Contractor,
- The exemption is approved by ESNB Manager,
- The Contractor has completed a risk assessment for the introduction of the specialist Contractor.

The Contractor shall keep a log of all staff who been covered by the exemption and this shall be available for inspection.



It is the Contractor's responsibility to ensure that all his operatives, sub-contractors and visitors shall have attended the induction and that evidence of induction is available on site. ESNB will not accept any claim for delay or additional cost or any extension of time arising out of the induction process.

4.1.3 Induction Requirements for Non CPG Contractor Staff

Contractors who are not CPG Framework Contractors shall liaise with their ESNB Manager with regard to the induction requirements for their particular Contract.

5. Interface Agreements

Where separate projects unintentionally coincide in close proximity to each other, the respective PSCS shall agree in writing a mechanism for coordinating the interface (guidance in [Annex A.](#))

6. ESB Networks Safety Statement

The current ESNB Safety Statement shall be made available with tender documents and updates shall be made available through the ESNB Manager.

7. Persons Responsible

7.1 The Role of ESNB When Construction Regulations 2013 Apply

The Electricity Supply Board (ESB) as represented by ESB Networks or E&MP shall be the Client and shall comply with [DOC-081216-CKJ Procedure - Role of Client for Construction Projects](#).

When ESNB are appointed as PSDP, PSCS or Designer they shall comply with the roles and responsibilities as described in the following Procedures

- [DOC-081216-CKK Procedure - Role of PSDP for Construction Projects](#).
- [DOC-081216-CKL Procedure - Role of PSCS for Construction Projects](#).
- [DOC-081216-CKM Procedure - Role of Designer for Construction Projects](#).

7.2 The Role of ESNB When the Construction Regulations 2013 Do Not Apply

ESBN shall nominate an individual who shall have responsibility for managing the work on behalf of ESNB.

8. Control of Sub-contractors



The use of subcontractors shall not be permitted unless specifically agreed in writing in advance with the ESNB Manager. ESNB have the right to veto any proposed sub-contractor.

This Company Standard applies to the Contractor and it is their responsibility to ensure that it is adhered to by all sub-contractors (including nominated sub-contractors). Responsibility for implementing this Company Standard with respect to sub-contractors rests entirely with the Contractor.

The Contractor shall prepare a written procedure for the control of his sub-contractors. This shall include a methodology for ensuring a sub-contractor's competence, compliance with their legislative obligations and the provision of sufficient and competent resources.

All accidents, incidents or safety breaches by the sub-contractor shall be reported to the Contractor and will be deemed to have been committed by the Contractor. See also [0](#))



Where a contractor has been appointed as PSCS, the PSCS (or his/her nominee) shall be present with the sub-contractor on site at all times while working on the site, unless specifically agreed with the ESNB Manager.

9. Safety Management Systems

All Contractors shall have and use a clearly documented Safety Management System (SMS). CPG Framework Contractors shall be assessed and graded annually to promote the highest safety performance. The assessment includes desktop and site assessments, safety initiatives and takes into consideration previous incidents. Further details of the assessment process are contained in [Annex B](#).

10. Daily Safety Planning

A Job Site Safety Plan (JSSP) or Safe System of Work Plan (SSWP) or equivalent shall be completed prior to commencement of works each day and reviewed and updated every time the site situation changes. All members of the work crew shall be involved in the completion and updating of the JSSP/SSWP. The JSSP/SSWP shall be read, understood and signed by all operatives working on the site. When there is a break or change in work, the JSSP/SSWP should be re-briefed.

It may be necessary to have more than one JSSP/SSWP, depending on site size, complexity and number of tasks being undertaken. In this situation, the JSSP/SSWP shall be coordinated.

All visitors to site must be advised of the hazards on site and then they must sign onto the JSSP/SSWP before starting work on the site.

11. Risk Assessment Method Statements (RAMS)

Method Statements shall be written for all tasks and available on site.

The method statement describes, in a logical sequence, exactly how a job is to be carried out in a safe manner. It includes all the risks identified in the risk assessment and the measures needed to control those risks.

All staff on site must be conversant with the relevant Method Statements. RAMS shall be made available to staff in a form and language that is understood by each person.

12. Personal Protective Equipment

The Contractor shall ensure that all persons on site wear the PPE specified in the Risk Assessment for the task e.g. eye protection, hearing protection, chainsaw boots, chainsaw trousers and gloves for chainsaw operators. However, the *minimum* requirements are as follows:



Helmet with chinstrap engaged.



Hi Visibility Upper Body Clothing (e.g. vest, jacket, shirt).



Safety boots suitable for the task.

13. Contractor's Emergency Plans

The Contractor shall have an emergency plan for any foreseeable Emergency that could arise as a result of their activities. This shall include roles and responsibilities, location (physical and GPS coordinates) and access details, a method for contacting the emergency services, taking immediate action to mitigate the consequences of the Emergency, evacuation & assembly of site personnel, and administering any specialist first aid treatment that may be required. Emergency drills should be used to ensure that staff are up to date with and competent to carry out emergency procedures.

An up to date list of Emergency Numbers shall be available and displayed on all work sites at all times.

In addition, Contractors shall co-operate fully with the ESNB Emergency Procedures when working on the ESNB Network and equipment. Contractors shall ensure that all their personnel are familiar with their own and the ESNB Emergency Procedures.

14. Excavations

Contractors shall complete an AF3 form for all excavations unless they demonstrate through Risk Assessments that one is not required by Regulation 52 of the Safety Health and Welfare at Work (Construction) Regulations 2013. ESNB staff on site shall not work in any excavation unless a competent person has risk assessed the trench for collapse and implemented controls e.g. batter back the sides, shored up the sides of the excavation and signed this off on the JSSP.

15. Temporary Works

When Temporary Works are required the Contractor shall comply with the requirements the Safety, Health and Welfare at Work (Construction) Regulations 2013 and the Clients in Construction: Best Practice Guidance published by the HSA. This shall include the need for a Temporary Works Design Certificate from the PSDP/Designer.

16. As Builts

As built records shall be returned with the Safety File and shall clearly show the original design and any modifications, changes or updates. For example, for Electrical work the changes shall be shown on the schematic drawings; for Civils work, changes shall be shown on the GIS maps or civil construction drawings. It is important that the As Built records are clearly marked up with any modifications highlighted from the original design.

17. Clean and Tidy Workplace

The Contractor shall constantly maintain a clean and tidy workplace.

18. Managing the Electrical Risk

For all work activities, the Contractors shall take into account if and when the following non exhaustive list of documents shall apply. These documents have already been supplied with the tender documents:

- ESB Networks Electrical Safety Rules.
- Electrical Hazard Risk Assessment (EHRA).
- 5 Golden Rules.
- ESNB Company Standards relevant to the work activity.
- Code of Practice for Avoiding Danger from Underground Services. (available from www.hsa.ie)
- Code of Practice for Avoiding Danger from Overhead Electricity Lines. (available from www.hsa.ie)

The Contractor shall ensure compliance at all times.

19. Communication of Safety Information

The ESB Manager shall confirm the Contractor of any operational or safety restrictions in place relative to the activity being carried out. The Contractor shall confirm the existence of any safety information that will affect the task to be carried out and will confirm compliance with those requirements.

20. Unsafe Practices

ESNB shall continually monitor the safety performance of the Contractor and breaches by the Contractor of any aspect of this Standard shall not be tolerated. Where there is concern over safety performance ESNB may introduce a variety of management measures to ensure improvement. This may include, but is not limited to, the requirement for the Contractor to enter into the On Watch process (CPG Framework Contractors), produce a safety improvement plan that is updated to demonstrate improvement, the removal of the PSCS function and reduction in work volume and type etc. These management measures are without prejudice to the rights reserved under the Contract with Contractors including but not limited to termination of the Contract

20.1 Consequences of Unsafe Practices

20.1.1 On Site

Where a work practice has been identified on site as unsafe, the ESNB Manager or his/her nominee shall instruct that the Contractor terminate the practice immediately. The Contractor shall comply with this instruction.

If the issue is not resolved it shall be immediately escalated, by either party, to the ESNB Manager or ultimately, in the case of CPG Framework Contractors, to the CPG Safety Manager for resolution.

The ESNB Manager is empowered to stop the Works immediately at any time if unsafe practices are being used and there is an immediate risk to any person. The ESNB Manager also reserves the right to insist on the removal from the Works of any individual found to be in breach of safe work practices.

20.1.2 On Watch for CPG Framework Contractors

Where ESNB has concerns over a Contractor's overall safety performance, the Contractor shall be brought into the On Watch process ([Procedure – CPG On Watch Process DOC-220219-EMJ](#)). The On Watch process consists of a series of stand-alone meetings and will be the forum for engagement between the parties on safety issues. The objective of the process is to empower a Contractor to correct deficiencies in their safety management system (SMS) and to improve overall safety performance to a standard acceptable to ESB.

Contractor's in the On Watch process will be dealt with on a case by case basis depending on the particular circumstances.

20.1.3 Removal of PSCS Function

Where the PSCS function has been removed from a Contractor due to poor safety performance, the obligation shall be on the Contractor to nominate a 3rd party entity for approval by ESB. The cost of a 3rd party PSCS appointment shall be borne by the Contractor. ESB reserves the right to reject any 3rd party nominations. The appointment of any 3rd party PSCS shall be by the ESB as the Client.

The 3rd party PSCS arrangement will be monitored on an ongoing basis through the On Watch process.

The above management measures are without prejudice to the rights reserved under the Contract with Contractors including but not limited to termination of the Contract.

21. Codes of Practice

ESB expects all Contractors to comply with any relevant HSA Codes of Practice. The Contractor shall have documented procedures in place to ensure compliance with any relevant code for example a Procedure/ Permitting System to ensure safe digging or a Procedure for working on sites with overhead lines.

22. Safety Reporting

22.1 Monthly Reporting

The Contractor shall provide completed safety reports on the nominated day of each Month in accordance with the details requested by ESBN. For CPG Framework Contractors this will be by means of an online system and the Contractor shall provide adequate resource to maintain and update the system.

The monthly safety report shall include as a minimum, the following non exhaustive list of information:

- Accident and incident reporting.
- Near miss.
- Good catch.
- Audits.
- Safety alert briefings.
- Days worked.

22.2 Accident & Incident Reporting - ESBN Requirements

All Accidents, Incidents and Near Misses shall be reported to ESBN in accordance with the Incident Reporting Protocol specific to the Contract or Framework under which the works have been awarded. . These requirements are in addition to and above the requirements of the HSA. Compliance with these ESB requirements does not relieve the Contractor of his legislative requirements to report accidents and dangerous occurrences to the HSA.

23. Safety Auditing and Follow-up

The Contractor shall have an audit schedule in place to ensure that unannounced regular site visits take place with a focus on the identification of behaviours which may have a positive or negative affect on safety.

The Contractor shall, as a minimum audit as follows:

- One audit per week.
- Each person working on the Contract audited once per month.

The audit plan shall ensure that the following roles are involved in audits and site visits:

Management Level	Audits	Site Visit
Senior Management	1 per Quarter	
Middle Management assigned to Contract	1 per Month	
Contractor Supervisor	1 per Week	



Joint audits between levels of management are recommended.

Contractors shall create an audit form to record all findings of audits. Any deviations that cannot be resolved during the audit shall be actively tracked to ensure closure in a timely manner, taking into account the severity of the deviation and the risk associated with it. All open deviations must be reviewed as part of all regular progress meetings.

ESBN reserves the right to conduct site visits and safety audits of Contractor's Works. ESBN shall notify the Contractor of any deviations found and may request to have these practices improved or altered within a specified time-period. Safety deviations that are considered to represent an immediate danger or that are a serious breach of Health and Safety legislation or ESBN requirements shall result in the Contractor being

notified to Stop Work immediately. Work shall not start again until the ESNB Manager is satisfied that the cause of the safety deviation has been rectified.

In order for ESNB to carry out unannounced audits the briefing and signing of the JSSP/SSWP by the ESNB auditor is all that is required. The Contractor shall facilitate this.



For Contractors who are not CPG Framework Contractors, the frequency of audits shall be agreed with the ESNB Manager.

24. Additional Safety Controls

Where the ESNB Manager requires any additional safety controls e.g. Permit to Dig, the Contractor shall comply with that requirement.

Annex A.(Informative) Guidance on the use of interface agreements

Many construction projects can be clearly defined and controlled by one PSCS. However some projects cannot be clearly defined and typical reasons include:

- There is a mixture of line work and station work involving different groups of staff and/or Contractors.
- A large line project may involve different Contractors working on the same circuit but in a different section.
- Specialist Contractors carrying out work such as telecoms , ground exploration, civil works or other discrete activities which are close to other works.
- Operations staff may need access to stations either during or after normal working hours.

ESBN uses Interface Agreements in such cases based on the following principle:

- There can only be one PSCS for any work area, at any given time. This means that interface agreements define either geographic or time interfaces. The following items must be addressed:

Who is involved?

- PSCS representative name
- PSDP representative name (not always required)
- Client representative name
- Company name(s) and their relevant contact details
- Name and details of who has signed off on the agreement.

What issues are addressed?

- Hazards / Risks / Controls
- Permitted activities (excavations, hot work, confined spaces etc.)
- Communication between the parties
- Scope of work
- Roles and responsibilities.

Why is this prepared?

- Information which needs to be shared
- Information on site rules.

Where are the boundaries

- Site maps / agreed boundaries.

When will handovers happen?

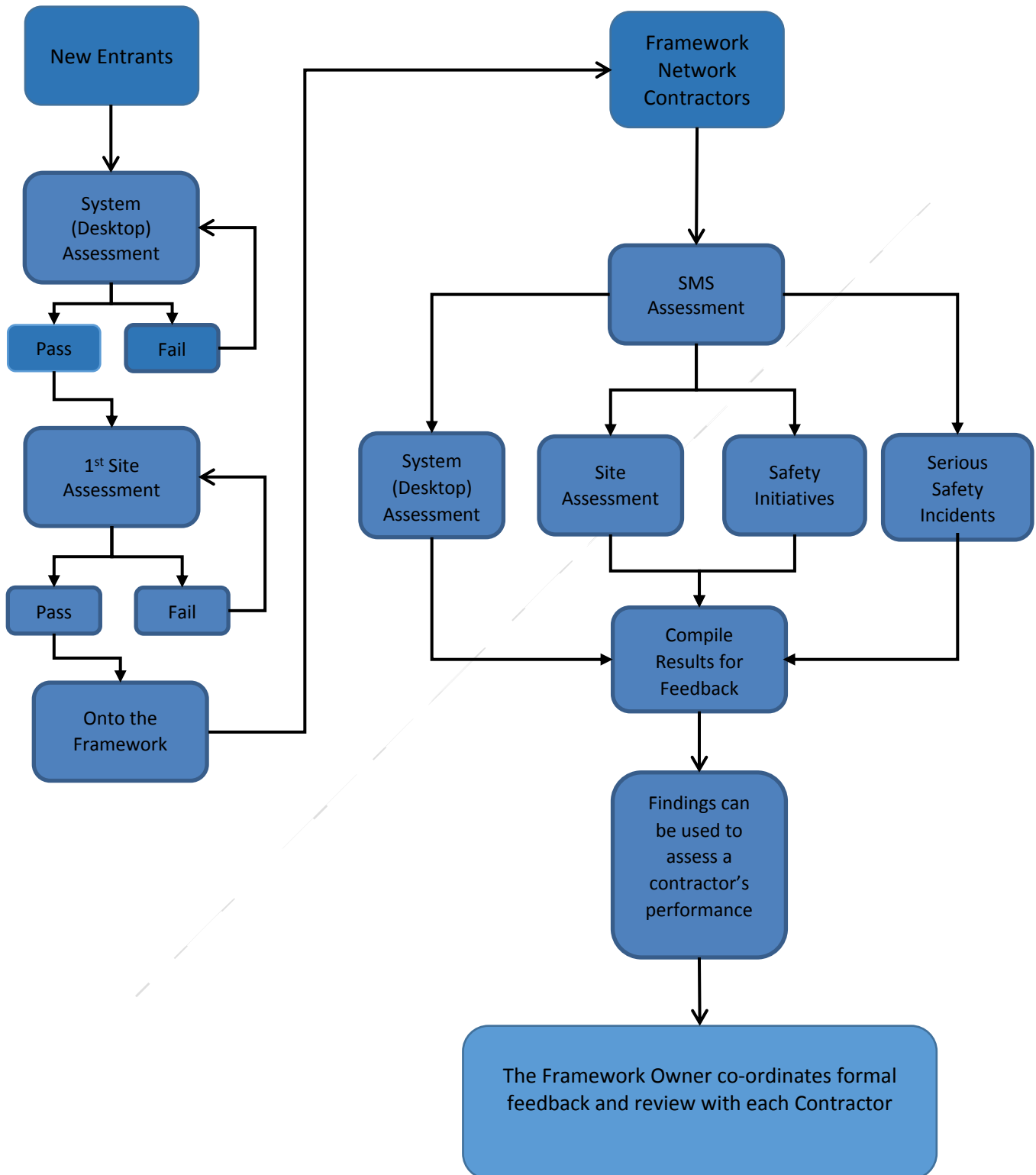
- Handover milestones and/or timeframes.

How will the following issues be tackled?

- Acceptance/Removal of statutory duty holder roles
- Ongoing communications
- Changes to the planned works
- Implementation of agreed controls
- Site access and egress
- How will emergencies be dealt with and who will be notified in the event of an emergency.

Annex B. (Mandatory) Safety Grading Process for CPG Framework Contractors

Flow diagram 1 below illustrates the process by which ESB assesses the Safety Management System of Framework Contractors



Flow Diagram 1- SMS Assessment Process

ESBN will carry out an annual Safety Management System Assessment on all CPG Framework Contractors. Contractors are measured against objective criteria and given an overall safety performance score. Depending on their score, Contractors are graded into one of four categories, Platinum, Gold, Silver and Bronze where Platinum is the highest. The Contractor will be assessed against the following list of criteria, which may be changed at the discretion of ESBN:

- Accountability arrangements.
- Safety Statement.
- Monitoring Legal Compliance.
- Consultation.
- Instruction, Training and Supervision.
- Hazard Identification & Risk Assessment.
- Public Safety.
- Sub-contractor Management.
- Safety, Health & Welfare Procedures.
- Emergency Plans.
- Accidents, Incidents & Near Misses.
- KPI's.
- Auditing.
- Investigations.
- Additional Information.

Document Control

Policy Base

Policy No.	Policy Title

Document Control

Version	Date	Details	Originator	Revision Class	Section Update
0.1	24.11.2017	New draft written	John Mulvaney, and members of CPG Safety		
0.2	24.11.2017	Minor adjustments to working following working group meeting	Graham Taylor	Minor	
0.3	04.12.2017	Included sections on Temporary Works, As Built, Accident Reporting and excavations	Graham Taylor	Minor	
0.4	05.12.2017	Inclusion of SMS Process flowchart with revised wording Removal of 'On Watch'. Additional details about unsafe practices and SMS	Graham Taylor	Minor	9; 20; Annex C
1.0	20.12.2017	Final version following SPIG comments	Graham Taylor		
1.0	January 2019	<ul style="list-style-type: none"> Change to 4.1.2 to provide clarity regarding CPG inductions Paragraph 9 amended to reflect that Smart Metering Contractors will be included in the safety grading process as well as CPG Framework Contractors Annex C - Change of title from 'Assessment Process For CPG Framework Contractors' to 'Safety Grading Process'. Change to workflow diagram to reflect how the Contractor safety grading process works 	Graham Taylor	Minor	As listed

Version	Date	Details	Originator	Revision Class	Section Update
1.0	August 2019	<ul style="list-style-type: none"> Section 20 has been enlarged to include more detail about the consequences of safety violations. An additional paragraph regarding compliance with Codes of Practice has been added Annex D Removed as incorrect and doesn't apply to all contracts in ESNB 	John Mulvaney, Graham Taylor	Minor	As listed
1.0	February 2020	<ul style="list-style-type: none"> Removal of Annex B Changes to text to include E&MP Minor Textual changes following General Consultation feedback Inclusion of CPG definition Removal of reference to Smart Metering in Paragraph 9 	General Consultation Feedback	Minor	As listed

Document Review

Role	Name	Date
Working Group		23/11/2017
Risk and Compliance Mgr	Sarah Gallagher	14/12/18
SIG		11/12/2017

Document Approval

Role	Name	Date
SPIG		19/12/2017

Document(s) Superseded

Document No.	Title	Full (F) / Partial (P)
DOC-200401-AAQ	CMP13 Contractor Safety Regulations July 2011	F

Distribution List

This document is for circulation to personnel who undertake the following activities;

<input type="checkbox"/> All ESB Networks Staff	<input checked="" type="checkbox"/> All Contractors
<input type="checkbox"/> Commissioning	<input type="checkbox"/> Civil
<input checked="" type="checkbox"/> Contractor Management	<input type="checkbox"/> Haulage
<input type="checkbox"/> Design Services	<input type="checkbox"/> Overhead Lines
<input type="checkbox"/> Fibre optic on the Network	<input type="checkbox"/> Substations
<input type="checkbox"/> Finance	<input type="checkbox"/> Timber
<input type="checkbox"/> Fleet Management	<input type="checkbox"/> Underground Networks
<input checked="" type="checkbox"/> Legal	
<input type="checkbox"/> Material Services	<input type="checkbox"/> Others (specify)
<input type="checkbox"/> Operations	
<input type="checkbox"/> Overhead Networks (HV)	
<input type="checkbox"/> Overhead Networks (MV/LV)	
<input checked="" type="checkbox"/> Procurement	
<input type="checkbox"/> Substations (HV)	
<input type="checkbox"/> Substations (MV/LV)	
<input type="checkbox"/> Technical Training	
<input type="checkbox"/> Telecom Services	
<input type="checkbox"/> Underground Networks (HV)	
<input type="checkbox"/> Underground Networks (MV/LV)	
<input type="checkbox"/> Work at the Meter	

Definitions and Abbreviations

Term	Abbreviation	Definition
Client		A person for whom a project is carried out. In the context of our works, ESB Networks or E&MP is usually the Client.
Code of Practice	CoP	Code of Practice
Contractor		Has the meaning assigned to the term “the Contractor” under the Contract.
Contracting Partner Group	CPG	<p>Framework Contractors are employed by ESB to deliver projects on behalf of ESB as well as assisting ESB with the completion of its annual maintenance programmes. Contracting Partners Group (CPG / CP Safety) is the division within ESB Networks with the responsibility for the allocation of contractor resources to the Delivery organisations within ESB (i.e. ESNB & E&MP) as well as the overall safety management of those resources. The main frameworks of which CPG contractors are engaged are as follows:</p> <ul style="list-style-type: none"> • Electrical • Station Civils • Poling • Timber • Trenching & Ducting • Overhead Lines
ESB Networks		Has the meaning assigned to “the Employer” under the Contract
ESBN Manager		Has the meaning assigned to “the Employer’s Project Manager” under the Contract.
Framework Owner		The person nominated by the CPG framework manager to oversee the implementation of the framework.
Good Catch		A good catch is when someone intervenes to address an unsafe situation or act that may have resulted in injury. A situation where a worker identified a hazard and acted accordingly to ensure the work was completed safely or a situation where a worker recognised a hazard and acted to ensure the hazard was eliminated or controlled to protect themselves and others.
Incident		An unplanned event which caused harm or had the potential to cause harm to any person, item of plant or cause property damage
Lost Time Incident (ESBN Definition)	LTI	A work-related injury to a member of staff or to a Contractor that results in the person being unable to work for at least one day or shift following the incident. The LTI does not include the day on which the injury occurred.
Minor Injury		A work-related injury which results in personal harm to a degree that does not result in lost-time other than on the day of the incident for which First-Aid treatment alone was sufficient
Near Miss		A Near Miss incident is an unplanned event which may result in material damage to property or where material damage and/or personal injury was narrowly avoided. A near miss is classified as an incident i.e. incident which cannot be recorded as a Fatality, LTI, Dangerous

		Occurrence, Minor Injury, Operational Incident, Environmental Incident or Good Catch.
On Watch		On Watch is a process that consists of a series of stand-alone meetings and will be the forum for engagement between the parties on safety issues. The objective of the process is to empower a Contractor to correct deficiencies in their safety management system (SMS) and to improve overall safety performance to a standard acceptable to ESB.
P1 Incident	P1	Immediate or probable risk of death or serious injury
P2 and 3 Incident	P2 or P3	No Immediate or probable risk of death or serious injury
Project Supervisor Construction Stage	PSCS	An individual or body corporate appointed under the Construction Regulations to manage and co-ordinate health and safety matters during the construction stage. In all cases where ESB Networks assumes this role, the PSCS is ESB Networks.
Project Supervisor Design Process	PSDP	An individual or body corporate appointed under the Construction Regulations and responsible for carrying out coordination of design activity and the duties specified in the Regulations. In all cases where ESB Networks assumes this role, the PSDP is ESB Networks.
Safety File		The Safety File is a record of information, prepared by the PSDP, which focuses on safety and health. During the construction stage, the PSCS contributes to the Safety File. It is returned to the PSDP, who, in turn, returns it to the Client once the project is finished.

Terminology

For the purposes of this document, the following terminology applies;

Shall	Designates a company requirement where conformance is mandatory.
Should	Designates a company recommendation where conformance is recognised as best practice.
May	Designates a Permissive Statement - an option that is neither mandatory nor specifically recommended.



CAUTION: Used to give the end user information on what can happen, why and the consequences of ignoring the caution.



Used to give the end user specific, important information to help complete the task or procedure correctly.



**This is a stop or critical point in the procedure.
It contains a rule that shall be followed by the end user.**

Risk Assessment (Informative)

Risk Assessment Title:		Contractor Safety Regulations (CMS 13)						Click here for Link to Risk Assessment Procedure			
Document Number:		DOC-231117-CYM		Document Revision:		1					
Risk Assessment Type:		Standard Risk Assessment		Location/Project Title		CMS 13 Contractor Safety Regulations					
Prepared By:		Graham Taylor, CMSE Consultant, CPG Safety		Confirm Training, Knowledge & Experience		Risk Assessment Training			Date:	07/12/2017	
Review:		By Person with Knowledge & Experience		Reviewed By:		John Hatch; Willie Carrigan			Date:	12/12/2017	
Approval Required By:		Risk & Compliance Manager OR S&OT		Approved By:		Sarah Gallagher			Date:	15/12/17	
				Risk Before Control Measures			Risk After Control Measures				
Ref	Hazard	Risk (Potential Harm)	Persons at Risk	Likelihood (L)	Severity (S)	Risk Rating = L x S	Control Measures	Responsible	Likelihood (L)	Severity (S)	Risk Rating = L x S
1	Breach of legal duties	Non compliance with SHAWW Act	E; C	2	2	4	Compliance and monitoring of statutory Roles and Responsibilities.	E; C	1	2	2
		Non compliance with Construction Regulations Regs	E	2	2	4	Compliance and monitoring of statutory Roles and Responsibilities. - Role of Client - Role of PSDP - Role of PSCS - Role of Designer	E; C	1	2	2
		Non compliance with General Application Regulations	E	2	2	4	Monitoring contractor compliance	E; C	1	2	2
2	Failure of Company Standard	Contractors not aware of its responsibilities in the CMSs.	E	2	4	8	Standardised approach to ensuring that all relevant CMSs are given to all Contractors.	Line Management NTC	1	4	4
		Training new Entrants	E	2	3	6	Embed the training of the Company Standard and Procedures into the Apprenticeship Programme and also align procedures with Approval System	NTC	1	3	3
		Non-enforcement of CMSs by ESBN	C, P	2	3	6	Create awareness within ESB of the CMSs and their contents.	NTC	1	3	3
		Contract specific Requirements not covered in CMS 13	E; C	2	4	8	CMS 13 to be fully briefed prior to implementation Additional safety controls to be requested by the ESBN manager and complied with by the contractors	E; C	1	4	4

Factor	Likelihood	Factor	Severity
1	Almost Impossible	1	Minor injury
2	Very unlikely	2	Lost time injury
3	Unlikely	3	Long Term Absence
4	Likely	4	Major Permanent Incapacity
5	Almost Certain	5	Fatality

Persons at risk:
 E = ESB Staff
 C = Contractor Staff
 P = Members of the public

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk = Likelihood x Severity	
1-3 Tolerable	✓
4-6 Apply Judgement	⚠
8-25 Reduce Risk	⚡

