



13. Contractor Safety Regulations

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DISCLAIMER:- THE CONTRACTOR ACKNOWLEDGES AND AGREES THAT:- (1) THE IMPLEMENTATION AND COMPLIANCE BY THE CONTRACTOR OF THESE PROCEDURES IN NO WAY REDUCES, LIMITS AND/OR OVERALL RESTRICTS THE CONTRACTOR'S LIABILITY TO THE EMPLOYER UNDER THE TERMS OF THE CONTRACT; AND (2) THESE PROCEDURES SHALL BE READ TOGETHER WITH ALL THE OTHER DOCUMENTS WHICH FORM THE CONTRACT AS SUPPLEMENTAL THERETO AND IN THE EVENT OF A CONFLICT BETWEEN THESE PROCEDURES AND THE TERMS OF THE CONTRACT, THEN THE TERMS OF THE CONTRACT SHALL PREVAIL.

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Change Summary Log:

Changes in this revision (v1/2011)

Minor revisions and text corrections

**Inclusion of recognised safety management systems
(Section 5.1)**

Addition of appendices 7 to 11 to cover all contract types

Document control measures added to section 1.2

Changes to previous revisions

Changes in Revision 12b as follows:

Section 3.1 ESIA,

Section 3.2 Safety File & PSDP Role changes

Section 3.4 Site Specific removed

Section 4.2 Added text

Section 5.3 Minor changes

Section 6.0 Class 1 Near Miss defined

Section A5: 5.1.3 Site Specific added

Flowchart 1 Page 53 Dangerous removed

Changes in Revision 12 as follows:

Replace templates in appendix 5 with formatted versions (like-for-like).

Changes in Revision 11 as follows:

Adaption of CMP13 to cover specific civils safety requirements.

Changes to Revision 10 as follows:

Minor revisions and text corrections

Changes to Revision 9 as follows:

Updates to comply with 2006 Construction Regulations

Some material re-organised with additional appendices

Appendix 5 Under preparation for green field substation civil works contracts

Appendix 6 added to cater for civil works in existing live substations

Changes to Revision 8 are as follows:

Updated references to new legislation and other minor changes to text.

Changes from Revision 5 to Revision 6 are as follows:

Inserted text on "Accident Reporting" in section 7.0. Revised Appendix 1 and made text change to Appendix 2.

Changes from Revision 4 to Revision 5 are as follows:

4.4, 4.5, 4.7, 6.1.4, and all references to Construction Regulations SI. 481 have been modified to reflect SI. 504 of 2006

1.0 Introduction

1.1 Document Layout

This procedure covers all contractors working for ESBN. It is primarily intended to cover roles, responsibilities and key compliance issues for ESBN and contractors who carry out construction work. It does however include provision for the small number of contractors whose work is not covered by the various construction regulations.

Contractors vary from very small to very large business, and cover a range of different types of risk. In the interest of consistency it is necessary to have one governing document throughout ESBN. However it is not intended to be unnecessarily difficult for smaller companies to comply

Core and common issues are treated in the main text, and the various appendices deal with the various types of work carried out.

In some cases ESBI are involved as PSDP and consultant, these are usually large station projects

- Major Electrical works (including line and station works)
- Major Civil works (including green field station build and brown field, live station refurbishment)

Most of the procedure is common to both works areas and is covered in the body of the procedure. Procedural issues which are specific to either work area are covered in their respective appendices as follows:

- Major Electrical and Line Works: Appendix 5
- Major Civil Works: Appendix 6

For ease of reference these appendices are laid out with the same section numbering and headings as the main document.

Note that for projects with combined civil & electrical works, both appendices will apply.

Appendices 7 to 11 deal with work programs carried out by smaller contractors

1.2 Scope

This procedure provides information on the basic control measures that the Employer has put in place to ensure safety standards are complied with by Contractors working on the Employer's behalf. It also details the safe working practices that shall be required of Contractors and their personnel.

Contractors shall be expected at all times to pay the utmost attention to managing safety in the daily activities of executing the Works. While this procedure outlines the Employer's approach to Contractor safety, the Contractor is ultimately responsible for implementing the requirements of these procedures. In addition, the Contractor is responsible for taking all further precautions as he deems necessary to ensure the safety of his/her staff, agents, sub-contractors and members of the public where relevant.

In addition, the Contractor is responsible for complying with all relevant and applicable safety legislation.

The Contractor is encouraged to implement best practice in relation to safety management and practices. In the interest of continually improving safety the Employer and Contractor shall endeavour to share knowledge of work methods and safety management techniques. It is desirable that the contractor use a recognised and appropriate safety management system, such as OHSAS, SMP 20 etc.

A flow diagram shown over leaf outlines the process of assuring safety in contracting Network construction activities.

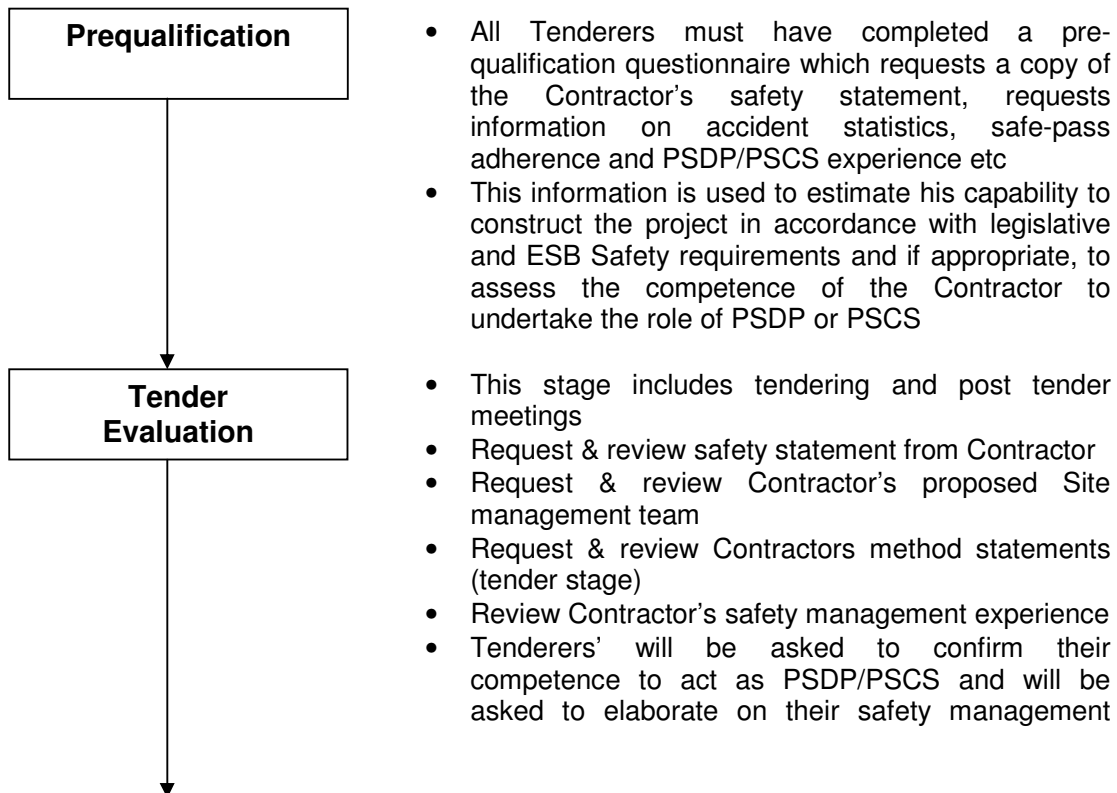
This is a generic contract management procedure which covers safety regulations for contractors working on ESB Networks. Where specific safety regulations differ for particular contract types, such requirements are detailed in the attached appendices e.g. Appendix 5 addresses specific requirements for substation civil work projects on sites where ESB or the contractor may act as Project Supervisor Construction Stage (PSCS).

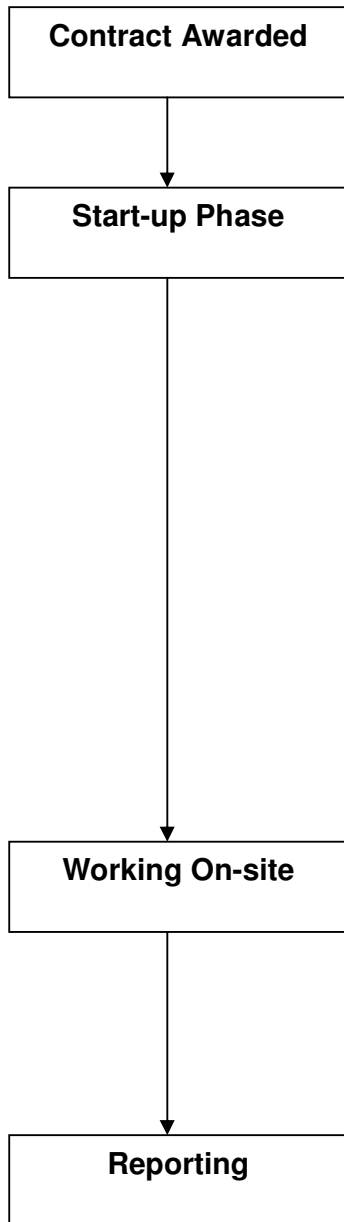
Future revisions will be prepared by the Contracting Safety Manager, ESNB and approved by the Safety, Quality and Environment Manager, ESNB.

All requests for changes must be made through these channels

1.3 Safety Assurance Process Diagram

The following diagram outlines the process which shall be undertaken by ESB Networks to ensure Contractors manage safety during the course of implementing the Works.





system. They will also be advised of the ESB Safety & Health requirements for the project

- Request Contractor refines his/her method statement if required
- Confirm receipt of names and competencies for all contractor staff

On appointment of the PSCS, a project start-up meeting will be held between the appointed PSCS and the Employer to review all aspects of the project with particular emphasis on safety. Communication paths will be developed to pass on all relevant safety information to appropriate parties

- The following documentation should be completed by the Contractor and submitted to the Employer at the start-up meeting:
 - The CMP 13 'PSCS Safety Management Checklist'
 - The CMP 13 'Contractor Safety Checklist'
 - The Contractors Safety Statement, accompanied by a signed copy of CMP13 'Contractor Safety Statement Checklist'
 - The Construction Stage Health & Safety Plan
 - Method Statements with a signed copy of CMP 13 'Method Statement Checklist'

- Fulfil PSCS responsibilities as per legislative requirements
- Vet Contractor's staff competencies and monitor performance
- Monitor Contractors safety system
- Complete safety audits (by contractor)
- Complete independent audits by the Employer
- Ensure contractor completes as-built drawings

- Request safety audit report from Contractors
- Ensure safety report is a fixed item on the monthly meeting agenda
- Request reports on safety incidents
- Request corrective action where required as a consequence of reports

2.0 Definitions

In these Contract Management Procedures, words and expressions shall have the meanings and interpretation assigned to them in the Contract together with the definitions which are included in the Special Conditions of the Contract and the Foreword.

3.0 Compliance with Legislation

Contractors shall **comply with all relevant and applicable Irish and European Safety Legislation**. In particular but by no way limiting the Contractor's overall responsibility to comply with the law, the Safety, Health and Welfare at Work Act 2005 and its associated Act and/or Statutory Instruments as amended from time to time e.g.

- The Safety, Health and Welfare at Work (General Application) Regulations, SI 299 of 2007
- The Safety, Health and Welfare at Work (Construction) Regulations, SI 504 of 2006
- Any other amended and/or new legislation

In accordance with the S.I. 299 of 2007:

Spoken messages shall be short, simple and clear as possible and in a language understood by the persons involved. The verbal skills of the speaker and the hearing abilities of hearers shall be such as to ensure reliable verbal communication. The persons involved must have a good knowledge of the language used so that they are able to pronounce and understand the spoken message correctly and consequently behave in a way which is appropriate to safety and or health.

To this effect all information provided must be carried out in the language understood by Site personnel. It is the responsibility of the PSCS to ensure that assessments are performed to highlight such needs and ensure that the appropriate resources are in place to fulfil this requirement.

3.1 Preliminary Safety and Health Plan

In the event that the Works includes work defined as "construction work" this contract management procedure forms an element of the ***Safety and Health Plan*** where one is required under the Safety, Health and Welfare at Work (Construction) Regulations SI 504 of 2006.

The Preliminary Safety and Health Plan shall be prepared by the Project Supervisor Design Process (PSDP), and it will be the responsibility of the Project Supervisor Construction Stage (PSCS) to further develop this into a full Health and Safety Plan for the project prior to and during the construction stage.

3.2 Electrical Safety Interface Agreement (ESIA)

An "Electrical Safety Interface Agreement", ESIA, is a specific template document prepared by ESB Networks used to identify and control electrical risks where a Contractor is expected to work adjacent to live apparatus. This

document where used will form part of the construction stage of the Health & Safety Plan.

3.3 Safety file

The Project Supervisor Design Process shall, following construction of the project, deliver to the client, a Safety File appropriate to the characteristics of the project containing relevant safety and health information to be taken into account during any subsequent construction work.

The contractor shall provide all information requested by the PSDP in a timely manner in order to update the Safety File. This information will be required prior to completion, where there may be a handover of PSCS duties to other subsequent contractors.

3.4 ESB Networks Safety Statement

The ESB Networks Safety Statement shall be made available with the Invitation to Tender Documentation. This identifies some of the more common hazards likely to be encountered while working in the vicinity of the Networks and the precautions that shall be taken to minimise or eliminate the associated risks. The Contractor shall acknowledge receipt of the ESB Networks Safety Statement.

3.5 Contractor Safety Statement

The PSCS shall ensure that all contractors make available a Safety Statement, accompanied by a signed copy of CMP13 'Contractor Safety Statement Checklist' (Ref Appendix 1). The Safety statement should identify the hazards to which the contractors staff are exposed and the corresponding control measures to be implemented. It must also identify those within the company who have responsibility for safety. It should be brought to the attention of all employees and a copy of the Statement should always be retained on site. Safety Statements shall be received from all sub-contractors and retained on site.

3.6 Safety Violations

The Employer reserves the right to conduct audits at any time so as to confirm compliance with these regulations. Breaches by the Contractor of any aspect of this safety procedure shall not be tolerated.

Where a particular work practice has been identified as unsafe in the opinion of the Employer's Project Manager or his/her nominee, the Employer's Project Manager shall inform the Contractor and request that the Contractor rectify or terminate the practice within a specified time.

The Employer's Project Manager or his/her nominee is empowered to stop the Works immediately at any time if unsafe practices are being used and there is an immediate risk to any individual working on the Works or Networks or to the general public. The Employer's Project Manager also reserves the right to

insist on the removal from the Works of any individual found to be in breach of these procedures.

In addition, the Employer's remedies in this clause shall be read without prejudice to his/her remedies under the Contract.

4.0 Control of Safety

4.1 Persons Responsible

The Employer shall appoint a person to be known as the ESB Employers Project Manager. This person (or his/her nominee) shall have responsibility for managing the project on behalf of the employer.

The Employer may retain the role of PSDP and PSCS or appoint a competent PSDP or PSCS for the project. Where the Contractor is appointed as PSDP or PSCS the Contractor shall review the ESB Network's Safety Statement and he shall ensure that the contents of a such safety statement is specifically brought to the attention of and is fully complied with by the Contractor, his/her employees, agents and subcontractors.

Where the Contractor is appointed as PSCS, the PSCS shall have responsibility for the following:

- Providing completed safety reports on the 7th day of each Month. This Safety Report (Appendix 2) will include:
 - a list of all safety audits completed during the previous month
 - a complete staff list including training records for all staff on site during the Previous Month
 - a complete list of all Accidents, Incidents and near misses which occurred on site during the Previous Month
 - a report outlining feedback from staff on site-related safety issues
- Transmitting the instructions of the Employer's Project Manager to the Contractor's personnel (including sub-contractors working for the Contractor) and for seeing that these instructions are carried out
- The safety of all persons affected by the Contractor's own activities and/or his/her employees, agents and subcontractors
- The safety of the Contractor's personnel (including without limitations his/her sub-contractors and/or agents working for the Contractor) with respect to all hazards, including those hazards advised by the Employer's Project Manager
- Advising the Employer's Project Manager of any hazards that the Contractor's activities might pose to persons other than the Contractor's own personnel (including sub-contractors working for the Contractor) or to Employer's staff, plant and equipment

- Compliance with the legislation including SI 504, the Contractor's Method Statements and the Employer's Networks Safety Statement

Except by prior and mutual agreement or ***in all cases of Emergency***, all communication on safety related issues shall be between the Employer's Project Manager and the PSCS. Where other persons are given such a role, their mandates shall be clearly established and confirmed in writing between these two persons. The PSCS (or his/her nominee) shall be present on Site at all times while the Contractor's personnel are working on the Site.

4.2 Appointment of Project Supervisors (Construction Reg. SI. 504 of 2006)

The Employer shall appoint a Project Supervisor Design Process (PSDP) and Project Supervisor Construction Stage (PSCS) where applicable and where required by legislation. Where the contractor takes the responsibility of such roles, the required duties shall be discharged at the contractor's cost and in full compliance with the provisions of the Safety Health and Welfare at Work (Construction) Regulations SI 504 of 2006 and as amended from time to time.

The Employer will where necessary agree any interface arrangements required between different contractors or between contractors and the Employer's operations / construction staff.

The Employer reserves the right to determine all access and availability conditions for work on Network's assets.

4.3 Safety Check Lists

Work by the Contractor shall not commence until the PSCS has delivered to the Employer's Project Manager the completed Safety Check-lists (in accordance with the relevant pro formas set out in Appendix 1). The PSCS shall complete the tasks and fill out and sign these Safety Check-lists and thereafter submit them to the Employer's Project Manager.

4.4 Safety Induction & Safe Pass Scheme

Prior to commencement of Works, the PSCS shall ensure that all the Contractor's and Sub-Contractors' personnel who visit or work on Site have completed their mandatory SAFE PASS safety training and hold a valid registration card.

All Contractor's and Sub-Contractor's staff must also have attended a mandatory ESB Networks Safety Induction course before commencing work on site. Staff and operatives will not be permitted to work on or visit ESB sites unless they have completed the ESB Networks Induction course relevant to the works being undertaken. Furthermore, they must hold a valid ESB Networks Induction card. A sample induction request form is attached, see Appendix 3 for details.

Please Note: that it takes up to two weeks from the Application to the Induction, which itself takes half a day. The Contractor must allow for this time in his works programme.

Note: that there are alternative induction requirements for Contractors completing civil works on green field sub-stations sites, see Appendix 5 for details.

The Contractor will regard Safe Pass training and ESB induction training as the minimum induction training necessary. Based on the Contractors Safety Statement and completed risk assessment the Contractor will determine the need for additional, site or work specific safety induction. The completion of such additional safety training is the responsibility of the PSCS.

ESB induction training does not relieve the Contractor from his responsibilities to provide adequate safety induction training for his staff, sub-contractors and visitors to his site.

Throughout the Contract period, the PSCS shall ensure that regular (at a minimum weekly) safety briefings, i.e. Toolbox Talks, are given as refreshers and to take account of any changes in circumstances whatsoever affecting the execution of the Works. This is in addition to the completion of the daily JSSP.

4.5 Construction Skills Certification Scheme (CSCS)

Prior to commencement of Works, the PSCS shall ensure that all the Contractor's and sub-contractors' personnel who will be engaged in activities deemed to be safety critical, as detailed in the Construction Regulations SI 504 of 2006, have completed FAS-approved training under the Construction Skills Certification Scheme and are in possession of a valid CSCS registration card.

4.6 Control of Sub-contractors

This Management Procedure applies to both the main Contractor and to any sub-contractors (including nominated subcontractors and self employed persons) under their control. Responsibility for implementing this Management Procedure with respect to sub-contractors rests entirely with the main Contractor. Note: The use of subcontractors is not permitted for every contract type. This should be cleared in advance with the Employers Project Manager. The Contractor shall ensure that all appropriate safety documentation is passed on to sub-contractors before commencement of their works. The form 'Communication of Safety & Health Documentation to a Subcontractor' must be completed following this process (Ref Appendix 1).

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 and compliance and the provision of resources.

4.7 Listing of Contractor's Staff

Prior to mobilising on Site, the Contractor shall submit a **list of all staff** (including those of sub-contractors) who shall work on Site. The list should be updated throughout the contract and a copy retained on site for inspection. The Contractor shall state in writing that all such staff have the necessary competence to carry out their work safely, are in possession of a valid Safe Pass registration card and where necessary, a valid CSCS registration card and have completed the mandatory induction course. Should additional staff, other than those listed, be employed to carry out any of the contracted work, their names and details, including a statement on competency, shall be provided to the Employer's Project Manager and added to the staffing list before they commence work on Site. The Contractor shall maintain a daily log of all the Contractor's staff (including sub-contractors) and this log shall be kept on site and be available for inspection at all times.

4.8 Interference with Plant

Except where authorised by the Employer's Project Manager, Contractor's personnel shall not interfere with, adjust, or otherwise tamper with any ESB plant or equipment. Under **no circumstances** may "Hold-off" Notices or other similar attachments to plant be interfered with, applied or removed other than by Approved Operators.

5.0 Safety Requirements applying to Contractors

5.1 General Safety

All contractors must have and use a clearly documented safe system of work. Adherence to a recognised standard such as SMP20 (for smaller construction companies), Safe-T-Cert, OHSAS or equivalent is desirable

5.1.1 Risk Assessments

Contractors shall carry out risk assessments in accordance with the Safety, Health and Welfare at Work (General Application) Regulations (SI 299 of 2007) as amended from time to time for all work activities additional to those that are not already documented in the safety statement or are not covered by their existing safe working procedures. Such risk assessments shall be kept on file at the work location and a copy made available to the Employer's Project Manager.

5.1.2 Method Statements

Written **Method Statements** shall be provided for all work activities assessed as having a risk including activities involving 'Particular Risks' (as detailed under SI 504 of 2006). The method statement shall:

- be accompanied by a risk assessment for the work

- detail the particular risks that are likely to be encountered in the execution of the Contract
- give a description of the work to be undertaken and the precautions to be put in place to ensure that the Work shall be carried out in a safe manner, e.g. application of the 'General Principles of Prevention', as detailed in S.I. 299 of 2007

The Method Statement shall include a step by step explanation of how the work is to be done, especially in relation to the health and safety aspects, both for those who are to carry out the Works and others who may be affected by the Works. If possible it shall follow a recognised code of practice where available, or be otherwise proven in a similar work situation. Method Statements shall be signed off and approved by the Contractor or by a competent person acting on behalf of the Contractor.

All Method Statements must be accompanied by risk assessments and must be checked against the Method Statement Check sheet (Appendix 1). A completed check sheet should accompany each Method Statement

All staff on site must be conversant with the relevant Method Statements and must have reviewed, signed and dated the method statement prior to completing the work. All works undertaken must be carried out as outlined in the Method Statements.

5.1.3 Safety Officer

The Contractor shall appoint a Competent Person as Safety Officer in accordance with the Safety, Health and Welfare at Work (Construction) Regulations SI 504 of 2006 (and as amended from time to time) where more than 20 persons are employed on one site (either directly or as sub-contractors) or where more than 30 persons are employed on multiple sites within the one project, where the works that they are to carry out are deemed "*construction work*".

The appointed Person must be knowledgeable about the works being undertaken.

5.1.4 Competence and Fitness for Work

The Contractor shall ensure that all of his/her personnel, agents and sub-contractors shall be trained, competent and fit to perform the duties assigned to them. They shall be informed by the Contractor of all relevant hazards and given instruction in corresponding safe methods of working including but not limited to the correct use of personal protective equipment. This requirement for competence and fitness is the responsibility of the Contractor.

All Contractor staff should have completed a manual handling course.

5.1.5 Safe Place of Work

The Contractor shall provide a safe place of work for their staff, their subcontractors and for all site visitors and shall take full responsibility for the

adequacy, stability and safety of all Site operations and safe methods of construction for all construction activities arising out of the Works.

The Contractor must comply with all procedures as mandated by the Employer.

5.1.6 Personal Protective Equipment

It shall be the responsibility of the Contractor at his/her sole cost to ensure that all the requisite items of personal protective equipment ("PPE"), necessary for the various working conditions pertaining to the Works, are available and used correctly by his/her staff and the staff of his/her sub-contractors. Such items of PPE shall comply with all relevant and applicable standards. Unless otherwise agreed with the Employer's Project Manager, this shall include, as a minimum, safety helmet, safety footwear (with ankle support), high visibility vest, and as appropriate, overalls, eye & ear protectors, and gloves. The following are examples of appropriate use of PPE and these examples are not exhaustive:

- Safety helmets, safety footwear and high visibility vests shall be worn at all times for all construction activities by all contractor's staff & visitors
- Eye protectors (e.g. visors, goggles and safety glasses) shall be correctly used for all work activities and situations that could otherwise cause serious eye injury (e.g. welding, grinding, when using chainsaws)
- Ear protectors shall be used as appropriate to comply with the Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 5 Physical Agents, Chapter 1, Control of Noise at work and amendment key notations 2007
- Suitable means of fall arrest shall be used where it is possible to fall from a height

5.1.7 Contractor's Emergency Procedures

The Contractors shall make provision for any likely Emergency that could arise as a result of their activities. This shall include 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 where appropriate.

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

In addition, Contractors shall co-operate fully with the Employer's Emergency Procedures when working on the Employer's Networks and equipment. Contractors shall ensure that all their personnel are familiar with their own and the Employer's emergency procedures.

5.1.8 Clean-up of Work Area

The Contractor shall implement a clean-as-you-go policy. At a minimum the contractor shall at regular intervals and prior to completion of Works, clean up, remove and dispose of safely and in an environmentally acceptable manner, all materials brought onto site and waste generated while on Site. The Works

areas shall be left by the Contractor in a clean condition to the satisfaction of the Employer's Project Manager.

Particular care shall be taken to ensure that the Works area is kept as clean and tidy as possible so as to minimise the risks to both people and animals.

5.2 Works near Exposed Live Electrical Equipment or Apparatus

The Contractor shall ensure that utmost care shall be taken where the Works are to be undertaken *'in the vicinity'* of exposed live electrical equipment and apparatus, be it overhead Networks, underground cables, transformers, switchgear, control and protection systems, or other unspecified electrical apparatus. Unauthorised interference with such equipment is strictly prohibited. Where the Works are to be carried out on electrical apparatus, the **'5 golden rules'** shall be observed unless otherwise specifically stated and allowed in the Contract, e.g. permitted to carry out live work. The **'5 golden rules'** are as follows:

1. Disconnect completely the apparatus on which you are to work.
2. Secure this apparatus against re-connection by 'Hold-Off' Notice.
3. Verify that the disconnected apparatus is dead, i.e. check for the absence of voltage with a voltage detecting meter, instrument or tester.
4. Carry out earthing and short-circuiting.
5. Provide protection against adjacent live parts.

All operations shall be carried out only by competent and authorised personnel.

Unauthorised entry into High Voltage substations is strictly prohibited.

5.3 Movement of Plant near Exposed Live Electrical Equipment or Apparatus

The Contractor shall ensure that utmost care shall be taken where cranes, hoists, tipper trucks and other high-rise vehicles and machinery are to be used, so as to ensure that all their parts, including any equipment, materials or items attached to them, shall remain at a safe distance from all exposed live parts. The following should also be taken into account:

- Presence of Overhead Lines: Installation of bunting and other control measures as outlined in the ESB code of practice for avoiding danger from overhead power lines which was developed with the Health and safety Authority.
- Work near live equipment: Boundaries of how close work can take place to live equipment must be discussed and agreed on site with the Employer in advance of works

- Use of Cranes, Concrete Pumps and plant of other extendible arms: All works using machinery that has the potential to reach into live equipment or expose to live equipment must be controlled. Works with such equipment must be pre-planned in consultation with ESB. This written plan, which must be agreed by ESB, will be task specific and shall outline the necessary control measures which must be adhered to in order to minimise the risks including roping off, banksmen, permits, switchouts, where the machine can go, limits on swing and ESIA etc

6.0 Safety Reporting

All incidents and injuries however minor shall be reported as set out below. The Contractor shall investigate all such incidents and provide reports as requested by the Employer. The Contractor shall co-operate with and assist the Employer in any investigations the Employer wishes to carry out. Incidents, injuries and accidents are categorised as follows:

Lost Time Injury (LTI) This is an injury resulting in an individual on the site being unable to attend his/hers next planned working shift, normally defined as absent from the next day's work or longer.

Minor Injury (MI) This is an injury which does not lead to one of the Contractor staff being absent from the Site for more than the current working shift.

Near Miss (NM) A near miss is an event or happening that did not result in an injury but had the potential to cause harm or injury to persons (including visitors or members of the public) or damage to plant or equipment. It includes the discovery of unsafe plant, equipment or conditions.

Near Miss reporting shall be encouraged and viewed in a positive perspective when reviewing safety records.

Class 1 Near Miss A Class 1 Near Miss is an incident that did not result in an injury but had the potential to cause a fatality, serious injury or significant damage to plant / equipment.

Reporting procedures vary slightly for civil works sites, and some other contract types. These are outlined in the Appendices. In general, the following procedures for reporting are required:

ACCIDENTS:

Lost Time Injuries or Possible Lost Time Injuries:

All Lost Time Injuries or Possible Lost Time Injuries must be reported, immediately, by the Project Manager to the relevant Senior Manager, ESB Networks, employers project manager and Safety Supervisor (NB names can vary), Major Contractor Safety. Within 24hrs an initial report in writing must be submitted to the EPM with a copy to Major Contractor Safety (e-mail: cpsafety@esb.ie). A PD1040 form must be completed and returned to Major Contractor Safety, followed by the full investigation report within 14 days to the Project Leader with a copy to **Major Contractor Safety**.

Minor Injuries:

All minor injuries must be reported, immediately, by the Project Manager to the EPM This verbal report must be followed up in writing, within 24hrs, to the EPM with a copy to Major Contractor Safety (e-mail: cpsafety@esb.ie). A PD1040 form must be completed and returned to Major Contractor Safety, followed by the full investigation report within 7 days to the EPM with a copy to Major Contractor Safety.

Road Traffic Accidents (Including Bumps and Tips):

All Road Traffic Accidents must be reported, immediately, by the Project Manager to the EPM and followed up in writing within 24hrs to EPM with a copy to Major Contractor Safety (e-mail: cpsafety@esb.ie). An RTA report must be completed and returned to Major Contractor Safety, followed by the full investigation report within 5 days to the EPM with a copy to Major Contractor Safety.

INCIDENTS:

“Live” Poling:

All “Live Poling” incidents must be reported, immediately, to the relevant Senior Manager, ESB Networks, relevant System Controller, EPM and Safety Supervisor, Major Contractor Safety. This verbal report must be followed up in writing within 24hrs to the EPM with a copy to Major Contractor Safety (e-mail: cpsafety@esb.ie). A full investigation report must be forwarded within 7 days to the EPM with a copy to Major Contractor Safety.

Polarity:

Any Polarity incidents (including those errors picked up on verification test) must be reported, immediately, to the relevant Senior Manager, ESB Networks, EPM, System Controller and Safety Supervisor, Major Contractor Safety. This verbal report must be followed up in writing within 24hrs and by a full investigation report within 7 days with copies to Major Contractor Safety (e-mail: cpsafety@esb.ie).

Cable Dig-Ins/Line Drops:

All Dig-Ins/Line Drops must report, immediately, to the relevant System Controller, EPM and Safety Supervisor, Major Contractor Safety. This verbal report must be followed up in writing to the EPM with a copy to Major Contractor Safety (e-mail; cpsafety@esb.ie) within 24hrs. A full investigation report, including copy of the HSA report (IR3), must be forwarded to the EPM, copy to Major Contractor Safety within 7 days.

Other Incidents:

All other incidents must be verbally reported to the EPM and the Safety Supervisor, Major Contractor Safety and followed up with an initial report in writing within 24hrs.

Dangerous Occurrences:

All Dangerous Occurrences must be reported to the EPM, the Safety Supervisor, Major Contractor Safety and the HSA. A full investigation report, including copy of the HSA report (IR3), must be forwarded to the EPM, copy to Major Contractor Safety (e-mail; cpsafety@esb.ie) within 7 days

Near Misses:

All "Near Misses" must be reported to the EPM, as soon as is practically possible. Class 1 classified near misses must have a report forwarded to the EPM & Major Contractor Safety (cpsafety@esb.ie) within 7 days.

For details of reporting requirements for other incidents please refer to Appendix 4 attached to this procedure.

6.1 Safety Auditing, Reporting & Follow-up

Safety audits shall be completed each week by the Contractor, or as required in the relevant appendix.. The report shall be completed on a standard form provided by the Contractor. Where the Contractor's standard form is deemed inadequate by the Employer's Project Manager the Employer's standard safety audit form shall be used. Copies of Audit reports shall be provided at site meetings in advance of each Progress meeting, and the findings recorded in the "Contractor's Monthly Safety Performance Report" (Appendix 2).

Where staff are spread across multiple sites, the Contractor should have an audit schedule in place so as to ensure that all Contractor field staff are audited at least once per Month. All members of the Contractor's Management Team must carry out a number of safety audits each month.

The Employer reserves the right to carry out safety audits of Contractor's Works. The Employer shall notify the Contractor of any defective practices and may request to have these practices improved or altered within a specified time-period.

Open audit deviations must be actively tracked to closure in accordance with the deviations severity and risk. All open deviations must be reviewed as part of all regular progress meetings.

Audit reports prepared by the Employer or his agents shall not in any way relieve or reduce the legal obligations of the Project Supervisor Construction Stage (PSCS) or the Contractors under the Health & Safety legalisation. Furthermore, these audit reports are not intended to replace or form part of the legal obligations of the PSCS or Contractors for providing, implementing or monitoring safe systems of work for their employees.

6.2 Daily Safety Planning (JSSP)

A Job Site Safety Plan/JSSP must be completed prior to commencement of works each day. This document must be updated daily and every time the site situation changes. All members of the work crew must input into the completion/updating of the JSSP. The JSSP shall be developed, read, understood and signed by all operatives working on the relevant activity, see Page 31 for details.

It may be necessary to have more than one JSSP, depending on site size, complexity and number of tasks being undertaken. This will be agreed in consultation with the Employers Project Manager.

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

6.3 Safety Documentation

Safety Documentation Summary

Document/Template	Frequency	Prepared by	Format	Distribution
Contractor's Safety Statement and Health & Safety Plan	Start-up phase only, <i>or following a substantial change</i>	Contractor's Project Manager - PSCS	Contractor's Pro forma	Employer's Project Manager
Method Statements & Risk Assessments	Start-up phase and ongoing	Contractor's Project Manager	Contractor's Pro forma	Employer's Project Manager
Personnel List	Start-up phase and ongoing	Contractor's Project Manager	Contractor's Pro forma	Employer's Project Manager
Checklists: Safety Statement Method Statement PSCS	Start-up phase only, <i>or following a substantial change</i>	Contractor's Project Manager – PSCS	Employer's Pro forma	Employer's Project Manager
Monthly Safety Report	Monthly	Contractor's Project Manager	Employer's Pro forma	Employer's Project Manager
Safety Audits	Minimum weekly	Contractor's Project Manager	Contractor's Pro forma	Employer's Project Manager
JSSP	Daily	PSCS	Employer's Pro forma	Site Attendees
Incidents , Accidents and Injuries Reports	Within 24 hours of occurrence and Immediate verbal notice of LTI's or Serious injury	Contractor's Project Manager	Contractor's Pro forma	Employer's Project Manager

7.0 First Aid Facilities

Occupational first aid facilities, as appropriate to the level of risk and the number of people employed, shall be provided and maintained by the Contractor at his/her sole cost. These facilities may be examined during safety audits by the Employer.

The Contractor must ensure that a competent First Aider is on site at all times.

Appendix 1: Checklists & Templates

CONTRACTOR SAFETY CHECKLIST (For completion by the Contractor's Representative) Indicate <input checked="" type="checkbox"/> for "yes" or N/A for "not applicable"	
1 Safety Documentation	
[A] Have Safety Statements been submitted for the Contractor and all sub-contractors?	[<input type="checkbox"/>]
[b] Is the Safety Statement(s) relevant to the work being carried out and the hazards involved?	[<input type="checkbox"/>]
[c] Have method statements been received for all activities involving particular risks?	[<input type="checkbox"/>]
[d] Have the names of all sub-contractors been entered onto a Contract document?	[<input type="checkbox"/>]
[e] Has a list of all personnel (including those employed by sub-contractors) proposed for the work been supplied by the contractor prior to work commencement?	[<input type="checkbox"/>]
2 Safety of Tools, Plant, Equipment and Hazardous Substances	
[a] Is the Contractor's Project Manager satisfied that current statutory inspection certificates for lifting equipment are available?	[<input type="checkbox"/>]
[b] Are all portable electrical tools (to be used during the contract) rated 125V or less?	[<input type="checkbox"/>]
[c] Have Material Safety Data Sheets been given to the Employer's Project Manager for hazardous chemicals or substances intended for use by the Contractor?	[<input type="checkbox"/>]
3 Identification of Hazards and Assessment of Risk	
[a] Has the Contractor requested that the provisions of these Contractor Safety Regulations, and the known hazards of the specific job and work location be explained to (by the Employer's Project Manager) and are they understood by the Contractor's representative?	[<input type="checkbox"/>]
[b] Has an assessment of the risks, to which the Contractor's personnel may be exposed at the work location and by the work activities, been made by the Contractor's Representative?	[<input type="checkbox"/>]
[c] Has an assessment of the risks, to which the Contractor's personnel may be exposed by the Employer's plant and activities, been made by the Contractor's Representative?	[<input type="checkbox"/>]
[d] Have the hazards and risks associated with the Contractor's machinery, equipment and activities, to which Employer's personnel and plant may be exposed, been identified by the Contractor's Representative and communicated to the Employer's Project Manager?	[<input type="checkbox"/>]
[e] Have the procedures in the event of fire, accident and other emergencies, relevant to the work location, been explained to and understood by the Contractor's Representative?	[<input type="checkbox"/>]
[f] Has the Contractor's Representative briefed the Contractor's (and sub-contractor's) employees on hazards specific to the work location and activities, and the precautions that shall be taken to minimize the risks and prevent injury?	[<input type="checkbox"/>]
4 Safety, Health and Welfare at Work (Construction) Regulations 2006 [SI No. 504 of 2006]	
[a] Is the work 'construction work', as defined in SI No. 504 of 2006?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
[b] If 'yes', is the Contractor's Representative acting as the Project Supervisor Construction Process?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
[c] If 'construction work' and if more that 20 persons are under the control of the Contractor, has a Safety Officer been appointed by the Contractor?	Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]
I acknowledge the receipt of the completed form from: _____ _____ (ESB Networks Project Manager) Phone No. _____ Date: _____ Time: _____	I confirm that the information I have provided above is accurate: _____ For _____ (Contractor's Project Manager) (Name of Contractor) Phone No. _____ Date: _____ Time: _____

NOTICE OF ACCIDENTAL INJURY
FORM PD1040 Accident Report (one form per person)
When completed please return to your line manager

Accident No _____ Contractor Name _____ Project _____

Surname _____ First Name _____ Category _____

Injury Cause Description _____

Fatal? Yes_ No_ PPE Code? _____

Was personal protection equipment being used? Yes_ No_

Was medical attention given? Yes_ No_ Where? _____

Treating Doctor/Nurse (name) _____

Injury type _____ Body Part _____

Business location of Injured person _____ Activity _____

Injured persons activity at time of accident _____

Was work for ESB? Yes___ No___ Was person permitted to do this work? Yes___ No___

Accident Date _____ Accident Time _____ Accident Type _____

Accident Location _____

Accident Cause: Description _____

Accident Location Address _____

Reported To _____ Date _____ Time _____

Site Condition _____

Preventative Action Taken _____

Equipment _____ Location Type _____ Medium _____

Photo/Sketch

--

Absences

Cease Work Date	Resume Work Date	Work Days Lost

Witnesses

Category	Surname	First Name	Phone	Address

Signed _____ **Position** _____ **Date** _____

To _____ **Date** _____

Project Group _____	NPM or CPM _____
Project _____	Project Number _____
FMIS Number _____	Date _____
Contractor _____	Revision No _____

Note: A safety statement is a programme, in writing, for safeguarding the health and safety of employees while they work. It represents an employer's commitment to the health and safety of its employees, and should state how their health and safety will be ensured. It should state the resources that are felt necessary for maintaining and reviewing health and safety laws and standards.

	Yes	No	N/A	Notes
1 Policy and commitment A safe and healthy workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Roles and responsibilities Who is responsible for safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Resources Time and budgets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Training and competencies Required training and competencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Risk Assessment RA's for relevant hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Consultation and communication Participation by staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Note: The most critical and essential element of a Safety Statement is Risk Assessment. It is required that all relevant hazards are identified, a risk assessment carried out on those hazards, and appropriate controls with persons responsible nominated. All Risk Assessments must be in writing, and must be prepared in consultation with workers.

Reasons for Inadequate Safety Statement

Prepared by Contractor/PSCS	Reviewed by NPM
Signed _____ Date _____	Signed _____ Date _____

Method Statement Checklist

Project Group _____	NPM or CPM _____
Project _____	Project Number _____
Location _____	Prepared by _____
FMIS Number _____	Date _____
Contractor _____	Revision No _____

	Yes	No	N/A	Notes
1 Description of Activity Short description of work/activity to be done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2 Date of Activity If relevant. May be generic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 Location of Works If relevant. May be generic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4 Identify Resources Including skills, experience and training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5 Hazard Identification Identify all relevant hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 Risk Assessments Written risk assessment for method statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 Correct Measures to do work Safely How is the job to be completed safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 Any Constraints/Assumptions List any assumptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 Detail Steps to Complete Work Safely Including tool, materials, access etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 Method and Sequence Is method statement clear and sequential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11 References Refer to procedures, drawings, rules etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 Date and Author of Method Statement If relevant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reasons for non acceptance of Method Statement

Prepared by Contractor/PSCS Signed _____ Date _____	Reviewed by NPM Signed _____ Date _____
--	--

Project Group _____	NPM or CPM _____
Project _____	Project Number _____
Location _____	Prepared by _____
FMIS Number _____	Date _____
Contractor _____	Revision No _____

		Yes	No	N/A	Notes
1	Safety and Health Plan				
A	Is the Preliminary Safety and Health Plan available?				
B	Has an adequate Safety and Health Plan (CS) been prepared for the construction stage?				
2	HSA Notification				
A	Has the AF2 form been forwarded to the HSA?				
B	Is the AF2 form displayed on site?				
3	Organisation and Structure				
A	Have people with safety responsibilities for the project, on site and elsewhere been identified?				
B	Has the safety management structure for the project been communicated?				
4	Competencies and Training				
A	Has induction training been received by everybody working on site?				
B	Are training records available for all staff on site?				
C	Are competencies of subcontractors and people working on site adequate?				
D	Are the safety approvals of people on site adequate?				
5	Staff Records				
A	Has the contractor provided names of all people who will work on site?				
B	Does the contractor keep daily site log containing the names of all staff on site?				
6	Co-operation and Co-ordination				
A	Are adequate arrangements in place for co-operation and co-ordination on S&H issues between all parties involved?				
B	Are interface arrangements agreed and operating between ESB and contractor?				
7	Safety Statement				
A	Does the contractor have an adequate safety statement, which includes all risks and controls relevant to the work?				
8	Method Statements				
A	Are adequate written method statements available for the work being carried out on site?				
B	Is work being carried out in accordance with the method statements?				
9	Identification and Control of Risks				
A	Are control measures in place on site for all risks identified in the Safety and Health Plan?				
B	Is a daily JSSP being carried out where all site-specific risks and controls are identified?				

	Yes	No	N/A	Note
10 Materials and Equipment				
A Is safety information available for the materials being used on site?				
B Are the machinery, tools and equipment being used on site maintained in accordance with statutory				
C Are the required certificates available and up to date?				
D Are machinery, tools and equipment being used by trained personnel?				
11 Information and Communications				
A Are people on site familiar with the Safety and Health Plan?				
B Are regular site meetings taking place with the contractor where safety is top of the agenda?				
C Is safety information being made available to people on site?				
D Are effective arrangements in place for consulting with people working on site regarding their safety and health?				
E Are adequate communication arrangements in place(s) between the contractors and subcontractors?				
F Are adequate arrangements in place for dealing with safety implications of changes to a design during				
12 Site Rules				
A Are the site-specific rules and restrictions set out in the Safety and Health Plan being applied?				
B Are adequate arrangements in place to control access to the work site?				
13 Safety Monitoring				
A Are site safety audits being carried out regularly by the PSCS, contractors and subcontractors where appointed?				
B Are site safety audits being carried out regularly by ESB?				
C Are the results of safety audits communicated to ESB, contractor and people on site?				
D Are safety audit follow up actions being implemented?				
14 Accident & Incident Reporting				
A Is the contractor aware of, and implementing, reporting requirements for accidents or dangerous occurrences?				
B Does the contractor have adequate arrangements in place for dealing with safety complaints and reporting of safety				
C Are accident/incident investigations being carried out and reports issued on time?				
D Are follow up recommendations being communicated and implemented on time?				
15 Emergency Procedures				
A Is an adequate emergency contact list available to people on site?				
B Is the necessary safety equipment, First Aid equipment, etc available on site in event of an accident?				
C Are people available on site that are trained in First Aid and CPR?				
D Are adequate rescue and evacuation procedures in place on site?				
E Are people on site familiar with the emergency and rescue procedures?				
16 Safety File				
A Is the safety file initiated?				

Prepared by Contractor/PSCS	Reviewed by NPM
Signed _____ Date _____	Signed _____ Date _____

Project Group _____	NPM or CPM _____
Project _____	Project Number _____
Location _____	Prepared by _____
FMIS Number _____	Date _____
Contractor _____	Revision No _____

Note: The safety file is a record of information for the end user, which focuses on safety and health. The information it contains will alert those who are responsible for the structure and services in it of the significant safety and health risks that will need to be addressed during subsequent maintenance, repair and other construction work. The client must keep the file available for inspection by persons involved in any subsequent construction work on the structure.

		Yes	No	N/A	Notes
1	As built civil drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	As built electrical drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	As built line/station details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	As built cable/service details, routes and depths	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Details of other utilities and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Details of emergency and fire fighting systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Operating & maintenance procedures for plant and equipment installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Details of any hazards or risks that may continue into the lifetime of asset	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Approved to Close Safety File		<input type="checkbox"/>	<input type="checkbox"/>		Signed _____ Date _____

Reasons for non acceptance of Safety File

Prepared by Contractor/PSCS Signed _____ Date _____	Reviewed by NPM Signed _____ Date _____
--	--

**CHECK SHEETS SPECIFIC TO Major CIVIL WORKS
(ESBI acting as PSDP)**



ESB International

ESBI Engineering & Facility Management Ltd
Stephen Court, 18/21 St Stephen's Green, Dublin 2, Ireland
Telephone +353-1-703 8000 Fax +353-1-661 6600
www.esbi.ie

**Communication of Safety & Health
Documentation to a Subcontractor**

Project/Site: **Date:**

Contractor:
Company Name Representative Name (block caps)

Sub Contractor:
Company Name Representative Name (block caps)

Sub Contractor: Please tick below to indicate that you have received an explanation and copies of the following documents

Safety & Health Plan
PSCS Safety Statement **Site Rules**
CMP 13

I confirm that the above communication of Safety Information has occurred on
Date

Print Name:
On behalf of the Contractor Signature

Print Name:
On behalf of the Sub Contractor Signature

ESB Contract Management Procedure
13. Contractor Safety Regulations



ESBI Engineering & Facility Management Ltd
Stephen Court, 18/21 St Stephen's Green, Dublin 2, Ireland
Telephone +353-1-703 8000 Fax +353-1-661 6600
www.esbi.ie

Job Site Safety Plan (JSSP) to be completed daily

1 PROJECT: _____

Work Description

2 METHOD Is there a method statement for the works? YES NO If yes, what ref no.?
Has every team member read the method statement? YES NO

When reviewing the method statement and planning the work, have you considered:

People	Work	Hardware
Adequate Number in Team <input type="checkbox"/>	Safety Requirements <input type="checkbox"/>	Appropriate Equipment on site <input type="checkbox"/>
Adequate Skills <input type="checkbox"/>	Work area <input type="checkbox"/>	Certified Lifting Gear <input type="checkbox"/>
Approvals/Permits <input type="checkbox"/>	Handling of Materials <input type="checkbox"/>	Appropriate Certified Plant <input type="checkbox"/>
Appropriate PPE <input type="checkbox"/>	Storage of Materials <input type="checkbox"/>	Proper Use of Equipment <input type="checkbox"/>
Adjacent works <input type="checkbox"/>	Access <input type="checkbox"/>	Equipment Condition (tools & transport) <input type="checkbox"/>
General Public <input type="checkbox"/>	Using power tools <input type="checkbox"/>	
	Using hand tools <input type="checkbox"/>	

3 HAZARDS

Hazard Checklist	Significant Hazard Identified	Steps taken to control the hazard
Site Condition Tidiness, debris, obstacles, terrain etc		
Site access and egress		
Electricity/Overhead Lines		
Under Ground Utility Services (Electricity, Gas, Water etc)		
Excavation		
Working at Heights		
Falling Objects		
Manual Handling		
Mobile Plant		
Confined Space		
Drowning		
Traffic		
Other Hazards (describe)		

4 TEAM MEMBER SIGNATURES (agreement JSSP and method statement read and understood)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

"IF IT'S NOT SAFE DON'T DO IT!"

Foreman/Supervisor Signature: _____ Date: _____

ESB Contract Management Procedure

13. Contractor Safety Regulations

Stations Safety Audit (V3 Oct 2007)



Description				Description					
Date Of Audit				Station					
Auditor				Number of Personnel On Site					
Contractor									
No	Question	Tick	Qty	No	Question	Tick	Qty		
Documentation	1	Is AF2 not on display?	B	79	Sign in/out procedure not in place and complied with?	B			
	2	Safety and Health Plan not on site?	B	80	Emergency numbers not displayed in prominent locations?	B			
	3	Site Specific Safety Statements not available for all Contractors?	B	81	Certified First Aider not on site?	A			
	4	Risk Assessments/Method Statements not present for all relevant tasks?	B	82	Appropriate First Aid equipment not on site for site numbers?	A			
	5	Risk Assessments/Method Statements not signed by all relevant parties?	B	83	Certified and serviced fire extinguishers not available on site?	A			
	6	JSSP's not completed and signed for the site by all?	B	84	Fire extinguishers not suitable for fire hazards present?	A			
	7	All personnel have not received a Site specific induction?	B	85	Alarm not present/working adequately?	A			
	8	Safe Pass/ CSCS/Relevant certificates not available for all personnel?	B	86	Hot works not controlled by permitting?	B			
	9	Regular toolbox talks not performed or recorded on file?	B	87	Flammable materials not stored safely?	A			
	10	Where applicable - Documentation not available in translated form?	B	88	Assembly points not clearly signed?	B			
	11	Contractor audits not performed on a weekly basis?	B	89	Emergency Drill not been completed and evaluated?	C			
	12	CMP 13 not available on site?	D	90	Sufficient and appropriate PPE not been supplied by all Contractors?	B			
	13	Foreman unaware of CMP 13 requirements?	B	91	Replacement PPE not available on site?	B			
	Site Conditions/Housekeeping	14	Accident/incident reporting procedure not displayed on site?	B	92	Compliance with PPE requirements not at satisfactory level?	A		
15		All open not guarded?	A	93	Tools do not appear to be in safe working order?	A			
16		All tripping hazards not removed or controlled?	A	94	Inadequate training/information provided?	B			
17		No clean as you go policy in place?	B	95	Guards and emergency devices not in safe working order?	A			
18		Muchroom caps not on protruding re-bar?	B	96	Tools not protected from unauthorised use?	B			
19		Site entrance and perimeter fencing not satisfactory/secure?	A	97	All tools not 110v or less?	A			
20		Vehicular routes not identified?	B	98	CAT cot certified?	C			
21		Signs not suitable or sufficient in numbers?	C	99	Compressed air not used safely?	A			
22		Signs not provided in a language/manner understood by all?	B	100	All tools and equipment not inspected periodically for damage/defects?	B			
23		Clear pedestrian routes not maintained?	B	101	All tools not approved?	B			
24		Skips not available, maintained regularly or sufficient for the site?	B	102	All gas cylinders not stored correctly?	B			
25		No designated laydown area for materials?	B	103	All electrical instruments and leads not in good condition?	A			
26		Materials storage area organised poorly?	A	104	All voltage detectors not operational or tested regularly?	A			
Plant and Machinery		27	No evidence of operator training available?	A	105	All electrical leads not stored safely?	B		
	28	No relevant certificates available for plant?	A	106	Voltage Detector not used to check absence of voltage?	A			
	29	All items of plant do not appear to be in good condition?	B	107	Voltage Detector does not operate correctly?	A			
	30	Speed restriction signs not in place?	C	108	Voltage Detector not tested at a live source in last week?	B			
	31	Use of mobile phones when operating not prohibited?	A	109	Oil Test kits and Insulation / Continuity testers not in good condition?	A			
	32	All warning devices not operational?	A	110	Operating Rods are not preserved or stored in a safe manner?	A			
	33	Seat belts not in place nor used?	A	111	Underground services not clearly identified?	A			
	34	Plant not operated in a safe manner?	A	112	CAT operative has no certificate?	B			
	35	Vehicles not safely loaded?	A	113	Overhead services not identified and marked/protected?	A			
	36	Plant not secured satisfactorily when not in use?	B	114	Warning signs not in place?	B			
	37	Trailing earth lead not fitted to plant?	B	115	OH/UG Services not referenced in Method statement and JSSP?	B			
	38	Height/lifting limiter not in place (where applicable)?	B	116	Where services are re-routed/newly installed -not marked up on drawings?	B			
	39	Ground conditions not suitable?	A	117	All such works not controlled by permitting?	B			
	Lifting	40	Exclusion zones not identified and secured?	A	118	Washing/toilet facilities not adequate for site, not maintained?	B		
41		CR forms not available for all lifting equipment?	B	119	Canteen conditions not acceptable?	B			
42		S.W.L. of each device not clearly visible?	A	120	Facilities do not exist for heating food and making hot drinks?	B			
43		All chains/slings etc do not appear to be in good order?	A	121	Hot/cold water not available?	B			
44		Competent banksmen/riggers not available where required?	A	122	Drinking water not available?	B			
45		All tasks not risk assessed?	B	123	Adequate drying room not available?	B			
46		Systems of work not safe?	A	124	Inadequate ventilation provided?	B			
47		Collective means of protection not given priority?	B	125	Dust control measures not in place?	B			
48		Everyone cannot safely access areas of height?	A	126	Noise control measures not in place?	B			
49		Surfaces not of adequate strength and integrity?	A	127	Insufficient lighting in work area?	B			
50		Procedure for material movement to and from height absent?	A	128	Waste not segregated?	B			
51		Guardrails and toeboards not in place?	A	129	Chemicals/fuels not stored in bunded units?	B			
52		Open not adequately covered and secured?	A	130	Spill kit not available on site?	B			
53		Areas under work zone not off limits to personnel?	A	131	Personnel not informed regarding environmental requirements?	B			
Working at Height	54	Appropriate signs not in place?	B	132	Waste not disposed by a licensed contractor/recepted?	B			
	55	WH1 form not completed for all equipment?	B	133	Refuelling not performed/controlled appropriately?	B			
	56	Fall protection devices not suitable and used correctly?	A	134	Approved containers not used for fuel storage?	B			
	57	MEWP's not in good condition and inspected regularly?	A	135	Excavation waste water not disposed of responsibly?	B			
	58	Training requirements not addressed for all of the above?	B	136	Approvals not up to date or not on site?	A			
	59	Ladders not correctly used/suitable for task?	A	137	PICW not appointed to site?	A			
	60	Not erected, altered, tied, braced and inspected by competent person?	A	138	Telemess procedure not correct?	A			
	61	Scaffold components not in good order and free from visible defects?	A	139	Crew not briefed on extremities of the work site?	A			
	62	Scaffolds not founded on firm ground? Base plates sole boards absent?	A	140	5 Golden Rules not known by PICW?	A			
	63	Toe boards and midhand rails not in place?	A	141	Application/removal of Local Earths not supervised by PICW?	A			
	64	Platforms not fully boarded/or boards insecure?	A	142	Local Earths not correct?	A			
	65	Platforms not free from debris?	B	143	Cable Ducts not installed according to specification?	A			
	66	Loading bay not in place/ Safe working loads signs not displayed?	B	144	Correct pulling procedure not used?	A			
	67	Appropriate ladder access not been installed?	A	145	Cable drums not loaded/unloaded correctly?	A			
68	Scaffolds not tagged? WH1/CR8 not in place and up to date?	B	146	Lubrication not used where cables are run in wavin pipes?	B				
Scaffolding	69	Alloy towers not erected safely?	A	147	Duct covers not removed/replaced using the proper lifting equipment?	A			
	70	Permit, method statement and JSSP not in place for works?	B	148	All open ducts and trenches not protected?	A			
	71	Services not identified prior to work commencing?	A	149	Cable Pulling Winch not maintained?	A			
	72	Adequate edge protection not in place?	A	150	SDCC / NDCC / NCCC not notified of work situation?	C			
	73	Sides not shaped/sloped/dropped?	A	151	Operator not assigned for Low Voltage Station Network AC/DC?	A			
	74	Soil not stored safe distance back from edge of excavation?	A	152	Adequate precautions not taken to protect against adjacent live parts?	A			
	75	Adequate access and egress to excavation not provided?	A	153	AC and DC circuits not disconnected for the purpose of Dead Work?	A			
	76	Inspections not carried out and AF3 completed?	B	154	Associated protection schemes not switched off in a controlled manner?	A			
	77	Appropriate and sufficient signs not in place?	B	155	Adjacent live terminals have not been shrouded?	A			
	78	Excavation not secured after works?	A	156	Pressure devices are not discharged safely?	A			
	Excavation/Gradients	79	Excavation not secured after works?	A	157	Staff not trained in SF6 handling?	A		
		80	Excavation not secured after works?	A	158	Hazardous substances not adequately controlled?	A		
		Station Activities							

All questions should only be considered where they are relevant. Site conditions (e.g. level of tidiness) should be compared to what would be regarded as appropriate.

White copy to ESB1 Project Manager, Yellow copy to Site with PSCS, Pink copy to File

Permit to Excavate (Mechanically and by Hand)

Permit Number

Date of Excavation from to

Work location

Reason for Excavation

Safety Precautions (please tick as appropriate)

Risk assessment/method statement/JSSP has been read and signed by all relevant personnel?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is isolation necessary?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have drawings, route records been checked for underground services & catscan carried out by competent person?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Are known existing services marked?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Hard barrier/hazard warning signs/exclusion zone in place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does proposal allow for mechanical dig?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does excavation require barriers/shoring?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
AF3 in place?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is all necessary equipment available and certified/checked for safe operation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I certify that the area has been checked for underground services and known existing services have been highlighted

signed for the contractor

I have read and understand the restrictions and requirements necessary for excavations on site.

hand dig operative/plant operator/contractor

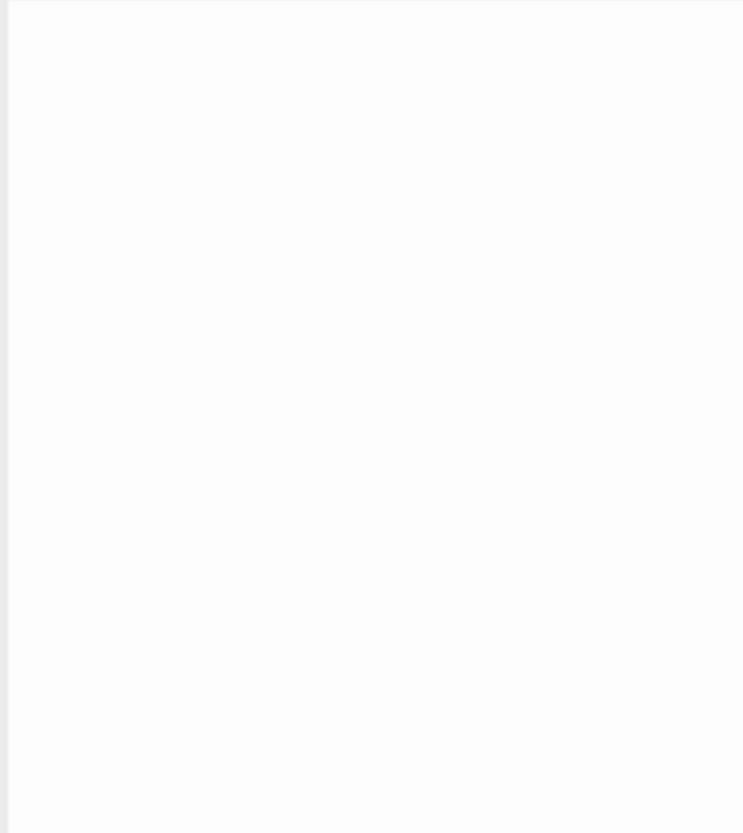
Requirements/Restrictions

Where mechanical dig is feasible, it must at all times be performed using toothless buckets. All personnel must be diligent and beware of disturbed ground, sand etc and other signs of potential underground services.

THIS PERMIT CANNOT BE GRANTED UNTIL ALL SECTIONS ARE COMPLETED

Permit granted by Date
(PSCS)

Please sketch details of proposed excavation, underground services
and any additional information pertinent to the permit



To be completed only at closure of permit

I, the undersigned declare that:

- a) During the course of the Permitted works:
Incidents/Accidents/Near Misses/First Aids occurred.
- b) All alterations/additions to Underground Services have been noted on as built drawings
- c) These works have ceased and will not be recommenced/continued without the application of an additional Permit to Excavate.

Signed Date

Name Company

block caps

Items for inclusion in site induction

Please note, the following is a non exhaustive list and must be included in the site induction as a **MINIMUM** requirement

Minimum requirements before permitted to take induction

i.e. level of understanding of English/relevant translation, Safe Pass, Manual handling, CSCS cards.

Emergency Procedures

Emergency exits, Assembly Point, Site Register, First Aiders, Fire Wardens and Emergency Equipment.

Roles and Responsibilities

Explain who the responsible persons are for the Client, PSDP and PSCS roles.

ESB Legislative

ESB and Documentation requirements including:

- ✓ Safety and Health Plan,
- ✓ Site Specific Safety Statement,
- ✓ Risk Assessment and Method Statement: required for all tasks and to be read, understood and signed by all,
- ✓ JSSP: to be completed per day
- ✓ Plant, Machinery and Personnel documentation including CR forms, AF3, WH1 and required checks on a daily basis.
- ✓ Audits: frequency and areas of focus.
- ✓ PPE: Basic PPE and Task specific, maintenance, replacement and storage.

CMP 13 Security/Access

Security Arrangements, Accessing and Egressing the site and Parking arrangements.

Deliveries

Management of Deliveries to site

Visitors

Management of non employees on site (e.g. visitors)

Working Hours

Working hours and restrictions.

Accident/Incident Reporting

Accident, Incident and Near Miss Reporting Matrix, requirement to report verbally immediately, follow up documentation (Form PD1040) and consequences of non reporting.

First Aid

First Aiders, Contact Details, First Aid equipment, reporting, Emergency Numbers etc.

Disciplinary

Disciplinary Policy and Procedures.

Safety Signage

Site Safety Signage

Welfare facilities

Site Safety Signage

Other

In addition, please detail areas of particular risk and the associated preventative and control measures used in the Safety management of same.

For example:

- ✓ Underground/Overhead Services, locations of same, proximity limits to apply and control measures
- ✓ Excavations
- ✓ Scaffolding
- ✓ Working at Heights
- ✓ Electricity
- ✓ Plant and Machinery
- ✓ Hand tools
- ✓ Portable electrical tools

ESB Induction Slides

Toolbox Talk

Key safety points to remember

- All site entrances must be secured at all times, even during normal working hours to avoid the potential of unauthorised personnel entering the site.
- Supervision from the PSCS must be in place on site at all times of works.
- All Site personnel must be fully inducted prior to commencing works on site.
- All personnel must be familiar with and have signed the Risk Assessment/Method Statement for the works being performed. Works must not be commenced without the presence of this documentation.
- PPE must be worn in accordance with the requirements as identified on the Risk Assessment/Method Statement.
- All CR forms/documentation must be in place and completed thereafter for all plant and equipment as required by the Construction Regulations.
- A First Aider must be on site at all times of works.
- All evidence of Training and Competencies must be submitted prior to Induction and maintained within the Site Safety File.
- All openings on site must have a form of protection in place to prevent falls.
- Where scaffolding is in the process of being dismantled, the access to the scaffold must be closed to personnel other than the relevant scaffolder.
- Eye protection must be worn at all times where there is a risk of flying particles, this must be identified on the Risk Assessment/Method Statement.
- The Safety Pin must be used at all times in the Quick Hitch mechanism. The machine operative is responsible to ensure this is in place.
- All fuels/chemicals on site must be maintained within a bunded unit to avoid spills. All spills must be cleaned immediately and disposed of by a licensed company.

Toolbox Talk

Confirmation of attendance

Site Name <input style="width: 80%;" type="text"/>	PSCS <input style="width: 80%;" type="text"/>
Toolbox talk given by <input style="width: 80%;" type="text"/>	Title <input style="width: 80%;" type="text"/>
Date <input style="width: 80%;" type="text"/>	

I have attended the above Toolbox talk and understand the contents
all attendees to sign below:

Name	Employer	Job title	Signature

ESB Contract Management Procedure
13. Contractor Safety Regulations

Appendix 2: Sample Monthly Safety Report

CONTRACTOR MONTHLY <b style="font-size: 2em;">SAFETY PERFORMANCE REPORT	Month :	<input style="width: 100%;" type="text"/>	Telephone :	<input style="width: 100%;" type="text"/>
	Contractor :	CONTRACTOR	Fax :	<input style="width: 100%;" type="text"/>
	Project Name :	<input style="width: 100%;" type="text"/>	Email :	<input style="width: 100%;" type="text"/>
	Project Category:	<input style="width: 100%;" type="text"/>	ESB Project Leader	<input style="width: 100%;" type="text"/>
	Completed by :	<input style="width: 100%;" type="text"/>		

When you have completed this report please forward to your ESB Project Leader and to cpsafety@esb.ie
This report must be received in support of your payment application prior to the 7th of each month.

No. of Staff (Incl.Subcontractors)	<input style="width: 50px;" type="text" value="0"/>	No. of Polarity Audits	<input style="width: 50px;" type="text" value="0"/>	Contractor Target Number of Audits	<input style="width: 50px;" type="text" value="0"/>
No. of Staff audited (By anyone)	<input style="width: 50px;" type="text" value="0"/>	Number of Accidents this month	<input style="width: 50px;" type="text" value="0"/>	No. of Contractor Audits closed in month	<input style="width: 50px;" type="text" value="0"/>
No. of Audits (By Contractor only)	<input style="width: 50px;" type="text" value="0"/>	Number of LTI's this month	<input style="width: 50px;" type="text" value="0"/>	No. of deviations in Contractor Audits	<input style="width: 50px;" type="text" value="0"/>
No. of Audits (By ESB only)	<input style="width: 50px;" type="text" value="0"/>	Number of Near Misses Reported	<input style="width: 50px;" type="text" value="0"/>	No. of deviations in ESB Audits	<input style="width: 50px;" type="text" value="0"/>
No of Joint Audits (ESB & Cntr)	<input style="width: 50px;" type="text" value="0"/>			No. of deviations in joint audits	<input style="width: 50px;" type="text" value="0"/>

AUDIT DEVIATIONS SUMMARY (Contractor Audits Only) : Please insert number of deviations for this month

Electrical Deviations	<input style="width: 50px;" type="text" value="0"/>	Working at Heights	<input style="width: 50px;" type="text" value="0"/>	Site Organisation	<input style="width: 50px;" type="text" value="0"/>
Work Methods	<input style="width: 50px;" type="text" value="0"/>	Tools / Machinery	<input style="width: 50px;" type="text" value="0"/>	Civil Works	<input style="width: 50px;" type="text" value="0"/>

AUDITS THIS MONTH (Contractor Audits Only) Use One Row Per Audit

Date	Crew Initials	Auditor Name(s)	Audit Type	Audit ID No.'s	Findings	Status	Closure Date	Duration



MAJOR CONTRACTOR SAFETY INDUCTION REQUEST SHEET

Contractor:		Which project?:	
Date of request:		ESB Project Leader:	

Please indicate which type of induction (Tick 1 box only)	<input type="checkbox"/>
NRP	<input type="checkbox"/>
HV LINES	<input type="checkbox"/>
STATIONS	<input type="checkbox"/>
CIVIL	<input type="checkbox"/>

No.	First Name	Last Name	Category	ESB ID No.	C/V Attached (Y/N)	Photo Attached (Y/N)	Letter of Clearance attached [Y/N]	Climbsafe Assessment Required (Y/N) <i>(Previous climbing experience necessary)</i>	Interpreter required [Y/N]	Further information	Date induction completed
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
13											
14											
15											
16											

Appendix 3: Site Induction request Form



Networks

CONTRACTING PARTNERS

SAFETY INDUCTION APPLICATION FORM

Please enter information in green cells

APPLICATION MADE BY: (enter contractor name) **Insert photo below**

PERSONAL DETAILS:

First Name:

Last Name:

Address:

Date of Birth:

Telephone:

Nationality:

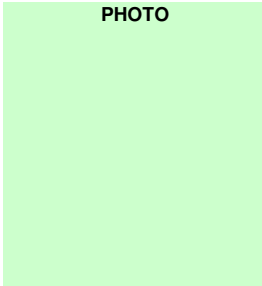
Category:

Safepass No:

Expiry Date:

CSCS No: (where relevant)

Expiry Date:



TRADE/SKILLS (place x to right of appropriate category)

Access Officer	<input type="checkbox"/>	Fitter	<input type="checkbox"/>	Steelfixer	<input type="checkbox"/>
Asphalter	<input type="checkbox"/>	General Operative	<input type="checkbox"/>	Storeman	<input type="checkbox"/>
Banksman	<input type="checkbox"/>	Linesman	<input type="checkbox"/>	Welder	<input type="checkbox"/>
Brick/Blocklayer	<input type="checkbox"/>	Painter	<input type="checkbox"/>	Other - give details:	<input type="checkbox"/>
Carpenter	<input type="checkbox"/>	Planner	<input type="checkbox"/>		<input type="checkbox"/>
Electrician	<input type="checkbox"/>	Plasterer	<input type="checkbox"/>		<input type="checkbox"/>
Excavator Driver	<input type="checkbox"/>	Scaffolder	<input type="checkbox"/>		<input type="checkbox"/>

Competence of above-named in relation to the above skills confirmed by:

Project Manager:

Date:



**CONTRACTING PARTNERS
SAFETY INDUCTION APPLICATION FORM**

EMPLOYMENT DETAILS

If you have previously worked with a contractor for ESB Networks, Contracting Partners, please state:

Name of previous contractor:

From:(date)

To:(date)

ESB ID No:

NB LETTER OF CLEARANCE MUST BE ATTACHED IF YOU HAVE PREVIOUSLY WORKED WITH A CONTRACTOR ON BEHALF OF ESB NETWORKS, CONTRACTING PARTNERS.

**Employment History
(other than with Contractor for ESB Networks, Contracting Partners)**

Employer Name: <input type="text"/>	Type of work: <input type="text"/>
From:(date) <input type="text"/>	To:(date) <input type="text"/>
Employer Name: <input type="text"/>	Type of work: <input type="text"/>
From:(date) <input type="text"/>	To:(date) <input type="text"/>

Appendix 4: Specific Requirements for Major Electrical Works

1.1 Control of Safety

As part of the Monthly safety report the Contractor must submit a complete staff list for all staff involved in the works. This Staff list will include details of ESB Networks Induction, Safe Pass Training, CSCS Training, Manual Handling Training and details of other training courses attended

1.2 Contractors Operating the Employer's Networks

Where it is agreed within the scope of the Contract that the Contractor shall provide staff capable of operating the Employer's Networks, the Contractor's staff shall not operate the Employer's Networks until they have been approved by the Employer.

Approved Operators who are responsible for carrying out switching on the Employer's Networks shall be expected to arrange their own isolation of the Network and to pass on associated Permits to Work. Before switching the Employer's Networks permission from the Controller shall be obtained by the Contractor.

1.3 The Employer Operating Networks for Contractors

Where isolation of the Network is required and it is not being provided by the Contractor as part of the Works under the Contract, isolation shall be arranged by the Employer's Project Manager who shall take any further operational precautions necessary to make the isolated Network safe.

1.4 Safety Rules

Each member of the Contractor's staff shall be issued with a copy of the Employer's Safety Rules which shall be signed for by the recipient. The Contractor is responsible for ensuring that each member of the Contractor's staff, agents or subcontractors are fully conversant with and comply with the Safety Rules.

2.0 Safety Requirements Applying to Contractors

2.1 Personal Protective Equipment

In the case of wood Poles, Climbsafe is the only approved method acceptable on ESB Networks. In the case of tower climbing the Clicker System is the only approved method acceptable.

2.2 Live Working

Where Live Working procedures are to be deployed by the Contractor, the procedures shall be agreed with the Employer's Project Manager.

3.0 Safety Reporting

3.1 Reportable Electrical Incidents

Reporting requirements for specific incidents not itemised in Section 6 are as follows:

“Live” Poling: Any “Live Poling” incident must be verbally reported, immediately, to the Employer’s Engineer, verbally reported immediately to the System Controller, ESB Networks, the EPM and to the Project Leader Safety Services, followed up in writing within 24hrs to the EPM and a copy to Safety Services (email: cpsafety@esb.ie) and by a full investigation report within 7 days.

Polarity: Any Polarity incidents (including those errors picked up on verification test) must be verbally reported immediately to Employer’s Engineer, the EPM and system controller, and to the Project Leader Safety Services and followed up in writing within 24hrs and by a full investigation report within 7 days.

Line Drops: Any Line Drop must be verbally reported immediately to the Employer’s Engineer, the EPM and to the Project Leader Safety Services and to the System Controller, followed up in writing to the Project Leader and a copy to Safety Services (email: cpsafety@esb.ie) within 24hrs and a copy of the HSA report (IR3) together with a full investigation report within 7 days.

Other Incidents: All incidents must be verbally reported to the EPM and the Project Leader Safety Services and followed up with an initial report in writing within 24hrs

3.2 Contractor Monthly Safety Performance Report

Every month the Contractor shall complete and submit a “Contractor Monthly Safety Performance Report”. This report, which is of a standard format, summarises the monthly and total site safety statistics, audit deviations, first aid treatments, near misses and lost time injuries for the site. The report should be submitted each month to the Employer’s Engineer, in digital format or by facsimile prior to the earliest progress meeting.

Appendix 5: Specific Requirements for Civil Works

1.0 Control Of Safety

1.1 Green Field Site Inductions

The PSCS shall carry out an ESBI Induction on site for all Contractor, Sub-Contractor's staff and visitors prior to their commencement. The induction shall follow the template provided by ESBI as a power point presentation and shall include site/project specific information on hazards, emergency procedures and welfare etc as set out in the 'items for inclusion in the site induction' on page .

The induction shall be given in addition or in conjunction with the contractors own standard site induction if appropriate.

It is the Contractors responsibility to ensure that all his operatives, his sub-contractors, domestic and nominated, and visitors have attended the induction in advance of their commencement of work on site and a list must be kept on site of all inductions. The ESB will not accept any claim for delay or additional cost or any extension of time arising out of the induction process.

1.2 Permits to Dig System

No excavation on live substation sites, whether by excavator or by hand, shall be carried out unless a 'Permit to Excavate' has been prepared and signed. This will ensure that proper planning, preparation and safety precautions are taken in order to prevent accidents during excavation. The Permit to Excavate shall be prepared by the PSCS and signed by both the PSCS and the excavator operator/foremen. Regular auditing of the permit process shall be undertaken, see Appendix 1 for details.

1.3 Control of As-Builts

The contractor shall keep precise detailed records of any deviations from or changes made to the works which are not shown on the construction drawings. In addition, the contractor shall put in place a procedure for the updating and control of as-built drawings. This is of particular concern for underground ducting and services layouts.

Compliance with this procedure shall be audited as part of the weekly safety audits, by testing that any recent underground works have been marked on the as-built drawings.

2.0 Safety Requirements Applying to Contractors

2.1 Method Statements

All work activities assessed as having a risk require the preparation and implementation of a written Method Statement.

A non-exhaustive '*List of Works Requiring Method Statements for ESB Substation Site Works*' are included below. Several of the method statements are highlighted and these **must be produced at the Project start-up meeting** along with a signed copy of CMP 13 'Method Statement Checklist' for each Method statement. **Method statements must be project specific / site specific where relevant.** Where the Contractor's staff are not English speaking, method statements shall be in the language concerned as well as in English.

Refer also to Section 5.1.1 on risk assessment.

Table: List of Works Requiring Method Statements for Substation Site works

1. Site entrance*
2. Site Access Rd*
3. Site huts – delivery and placing*
4. Erect site fence and gates*
5. Stripping topsoil, mounding, removal off site*
6. Foundation Works*
7. Construction of bases*
8. Ducting/Drainage/Utility Services*
9. Delivery and placing of pre-fab. electrical plant modules
10. Piling including Sheet Piles
11. Excavation & installation of earth grids
12. Erection of scaffolding
13. Construction of and internal roads
14. Pouring of in-situ walls & columns
15. Pouring of in-situ concrete slabs
16. Steelwork erection
17. Erection of masonry
18. Erection of prefabricated elements including precast wall panels, precast stairs and slabs
19. Roofing including erection of roof trusses
20. Compound stoning
21. Fencing and gates
22. Raised access floor
23. Demolition works
24. External rendering
25. Internal painting
26. Guttering
27. Installation of steel doors and frames
28. Safe use of generator
29. Roof finishes
30. Ceiling slabbing
31. Construction of transformer (Trafo) bunds
32. Erection of lighting standards
33. Erecting steelwork for 38kV, 110kV, 220kV, 275kV & 400kV plinths
34. Landscaping

***: Method Statements required at Project Start-Off Meeting**

2.2 Competent Site Foreman/PSCS Representative

The PSCS representative, who will normally be the Contractor's agent on site, must be competent to undertake the role by having adequate training, knowledge, experience and resources and must demonstrate these competencies prior to commencement on site. The Employer will assess the competency of the proposed PSCS site representative by holding an assessment interview with the candidate post-tender. This assessment will investigate the safety experience, attitude and training of the candidate and the Employer reserves the right to refuse any candidate who does not pass the assessment.

The Contractor has a responsibility to ensure that his/her Employees have been provided with the information, training, instruction and supervision necessary to ensure as far as reasonably practicable the safety, health and welfare at work of his/her Employees. This can be ensured by the application of the requirements of the Safe Pass, CSCS scheme and any relevant additional training courses in order to ensure the fulfilment of the above requirement.

It will be a requirement upon the PSCS to ensure this is applied by all Contractors. Evidence of information, training, instruction and supervision must be maintained in the Site Safety File for periodic inspection.

3.0 Safety Reporting

3.1 Reportable Incidents **

The following guidelines on Accident Reporting must be adhered to:

Any accidents, injuries, near misses or dangerous occurrences however serious, must be reported as detailed below and on the attached Flowcharts 1 & 2:

The Contractor shall investigate all such incidents and provide reports as requested by the Employer. The Contractor shall co-operate with and assist the Employer in any investigations the Employer wishes to carry out. Incidents, injuries and accidents are categorised as follows:

- | | |
|-------------------------------|--|
| Lost Time Injury (LTI) | This is an injury resulting in an individual on the site being unable to attend his/hers next planned working shift, normally defined as absent from the next day's work or longer. |
| Minor Injury (MI) | This is an injury which does <u>not</u> lead to one of the Contractor staff being absent from the Site for more than the current working shift. |
| Near Miss (NM) | A near miss is an event that did not result in an injury but had the potential to cause harm or injury to persons (including visitors or members of the public) or damage to plant or equipment. It includes the discovery of unsafe plant, equipment or conditions. |

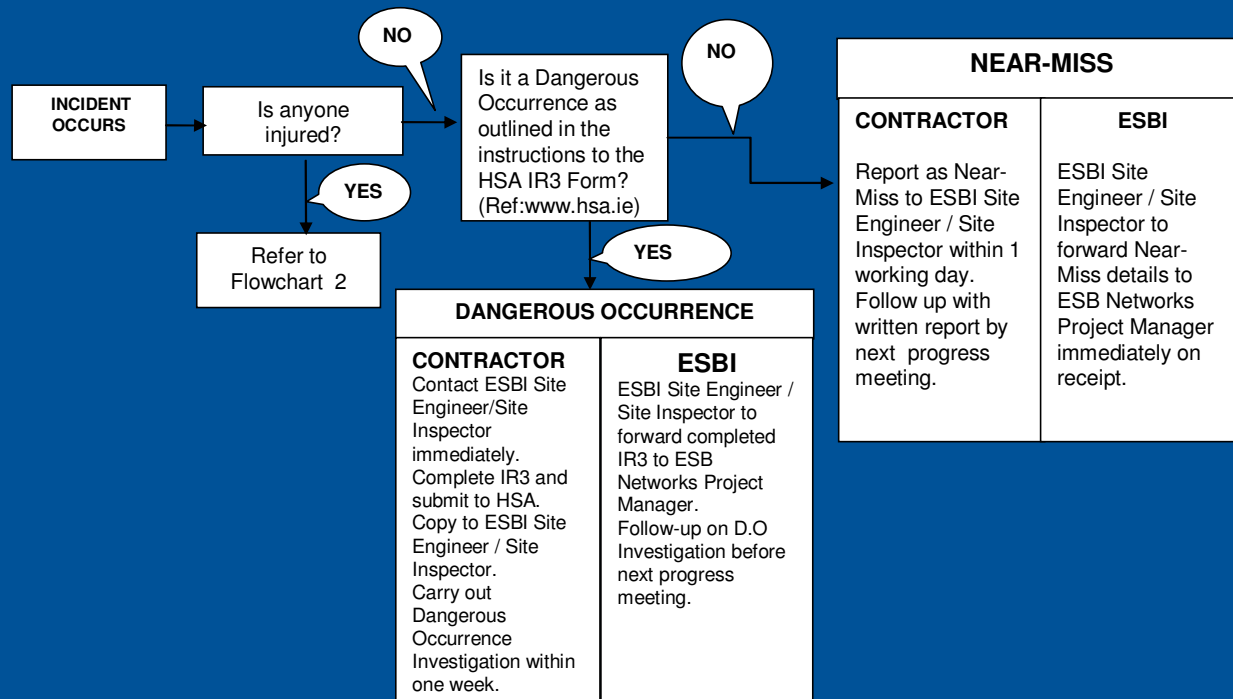
Near Miss reporting shall be encouraged and viewed in a positive perspective when reviewing safety records.

** An incident is a work related event in which an injury or ill health (regardless of severity) or fatality occurred or could have occurred.

Document Name

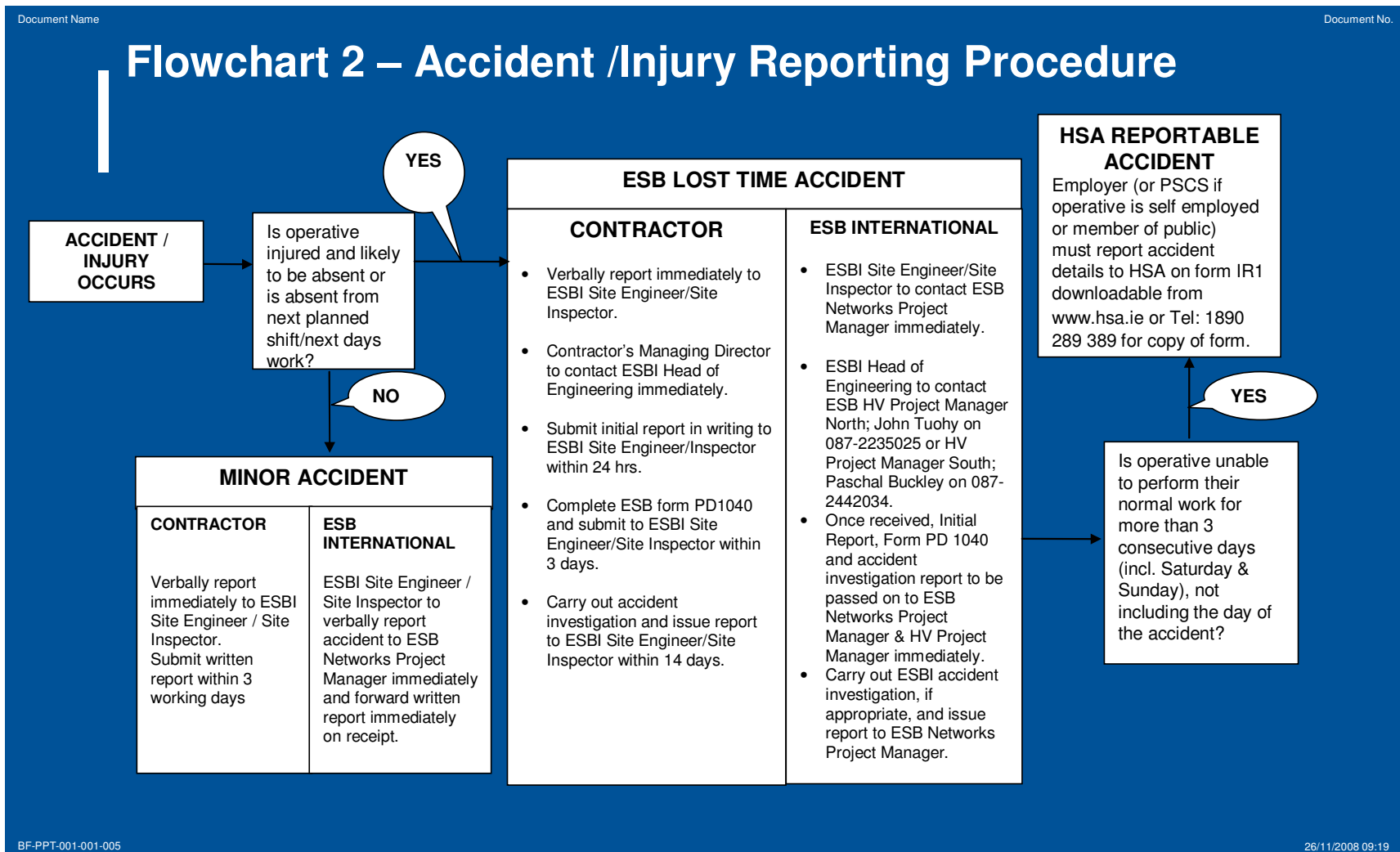
Document No.

Flowchart 1 – Dangerous Incident Reporting Procedure



BF-PPT-001-001-005

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3.2 Safety Auditing, Reporting & Follow-up

The Contractor shall conduct a weekly site safety audit to ensure that safe work practices are being adhered to. The Contractor's site management team shall carry out every second audit. These audits should be recorded and available for review on site and the findings presented at the regular progress meetings. Appendix 1 includes a sample audit sheet.

Weekly audits will comprise a walk-through inspection of the worksite, or work operations for the distinct purpose of identifying unsafe conditions and unsafe acts.

These audits will have a follow-up procedure to determine that the identified hazards, unsafe conditions, or unsafe acts were corrected in compliance with applicable Health Safety legislation, CMP 13 Guidelines, or PSCS/Contractor policies and within the agreed time. The effectiveness of the action taken by the PSCS/Contractor will also be monitored.

The contractor shall submit his weekly safety audit to the Employer immediately on completion.

Appendix 6: Non-exhaustive guidelines for compiling the Health & Safety Plan

The production of a Safety and Health Plan Construction Stage is a legislative requirement placed upon the Project Supervisor Construction Stage.

It is a vital document in the planning and co-ordination of the safe completion of the project.

It is essential that all aspects of legislative requirements, ESB requirements (CMP 13) and site considerations are all exhaustively applied to the site prior to works commencing.

The Safety and Health Plan must be communicated to all contractors prior to their commencement on site. The Safety and Health Plan must be communicated to all personnel involved in the project and must at all times be available on site.

The Safety and Health plan must be reviewed periodically, and updated where required.

Health & Safety Plan Contents

<i>Please include as a <u>minimum</u> the following:</i>
<p>Project Description Please set out a description of the project, details of adjoining land uses and other work activities if applicable.</p>
<p>Project Directory Identify key members including PSDP, Designers, PSCS and Client,</p>
<p>Project Management List members of the Project Team including Contracts Manager, Project Manager, Site Manager, Safety Officer, First Aiders</p>
<p>Health and Safety Policy Statement Outline the Companies approach, attitude and commitment to Safety and the legislative requirements.</p>
<p>Site Restrictions Detail site access and egress, restrictions on same, site security, maintenance of road and walk ways, Welfare facilities, permitting systems, overhead lines and known underground services.</p>
<p>Hazards & Particular Risks Detail proposed Safety Management of all particular risks for example: excavations, high voltages, electrical equipment, overhead/underground services, work at heights, confined space entry.</p>
<p>General Construction Risk Assessments Full compliment of Risk Assessments including Hazards identified, level of risk assessed & control measures.</p>
<p>Site Set up Please Risk assess all aspects of site set up</p>
<p>Subcontractors & others employed Please Detail the variety of works to be performed and potential interaction between contractors, outline the co-ordination of works, communications to be maintained and resources applied to ensure safety.</p>
<p>First Aid Arrangements Provide details of the qualified first aider for site, include Certification and detail all first aid facilities to be installed on site, including first aid equipment, register etc and resources in place for the maintenance/replenishment of same.</p>
<p>Emergency Procedure/Procedure in the event of an accident Detail Emergency response measures in place, responsible persons, assembly points, equipment for use, additional resources in place and contact numbers. Please include ESB reporting requirements (PD1040)</p>
<p>Welfare Facilities on Site Detail location, type and number of welfare facilities on site. Maintenance of same and suitability for numbers on site.</p>
<p>Consultation on Site Outline resources and arrangements for consultation on site. Details of methods of communications on Safety Documentation and standards. Safety representatives, safety committee, toolbox talks, JSSP, site information and co-ordination.</p>
<p>Information, Instruction and Training Please detail the information, training, instruction and supervision which will be enforced for the duration of the project. This must include but not be limited to: Induction Training, General Training, CSCS, Safe Pass and Manual Handling.</p>
<p>Company Safety Rules Please include a copy of the Company Safety Rules, details of non conformances, and disciplinary procedures.</p>
<p>Safety Inspections and Audits A copy of the standard company audit used. Detail type and frequency of audits in compliance with ESB requirements.</p>
<p>Monitoring and Review of the Safety Plan Detail the resources and arrangements in place to monitor and review/revise the Safety and Health Plan when necessary.</p>
<p>Safety File Full listing of the index to the Safety File. Detail all aspects of the documentation to be included therein. Detail arrangements in place for updating of as built drawings and maintenance of adequate information for the handover file at end of project.</p>
<p>The General Principles of Prevention Please provide details of the application of the general principles of prevention as under the General Application Regulations.</p>
Appendices
<p>Site Layout Drawing & Electrical Interface Agreement</p>
<p>Emergency plan</p>
<p>Health and Safety Documentation AF1/AF2</p>
<p>Preliminary Health and Safety Plan</p>
<p>Site Specific Company Safety Statement</p>
<p>Collection of Subcontractors Safety Risk Assessments/ Method Statements</p>
<p>Collection of Subcontractors Site Specific Safety Statements</p>

Appendix 7 Poling, Civil Works, Cable Pulling, Minor LV works, Fault Assistance

1.0 Contract types covered in this document

- HV/MV/LV poling
- Civil works(excluding work in substations)
- Cable pulling
- Minor LV works(such as installation/replacement/removal of aerials, services and meters, service alterations etc)
- Civil works associated with fault attendance

1.1 Introduction

ESB Networks engages a wide range of contractors in the course of its business. The size and scope of each activity presents unique challenges to ESN and its contractors. While CMP 13 gives the general framework this appendix is intended to clarify the specific requirements for the above types of contractors in light of the following:

- Each individual contractor typically has less than 20 employees
- Each contractor may have a number of contracts covering different ESB areas
- Typical job sites are small, and as a result does not involve site offices
- Each contractor may carry out work for a number of different ESB managers
- This may cause confusion in understanding who exactly is the Employers Project Manager
- Poling contractors may or may not carry out HV as well as MV/LV pole delivery, erection and retirement

1.2 Clarifications

CMP 13 applies except where amended below

Section 4.1 Employer's Project Manager (EPM). This will typically be the Technical Services Manager for the ESB Division in which the contractor has his registered office. This will be specified in the appointment process. While the contractor will deal with a number of ESB Supervisors (Person Issuing Work or PIW) on commercial matters, all written safety communication will be through the EPM.

Section 5.1 It is desirable that the contractor operates a recognised safety system such as SMP 20

1.3 Roles and responsibilities

The EPM will

- Manage the formal safety relationship with the contractor
- Issue Preliminary Safety Plan at tender stage
- Assess safety documentation submitted at the tendering stage.
- Where necessary take inputs and advise from other relevant ESB sources

ESB Contract Management Procedure

13. Contractor Safety Regulations

(e.g. for HV poling)

- Assess the contractor for PSCS appointment.
- This assessment will be valid on a national basis for 3 years
- Chair a mobilization meeting to confirm contact details for the EPM, PIW and System Controller relevant to each contract
- Chair a regular safety review with each Contractor and the relevant PIW's
- Issue relevant briefing information
- Co ordinate requests for inductions
- Maintain a Client file for each contractor to cover exchanges of safety information
- Ensure that documentation issued is the relevant and approved national issue
- Ensure that regular ESB audits of contractor safety are carried out each year

In turn the contractor will

- Carry out at least one staff site audit per working week
- Audit each member of his staff at least once every month
- In the case of fault assistance one safety audit every two weeks and one sample JSSP per week is required
- Carry out at least one quality audit every two working weeks
- Provide the monthly report listed in the contract, including all necessary invoices, safety , and quality data by the 7th of the month
- Attend the regular safety reviews listed above
- Attend safety workshops with other contractors, as required by ESB Networks
- Keep up to date records of staff approvals and training and vet new employees to ensure that they have not come to the attention of ESNB in their previous employment
- Is responsible for requesting induction in a timely manner
- Ensure employees have current and valid ID, are competent and have been inducted
- Ensure that lifting equipment ,tools and transport is fit for purpose and that certification is up to date and available for inspection
- Prepare and update relevant method statements, safety statement and health and safety plans and to record such changes in an amendment log
- Comply with legal duties of PSCS when appointed to this role
- Consult staff regularly on safety matters

The PIW will

- Issue work and check that it has been completed in line with the contract
- Ensure good value, prompt service delivery ,safety and quality
- Ensure prompt processing of invoices and monthly reports
- Ensure correct data capture(Geodart, ARA etc)
- Liaise locally with the contractor
- Carry out Safety audits as required by the EPM
- Notify the EPM of any local safety issues and concerns arising
- Only use approved contractors

1.4 Incident reporting

- Lost Time Injuries:** Verbally reported immediately by the Contractor to the relevant EPM, and the PIW. Within 24hrs an initial report in writing must be submitted to the PIW with a copy to the EPM. A PD1040 form must be completed and returned to the EPM within 3 days. A full investigation report must be submitted within 14 days to the PIW with a copy to EPM.
- Road Traffic Accidents, Including Bumps and Tips:** Verbally reported, immediately, by the Contractor to the PIW and followed up in writing within 24hrs to the PIW with a copy to EPM. An RTA report must be completed and returned to EPM, copy to the PIW, followed by the investigation report within 5 working days.
- Dangerous Occurrences:** All Dangerous Occurrences must be reported to the PIW, the EPM and the HSA, on an IR3 form which must be copied with a full report to EPM.
- Minor Injuries:** Verbally reported, immediately, by the Contractor to the PIW and followed up in writing, within 24 hours, to the PIW with a copy to EPM. A PD1040 form must be completed and returned to EPM within 3 working days, followed by the full investigation report within 7 days.
- Near Misses:** All “Near Misses” must be reported to the PIW, as soon as possible following the incident but not later than the next working day. Copies of all Class 1 Near Misses must accompany the Monthly Safety Report to EPM. Urgent and serious near misses must always be reported immediately to all parties.
- Reportable accidents and dangerous occurrences shall be reported directly by the Contractor to the Health and Safety Authority in accordance with the Safety, Health and Welfare at Work (General Application) Regulations SI 299 of 2007 as amended from time to time. However, the Contractor shall provide a copy of the statutory forms to the EPM, e.g. IR1 and IR3.
- Cable Dig In** Any Dig-In (Digging into a Cable) must be verbally reported immediately to the relevant EPM, the PIW and the System Controller, followed up in writing to the Project Leader and a copy to EPM within 24hrs and a copy of the HSA report (IR3) together with a full investigation report within 7 days.
- “Live” Poling:** **Any “Live Poling” incident must be verbally reported, immediately, to the EPM,** verbally reported immediately to the System Controller, ESB Networks, and to the PIW, followed up in writing within 24hrs to the EPM and PIW and by a full investigation report within 7 days.

Appendix 8 Timber cutting, Miscellaneous Station works

1.0 Contract types covered in this document

- Timber cutting
- Bunding
- Fire extinguishers
- Weed killing
- Fencing
- Fire extinguishers
- Other miscellaneous station work which may arise

2.0 Introduction

ESB Networks engages a wide range of contractors in the course of its business. The size and scope of each activity presents unique challenges to ESN and its contractors. While CMP 13 gives the general framework this appendix is intended to clarify the specific requirements for the above types of contractors in light of the following:

- Each individual contractor typically has less than 20 employees
- Each contractor may have a number of contracts covering different ESB areas
- Typical job sites are small, and as a result does not involve site offices
- Each contractor may carry out work for a number of different ESB managers
- This may cause confusion in understanding who exactly is the Employers Project Manager

3.0 Clarifications

CMP 13 applies except where amended below

Section 4.1 Employer's Project Manager (EPM). This will be a designated ESB Project Leader for the particular contract type. This will be specified in the appointment process. While the contractor will deal with a number of ESB Supervisors (Person Issuing Work or PIW) on commercial matters, all written safety communication will be through the EPM.

Section 5.1 It is desirable that the contractor operates a recognised safety system such as SMP 20

3.1 Roles and responsibilities

The EPM will

- Manage the formal safety relationship with the contractor
- Issue Preliminary Safety Plan at tender stage
- Assess safety documentation submitted at the tendering stage.
- Assess the contractor for PSCS appointment.
- This assessment will be valid on a national basis for 3 years

ESB Contract Management Procedure

13. Contractor Safety Regulations

- Chair a mobilization meeting to confirm contact details for the EPM, PIW and System Controller relevant to each contract
- Chair a regular safety review with each Contractor and the relevant PIW's
- Issue relevant briefing information
- Co ordinate requests for inductions
- Maintain a Client file for each contractor to cover exchanges of safety information
- Ensure that documentation issued is the relevant and approved national issue
- Ensure that regular ESB audits of contractor safety are carried out each year

In turn the contractor will

- Carry out at least one staff site audit per working week
- Audit each member of his staff at least once every month
- Carry out at least one quality audit every two working weeks
- Provide the monthly report listed in the contract, including all necessary invoices, safety , and quality data by the 7th of the month
- Attend the regular safety reviews listed above
- Attend safety workshops with other contractors, as required by ESB Networks
- Keep up to date records of staff approvals and training and vet new employees to ensure that they have not come to the attention of ESBN in their previous employment
- Is responsible for requesting induction in a timely manner
- Ensure employees have current and valid ID, are competent and have been inducted
- Ensure that lifting equipment ,tools and transport is fit for purpose and that certification is up to date and available for inspection
- Prepare and update relevant method statements, safety statement and health and safety plans and to record such changes in an amendment log
- Comply with legal duties of PSCS when appointed to this role
- Consult his staff regularly on safety matters

The PIW will

- Issue work and check that it has been completed in line with the contract
- Ensure good value, prompt service delivery ,safety and quality
- Ensure prompt processing of invoices and monthly reports
- Ensure correct data capture(Geodart, ARA etc)
- Liaise locally with the contractor
- Carry out Safety audits as required by the EPM
- Notify the EPM of any local safety issues and concerns arising
- Only use approved contractors

3.2 Incident reporting

- Lost Time Injuries:** Verbally reported immediately by the Contractor to the relevant EPM, NPM and the PIW. Within 24hrs an initial report in writing must be submitted to the PIW with a copy to the EPM. A PD1040 form must be completed and returned to the EPM within 3 days. A full investigation report must be submitted within 14 days to the PIW with a copy to EPM.
- Road Traffic Accidents, Including Bumps and Tips:** Verbally reported, immediately, by the Contractor to the PIW and followed up in writing within 24hrs to the PIW with a copy to EPM and NPM. An RTA report must be completed and returned to EPM, copy to the PIW, followed by the investigation report within 5 working days.
- Dangerous Occurrences:** All Dangerous Occurrences must be reported to the PIW, the EPM, NPM and the HSA, on an IR3 form which must be copied with a full report to EPM.
- Minor Injuries:** Verbally reported, immediately, by the Contractor to the PIW and NPM and followed up in writing, within 24 hours, to the PIW with a copy to EPM. A PD1040 form must be completed and returned to EPM within 3 working days, followed by the full investigation report within 7 days.
- Near Misses:** All "Near Misses" must be reported to the PIW, as soon as possible following the incident but not later than the next working day. Copies of all Class 1 Near Misses must accompany the Monthly Safety Report to EPM. Urgent and serious near misses must always be reported immediately to all parties.
- Reportable accidents and dangerous occurrences shall be reported directly by the Contractor to the Health and Safety Authority in accordance with the Safety, Health and Welfare at Work (General Application) Regulations SI 299 of 2007 as amended from time to time. However, the Contractor shall provide a copy of the statutory forms to the EPM, e.g. IR1 and IR3.
- Cable Dig In** Any Dig-In (Digging into a Cable) must be verbally reported immediately to the relevant EPM, the PIW and the System Controller, followed up in writing to the Project Leader and a copy to EPM within 24hrs and a copy of the HSA report (IR3) together with a full investigation report within 7 days.

Appendix 9 Network Operation, Generation Operation/Maintenance and Fuel Delivery on offshore islands

1.0 Contract types covered in this document

- Network Operations and minor works
- Operation and Maintenance of generators
- Delivery of fuel to generators
- All the above activities are in relation to designated offshore islands

2.0 Introduction

ESB Networks engages a wide range of contractors in the course of its business. The size and scope of each activity presents unique challenges to ESBN and its contractors. While CMP 13 gives the general framework this appendix is intended to clarify the specific requirements for the above types of contractors in light of the following:

- Each individual contractor has a small number of employees
- Work is intermittent in nature, and can include network operation of an ESB controller who is remote from the location
- Due to the limited boat links ESBN representatives may rarely be present
- Weather conditions may result in the island being isolated for prolonged periods of time
- Typical job sites are small, and as a result does not involve site offices
- This may cause confusion in understanding who exactly is the Employers Project Manager, and the relationship with the contractor
- Some contractors may carry out a range of these duties

3.0 Clarifications

CMP 13 applies except where amended below

Section 4.1 Employer's Project Manager (EPM). This will typically be the Technical Services Manager for the ESB Division in which the contractor has his registered office. This will be specified in the appointment process. While the contractor will deal with a number of ESB Supervisors (Person Issuing Work or PIW) on commercial matters, all written safety communication will be through the EPM.

Section 5.1 It is desirable that the contractor operates a recognised safety system such as SMP 20

3.1 Roles and responsibilities

The EPM will

- Manage the formal safety relationship with the contractor
- Issue Preliminary Safety Plan at tender stage
- Assess safety documentation submitted at the tendering stage.

ESB Contract Management Procedure

13. Contractor Safety Regulations

- Assess the contractor for PSCS appointment.
- This assessment will be valid on a national basis for 3 years
- Chair a mobilization meeting to confirm contact details for the EPM, PIW and System Controller relevant to each contract
- Chair a regular safety review with each Contractor and the relevant PIW's
- Issue relevant briefing information
- Co ordinate requests for inductions
- Maintain a Client file for each contractor to cover exchanges of safety information
- Ensure that documentation issued is the relevant and approved national issue
- Ensure that regular ESB audits of contractor safety are carried out each year

In turn the contractor will

- Carry out one safety audit every two weeks.
- Carry out JSSP before each job
- Submit one copy of a completed JSSP per week
- Complete switching plan for all network operations and copy to ESB network controller
- Provide the monthly report listed in the contract, including all necessary invoices, safety , and quality data by the 7th of the month
- Attend the regular safety reviews listed above
- Attend safety workshops with other contractors and training as required by ESB Networks
- Keep up to date records of staff approvals and training and vet new employees to ensure that they have not come to the attention of ESBN in their previous employment
- Is responsible for requesting induction in a timely manner
- Ensure employees have current and valid ID, are competent and have been inducted
- Ensure that lifting equipment ,tools and transport are fit for purpose and that certification is up to date and available for inspection
- Prepare and update relevant method statements, safety statement and health and safety plans and to record such changes in an amendment log
- Comply with legal duties of PSCS when appointed to this role
- Consult staff regularly on safety matters

The PIW will

- Issue work and check that it has been completed in line with the contract
- Ensure good value, prompt service delivery ,safety and quality
- Ensure prompt processing of invoices and monthly reports
- Ensure correct data capture(Geodart, ARA etc)
- Liaise locally with the contractor
- Carry out Safety audits as required by the EPM
- Notify the EPM of any local safety issues and concerns arising
- Only use approved contractors

3.2 Incident reporting

Lost Time Injuries: Verbally reported immediately by the Contractor to the relevant EPM, and the PIW. Within 24hrs an initial report in writing must be submitted to the PIW with a copy to the EPM. A PD1040 form must be completed and returned to the EPM within 3 days. A full investigation report must be submitted within 14 days to the PIW with a copy to EPM.

Road Traffic Accidents, Including Bumps and Tips: Verbally reported, immediately, by the Contractor to the PIW and followed up in writing within 24hrs to the PIW with a copy to EPM. An RTA report must be completed and returned to EPM, copy to the PIW, followed by the investigation report within 5 working days.

Dangerous Occurrences: All Dangerous Occurrences must be reported to the PIW, the EPM and the HSA, on an IR3 form which must be copied with a full report to EPM.

Minor Injuries: Verbally reported, immediately, by the Contractor to the PIW and followed up in writing, within 24 hours, to the PIW with a copy to EPM. A PD1040 form must be completed and returned to EPM within 3 working days, followed by the full investigation report within 7 days.

Near Misses: All "Near Misses" must be reported to the PIW, as soon as possible following the incident but not later than the next working day. Copies of all Class 1 Near Misses must accompany the Monthly Safety Report to EPM. Urgent and serious near misses must always be reported immediately to all parties.

Reportable accidents and dangerous occurrences shall be reported directly by the Contractor to the Health and Safety Authority in accordance with the Safety, Health and Welfare at Work (General Application) Regulations SI 299 of 2007 as amended from time to time. However, the Contractor shall provide a copy of the statutory forms to the EPM, e.g. IR1 and IR3.

Cable Dig In: Any Dig-In (Digging into a Cable) must be verbally reported immediately to the relevant EPM, the PIW and the System Controller, followed up in writing to the Project Leader and a copy to EPM within 24hrs and a copy of the HSA report (IR3) together with a full investigation report within 7 days.

Appendix 10 Traffic management

1.0 Contract types covered in this document

- Preparation of traffic management plans for type A and B roadworks
- Construction and maintenance of approved traffic management plans

2.0 Introduction

ESB Networks engages a wide range of contractors in the cause of its business. The size and scope of each activity presents unique challenges to ESBN and its contractors. While CMP 13 gives the general framework this appendix is intended to clarify the specific requirements for the above types of contractors in light of the following:

- Each individual contractor has a small number of employees
- Work is intermittent in nature
- Typical job sites are small, and as a result does not involve site offices
- The contractor may work for a wide range of ESB managers
- This may cause confusion in understanding who exactly is the Employers Project Manager, and the relationship with the contractor

3.0 Clarifications

CMP 13 applies except where amended below

Section 4.1 Employer's Project Manager (EPM). This will typically be the Technical Services Manager for the ESB Division in which the contractor has his registered office. This will be specified in the appointment process. While the contractor will deal with a number of ESB Supervisors (Person Issuing Work or PIW) on commercial matters, all written safety communication will be through the EPM.

Section 5.1 It is desirable that the contractor operates a recognised safety system such as SMP 20

3.1 Roles and responsibilities

The EPM will

- Manage the formal safety relationship with the contractor
- Assess safety documentation submitted at the tendering stage.
- Assess the contractor for PSCS and PSDP appointment.
- This assessment will be valid on a national basis for 3 years
- Chair a mobilization meeting to confirm contact details for the EPM, PIW and System Controller relevant to each contract
- Chair a regular safety review with each Contractor and the relevant PIW's
- Issue relevant briefing information
- Co ordinate requests for inductions
- Maintain a Client file for each contractor to cover exchanges of safety information
- Ensure that documentation issued is the relevant and approved national issue
- Ensure that regular ESB audits of contractor safety are carried out each year

In turn the contractor will

- Carry out one safety audit every two working weeks.
- Carry out JSSP before each job
- Submit one copy of a completed JSSP per working week
- Provide the monthly report listed in the contract, including all necessary invoices, safety , and quality data by the 7th of the month
- Attend the regular safety reviews listed above
- Keep up to date records of staff approvals and training and vet new employees to ensure that they have not come to the attention of ESNB in their previous employment
- Is responsible for requesting induction in a timely manner
- Ensure employees have current and valid ID, are competent and have been inducted
- Ensure that lifting equipment ,tools and transport are fit for purpose and that certification is up to date and available for inspection
- Prepare and update relevant method statements, safety statement and health and safety plans and to record such changes in an amendment log
- Comply with legal duties of PSDP and PSCS when appointed to this role
- Consult staff regularly on safety matters

The PIW will

- Issue work and check that it has been completed in line with the contract
- Ensure good value, prompt service delivery ,safety and quality
- Ensure prompt processing of invoices and monthly reports
- Ensure correct data capture(Geodart, ARA etc)
- Liaise locally with the contractor
- Carry out Safety audits as required by the EPM
- Notify the EPM of any local safety issues and concerns arising
- Only use approved contractors

3.2 Incident reporting

Lost Time Injuries: Verbally reported immediately by the Contractor to the relevant EPM, and the PIW. Within 24hrs an initial report in writing must be submitted to the PIW with a copy to the EPM. A PD1040 form must be completed and returned to the EPM within 3 days. A full investigation report must be submitted within 14 days to the PIW with a copy to EPM.

Road Traffic Accidents, Including Bumps and Tips: Verbally reported, immediately, by the Contractor to the PIW and followed up in writing within 24hrs to the PIW with a copy to EPM. An RTA report must be completed and returned to EPM, copy to the PIW, followed by the investigation report within 5 working days.

Dangerous Occurrences: All Dangerous Occurrences must be reported to the PIW, the EPM and the HSA, on an IR3 form which must be copied with a full report to EPM.

ESB Contract Management Procedure
13. Contractor Safety Regulations

Minor Injuries: Verbally reported, immediately, by the Contractor to the PIW and followed up in writing, within 24 hours, to the PIW with a copy to EPM. A PD1040 form must be completed and returned to EPM within 3 working days, followed by the full investigation report within 7 days.

Near Misses: All "Near Misses" must be reported to the PIW, as soon as possible following the incident but not later than the next working day. Copies of all Class 1 Near Misses must accompany the Monthly Safety Report to EPM. Urgent and serious near misses must always be reported immediately to all parties.

Reportable accidents and dangerous occurrences shall be reported directly by the Contractor to the Health and Safety Authority in accordance with the Safety, Health and Welfare at Work (General Application) Regulations SI 299 of 2007 as amended from time to time. However, the Contractor shall provide a copy of the statutory forms to the EPM, e.g. IR1 and IR3.

Appendix 11 Non- Construction Contractors

1.0 Contract types covered in this document

- Standard Materials Haulage
- Wood Pole Haulage
- Disposal of Oil filled Equipment
- Disposal of Hazardous Material
- Other Waste/Recycling/Scrap Contracts
- Other activities not covered under the Construction Regulations

2.0 Introduction

ESB Networks engages a wide range of contractors in the cause of its business. The size and scope of each activity presents unique challenges to ESBN and its contractors. While CMP13 gives the general framework this appendix is intended to clarify the specific requirements for the above types of contractors in light of the following:

- Each individual contractor typically has less than 20 staff working for ESB
- Contracts are managed centrally and will cover all locations

3.0 Clarifications

Employers Project Manager (EPM). This will be the manager of the specific contract and will be clearly identified in the appointment process. While the contractor will deal with a number of ESB Supervisors on commercial matters, all written Health & Safety communication will be through this Manager.

Re Section 5.1 of CMP 13 It is desirable that the contractor operates a recognised safety system

3.1 Roles and Responsibilities

The EPM will

- Manage the formal safety relationship with the contractor
- Issue Preliminary Safety Plan at the tender stage
- Assess safety documentation submitted at the tendering stage
- Take inputs from other relevant ESB sources
- Assess the contractor for appointment
- Chair an initial meeting to confirm contact details and procedures
- Chair regular safety review meetings with each contractor
- Issue relevant briefing information
- Maintain a Client file for each contractor to cover exchanges of safety information
- Ensure that documentation issued is the relevant and approved national issue
- Ensure that regular ESB audits of contractor safety are carried out each year

The Contractor will

- Carry out an agreed number of safety audits appropriate for the activity each month
- Develop a Site Safety Work Plan where requested

- Complete the monthly report listed
- Attend regular safety reviews
- Maintain up to date staff training records
- Ensure all staff are inducted, have appropriate training and are competent
- Ensure staff have a valid ID
- Ensure equipment, tools and transport are fit for purpose and comply with all statutory requirements
- Certification for equipment is current and available for inspection
- Prepare and update relevant method statements, safety statements and health and safety plans and to record such changes in an amendment log
- Consult staff regularly on safety matters

The PIW will (person issuing work, normally ESB Supervisor)

- Issue work and check that it has been completed in line with the contract
- Ensure good value, prompt service delivery, safety and quality
- Ensure prompt processing of invoices and monthly reports
- Ensure correct data capture
- Liaise locally with the contractor
- Carry out safety audits as required by the EPM
- Notify the EPM of any local safety issues and concerns arising
- Only use approved contractors

3.2 Incident Reporting

Lost Time Injuries: Verbally reported immediately by the contractor to the EPM, and the PIW. Submit an initial written report within 24 hours to the EPM and PIW. A completed PD1040 form must be returned to the EPM, copy to PIW within 3 days. A full investigation report must be submitted to the EPM and PIW within 14 days. The HSA must be notified by the contractor of any Reportable accidents (IR1 form).

Road Traffic Accidents, Including Bumps and Tips: Verbally reported immediately by the contractor to the EPM, and the PIW. Submit an initial written report within 24 hours to the EPM and PIW. An RTA report must be completed and returned to the EPM, copy to PIW, followed by an investigation report within 5 days.

Dangerous Occurrences: Verbally reported immediately by the contractor to the EPM, and the PIW. The contractor must complete an IR3 form and send it to the HSA, with a copy and a full report to the EPM and PIW.

Minor Injuries: Verbally reported immediately by the contractor to the EPM, and the PIW. Submit an initial written report within 24 hours to the EPM and PIW. A completed PD1040 form must be returned to the EPM, copy to PIW within 3 days. A full investigation report must be submitted to the EPM and PIW within 7 days.

Near Misses: Verbally reported immediately by the contractor to the EPM, and the PIW. Near Misses must be entered on the monthly report.

Environmental Incidents: Oil spills etc may occur as a result of a near miss or accident. The Environmental Management section of ESB has procedures to be followed in these instances. Such instances must be verbally reported immediately by the contractor to the EPM, and the PIW.

Monthly Report for Non Construction Contractors

Contractor	Audits 2011 Target	Audits Actual Year To-Date	Audits Closed	Number of deliveries	LTI's Year To-Date	Minor Accidents – Non-LTI's Year To-Date	Near Misses Year To-Date
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J.Bloggs

Total	**	**					**
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♦ **LTI's year to date:**

To-date	Activity at time	Details	Date of Incident	Comments
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LTI 1.

♦ **Minor Accidents – Non-LTI's year to date:**

To-date	Activity at time	Details	Date of Incident	Comments
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MA 1.

MA 2

♦ **Near Misses year to date:**

To-date	Activity at time	Details	Date of Incident	Comments
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NM 1

NM2

