



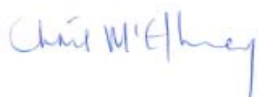
Shared Services

Contractor Safety Regulations

(To be implemented by the Contractor)

Instructions for Use:

1. Read document carefully.
2. Submit the following information as part of your Tender;
 - (a) An up to date copy of your Safety Statement.
 - (b) Up to date Safety Statements for all proposed sub-contractors.
 - (c) Method Statements for significantly hazardous activities.
 - (d) Material safety data sheets for all proposed chemicals.
 - (e) Copies of your employer and public liability insurance certificates.
3. Should you be the successful Tenderer you will need to complete the “**CONTRACTOR SAFETY CHECKLIST**” jointly with the ESB Nominated Person prior to commencing work. Retain this book.
4. You must obtain a **PERMIT TO WORK** from the ESB Nominated Person before commencing work regarded as hazardous.
5. For work regarded as construction the safety file for the project must be handed over to the ESB Nominated Person when the work is complete.



Chris McElhinney,
GENERAL MANAGER,
SHARED SERVICES

October, 2007

CONTENTS

1. INTRODUCTION	4
1.1. General	4
1.2. Compliance with Legislation	4
1.3. Preliminary Safety and Health Plan	5
1.4. ESB Safety Statement	5
1.5. Safety Violations	5
1.6. Working Language	5
1.7. Young Persons	6
1.8. Special Needs Persons	6
1.9. Alcohol and Drugs	6
2. PROVISION FOR SAFETY IN CONTRACT PRICE	6
3. CONTROL OF SAFETY	7
3.1. Persons Responsible	7
3.2. Appointment of Project Supervisors (Construction Regulations)	8
3.3. Safety Check List	8
3.4. Permit to Work	8
3.5. Induction Safety Training	8
3.6. Control of Sub-Contractors	9
3.7. Listing of Contractor's Staff	9
3.8. Interference with Plant	9
4. SAFETY REQUIREMENTS APPLYING TO CONTRACTORS	10
4.1. General Safety	10
4.2. Safety of Materials	12
4.3. Audits	14
5. REPORTING OF ACCIDENTS	14
6. FIRST AID FACILITIES	14
ANNEX	
A. Contractor Safety Checklist	15
B. Hot Work Permit	16
C. Hazardous Work Activities	17
D. Safety of Work Equipment	22
E. Contractor Insurance	26

TENDER STAGE SAFETY FORM

Part 1 : ESB definition of Work

(Sections 1-4 to be completed by ESB)

1 Name and address of Tenderer Enquiry Reference: <div style="border: 1px solid black; width: 100%; height: 30px; margin-top: 5px;"></div>	<div style="border: 1px solid black; width: 100%; height: 100px;"></div>	
2	The work covered by this Enquiry is "construction work" as per the Safety, Health and Welfare at Work (Construction) Regs 2006 (SI504-2006)	Yes <input type="checkbox"/> No <input type="checkbox"/>
3	The Contract scope includes the role of Project Supervisor Design Process (PSDP). (The Successful Tender must nominate a competent person as the PSDP Rep.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4	The Contract scope includes the role of Project Supervisor Construction Stage (PSCS). (The successful Tender must nominate a competent person as (PSCS)	Yes <input type="checkbox"/> No <input type="checkbox"/>
<h4 style="color: blue;">Part 2: Tenderer's Safety Information</h4> <p style="text-align: center;">(To be completed by Tenderer- Submit top copy with Tender)</p>		
5	Name of contractors Safety Advisor? <input style="width: 80%;" type="text"/>	
6	Name of staff Safety Representative? <input style="width: 80%;" type="text"/>	
7	Have all proposed staff received manual handling training within the past three years and has a written record been maintained?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8	Have all proposed staff valid FAS Safe Pass Cards and relevant Construction Skills Certification (or recognised equivalents)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9	Number of Lost Time Injuries in the last 5 years?	
10	Number of Reportable Accident (to Health and Safety Authority) in the last 5 years	
11	Number of Health and Safety Authority Improvement Notices in last 5 years? Number of Health and Safety Authority Prohibition Notices in Last 5 years? Number of Health and Safety Authority Prosecutions in last 5 years?	_____ _____ _____
Signed: _____ Date: _____		

1. INTRODUCTION

1.1. General

This document provides information on the basic control measures that ESB has put in place to ensure safety, health and welfare while Contractors are carrying out work for Shared Services. It also details the safe working practices, which will be required of Contractors, sub-contractors and their personnel. This document forms an integral part of the Terms of Contract. Accordingly, Contractors must take account of the requirements herein when determining their Contract Price.

The Contractor is responsible for implementing the requirements of these Regulations and for taking all further precautions necessary to ensure a safe working environment.

ESB is responsible for providing resources only where **explicitly** agreed.

1.2. Compliance with Legislation

Contractors must comply with all relevant Irish and EU safety legislation in time being in force, including but without limitation:

- The Factories Act 1955 and associated Regulations.
- The Safety in Industry Act 1980 and associated Regulations.
- The Dangerous Substances Acts 1972 and 1979 and associated Regulations.
- The European Communities Act 1972 and associated safety Regulations.
- The European Communities (Protection of Workers) (Exposure to Asbestos) Regulations SI 34 1989. The European Communities (Protection of Workers) (Exposure to Asbestos) (Amendment) Regulations SI 276 1993.
- The Safety, Health and Welfare at Work Act 2005 and associated Regulations.
- The Safety, Health and Welfare at Work (General Application) Regulations SI299 2007.
- The Safety, Health and Welfare at Work (General Application) Regulations SI44 1993 Part X and Twelfth Schedule.
- The Safety, Health and Welfare at Work (Carcinogens) Regulations SI 80 1993.
- The Safety, Health and Welfare at Work (Chemical Agent) Regulations SI 445 1994.
- The Safety, Health and Welfare at Work (Construction) Regulations SI 504 2006.
- The Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations SI386 2006

- The Waste Management Act 1996 and associated Regulations.
- The Organisation of Working Time Act 1997 and associated Regulations.
- Private Security Services Act 2004.
- EC (Hygiene of Foodstuffs) Regulations 2000.
- The protection of Employment (Fixed Term Work) Act 2003.
- Any employment legislation in force from time to time including, without limitation, the European Communities (Protection of employees) on transfer of Undertakings Regulations SI 131 2003.

1.3. Preliminary Safety and Health Plan

Where the Contract scope includes work defined as “construction work” this document forms an element of the ***Preliminary Safety and Health Plan*** where one is required under the Safety, Health and Welfare at Work (Construction) Regulations SI 504 2006. Other hazards and safety provisions will be advised by ESB in the enquiry documents and/or will be advised directly prior to commencing work.

1.4. ESB Safety Statement

The local ESB Safety Statement(s) is available for examination on request. This identifies the common hazards encountered in the location.

1.5. Safety Violations

Breaches in safety standards will not be tolerated. ESB reserves the right to terminate the Contract should such breaches occur.

The ESB Nominated Person or their nominee is empowered to stop the work if unsafe practices are being used. Time lost or costs associated with such stoppages will be the responsibility of the Contractor.

1.6. Working Language

The working language of ESB personnel will be English. Where non-English speaking staff are employed by the Contractor, sufficient persons and processes shall be made available by the Contractor to enable all communications from ESB, either verbal, written or signage, to be translated effectively into the other language. The Contractor’s Charge person shall be a fluent English speaker.

1.7. Young Persons

Contractors must obtain written permission from ESB before allowing persons aged 16 or 17 to work on our premises. Prior to work commencing, the Contractor must carry out a written risk assessment of the specific activities to be undertaken by the young persons concerned. Persons under the age of 16 must not be engaged by the Contractor to carry out work for ESB.

1.8. Special Needs Person

Written risk assessments shall be carried out by the Contractor and appropriate control measures put in place to cover work by persons with special needs

1.9. Alcohol and Drugs

Contractor's staff must not be under the influence of alcohol or illegal substances while carrying out work for ESB and must not bring any such substances on to our property. Medication must not interfere with a person's ability to carry out work safely.

2. PROVISION FOR SAFETY IN CONTRACT PRICE

Contractors shall make provision in their Contract Price for safely discharging the Contract and for meeting the requirements of these Contractor Safety Regulations. Such provision should be separately identified in the make-up of the Contract Price.

3. CONTROL OF SAFETY

3.1. Persons Responsible

ESB will appoint a person to be known as the **ESB Nominated Person** who will have responsibility for the safety of the Contractor's personnel only in so far as their safety may be affected by ESB plant, or by any work or operation being carried out in the location/site by persons other than the Contractor's employees.

The Contractor must appoint a competent person to be known as the **Contractor's Representative** who will have sole responsibility for the following:

(Reference to contractor personnel in this document includes sub- contractors where relevant)

- Transmitting the instructions of the ESB Nominated Person to the Contractor's and Sub-Contractor's personnel and for seeing that these instructions are carried out.
- The safety of all persons affected by the Contractor's own activities.
- The safety of the Contractor's personnel with respect to the hazards advised by the ESB Nominated Person.
- Advising the ESB Nominated Person of any hazards that the Contractor's activities might pose to persons other than the Contractor's own personnel or to ESB plant.

Except by prior and mutual agreement or **in cases of emergency**, all communication on safety related issues must be between the ESB Nominated Person and the Contractor's Representative. Where other persons are given such a role, their mandates must be clearly established and agreed between these two persons.

The Contractor's Representative must be present on the premises at all times when the Contractor's personnel are carrying out work. Where necessary, the role of Contractor's Representative can be transferred to another competent person working for the Contractor. Where this occurs, the ESB Nominated Person must be informed in advance and in writing.

3.2. Appointment of Project Supervisors (Construction Regulations)

Where the work being undertaken is deemed “construction work” under the Safety, Health and Welfare at Work (Construction) Regulations SI 504 of 2006, the Terms of Contract will specify whether the roles of Project Supervisor Design Process (PSDP) and/or Project Supervisor Construction Stage (PSCS) are included as part of the Contract Scope. Where construction work is part of the Contract Scope, the Contractor’s Representative will discharge the duties of Project Supervisor (Construction) either as the named person or in the role of Health and Safety Co-ordinator with the Contracting Company named as the Project Supervisor (Construction). The ESB Nominated Person in advance of work starting will appoint the Project Supervisors on behalf of the Client, who is the Electricity Supply Board, 27 Lower Fitzwilliam Street, Dublin 2. The appointments and acceptance of the roles will be formal, and in writing. The chosen option will be at the discretion of ESB.

3.3. Safety Check List

Work by a Contractor must not commence until the Contractor’s Representative has been briefed by the ESB Nominated Person on the relevant sections of our Safety Statement what work is to be done, the location of the work, emergency procedures, and on any hazards posed by plant or activities within the Location. Following this briefing, the Contractor’s Representative must fill out and sign the safety check-list appended to this document, jointly with the ESB Nominated Person.

3.4. Permit to Work

Before the commencement of work a written **Permit to Work** will normally issue from the ESB Nominated Person to the Contractor’s Representative and is signed by both parties. This document states the specific precautions taken by both ESB and Contractor so as to control certain types of work that are potentially hazardous.

3.5. Induction Safety Training

Contractor representative will receive induction safety training from ESB prior to commencing work. The ESB Nominated Person or a nominee will provide this training. The duration will vary, depending on the work to be carried out and the risk associated with the work. It is the responsibility of the Contractor’s Representative to ensure their staff are appropriately briefed and trained.

Throughout the Contract period, the Contractor's Representative must ensure that regular safety briefings are given to take account of any changes in circumstances.

Costs associated with safety training must be included in the Contract Price.

3.6. Control of Sub-Contractors

The provisions of these Contractor Safety Regulations apply to both principal Contractors and to any sub-contractors under their control. Responsibility for implementing its provisions with respect to sub-contractors rests entirely with the principal Contractor. No sub-contractor may be brought on site without the explicit agreement of the ESB Nominated Person. The names of all sub-contractors employed under the Contract must be listed on a Contract document.

3.7. Listing of Contractor's Staff

Prior to mobilising on site, the Contractor must submit a **list of all staff** (including those of sub-contractors) that will be brought onto ESB property. Where staff other than those listed are brought into the premises, their names must be notified to the ESB Nominated Person and added to the list before they commence work.

3.8. Interference with Plant

Except where authorised by the ESB Nominated Person, Contractor's personnel may not interfere with, adjust, or otherwise tamper with ESB plant or equipment. Under **no circumstances** may "Hold-off" tags, "On test" tags, "lock-out", or other similar attachments to plant which are used by ESB in the isolation and testing of plant, be interfered with or removed.

Contractor's personnel must not enter parts of the premises outside the immediate work areas unless agreed with the ESB Nominated Person.

4. SAFETY REQUIREMENTS APPLYING TO CONTRACTORS

4.1. General Safety

4.1.1. Safety Statement

The Contractor must at tender stage submit an up to date Safety Statement. This must identify the hazards to which the Contractor's staff are exposed and the corresponding control measures to be implemented. It must also identify those within the contracting company who has responsibility for safety.

Safety Statements must also be submitted by the Contractor for any proposed sub-contractors.

4.1.2. 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 for any activity presenting a significant hazard with which their personnel are unfamiliar or which is not covered by their existing safe working procedures. Such risk assessments shall be kept on file and a copy made available to the ESB Nominated Person.

4.1.3. Method Statements

Written **method statements** must be provided for any activities involving a significant hazard. These should state the control measures/procedures proposed in order to enable the work to be carried out in a safe manner, to include but not limited to, Personal Protective Equipment required, safe use of tools/equipment, safe use of chemicals, etc. The method statement should include a step by step explanation of how the work is to be done, especially in relation to the health and safety aspects. If possible it should follow a recognised code of practice where available, or be otherwise proven in a similar work situation. A competent person acting on behalf of the Contractor must certify Method statements.

4.1.4. Safety Officer

Where more than 20 persons are under the control of the Contractor (either directly or as sub-contractors) within the work location and where the work is deemed “*construction work*”, the Contractor must appoint a Safety Officer in accordance with the Safety, Health and Welfare at Work (Construction) Regulations SI 504 2006.

4.1.5. Competence and Fitness for Work

All Contractors’ including sub-contractors personnel shall be trained, competent and medically/physically fit to perform the duties assigned to them.

Where the job is deemed ‘construction work’ all personnel must be ‘Safe Pass’ certified and have ‘Construction Skills Certification’ (CSC) where required. All Contractors’ personnel must have received training in manual handling within the previous three years. Records of all certifications must be kept by the Project Supervisor Construction Stage (PSCS) on site and be available for inspection.

All Contractors’ personnel shall be informed of all hazards and given instruction in corresponding safe methods of work including the use of personal protective equipment. Where the job involves any kind of catering work, the Contractors’ personnel must comply with all relevant health and food regulations including but not limited to EC (Hygiene of Foodstuffs) Regulations 2000. In particular the Contractor shall set up and implement a Hazard Analysis and Control Procedures “HACCP” system

4.1.6. Safe Place of Work

The Contractor shall ensure that the work location is safe for work and that safe means of access and egress with appropriate signage are provided.

4.1.7. Personal Protective Equipment

Personal protective equipment appropriate to the risk shall be provided by Contractors and used by their personnel.

4.1.8. Contractor's Emergency Procedures

Contractors shall make provision for any likely emergency that could arise as a result of their activities. This shall include a method for raising an alarm with the ESB and/or emergency services, taking immediate action to mitigate the consequences of the emergency, and administering any specialist first aid treatment that may be required.

In addition, Contractors shall co-operate fully with ESB's own emergency procedures. Contractors shall ensure that all their personnel are familiar with their own and ESB's emergency procedures.

4.1.9. Clean-up of Work Area/Removal of Waste

The Contractor shall, on an ongoing basis and prior to completion of work, clean up, remove and dispose of safely and in an environmentally acceptable manner, waste generated and all materials including all packaging brought onto site. The cleaning of the work area and the removal of all waste material shall be carried out to the satisfaction of the ESB Nominated Person. The Contractor shall provide a copy of certification from the approved location where waste removed by skip is deposited. Particular care must be taken during work that the area is kept as clean as possible, is free of tripping hazards and that no fire risk is created by a build up of combustible material or by contact of combustibles with possible sources of ignition.

4.2. Safety of Materials

4.2.1. Chemicals

The Contractor's Representative must advise the ESB Nominated Person of all hazardous chemicals intended for use and advise on any hazards posed to ESB personnel or plant. Safety Data Sheets must be provided for all chemicals, and appropriate precautions put in place to ensure the safety of those who could be affected by their use.

Occupational exposure levels shall not exceed those set down in the latest NAOSH Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations SI 619 of 2001, or the UK Health and Safety Executive Guide EH40.

4.2.2. Flammable or Explosive Materials

Flammable and explosive materials may only be brought into the site/location with the permission of the ESB Nominated Person. Contractor staff must be competent in the safe use of such chemicals. All such material must be stored in an agreed safe manner and location. The Contractor shall ensure that only minimum quantities are stored at any one time. The Contractor shall erect a suitable fire/explosion risk warning sign at the storage location.

4.2.3. Asbestos

Asbestos is classified as toxic and as a Category 1 Carcinogen. Inhalation of asbestos may cause cancer. The use of asbestos products for new applications is banned under Irish Safety Legislation. In no event shall products containing asbestos be brought onto ESB premises.

Asbestos products can exist in older ESB premises and sites in a number of possible forms.

An assumption of the presence of asbestos is made unless tests appropriate to the work being carried out proved otherwise (MDHS survey types 1.2.3)

The location of known materials containing asbestos is maintained in the premises Asbestos Register and will be made available to Contractors prior to work regarded as “construction work”. Work involving the surveying for asbestos shall be carried out by an approved and competent surveyor.

The removal of asbestos containing materials shall be carried out by specialist Contractors only. The removal of asbestos containing materials (ACMs) is considered a ‘particular risk’. The Safety, Health and Welfare at Work (Construction) Regulations S.I.504 of 2006 and SI 386 of 2006 (Exposure to Asbestos) shall apply in full. In most instances the specialist Contractor will be appointed Project Supervisor Design Process (PSDP) and Project Supervisor Construction Stage (PSCS). The PSCS shall submit the statutory notice to the Health and Safety Authority (HSA) 14 days before work commences on the removal of ACMs..

4.3. Audit

Scheduled and unscheduled Safety audits appropriate to the work being done shall be carried out by the Contractor and ESB at the place of work, as the work progresses. Audit outcome such as deviations, work practices, commendable action, recommendations with action persons and dates etc. should be maintained on site with the safety plan.

5. REPORTING OF ACCIDENTS AND NEAR MISSES

All accidents (whether minor or those incurring lost time), dangerous occurrences and “near misses” must be reported immediately to the ESB Nominated Person. Contractors must carry out their own formal investigation into all accidents, dangerous occurrences and “near-misses” and submit written reports to the ESB Nominated Person. Such investigations shall identify both the direct and indirect causes of the accident/incident. Contractors must co-operate with and assist ESB in its investigations of accidents, dangerous occurrences and “near misses”.

All accidents must be recorded by the Contractor in an Accident Book in accordance with the Social Welfare (Consolidation) Act 1981.

Reportable accidents and dangerous occurrences must 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 44 1993. However the Contractor must provide a **copy** of the statutory IR1 or IR3 form (as appropriate) to the ESB Nominated Person.

6. FIRST AID FACILITIES

Occupational first aid facilities will be normally provided by the Contractor, but in certain circumstances and subject to prior agreement in writing may be provided by ESB.

ANNEX A

Contractor Safety Checklist

(For completion by ESB Nominated Person and Contractor's Representative)

 Client: **ESB Fitzwilliam St., D2**

 Tick in for 'yes' or 'no'

Contractor: _____

		Yes	No
1. Safety Documentation			
(a) Have Safety Statements been submitted for the Contractor and all sub-contractors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is the Safety Statement(s) relevant to the work being carried out and the hazards involved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Have method statements been received for all activities of a significantly hazardous nature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Have the names of all sub-contractors been entered onto a Contract document?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Has a list of all contractor including sub-contractor staff been supplied by the Contractor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Safety of Tools, Plant, Equipment and Chemical Products			
(a) Have current statutory inspection certs for all lifting machines, cranes, hoists, mobile work platforms, lifting tackle, been inspected by the ESB Nominated Person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Are all portable electrical tools of 110V or battery operated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Has the Contractor supplied Safety Data Sheets for all chemical intended for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identification of Hazards and Assessment of Risk			
(a) Have the provisions of the Contractor safety Regulations and the hazards of the specific job and work location been explained to and understood by the Contractors Representative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Has the Contractors Representative made written assessments of the risks posed by the work activity and work location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Has the ESB Nominated Person made an assessment of the risks posed to the Contractor's personnel by ESB plant and activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Has the risks to ESB personnel, members of the public and plant posed by the Contractors activities been identified by the Contractor's representative and communicated to the ESB Nominated Person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Have the procedures in the event of fire, accidents, and other emergencies been explained to and understood by the Contractors Representative?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Has the Contractor's Representative briefed the Contractor's (and sub-contractors) employees on hazards specific to the work location, the controls to be put in place and the emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Contractor Insurance			
(a) Have copies of insurance certificates been provided to ESB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Construction work			
(a) The Safety, Health and Welfare at Work (Construction) Regulations SI 504 2006 apply in full?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where work is planned to for more than 30 working days or 500 person days has;			
(b) the ESB Nominated Person on behalf of the Client (ESB) notified the HSA (AF1 Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) the Project Supervisor Construction Stage (PSCS) notified the HSA prior to project construction (AF2 Form)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ESB Nominated Person _____	Contractor Rep. _____	Date _____	

ANNEX B

HOT WORK PERMIT

APPLIES ONLY TO AREA SPECIFIED BELOW

Permission is granted to _____
to use _____
in _____
_____ Exact location

The above location has been examined and precautions listed in part 1 have been taken and security informed.

Part 1

HOT WORK PERMIT PRECAUTIONS

Hot work area

- Loose combustibile materials cleared?
- Suitable fire extinguishers available?
- Fire detectors disabled?
- Personnel affected by the work informed/ relocated?

yes no

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Remove flammable liquids/chemicals?

Date: _____ Time of issue: _____ Time of expiry: _____

N.B. This permit is only valid on the day of issue.

Signature of person issuing permit. _____

All precautionary measures will be adhered to:

Signature of person receiving permit. _____ Company _____

Part 2 FINAL INSPECTION

Work areas and all adjacent areas to which heat and sparks might have spread were inspected one hour after the work finished and were fire safe.

Signature of person who carried out inspection _____

Part 3 CLEARANCE

I hereby declare that the work stated above has/ has not been completed.

Name _____

Signature _____

Company _____ Date _____ Time _____

Cancellation

Name (ESB Nominated Person) _____

Date _____ Time _____

NB Ensure smoke detectors are returned to service and security informed.

ANNEX C**2. Hazardous Work Activities****2.1. Work in the Vicinity of Electrical Equipment**

Utmost care shall be taken where work is undertaken in the vicinity of switchgear, relays, control cabinets, cabling and similar equipment. Unauthorised interference with such equipment is strictly prohibited.

Work shall be conducted in a clean manner so as not to contaminate electrical equipment.

Unauthorised entry into switchgear rooms, relay rooms, computer rooms, control rooms and other locations containing electrical equipment is strictly prohibited.

2.2. Work at Heights

Where work is carried out at a height, a safe working platform with safe access and egress must, where practical, be provided and properly maintained.

Where a safe working platform cannot reasonably be provided and a significant risk of falling exists full body safety harness attached to a secure point must be used.

2.3. Confined Spaces

A confined space is any enclosed space in which a person is exposed to risk due to the presence of a toxic gas, flammable gas, water, steam, or a lack of oxygen.

Prior to entry by Contractor's personnel into a confined space, the Contractor's Representative must consult with the ESB Nominated Person who will arrange isolation of the plant concerned and will specify any further precautions necessary. These will include the following control measures, as appropriate:

- Adequate ventilation to ensure that the oxygen level does not fall below 19% and that a hazardous gas is never present in a concentration above its occupational exposure level. Where such ventilation is not practical, fresh air hose breathing apparatus must be used. In no case must flammable gases be present in a concentration greater than 10% of the lower explosive limit.

- A gas free certificate issued by a competent person where the confined space was previously occupied by a gas other than air or by any substance giving rise to hazardous gases. Where there is a possibility that hazardous gases could subsequently arise, the space must be continuously monitored by a device that automatically alarms. In such cases a gas free certificate must be issued daily.
- Where a hazardous liquid has been present, the space must be thoroughly cleaned taking all appropriate precautions.
- A person must remain at the entrance to the confined space at all times to facilitate raising the alarm in the event of an emergency and to maintain a written record of persons entering and leaving.
- A person must not enter a confined space alone, unless the person entering remains within sight of the person at the entrance at all times.
- A lead or line, securely attached to a suitable point exterior to the confined space, must always be in place through the confined space entrance while persons are working within.
- Only designated and controlled entrances may be used as entry/exit points. Entrances must be locked open and a “Confined Space” sign located in a prominent position outside each such entrance.
- Procedures for the emergency evacuation of the confined space shall be drawn up and put in place.
- Gas cylinders must not be brought into confined spaces. Gas welding torches and hoses must be removed from confined spaces while not in use. Particular care must be exercised when routing gas hoses to ensure that they are not liable to mechanical damage.
- Electric welding sets must not be brought into confined spaces. Particular care must be exercised when routing welding leads into confined spaces to ensure that they are not liable to mechanical damage.
- The procedure for signing out/in of keys must be implemented.

2.4. Hot Work

Contractors shall notify the ESB Nominated Person prior to carrying out welding, cutting, grinding, or any other activity involving a source of ignition. **Where a fire risk exists**, the ESB Nominated Person will agree appropriate precautions with the Contractor and issue a **Hot Work Permit**. Such precautions will include the provision of two persons at all times during hot work and a mandatory fire watch for at least one hour after completion of hot work. When it is necessary to cover/blank off fire detector heads in order to carry out work a record must be maintained, security informed and the detector returned to service without delay prior to sign back of Permit.

2.5. Movement of Cranes, Tipper Trucks and Vehicles

Vehicles entering the premises must be in sound condition, loaded safely and must conform to the local speed limits. Vehicles may be parked only in authorised locations.

Where the Contractor requires bringing a crane, tipper truck or a vehicle with a high load into the premises, prior permission must be obtained from the ESB Nominated Person in order to eliminate the risk of electrocution by contact with overhead power lines. Only routes and work locations that have been authorised by the ESB Nominated Person shall be used.

2.6. Removal of Machine Guards

Machine guards must not be removed without the permission of the ESB Nominated Person. Any guards removed for maintenance or repairs must be replaced on completion of the work and prior to the machine being made available for normal operation

2.7. Digging

No digging or excavations by hand or machine shall be carried out without the prior agreement of the ESB Nominated Person. The establishment of the presence and location of underground services shall be carried out only by a person with Construction Skills Certification. Where such work is authorised by the ESB Nominated Person, precautions must be taken to avoid causing damage to buried electrical cables, gas mains, fire water mains and other services. In addition, the risk of buried asbestos must be assessed in conjunction with the ESB Nominated Person.

2.8. Work in Areas of Inadequate Lighting

Where existing lighting levels are inadequate for safe working, the Contractor shall increase these to a suitable level.

2.9. Work in Areas of Bad Ventilation

Where work can generate hazardous fumes or vapours, or result in a deficiency in oxygen, ventilation of the area affected must be increased until a safe breathing environment is created. Fresh air hose breathing apparatus may be used for this purpose.

2.10. Work in High Noise Areas

Where work must be carried out in locations where the ambient noise level is at 85 dB (A) or above, the noise level at the worksite must be reduced where practical (e.g. by the erection of barriers). Likewise, where the Contractor's activities generate noise levels of 85dB(A) or a peak sound pressure of 137dB(C) in relation to 20 micro Pa or greater than these levels, attempts must be made to reduce the noise level at source.

Where the noise exceeds 85-dB (A), ear protectors must be issued to all Contractors' personnel. Wearing of ear protectors is mandatory above 85-dB (A). Appropriate signage must be erected and access controls be in place.

2.11. Work with Asbestos

Asbestos can be encountered in a number of forms including:

- Asbestos insulation.
- Buried asbestos waste.
- Asbestos joints/gaskets.
- Asbestos packing.
- Asbestos brake linings on vehicles.
- Asbestos roofing
- Asbestos floor tiles, roof tiles and ceiling tiles
- Asbestos cement products such as sheeting and pipes.
- Sprayed asbestos (e.g. on structural steelwork)

Where asbestos in any form is suspected or is encountered during work, all activities directly connected with this work must cease immediately and the ESB Nominated Person must be informed.

2.12. Food Preparation

Where work involves any kind of food preparation, the Contractors' personnel must comply with all relevant health and food regulations including but not limited to the EC (Hygiene of Foodstuffs) Regulations 2000. In particular the contractor shall set up and implement a Hazard Analysis and Control procedures "HACCP" system.

ANNEX D**3. Safety of Work Equipment****3.1. Portable Electrical Tools**

The work area shall, in the context of using portable electrical tools, be defined as a **work of engineering construction**. The relevant provisions of Part VIII and amendments SI-188/SI-53 of the Safety, Health and Welfare at Work (General Application) Regulations SI 44 1993 shall therefore apply:

- Portable tools with a rating below 2 kVA shall be at a voltage not exceeding 125 V ac.
- Hand lamps shall be at a voltage not exceeding 25 V ac.
- Transformers supplying 125 V ac shall be of the double wound type with the centre point of the lower voltage earthed.
- One or more residual current devices having a tripping current not exceeding 30 mA shall protect supplies at voltages exceeding 125 V ac. Cables carrying voltages exceeding 125 V ac shall be of the armoured type.
- All portable tools should be inspected before use particularly the power leads. If damaged the tool should be taken out of service and the lead replaced with the correct size and colour code
- In addition, all portable electrical tools with a rating below 2 kVA shall be of the Class II (double insulated) type unless otherwise agreed with the ESB Nominated Person.

3.2. Electric Welding Equipment

Electric welding equipment must be in safe working condition, in particular:

- Welding lead and return cables must be of adequate cross section with continuous insulation over their entire length.
- Joints between cable sections must be by means of proprietary shrouded insulated cable couplings.

- The welding return cable must be connected to the workpiece by means of a proprietary clamp. The welding return must not be made by connecting to steelwork or by any path other than the proper welding return lead.
- The welding set itself must be earthed through the main supply cable.
- Welding set main supply cables must be armoured.
- The main point of electrical supply must be fitted with a switch.

3.3. Gas Welding and Cutting Equipment

Gas welding/cutting equipment must be in safe working condition, in particular:

- Hoses must be in good condition, correctly colour coded and free from cracks and other defects.
- Hoses must be connected to fittings by proprietary “one-shot” type clips; “jubilee clips” are prohibited.
- Oxygen and acetylene hoses must be fitted with check-valves and flashback arrestors.
- Oxygen regulators must be rated for an inlet pressure of at least 230 Bar.
- Cylinders must be fitted with knobs or keys to allow the outlet valve to be turned off in an emergency.
- Gas cylinders must be stored, transported and used in the upright position and secured against falling.

When equipment is not in immediate use, cylinder valves must be closed and hoses tidied away.

3.4. Lifting Equipment

All lifting appliances such as pallet trucks, cranes, winches, hoists, forklifts and mobile elevating work platforms, and lifting gear must have current statutory certificates signed by a competent person. Such certificates shall be made available to the ESB Nominated Person.

Where "construction work" as defined by the Safety, Health and Welfare at Work (Construction) Regulations SI 504 2006 is carried out:

- Cranes and winches must have been **tested and examined** by a competent person once in the previous **4 years** and a record kept on the appropriate statutory form CR 3 or CR 4 as appropriate.
- All lifting appliances such as cranes, winches, hoists, forklifts and mobile elevating work platforms, must be **inspected** by the driver/operator (if competent to do so), or by some other competent person once every 7 days. A written record of the inspection must be kept on the appropriate statutory form CR 4B.

3.5. Pressure Vessels

All steam and air receivers shall have current statutory inspection certificates signed by a competent person. Such certificates shall be made available to the ESB Nominated Person.

3.6. Scaffolding

Scaffolds constructed by the Contractor shall be in accordance with the HSA Code of Practice for Access and Working Scaffolds 1999, BS 5973 1993 Code of Practice for Access and Working Scaffolds and Special Scaffold Structures in Steel, or an equivalent code.

All scaffolds with a working platform over 2 metres in height must be inspected by a competent person employed by the Contractor when first brought into use, following modification or exposure to bad weather, and thereafter once every seven days. A written record of all inspections must be maintained on the appropriate statutory form CR 8. All scaffolds must bear a "Scafftag" inspection tag during construction, use and dismantling phases (details of the "Scafftag" system are available from ESB on request).

The Contractor only with the permission of the ESB Nominated Person shall use ESB scaffolds.

3.7. Ladders

All ladders must be to EN 131, Type 1 Industrial to BS 2037 (aluminium ladders), Type 1 Industrial to BS 1129 (wooden ladders), or equivalent. "Domestic" type ladders are prohibited.

Ladders must be inspected by a competent person before use

Aluminium ladders must not be brought into electrical compounds or used near electrical risks.

ANNEX E

4. CONTRACTOR'S INSURANCE

All Contractors must have the following minimum insurance cover unless specifically modified by the Terms of Contract:

Type of Insurance	Requirement	Limit of Indemnity (minimum)
Employer liability insurance	Mandatory	13 million Euro
Public liability insurance	Mandatory	5 million Euro
Motor insurance as required under the Road Traffic Act for any motor vehicles brought on to ESB property, with a <i>Working Risk Extension</i> to cover claims resulting from injury/damage caused while the vehicle is in use; e.g. a JCB, crane.	Mandatory	1 million Euro property damage Unlimited personal injury
Contractor's All Risks where "new works" are involved (e.g. a new building).	Where appropriate	Maximum loss value of new works.
Engineering insurance for the use of specialised equipment where this is not already covered by the Contractor's Public and Employer Liability insurance	Where appropriate	5 million Euro

Certificates detailing the Contractor's insurance cover must be made available by the Contractor for examination by the ESB Nominated Person.