

# Operational SHE requirements for contractors Offshore projects

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**TenneT**

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# 1. General

## 1.1 Purpose

TenneT is committed to a safe workplace, the protection of the Health, Safety and Environment (SHE) for all TenneT and contractor employees and to safeguard the general public where they may be affected by our activities. We believe that SHE is a joint effort and responsibility of TenneT and its contractors. It will take everyone working together to reduce and eliminate SHE incidents.

This document sets out the operational SHE requirements for all contractors and sub-contractors working for TenneT Offshore projects. This document forms part of the contract. The requirements described herein are made in addition to legal requirements and details out the TenneT interpretation of these requirements. This document outlines the minimum expectations that contractors (sub-contractors included) shall comply with. SHE is a core value in all work performed for the TenneT. Contractors shall comply with all policies, rules and procedures set forth by TenneT.

In addition to the operational requirements as described in this document, general SHE requirements apply to the contractor. These requirements are described in Guideline CSS15-037 General SHE requirements for contractors. The structure of the documents is illustrated in the figure below.



## 1.2 Scope

This guideline applies to all contractors of TenneT and their respective personnel. This document does not stand alone – nor should it be interpreted as the exclusive requirements for contractors. In addition to this guideline, specific SHE rules may apply, such as site specific rules.

## 1.3 Definitions

### CEFR

Common European Framework of Reference: Council of Europe guideline used to describe achievements of learners of foreign languages across Europe. The six reference levels are widely accepted as the European

standard for grading an individual's language proficiency.

### **Contractor**

A 'contractor' is defined as an individual or organisation performing work for TenneT, following verbal or written agreement. The term 'sub-contractor' is synonymous with 'contractor'.

Note: individuals or organisations supplying goods are not regarded as contractors in the scope of this guideline, but as suppliers. Of course, a supplier may also be a contractor if both goods are supplied and work performed.

### **Identity document**

Any document approved in the EC that may be used to identity of the bearer. E.g. passport, European identity card, driving license, residence permit document.

### **Personal Safety Logbook (PSL)**

The Personal Safety Logbook is a personal document containing records of all the holder's relevant (safety) training courses. In addition, it may also contain medical information. TenneT accepts the PSL of SSVV and WEG/DGMK.

### **TenneT location**

A physical site / workplace under owned by TenneT or under the management control of TenneT, e.g. an office building, substation, offshore platform, project location or overhead power line protection zone.

## **1.4 Relation with other TenneT guidelines**

- Guideline SSC15-037 General SHE requirements for contractors
- Guideline CSS13-014 Definitions and classification of SHE incidents. This guideline provides rules on which incidents are in and out of scope, how to classify incidents and how to determine hours worked.
- Guideline CSS15-009 Reporting, investigation and review of SHE incidents. This guideline contains general rules for reporting SHE incidents, which incidents to investigate (when, who, how) and how incident investigations are reviewed in the different layers of the organisation.

## **2. Operational SHE Requirements for Contractors (Alphabetical)**

All requirements specified hereunder apply to on duty time as well as off duty time spent on site.

### **Access to persons, information and locations**

Contractors must lend immediate and unrestricted access to TenneT personnel wishing to visit locations in order to carry out incident investigation, SHE inspections, safety walks and talks similar activities.

Contractors will promptly provide any information deemed relevant by TenneT in the light of the purpose of the visit, granting immediate access to the incident site, the victim and witnesses and to any other

information sources relevant to the investigation.

### **Adverse weather conditions**

When adverse weather conditions present a potential risk to personnel, TenneT expects good judgment and risk based decisions to be used and action taken, up to and including stopping the job.

### **Alcohol and drugs**

The use of alcohol, illegal drugs while on TenneT and project premises is prohibited. Use of prescription or over-the-counter medications that may impair your ability to work safely shall be discussed with the supervisor or medic before beginning work.

TenneT reserves the right to conduct random alcohol and drugs testing. All persons present on a TenneT location will comply with TenneT's alcohol and drug testing requirements. TenneT the Employer reserves the right to search the person, vehicle and other property of individuals while on project premises. These tests and searches may be conducted without prior announcement and at such times and locations as deemed appropriate. Contractor's personnel who refuse to cooperate with a search can be send off the project premises.

### **Communication**

On site communication must be possible via two separate systems (redundancy). TenneT consider a Tetra system to be state of the art.

Communication between offshore site, emergency services and crew transfer must be established and tested frequently. It must be determined before carrying out work if rescue is possible due to weather conditions.

### **Defibrillator**

A defibrillator must be available on all sites and staff trained in the use.

### **Diving**

By following the ALARP principle diving should be avoided. Should diving turn out to be needed IMCA guidelines or equivalent must be followed.

### **Emergency Response and Recovery Vessel (ERRV)**

By over-the-side works and by other works with a similar risk an ERRV is required. The vessel and it's crew must be equipped and trained to handle man over board situations and other emergencies.

### **Helicopter**

All helicopter operations must be conducted according to JAR OPS 3.

In addition to that TenneT requires a minimum of 15 minutes between any flight within the offshore 500 meters safety zone.

### **Identity and age**

All persons present on a TenneT location must be over 18 years of age and carry a valid identity document, which must be shown on request.

### **Language**

All persons who are employed on a TenneT location must command the language of communication on at least the CEFR B1 level. The language of communication can be either Dutch, German or English, depending on the nature and location of the work. Detailed requirements are specified in the contract.

### **Location specific SHE regulations**

All persons must comply with location specific SHE regulations. In case of a violation of a these regulations, the offender may be denied further access to the site. TenneT doesn't accept any claims for resulting direct and/or indirect damages.

### **Manbasket**

The TenneT minimum standard is a FROG or TORO device. The use of Billy Pugh type devises are prohibited.

### **Medic**

The medic and his equipment must be qualified according to NOGEPa or equivalent. The site must provide the medic a suitable room.

### **Medical examinations**

TenneT may require contractor employees to pass medical examinations to ensure that that they are fit for work. Employers must be able to show conformity to these requirements on site. As applicable, the validity of such certificate(s) must be extended prior to expiry to ensure uninterrupted continuance of work. Failure to timely extend validity prior to expiry may cause the person to be denied entry to the project.

### **Meet and greet**

All persons entering a non-office TenneT location will attend the location access (gate) instruction before being allowed to move about the site without attendance

### **Permit to Work (PtW)**

A permit to Work can be valid for a maximum of 8 hours or 1 shift.  
The Permit to Work system must be linked to the working with electricity system.

### **Personal Safety Logbook (PSL)**

To demonstrate status of SHE education, SHE training, location access instruction (gate) instructions, medical examination and the sorts, contractor employees may use a contractor employer issued PSL. Both the green (Dutch) PSL and the orange (German) PSI are accepted.

### **Port infrastructure**

Ports used for crew transfer must have suitable parking areas, storage facilities for equipment and changing rooms for the crews.

### **SHE training and personal certificates**

TenneT may set minimum entry levels of SHE education for all contractor employees to ensure that the entire work force has the basic knowledge required to perform work safely. Employers must be able to show conformity to these requirements on site. As applicable, the validity of certificates and other qualifications must be extended prior to expiry to ensure uninterrupted continuance of work. Failure to timely extend validity prior to expiry may cause the person to be denied entry to the project.

### **Temporary living quarters (TLQs)**

Should offshore TLQs be used the NORSOK standard applies.

The contractor must at own initiative and responsibility manage the knock on effects of using TLQs. This includes but is not limited to:

- Fire safety must be integrated with existing systems
- The manning concept must be adjusted
- Water supply and water treatment
- Capacity of Life Saving Appliances
- Waste management
- Ventilation and power supply
- Office space and locker rooms

### **Vessels**

Vessels must be registered in Germany or the Netherland or live up to similar conditions. TenneT has the right to reject vessels based on safety concerns.

For vessels using the boat landing the vessel must be specifically equipped to do so. This includes vessels from authorities.

CTV's should be equipped to carry out close stand by support and to handle man over board situations.

For vessels the selection must be done in cooperation with TenneT that reserves the right to reject a vessel on safety reasons.

### **Violence and weapons**

Weapons are strictly forbidden while working for TenneT. TenneT defines weapons as such items that are declared as illegal by either the Dutch Wet wapens or munitie and German Waffengesetz. The strictest definition used in either law is leading. The use of violence is strictly forbidden while working for TenneT. Persons found to have an illegal weapon or use violence will be reported to the police and removed from the site immediately and denied further access to any TenneT site.

### **Visitors**

Visits to non-office locations by persons not directly involved in the works being carried out on that location (e.g. visitors) must be approved in advance by the project manager.



### **Welfare**

The site must have suitable welfare arrangements. This includes toilets, hand wash and access to a refrigerator.

### **Working Hours**

The European offshore work time regulations are applicable to all offshore work.