SHE Requirements for Contractors Offshore (Projects)

Public information

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## Index of changes and releases

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1. General

1.1 Purpose
An important concern of the Client is the protection of the Health, Safety and Environment (following SHE) to all his employees, Contractor employees and the general public. We should all work together to reduce and eliminate SHE incidents.

This document sets out the general and operational SHE requirements for Contractors working for the Client.

The requirements described here are complementary to the relevant international and national laws and regulations. This document outlines the minimum requirements that Contractors (Subcontractors included) shall comply with. SHE is a core value in all work performed for the Client. Contractors shall comply with all relevant policies, rules and procedures set forth by the Client.

1.2 Scope
This document is intended to be generally applicable to projects and O&M activities. It applies to all Contractors of the Client and their Subcontractors where contractually agreed. 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

Contractor
A person or organization which provides services to the Client under terms specified in a contract.
Note: individuals or organizations 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, 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. The Client accepts the PSL of SSVV and WEG/DGMK.

Subcontractor
An individual or organization that signs a contract to perform part or all of the obligations of another's contract.

Client site
A physical site owned by the Client or a (temporary or permanent) workplace under the (direct or indirect) management control of the Client, e.g. (non-limitative): an office building, substation, offshore platform, construction site, cable laying site or vessel.

Stop Work
Compare section “2.4.3 Stop Work”
Emergency versus crisis
When reference is being made to (Operational) Emergency Response, then this is referring to emergency response on a project level. On strategic level this is referring to the level of crisis management.
Emergency response procedures focus on the direct operational response at the scene of the incident with the goal to preserve and protect the personnel, environment, assets, etc. from harm.
Incidents might be so severe that they also have a (strategic) impact on the organizations involved. In these situations only on site emergency response is not enough to effectively mitigate the impact of the situation and a crisis management response is needed. The focus of the crisis management response is to identify this strategic impact, develop a crisis management strategy and take the critical decisions and actions needed to mitigate this impact.

1.4 Relation with other Client guidelines / Requirements
- Guideline CSS13-014 “Definitions and classification of SHE incidents” (RR 1).
  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” (SHE RR 2).
  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 organization.
- SSC17-005 “Approved methods for SHE incident investigation” (SHE RR 3).
  This document contains a list of methods that are suitable in the Client's view for establishing direct and underlying (root) causes of SHE incidents.
2. Policy level

2.1 General

It is important that our Contractors are aware of, recognize and adhere to the Client's Mission and Vision, and more specific Client's Safety Vision and Life Saving Rules. In the following paragraphs, general information is given. Detailed information on these topics can be found on the Client website www.tennet.eu.

2.2 Mission

The mission consists of two key elements:
- providing security of electricity supply
- developing an integrated and sustainable North West European electricity market.

2.3 Safety Vision 2018

The Client has the ambition to reduce the number of accidents to zero. When work is performed, safety may never be up for discussion. We expect everyone, our employees and Contractors alike, to work safely – or not at all. In quantitative terms, it is our objective to realize an LTIF lower than 1.0 by 2018, for our own employees as well as those of our Contractors. We want every employee or Contractor at the Client to return home safely every day.

The Safety Vision 2018 sets the following priorities:
- **Safety Leadership**: our safety performance must reflect our operational excellence. We want to be recognized as a leader on safety, and we invest in this.
- **One TenneT Standard**: we strive for a harmonized and integrated approach to safety. We have introduced a uniform system for reporting incidents, and guidelines for conducting incident investigations. Incident investigations are evaluated at executive level.
- **Contractor Management**: we seek to optimize the safety performance of our Contractors. We do this by carefully selecting Contractors, also based on their safety performance, and by including them in our way of working in order to achieve our safety goals.
2.4 Life Saving Rules and FAIR Approaches

2.4.1 Life-Saving Rules

TenneT has introduced six life-saving rules that includes six rules and the FAIR Approach (Flowchart Analysis of Investigation Results).

Our six Life-Saving Rules are:
1. Protect against falling when working at height;
2. Use personal protection equipment when required;
3. Do not work, walk or stand under a suspended load;
4. Comply with electrical safety principles;
5. Prevent dropped tools and equipment;
6. Work with a valid work permit when required.

Each LSR violation will be investigated thoroughly. We promote an open reporting culture. We therefore encourage the reporting of any incidents, also the one which includes a breach of a LSR.

2.4.2 Application of the FAIR Approach

The Life-Saving Rules have the highest priority for TenneT - if a Life-Saving Rule has been violated, we must learn from it and derive measures to prevent similar violations in the future. The purpose of the FAIR method is to learn about the reasons for (possible) violations and the context in which they occur. It is important to understand why the rule was violated. If there has been an incident that did not comply with a life-saving rule, the FAIR Approach must always be used as soon as possible. In a 3-step process, the FAIR method helps executives or the responsible person on site to:
1. classify the category of LSR violations based on the underlying motives
2. test that categorization through the substitution test, and
3. develop improvement measures to prevent future situations.

The flowchart for the 3-step process and more information on the FAIR approach are available on the TenneT website: www.tennet.eu.

2.4.3 Stop Work

We are of the opinion that accidents can be avoided if leaving the chance to employees to call for a Stop Work anytime they face a situation in which they feel unsafe. The work shall not be continued before work conditions has been assessed by all involved parties and found to be safe. Even though in cases where no additional measures are required no blame shall be accounted to the employee who has called for the Stop Work. Instead his courage and honesty shall be honored.

We expect Contractors to reflect the right for employees to call for a Stop Work on company level. Stop Works shall be reported to the Client following the reporting requirements in this document.

3. Strategic level

3.1 Legal and other requirements and Compliance with Regulations

Contractors shall comply with all relevant and applicable (inter)national SHE legislation, including international maritime law. Requirements from Client are to be considered as an addition to or as a binding interpretation of legal and other requirements. This includes selection by Client of certain laws, codes or standards as applicable.
In case of a dispute or introduction of new regulation during the project Client always reserves the right to determine the interpretation of a given regulation and to what extent it is applicable to the project.

3.2 Incentive program
The Contractor is required to have two incentive programs in place. One program must cover the persons working on the site. Another program must cover the project level i.e. the project manager and other key functions.

Both programs must:
• stimulate positively
• be based on team performance
• be limited to a certain phase of the project
• Improvements in SHE performance based on the key performance indicators included in the SHE RR 06 "Performance Indicators"

3.3 Contractor SHE Management and Organisation

3.3.1 Safety Culture Ladder
The Safety Culture Ladder (SCL) is an engaging and structured method to promote awareness of our respective attitudes and behaviors concerning Safety. In the Client's view this is a necessary step towards fulfilling the Client's ambition of achieving zero accidents.

If no SCL certificate is available, the Contractor undertakes to comply with the required SCL Level 3 certification in accordance with the SHE-RR 04 "Safety Culture Ladder - Requirements for Contractors" Contractor shall submit its time and activities plan to fulfil this requirement to the Client.

3.3.2 SHE management system
The Contractor shall maintain a documented SHE management system according to ISO 45001 (safety management system) and ISO 14001 (environmental management system).

For safety management: In the transition period OHSAS 18001 will be accepted until 31.03.2021. SCC / VCA (Safety Certificate Contractors) will be accepted as well. The Client allows for alternative management systems, whereas the proof of equality has to be supplied by the Contractor.

Where appropriate, the interface between the Client's and Contractor's SHE management systems shall be recorded by the Contractor in a SHE management system interface document. Similarly, Contractor shall record, where necessary, the interface between third parties and the Contractor's SHE management system.

If a Contractor is responsible for multiple sites it is required that the same safety measures are taken and that the safety regime is the same, taking into account differences between onshore and offshore works.

3.3.3 Coordination
The Client shall appoint a person who will be responsible for SHE coordination in the design and execution phase of the works. The tasks of the coordinator shall be in accordance with the applicable laws and laid down in a SHE coordination agreement.

3.3.4 Subcontractor management
Contractors are allowed to award subcontracts to subcontractors but are required to announce the subcontractors to the Client four weeks ahead of work execution.
Client have justified objections against a subcontractor the Client shall be entitled to reject a subcontractor. The Contractor is accountable for the work of the subcontractor as it is his own work.

The Contractor shall have an auditable system in place for Contractor management, which includes following steps as a minimum:

- SHE evaluation of the potential subcontractor prior to contract award shall be performed. Results of this SHE evaluation shall have a significant impact on the contract award criteria;
- Process to assure all Subcontractor SHE documentation has been submitted, reviewed and approved prior to any scope start;
- Monitoring of the SHE performance during project execution, including planned SHE audits

3.4 Leadership and Management commitment

Following the safety Vision 2018, safety leadership translates to Contractor management commitment in the following ways:

- Investigations of Contractor SHE incidents are to be led by a non-SHE Contractor employee with management responsibility. Investigation reports must be signed off by a senior manager (min. 1 level above project level) of the Contractor.
- Following a Contractor incident investigation, a member of the board of the Contractor may be invited to the Client's Incident Review Board. Similarly, in case of repeated incidents of a lesser category.
- Management of the Contractor (min. 1 level above project level) may be requested to perform or attend Safety Walks.
- Following a Lost workday case (LWC) the management of the Contractor (min. 1 level above project level) must present the corrective and preventive actions taken to the Client in a meeting. A similar meeting can be requested by the Client in case of repeated incidents (non-LWC), by incidents with high risk potential or following events demonstrating clear deviation from a responsible safety culture.

The Contractor is required to split the works into phases and organize at least a pre-start kick-off meeting for each of these phases to discuss SHE expectations, potential SHE management system interfaces and specific SHE issues and requirements in accordance with the contract. The splitting of the works in phases shall be subject to the approval of Client. The kick-off meeting shall be held as soon as practical before the performance of the relevant part of the Works.

The Contractor shall organize a kick-off meeting with his Subcontractors which kick-off shall be led by the highest ranking manager within Contractor's project organization. Items to be discussed at the pre-start kick-off meeting will include as a minimum:

- Client’s SHE policy and expectations;
- Reiteration of SHE requirements for contracts and any additional specific SHE requirements identified in the contract;
- Review suitability of Contractor's SHE arrangements;
- Review of any agreed SHE key performance objectives, targets and indicators;
- Review management of high risk activities & controls (including permit to work requirements & key procedures);
- Review Contractor SHE management plan and / or bridging document, emergency response plans etc. (or if not complete, plans for completion);
- Review SHE roles and responsibilities;
• Review SHE orientation processes to be implemented (e.g. the Client requirements, subcontractor orientations and project specific orientations for new personnel & visitors);
• Review of processes for hazard & incident reporting & behavior based observation programs;
• SHE reporting and communication requirements;
• Review Contractor SHE training program;
• Confirmation of relevant Contractor’s personnel competence;
• Confirmation of the scope and schedule of key SHE activities including: SHE orientation / induction, SHE meetings, SHE training, audits and reviews;
• Interaction of Client and Contractor contingency plans and ensure that the emergency response plan is fully understood by the Contractor's Personnel and other persons expected to be present on the Site
• Environmental management requirements;
• Communication plan for verbal and written briefing of the members of the Contractor / subcontractor personnel and other relevant persons on key information and outcomes from the pre-commencement kick-off meeting.

Client expects the Contractor to demonstrate leadership and commitment to SHE as described in the relevant chapter of ISO 45001. This includes Contractors' leadership involvement in the investigation and follow-up of SHE incidents.

3.5 Business reviews
The Contractor safety performance will be linked to payment milestones during the contract negotiation.

During and after the runtime of the project or the contracted activity, the SHE performance of the Contractor will be evaluated including focus on the cooperation between site personnel and back office functions across the value chain.
The results may have consequences for the Contractor.

3.6 Risk Management
3.6.1 HAZID and HAZOP studies
In the planning phase, before the start of additional project phases and in the event of significant changes, the Contractor must perform HAZID and HAZOP studies for the individual work sections in order to identify the activity- and system-related dangers.

In the event of extensive work on the system in the operating phase, HAZID and HAZOP studies must be performed by the Client.

The purpose of these HAZID and HAZOP studies is to identify the dangers at an early stage and to allow corresponding safety measures to enter in the design of systems and planning of the work already before the dangers arise in that:

• Potential hazards are identified
• Potential changes in the work process are identified
• Their causes are investigated
• Resulting risks are assessed
• Measures for avoiding or reducing these risks are defined

The results of the studies therefore form the basis for the hazard assessments during the construction phase as well as for the hazard assessments for the operating phase.
The Contractor must organize these HAZID and HAZOP studies in the project phases and invite / include suppliers, design and construction companies as well as the Client.

HAZID – Hazard Identification Study

The HAZID process serves to identify all significant hazards in connection with the considered activity. The HAZID process is regulated, for instance, in EN ISO 17776:2002 (guidelines on tools and techniques for hazard identification and risk assessment).

HAZOP – Hazard Operational Study

The HAZOP is a safety procedure that serves to investigate the safety of technical systems; for instance, the standard IEC 61882:2001-05 “Hazard and operability studies” describes the performance of the HAZOP in detail.

3.6.2 Risk Assessment

Contractors will carry out a hazard identification and risk assessment of all routine and non-routine activities and situations (including foreseeable emergency situations) before these activities are carried out. The outcome will be shared with the Client. The Client may ask additional information to be delivered before the activities may take place or the situation to be created.

The SHE risk assessment matrix incl. the acceptance criteria for risks of the Contractor must be approved by the Client before start of work.

The Client expects Contractors to follow the As Low As Reasonably Practical (ALARP) principle. ALARP can entail a combination of the steps in the Hierarchy of Control.

3.7 SHE in the design phase

The Hierarchy of Control and ALARP principles as described in the chapter 3.6.2 also apply to the design phase. The design shall consider the risks that may appear in any of the phases in the life cycle of the end product.

It’s expected that the Contractor in an early design phase, so before design freeze, will do a Design Risk Assessment (DRA) workshop with all parties involved in the design. This includes the Marine Warranty Survey (MWS) and any Certifying Authority. The Design Risk Assessment workshop will be chaired by a competent chairman.

The Client shall be informed at least two weeks in advance of the proposed date and location of the Design Risk Assessment Workshop. The Contractor shall be responsible for the follow-up and tracking of all actions to close-out that are a result of the DRA workshop.

If the Contractor does not have design responsibility but is executing work according to a design, they will, on request of the client, be required to participate in DRA activity to enable the optimum outcome and provide input for safe constructability from their experience as a contractor.

3.8 SHE documents and SHE plans

3.8.1 SHE documents for contract negotiations

The following SHE documents are expected to be delivered from the Contractor in the tender phase:

- valid certificate of the SHE management system according to ISO 45001 or comparable and ISO 14001 and comparable
• certificate Safety Culture Ladder or action plan
• project-specific SHE master plan

The SHE master plan shall be submitted project-ready, in other words directly ready for use in the project. Placeholders can be left in the documents for information that will only be known in the project phase (e.g. for the responsible project manager or the occupational safety expert).

The topic SHE documents is regulated in the Dutch working conditions legislation, specifically The Working Conditions Decree. Requirements for SHE documents are described in RR 09-NL “Preparation of SHE design phase and execution phase plans”.

### 3.9 SHE meetings and audits

The Client may organize SHE meetings, SHE audits or surveys involving Contractor's personnel. The Contractor shall facilitate these activities upon request and grant unlimited access to Contractor employees and information. The Contractor will enable his employees to take part in these events.

#### 3.9.1 SHE Meetings

SHE will be the first topic of discussion at all project meetings. There will also be specific meetings during which SHE will be emphasized or meetings for the exclusive purpose of discussing SHE issues and enhancing the project SHE program.

As a minimum the following meetings will be held for the purpose of enhancing safety:

- Kick-off meetings held by project management prior to the start of each of phases of Works;
- The monthly progress meeting between the Parties,
- Daily pre-task meetings held by foremen, also referred to as Last Minute Risk Analyses (LMRA);
- Weekly meetings of the project SHE professionals including the project manager of the Contractor and the Engineer;
- Weekly project coordination meetings chaired by a representative of project management other than a SHE manager.

#### 3.9.2 Audits

Following an audit, a report must be produced containing non-conformities and observations, positive as well as negative. As part of the report any non-conformity must be assigned to a responsible person and mitigations carried out within a given timeframe the maximum being three month. Client shall be informed regarding internal Audits planned by the contractor or its subcontractors

Should an inspection from the authorities (e.g. SodM) take place for any work covered by the scope of the work the Contractor must notify the Client and provide a copy of the inspection report to the Client.

### 3.10 Reporting SHE incidents

Contractors shall report all SHE incidents, accidents, near miss and potential incidents (PI) that occur during work related activities that are executed under a contract on behalf of the Client. Incidents, accidents and near miss shall be reported by phone to the MOC. PI's can be recorded in a register (Hazard Observation Card system) and shared on a monthly basis with
the Client. Further requirements are laid down in SHE RR 01 “Guideline CSS13-014 - Definitions and classification of SHE incidents”.

The Client reserves the right to transfer the reporting to a web-based system. In this case the Client provides access data and training and asks the Contractor to use cloud-based system for SHE reporting.

3.11 Incident investigation

Incidents occurring during activities controlled by Contractors must be investigated by the Contractor. Management is expected to take an active role in the investigation process as described in paragraph “3.4 Leadership and Management commitment”. The Client remains the right to investigate the incident independently (apart from the Contractor's obligation to investigate) or conduct a joint investigation (together with the Contractor). This will be decided and initiated by the Client project lead. Detailed requirements are laid down in SHE RR 2 “Guideline CSS15-009 - Reporting, investigation and review of SHE incidents”.

The incident must be analyzed using a method that is suitable for establishing both the direct and indirect causes. The Client uses the Tripod Beta method and prefers Contractors to use this method as well. A list of methods that are accepted for this purpose in the Client's view are described in SHE RR 03 “Guideline SSC17-005 - Approved methods for SHE incident investigation”.

The Contractor shall maintain a register of all incidents / accidents as per Client’s categories, attached to this document. This register shall be communicated to the Client on a monthly basis.

3.12 SHE Training and personal certificates

The Client requires a minimum entry level of SHE education for all Contractor’s personnel to ensure that it has the basic knowledge required to perform work safely. The Contractors' training concept shall at least fulfill the SHE RR 05 “Training and medical requirements”.

All applicable certificates required by this document shall be in place, valid and available for verification at any time. On request of the Client the certificates shall be sent to the Client for verification. Certificates required to deliver shall be send in time without further notice. This clause refers among others to certificates for personnel trainings, equipment, vehicles etc.

3.13 SHE communication

Before the commencement of any task by the Contractor, the person in charge of the task must discuss the task in detail with all those Contractor's personnel involved. Pre-task toolbox talks or LMRA's (Last Minute Risk Assessments) shall be performed and documented by the Contractor.

The status of the tasks in progress will be discussed on a daily basis by Contractor with the Client and other Contractors or parties to ensure coordination of all the parties involved. Contractors and its subcontractors shall provide weekly progress reports.

3.14 Reporting SHE performance metrics

Contractors will report monthly (for O&M phase quarterly) data on the extent of work performed and the number of SHE incidents occurring. The report shall be handed in on the fourth workday in the month following the reporting month. The Client guideline 'Definitions and classification of SHE incidents', described in SHE RR 01 provides the basis for reporting. The Contractor shall draw an integrated report, including data of all its subcontractors.
As a minimum, the Contractor shall report (subcontractors included) numbers of
- employees on-site
- hours worked (exposure hours)
- SHE inspections
- emergency response drills
- SHE audits
- HAZID / HAZOPS carried out
- Number of pre-start SHE talks (also referred to as Last Minute Risk Analyses)
- Incentives issued
- PTW’s issued
- induction sessions ran
- TBT’s
- Stop works
- incident investigations started
- event types human related according to requirements in this document
- event types environmental related
- High risk incidents (HRI) / events involving a breach of a LSR

Furthermore the report shall include:
- Overview of PI’s (Safety Observation Cards) and tracking status
- Update of waste register

The Contractor is asked to use a standardized format (excel sheet, RR08 “Reporting Template for Contractors”) for the reporting of the monthly SHE statistics provided by the Client. The Client reserves the right to switch to a web-based system for the monthly SHE reporting. In this case the Client provides access data for the cloud based system.

3.15 Emergency response organization

3.15.1 General

All Contractor employees shall be familiar with emergency response plans for the project and shall participate in emergency drills. The procedures to be in place by the Contractor and reviewed by the Client before start of work shall include but not be limited to the following scenarios:
- Crisis management plan aligned with the Client crisis management;
- Emergency response plan (ERP);

The Contractor shall liaise with the Client to ensure that the procedures considering external emergency organizations interface effectively. This shall include project specific details of emergency response arrangements including:
- Corporate individuals responsible for crisis management;
- Contact details for project parties (Employer and Contractors);
- External emergency facility contact details;
- Emergency response initial actions flowchart.

The Contractor needs to develop emergency response procedures to deal with emergencies. Safety drills to test the response capability (for emergency evacuation and fire) shall be incorporated into the Contractor’s SHE plan. As a minimum a drill must be performed before starting a new project phase. This will include the formation and training of an emergency response team.
3.15.2 Attendance recording (mustering)

The contractor shall ensure that the contractor's employees record their attendance to works and the Site in order that numbers can be satisfactorily accounted for in the event of fire or any other emergency situation.

3.15.3 Emergency drills

As a minimum a drill must be performed under the following circumstances:
- Prior to start of a new phase of the works (must be included in the project time schedule)
- Changes to the emergency response plan (ERP)
- Changes to the Emergency Notification Flowchart (ENF)
- As required under company rules, Vessel SMS, Flag or class e.g. fire, man over board, abandon ship and further safety drills

Drills must include subcontractors and other parties on site.

3.15.4 Medic

For any site with more than 100 persons a Medic is required. A qualified medical doctor on a vessel in accordance with IMO (International Maritime Organization) / according to NOGEPA (Netherlands Oil and Gas Exploration and Production Association) fulfills this requirement.

The medic or doctor must be able to document his competencies on request. An Emergency Response Team must be formed and trained. The site must provide the medic a suitable room.

3.16 Rules for working in shipyards

When working on shipyard or comparable manufacturing sites (not applicable to factories), the Contractor shall provide all SHE documentation of this yard in which Client's SHE requirements (this document) has been included.

All works shall be performed according to the approved Operating Instructions / Method Statement and Risk Assessment for this work. Compliancy to the IMCA Publication “IMCA HSSE 032 Guidance on safety in Shipyards” shall be ensured. The term vessel is applicable to platform or jacket or any other products to be ordered by the client assemble in ship yards. All incidents and accidents occurring on shipyards, manufacturing sites linked to a Client project shall be communicated to the Client according of the Clients Accident and incident categories.

3.17 Personal protective equipment (PPE)

The Contractor shall provide their employees with suitable and inspected personal safety equipment. The type and scope of the PPE must be defined in the risk assessments and / or operating instruction for the planned work. The Contractor is obliged to instruct his employees in proper use.

Minimum PPE requirements are
- safety shoes S3 standard, ankle-high
- high-visibility vests or clothing class 2
- safety helmet (climbing helmet where appropriate)
- Safety glasses must always be carried by the worker and be worn in case of attendant hazards for the eyes according to Contractors risk assessment or markings on site.
3.18 Environment
The Contractor is obligated to take all required measures to protect the environment and avoid damage and stress to persons and property from ground works, waste materials, noise and other emissions. The threshold limit values established in this regard by statute may not be exceeded.

The Contractor shall hand-in to the client the environmental impact assessment according to ISO 14001 8 weeks before start of work.

3.19 Waste management
The Contractor must properly dispose or recycle in his name and at his expense all waste or residual materials arising or produced by the Contractor as waste producer in accordance with the waste-related laws and regulations, subject to any deviating written agreements. Ownership, risk, and responsibility under waste legislation pass to the Contractor at the time when the waste accrues, subject to any deviating written agreements.

The Client shall reserve the right of examination and approval of the disposal methods and proof of disposal before awarding the disposal contract. All waste management records shall be provided the Client.
4. Operational level

4.1 Dismissal of personnel
The Client keeps the right to dismiss Contractors’ personnel from site, project or all TenneT projects acting in violation of any rule.

4.2 Access to persons, information and locations
Contractors must lend immediate and unrestricted access to the Client 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 the Client in the light of the purpose of the visit. In case of an incident, direct access to the site of the incident, to the victim and to the witnesses and to any other information sources relevant to the investigation shall be granted.

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

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. An adverse weather procedure shall be submitted to the Client.

4.4 Defibrillator (AED)
A defibrillator (AED) must be available on all sites and staff trained in the use.

4.5 Diving
By following the ALARP principle diving should be avoided. Should diving turn out to be needed IMCA guidelines (International Marine Contractors Association guideline) or equivalent must be followed. Notification shall be done to the Client in due time, along with task specific Risk Assessment.

4.6 Drugs, Alcohol and Medication
The use, possession, transportation, promotion or sale of illegal drugs, controlled substances, drug paraphernalia and alcohol on the site is absolutely 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.

The Client does not tolerate drug abuse - substance abuse exposes everyone to the risk of injury and can lead to the damage of property and equipment.

4.7 Helicopter
All helicopter operations must be conducted according to JAR OPS 3 (Operating instructions for commercial traffic with helicopters).

In addition to that a minimum of 15 minutes between any flight activities within the offshore part of the site shall be maintained. In any event a 500 m safety zone from the offshore work activity shall be taken into account.
4.8 Identity and age
All persons present on a Client location must be over 18 years of age and carry a valid identity document, which must be shown on request. Any document approved in the European Union that may be used to identify the bearer is accepted, e.g. passport, European identity card or residences permit.
The Contractors’ personnel needs to be recognized belonging to the Contractor (name of company and person). Labelling of helmets is common and accepted. Alternatively labelled clothes will be accepted as well as long as they are almost permanently worn and not covered by equipment (e.g. harness).

4.9 Language
It is intended that the common language used for the project shall be English. However, should it be unavoidable that Contractors intend to bring workers who have little or no verbal and or written command of the English language, it is required that appropriate and effective measures are taken by the employing Contractor to manage communication to and from these workers and to sufficiently mitigate and manage any risks presented by communication or cultural difficulties. These measures will include:

- Multi lingual induction;
- Multi language signs with clear pictograms;
- Education on the meaning of key oral warnings (e.g. “stop”);
- The provision of competent bilingual interpreters or bilingual foremen;
- Translation of key safety information.

4.10 Man basket
The Client’s minimum standard is a FROG or TORO device. The acceptance criteria is considered to be rigid, enclosed, buoyant, self-righting in case of immersion. The use of Billy Pugh type devices is prohibited. For use of man basket operations, the ALARP principle is applicable as man basket shall not be used as primary method. The risk assessment for man basket operations shall be provided to the Client for approval.

4.11 Permit to Work (PTW)
The performance of high risk and / or all offshore work must be approved by a suitable work permit system. Such work includes the following types:

- Working at height
- Work on and in the vicinity of electrical systems
- Working above water
- Hot work (e.g. welding, cutting, grinding)
- Work in excavations and shafts or narrow spaces;
- Lifting operations;
- Work with hazardous substances
- Radioactive activities.
- Diving activities
- etc.

For parts of the Site (e.g. construction site / ship / system), there may be separate distinctive PTW systems. The PTW systems must be described precisely in the SHE plan. The description shall include e.g. process, forms for work approval, time limits, checking of measures, etc.
The PTW system must also ensure that interfaces with other work are identified in a timely fashion and the work for preventing mutual endangerment can be coordinated together. In addition, the responsible persons are documented in the PTW system.

An issued work permit may only be valid for eight hours or one shift and must be filled out by hand according to the circumstances at the Site and possibly the daily changing working conditions. In case of offshore works the validity term may be twelve hours.

The Permit to Work system shall be controlled by an authorized person who shall be appointed in the SHE Plan.

4.12 Personal Safety Logbook (PSL)

The employees of the Contractor must carry a PSL in order to prove the status of SHE training. The PSL shall be presented at the request of the Client.

The green PSL (Netherlands) from SSVV and the orange PSL (Germany) from WEG / DGMK are accepted. Other PSL’s are subject to approval by the Client. The original certificates from training centers will be accepted as well as trainings registered in WINDA or TenneT academy.

4.13 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 TLQ’s. 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

The Client must be notified in advance of the installation of TLQ, and the competent authorities must be informed, including specification of the duration of use.

4.14 Transfer offshore

The transfer of personnel to the substation shall be conducted via helicopter landing platform. In cases where the helicopter platform is (still) not in operation, the Contractor may request the use of the boat landing. The request concept shall include the frequency of intended transfers, a procedure for transfer as well as a suitable and sufficient risk assessment. The request shall be handed in 3 month before transfer activities start. The concept has to consider the use of fall protection system (free climbing not accepted).

This concept shall comply with the Arbocatalogus requirements for offshore transfer (http://windenergiebedrijven.dearbocatalogus.nl/en/arbo/753).

4.14.1 Transfer to fixed structures

Transfers between a fixed structure (i.e. a platform or a jack up barge) and a vessel shall be preferably done using a motion compensating system (Walk 2 Work principle). Surface elevated ships (SES) and Crew Transfer Vessels (CTV) shall be at second choice and not be intended as main means of transfer.
Use of man basket between a fixed and a moving structure should be avoided (ALARP principle) but is allowed considering the Employer's Requirements for use of man basket.

4.14.2 Vessel to vessel transfer

Vessel to vessel transfer is subject for approval for each case. At a minimum one of the vessels must be equipped with a boat landing and a fall protection system shall be included. Methods with lower protection level (e.g. man basket, pilot ladder or swing ropes) will be not allowed.

4.15 Working Hours

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

4.16 Violence and weapons

Weapons are generally strictly forbidden at Clients sites. The Client defines weapons as such items that are declared as illegal by "Wet wapens of munitie".

The weapons policy of the Contractor shall include the control of knives and prohibition of open bladed knives (i.e. cutter knives). The use of knives during a project shall be strictly controlled by a suitable system (i.e. PTW system) and a thorough risk assessment. The Hierarchy of Control and ALARP principle applies when deciding upon tools.

4.17 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 and the Client.

4.18 Vessel requirements

The Contractor shall ensure that working conditions on vessels registered abroad comply with the working conditions of ships registered in the Netherlands (in case of a Dutch project) or in Germany (in case of a German project). Further vessel requirements are laid down in the RR07 “Marine Operations Plan”.

4.19 Exclusive metre zones

Offshore Safety Zones around assets and vessels must be agreed in consultation with the Client, minimum Safety zone will be 500 m unless specified otherwise. Safety zones related to construction areas will be designated, demarcated and notified in consultation and compliance with national, licensing and permitting Authorities and International standards and norms.

4.20 Electrical safety

In the Netherlands we work according to the offshore electrical safety standard (OESS). The OESS is based on the NEN 3140 and NEN 3840. On an operational level an approved electrical work plan is required for all activities. The electrical work plan is initiated by the Offshore Installation Manager (OIM). The “Werkverantwoordelijke” (WV) draws up a work plan, containing the electrical risks for installation and people. The WV hereby specifies the safety measures to be taken for this specific work as well as who will carry out this work and with which designation. WV offers these for OIV (Operationeel Installatie Verantwoordelijke = Senior Authorized Person, SAP) approval. The OIV assesses this plan and takes into account the operational management in relation to the work to be carried out. After agreement with the OIV, the WV starts with the work plan. After the work, the WV reports the OIV.
SHE Realization Requirements (SHE RR)

Realization Requirements (RR) are applicable to projects and O&M.

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