

Operational SHE requirements for contractors – Onshore NL

Public domain information

Reference SSC16-004

Version 1.0

TenneT

Version history

Date	Changes	Version	Prepared by	Approved by
10-02-2016	-	1.0	O. van Aagten SSC	Senior Manager SSC

Information security classification	A1, I1, C1: Public domain information
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The requirements that TenneT specifies are to be considered supplementary to the legal requirements, or as a binding interpretation of them. These legal requirements include the laws, codes and standards that TenneT states are applicable to the project concerned. In the event of a dispute or the implementation of new legislation or regulations during the execution of a project, TenneT reserves the right at all times to decide how this new legislation or these regulations have to be interpreted, as well as the degree to which they apply to the project.



1. General

1.1 Objective

TenneT (Client) is committed to creating a safe working environment and to preserving safety, health and the environment (SHE) – for the benefit of its own employees and those of Contractors, as well as for the members of the general public that are affected by our activities. We believe that good SHE performance demands the combined effort and shared responsibility of TenneT and its Contractors. All are expected to collaborate in order to prevent as many SHE incidents as possible.

This document contains the SHE requirements that TenneT specifies for all Contractors (including subcontractors) that carry out work for TenneT Onshore Nederland. It is part of the "General SHE requirements for contractors" reference SSC15-037. As such, it is also part of the contract. The requirements set out in this document supplement the legal requirements and provide TenneT's interpretation of the legal ones.

This document sets out the minimum compliance expected from Contractors (including subcontractors). Safety is a core value for all of TenneT's activities. Contractors need to comply with all applicable policy guidelines, rules and procedures of TenneT.

1.2 Scope

This guideline applies to all Contractors of TenneT and their personnel. This document is not self-contained and must not be treated as an exhaustive set of requirements for Contractors (including subcontractors) to satisfy. In addition to this guideline, SHE-specific requirements might apply, such as individual location rules.

1.3 Definitions

Contractor

A person or organisation that carries out work for TenneT on the basis of a verbal or written agreement. The terms "subcontractor" and "Contractor" are synonymous.

RI&E

Risk Inventory and Evaluation

TenneT location

A physical location and/or work area that TenneT owns or manages, for example an office building, electricity substation, offshore platform, project site, or protected zone below an overhead high-voltage line.

SCC (VCA in Dutch)

The Safety, Health and the Environment (SHE) Checklist for Contractors. Its purpose is to help organisations work more safely and reduce the number of accidents.

1.4 Relationship to other TenneT guidelines

- Guideline SSC15-037 General SHE requirements for contractors.
- Guideline CSS13-014 Guideline definitions and classification of SHE incidents. This guideline clarifies which incidents are within and which are outside the scope, how incidents have to be classified, and how to determine the number of hours worked.
- Guideline CSS 15-009 Reporting, investigation and review of SHE incidents. This guideline sets out the general rules for reporting SHE incidents. It also states which incidents have to be investigated (when, who and how), as well as how investigations into incidents are evaluated at the various levels in the organisation.

2. Operational SHE requirements for Onshore NL

2.1 Objective

To ensure harmonisation of safety, health and environmental management with contractual conditions.

2.2 Obligations of Contractors relating to safety, health and the environment

1. General obligations of Contractors relating to safety, health and the environment
2. Preparation of SHE plans for the design and execution phases
3. Organisation of Incident Management
4. Preparation of emergency plan
5. Structure of SHE file

2.2.1 General obligations of Contractors

Activities of Contractors relating to safety, health and the environment:

- The Contractor has to function as the sole agent and representative of the Client in matters concerning the fulfilment of all statutory measures and obligations pursuant to the Environmental Act, the Working Conditions Act, the health & safety regulations, the applicable health & safety catalogue, the industry guidelines (*Bedrijfsvoering Elektrische Installatie Branche Supplement*), and the underlying regulatory framework.
 - When deciding on a measure to take, the health & safety catalogue prevails, unless the already selected measure is demonstrably safer than the one described in the health & safety catalogue for grid operators.
- As regards safety, health and the environment, the Contractor has to take responsibility for coordinating its work and the work of subcontractors and third parties. To this end, it needs to appoint a General SHE Coordinator pursuant to Section 2.29 of the Working Conditions Decree.
- For the fulfilment of the SHE obligations, the General SHE Coordinator enlists the support of a safety expert qualified to at least intermediate level.
 - The amount of this support depends on the number of authorised persons (including auxiliary staff) and/or the risks related to the project. It must also be documented in the SHE plan for the execution phase.
- The safety expert is expected to devote a substantial part of the time (at least 50%) to workplace guidance.
- At least once a month, the safety expert is to check the project as a whole as regards general safety and health aspects, and compliance with the safety and health provisions, among them being fulfilment of a safety expert's obligations concerning SHE coordination.
 - The initial check needs to be carried out before actual execution of the work, in particular mandatory verification of the safety measures the Contractor intends to take.
 - The inspection reports have to be discussed by the Contractor and the Client within a reasonable period, with the SHE coordinator present at the discussions. What constitutes a "reasonable period" is agreed on at the start-up meeting for the project.
- The Contractor's management (at least one level higher than project management) can be requested to conduct one or more Safety Walks on site.
- If the Contractor engages independent auxiliaries, they have to be independent SCC certified auxiliaries. The Contractor and its auxiliaries have to carry out the work in accordance with the SCC certified safety systems of the relevant parties involved in the work.
- Every person who carries out work on site must have at least a basic SCC certificate.
- Managerial staff on-site must have an SCC certificate for Operational Managers.

- Self-employed persons working on-site must likewise have an SCC certificate for Operational Managers.
 - The Contractor must draw up and maintain a complete list of all companies that carry out project work that is subject to SCC requirements.
 - The list must clarify the entire SCC chain of independent auxiliaries and all the companies involved in the work.
 - Contractor personnel who have to carry out work on high-voltage pylons and/or high-voltage portals after these have been connected to the high-voltage grid must possess a valid declaration of qualification requirements for the work, one that conforms to "*Eindtermen werken aan of in de nabijheid van hoogspanningslijnen, versie 2.0*" (Competency Requirements for Working on or near High-Voltage Overhead Lines, version 2.0).
 - Life-Saving Rules
The Contractor must adhere to the Life-Saving Rules (LSRs) that TenneT follows. The Contractor is responsible for explaining the LSRs to its personnel and to third parties, as well as for supervising compliance with the Rules.
TenneT abides by the following Life-Saving Rules:
 - Prevent dropped tools and equipment.
 - Comply with electrical safety principles.
 - Work with a valid work permit when required.
 - Protect against falling when working at height.
 - Do not work, walk or stand under a suspended load.
 - Use personal protection equipment when required.
- Every LSR violation is thoroughly investigated. Violations of Life-Saving Rules can incur disciplinary action, ranging up to dismissal in the case of a TenneT employee, or removal from the construction site, followed by disqualification from future TenneT projects in the case of Contractor personnel.
- Contractor personnel who carry out construction work under TenneT's direction after the connections have been made to the high-voltage grid or the live substations must possess a valid access instruction from TenneT.
<https://www.veilig.tv/portal.market/shop.aspx?acc=tennet>
 - On a construction site, the Contractor must adhere to the principles described in the document "*Veiligheidsvoorschriften op de bouwplaats*" (which sets out the relevant safety regulations).
 - The Contractor is responsible for submitting a construction work notification as referred to in Section 2:27 of the Working Conditions Decree.
 - Two weeks before commencement of the work, the Client receives an official copy of the notification.

- Working on or close to existing high-voltage installations, lines or cables, or the connection of works to the high-voltage grid, a work application and/or work permit must be requested from the Client. The following requirements apply in such cases:
 - Working on a high-voltage substation, underground cable, or overhead line connected to the high-voltage grid, refer to “Health & Safety Regulations and Rules of Conduct for Substations and Connections”.
 - For excavation work with a mechanical digger, a Cable and Pipeline Information Centre (KLIC) notification must be submitted to the Land Registry in conformity with the Exchange of Information on Underground Networks Act (WION). The Land Registry passes the notification on to TenneT and other parties. TenneT then prepares the work permit and issues it to the applicant.
 - Work close to underground cables has to be carried out as specified in the document “*Uw veiligheid en de ongestoorde werking van de ondergrondse hoogspanningsverbinding*”, which deals with safety and avoidance of underground high-voltage cables.
 - Work close to overhead high-voltage lines has to be carried out as specified in the document “*Uw veiligheid en de ongestoorde werking van de bovengrondse hoogspanningsverbindingen*”, which deals with safety and avoidance of overhead high-voltage lines.

The above safety information is accessible via the public domain link

<http://www.tennet.eu/nl/nl/over-tennet/nieuws-pers-publicaties/publicaties/veiligheid.html>

- SHE reporting
Contractors report their SHE measurements every month. The report has to be submitted on the third working day of the month following the month that is the subject of the report. Serving as basis for the report is the TenneT guideline CSS13-014, “Guideline definitions and classification of SHE incidents”. The main contractor prepares a comprehensive report that includes the data from all the subcontractors.

TenneT requires each Contractor to supply at least the following information every month:

- number of employees for each organisational unit;
- number of hours worked;
- number of SHE incidents, broken down by category;
- number of near-accidents;
- number of SHE incidents investigated and closed in the reporting month;
- number of environmental incidents.

The contract may specify supplementary reporting criteria.

2.2.2. Preparation of SHE design phase and execution phase plans

Pursuant to Section 2.31 of the Working Conditions Decree, the Contractor and the SHE Execution Phase Coordinator have to draw up a comprehensive safety, health and environmental plan (SHE plan) at the time the work is carried out. This is the plan referred to in Sections 2.28 and 2.30 of the Decree. The existence of the plan has to be brought to the attention of the Client as regards both the design phase and the execution phase.

Documents to be produced

SHE design phase plan and SHE execution phase plan

Document specifications

SHE design phase plan and SHE execution phase plan:

- The Contractor needs to base and detail its SHE plans in line with the SHE plan that TenneT supplied for the design phase.
- The Contractor has to fully cover electrical safety in the relevant SHE plan. (Safety here concerns work carried out on or close to high-voltage installations, etc.)
- The Contractor is responsible for coordinating the SHE plans of the subcontractors and independent auxiliaries, and incorporates these plans into its own general plan.

2.2.3 Organisation of Incident Management

The Contractor has to act in accordance with the contents of the documents "Guideline CSS 15-009 Reporting, investigation and review of SHE incidents" and "Guideline CSS13-014 Guideline definitions and classification of SHE incidents". Some key points are given below:

- The Contractor has to record all incidents, accidents and near-accidents and inform the Client within 24 hours.
- Any incident that could harm the reputation of the Client must be reported immediately to the Client by the Contractor.
- The Contractor must conduct an investigation into the causes of incidents, accidents and near-accidents (in the categories FAT, LWC, RWC, MTC and HRI), and take steps to eliminate the causes so that similar incidents, accidents and near-accidents do not occur in the future. The investigations must be led by someone who is not a safety expert but has management responsibility. Each investigation has to be signed off by one of the Contractor's senior managers.

- The Contractor has to grant the Client access to the handling of incidents, accidents and near-accidents.
- In the event of an incident involving the loss of working hours (categories LWC and FAT), the Contractor's management (at least one level above project management) has to attend a meeting at which it presents the adopted corrective and preventive measures to TenneT. A similar meeting can be set up by the Client in the event of repeated incidents (other than LWCs), high-risk incidents (HRIs), or an occurrence that appears to be a clear deviation from the safety culture TenneT strives to uphold.
- The Client needs to update the SHE file with the relevant reports of incidents, accidents and near-accidents.
- At the request of the Client, the Contractor is required to participate in a joint Incident Review Board.

2.2.4 Preparation of emergency plan

The Contractor has to draw up an emergency plan specifically for the project and bring it to the attention of the Client. In the case of a greenfield project, the Contractor must draw up a project plan that is specific to the project. In the case of a brownfield project, the emergency plan has to harmonise with the current emergency plan for the location. Accordingly, the Contractor has to request this plan from the person at TenneT who is responsible for the location.

Documents to be produced

Emergency plan

Document specifications

The following need to be described in the emergency plan:

- Timely identification of emergencies.
- Instructions on how to act in case of emergencies.
- Coordination of actions during emergencies, including actions taken by the designated in-house emergency staff and coordinators.
- All possible actions to prevent escalation and limit consequential damage.
- Accessibility for the emergency services (ambulance, police, fire brigade, etc.).
- How assistance is provided.
- Availability of materials and equipment.
- Communication with the Client.
- Steps to be taken concerning the possible risks posed by high-voltage and other infrastructural works at the emergency site.
- Communication of the emergency plan to all parties involved.

2.2.5 Structure of SHE file

The Contractor has to prepare and maintain an SHE file.

Document to be produced

SHE file.

Document specifications

Pursuant to Article 2.31 of the Working Conditions Decree, the SHE Coordinator for the execution phase is to complement the SHE file. Pursuant to Section 2.30 of the Working Conditions Decree, the Contractor is to add the following items to the SHE file:

- A list of the SHE risks, such as the residual risks from the construction phase, environmental risks, and risks inherent to the execution phase.
- SHE plan for the design phase (including an extensive risk analysis for the management phase).
- SHE plan for the execution phase (including an extensive risk analysis for this phase).
- Task Risk Analysis (TRA) and Risk Inventory and Evaluation (RI&E) for the risks from the execution phase that are also relevant for the management phase.
- A summary of references to SHE-related documents, such as safety standards, specifications and criteria in use; SHE plans prepared for the design and execution phases; SHE-related risk analyses from the design and execution phases; as-built data (specifications and drawings); on-site installations; test documentation; material and product information sheets used; and user manuals, maintenance manuals and instruction lists.
- The results of periodic safety and risk analyses.
- Specifications of requirements from the specification schedule.
- Inspection and other certificates, warranties, CE markings, protective equipment to be used, list of tools to be used.
- List of components on-site (primary, secondary and tertiary).
- Environmental permits.
- Map showing areas of exposure to risks relating to electro-magnetic fields or to harmful noise.
- Emergency plan for the management phase.
- Risk inventory and evaluation for the management phase.
- Lessons learned from the project.
- List of outstanding items.
- The results of the regular safety and risk analyses.