



Health and Safety Requirements for Contractors on RWE npower Locations

An RWE npower Health and Safety Booklet

GHS 20.3

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YOUR BENEFIT**

**It is of no use unless YOU
READ IT.**

*This booklet is issued by the Generation Safety Manager
RWE Npower plc*

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Health and Safety Requirements for Contractors on RWE npower Locations

1. Objectives

The purpose of this booklet is to promote the health and safety of Contractors and RWE npower employees by establishing minimum standards for control and specific requirements to avoid danger from specific hazards during contract work on RWE npower locations.

In the contract specification, RWE npower will have provided appropriate health and safety information to the Contractor regarding the contract work. Typically this information could include details of:-

- the environment within which the work will be carried out,
- existing drawings and design information,
- hazardous substances present,
- arrangements for site access,
- temporary accommodation and lay-down and storage areas,
- potential overlaps with RWE npower's and other contractors' activities, specific site rules to be observed, and
- arrangements for liaison with RWE npower during the execution of the contract.

In the arrangements for managing the contract work the Contractor shall take account of the information provided by RWE npower particularly with regard to any hazards, and associated risks, to health and safety. The Contractor shall also take account of any hazards created in carrying out the work. This booklet describes the arrangements required of the Contractor for the management of health and safety and highlights the most common hazards and hazardous activities encountered during work on RWE npower locations together with the minimum acceptable standards for control to be exercised by the Contractor.

The list of hazards and hazardous activities is not to be considered exhaustive but contains those most frequently encountered and most likely to cause injury or ill health.

This booklet must be read carefully and its receipt acknowledged in writing in connection with a specific contract. No variation will be permitted without the express permission of the Location Manager.

Compliance with the provisions of this booklet shall not relieve the Contractor of any of his responsibilities under the Contract, nor of any obligation imposed upon him by an Act of Parliament, Regulation, Order or By-Law.

Whatever may be the pressure for speedy completion of the work proper attention to the health and safety of persons must be ensured at all times.

2. Statutory and Contractual Responsibilities

The Contractor shall ensure that his employees, those of his sub-contractors and any other agent acting on behalf of the Contractor comply with all applicable aspects of health and safety legislation. The Contractor shall also ensure the achievement and maintenance of the health and safety standards contained in Approved Codes of Practice and HSE and other recognised guidance documents.

In addition to statutory responsibilities as employers, self-employed persons or employees, all Contractors, Sub-Contractors, their employees and agents must comply with:

- (a) The current edition of the RWE npower Safety Rules in use at that site, and any associated relevant Safety Rules Codes of Practice.

- (b) The RWE npower Code of Practice for the Safe Use of Ionising Radiations, and
- (c) RWE npower Safety Procedures v and/or Local Management Instructions specified in the contract.

Construction (Design & Management)

Regulations - If RWE npower decides that the work specified in the contract is to be defined as "construction work", then the Construction (Design and Management) Regulations will apply. In such circumstances the Contractor may also have been appointed as Co-ordinator, Designer and/or Principal Contractor. The Contractor shall fulfil the requirements of the Regulations resulting from any such appointment and shall co-operate with any other Contractor appointed by RWE npower.

2.1. Contractor's Representative for Health and Safety

The Contractor shall nominate a senior person to be accountable for meeting all contractual and statutory obligations for the health and safety of his own and Sub-Contractor's employees and other persons affected by the contract work.

2.2. RWE npower Location Manager's Representative

The RWE npower Location Manager, however named, has responsibility for facilitating co-operation and co-ordination between Contractors and RWE npower. The Location Manager shall nominate in writing the person to be responsible for liaison with the Contractor on health and safety aspects of the contract. The person nominated will hereinafter be referred to as the Technical Officer. Such an appointment will not, in any way, release the Contractor from his statutory responsibilities.

3. Health and Safety Aspects of Contract Management

It is RWE npower policy that the arrangements for the management of health and safety during the contract are established and agreed before work commences on site. The first stages of this process are completed prior to contract placement and include the provision of health and safety information to the Contractor in the tender specification and the assessment by RWE npower of the health and safety submission in the Contractor's tender.

RWE npower requires that the Contractor fulfils the commitments made in his health and safety policy statement submitted to RWE npower and that the contractor's management and other employees fulfil their responsibilities detailed in that statement.

3.1. Health and Safety Plan

At a time specified by the Location Manager and prior to commencement of work on site the Contractor shall prepare and submit to the Technical Officer a contract specific health and safety plan. The extent of the plan should be appropriate to the nature and complexity of the work to be undertaken.

The plan should explain in detail how health and safety will be managed during the contract works and make reference to the relevant HSE Guidance. In particular the plan should include:-

- the organisational arrangements, identifying the Contractor's staff to be primarily responsible, for the management of health and safety on site,
- the Contractor's arrangements for ensuring the competence of employees and subcontractors,

- arrangements for site induction training,
- arrangements for the assessment of risks to health and safety and copies of relevant assessments,

- details of preventive and protective measures for the control of all reasonably foreseeable hazards and hazardous activities that may be encountered during the works. The hazards will include those highlighted by RWE npower in the specification together with those that may arise due to the contractor's activities on site. The control measures shall meet the standards laid down in subsequent sections of this booklet.

- arrangements for making amendment to risk assessments, method statements and controls following changes to work plans

- details of general health and safety rules to be observed by employees and subcontractors,

- arrangements for communicating with employees and other contractors on matters affecting their health and safety,

- a list of activities for which individual method statements will be developed and the arrangements for vetting method statements provided by sub-contractors

- first aid, welfare and emergency arrangements,

- arrangements for monitoring compliance with health and safety requirements,

- arrangements for review of the plan

It should be noted that ultimate responsibility to plan for health and safety lies with the Contractor and that provision of a health and safety plan to RWE npower does not absolve the Contractor from this responsibility.

The Technical Officer may, for short duration, low risk work, permit the contractor to submit a shortened version of the health and safety plan described above.

3.2. Risk Assessments and Method Statements

The Contractor will prepare, and have available written risk assessments, in accordance with the appropriate legislation, specific to the operations to be carried out.

Where a significant risk is identified, the Contractor will provide copies of his risk assessment to the Technical Officer together with a written statement of his proposed method of carrying out the work and controlling the risks.

The Contractor will ensure, and be able to demonstrate to the Technical Officer, that relevant information is communicated to employees and sub-contractors concerning the assessment of risks and associated systems of work.

3.3. Co-operation

Whilst Contractors have full responsibility for the management of health and safety of their work they shall nevertheless co-operate with RWE npower and other Contractors. Contractors shall co-ordinate the activities of their sub-contractors, obtain their co-operation in ensuring that the health and safety requirements of the contract specification are satisfied, and compliance with all aspects of health and safety legislation, authoritative guidance and the contract health and safety plan and method statements. Contractors shall ensure that a safe and healthy workplace and working environment are established and maintained at all times.

3.4. Competent Health and Safety Assistance

The Contractor shall have access to competent health and safety assistance. This assistance may be provided either by a visiting or resident safety advisor. The decision to make the safety advisor site resident for the duration of the work shall be commensurate with the level of risk and/or the number of contractor and sub-contractor employees on site, and be made by either the contractor or the Technical Officer or as a joint decision.

Any alternative to this requirement must have the prior written approval of the Location Manager.

If a resident safety adviser is deemed necessary, the Contractor shall submit, to the Technical Officer for approval, the name of his proposed full-time safety adviser, together with a summary of this adviser's competence and relevant site experience. This shall be accompanied by the safety adviser's job specification. This information shall be submitted before the Contractor commences work on site.

3.5. Sub-contracting

The Contractor shall be able to demonstrate that he has applied selection procedures that ensure that his sub-contractors are demonstrably competent to perform the works safely.

The Contractor shall provide to the Location Manager the names of sub-contractors he intends to appoint in advance of entering into a contract with any such sub-contractor.

The requirements of this booklet, the contract specification, the contract health and safety plan, the risk assessments and method statements shall be imposed upon sub-contractors by the Contractor.

3.6. Competence

The Contractor shall ensure that all his employees have received basic health and safety training. This training shall be verified by possession of suitably recognised accreditation, eg CCNSG safety passport or equivalent. The Contractor shall also ensure that any necessary skills training has been carried out and that certification of competence is readily available, eg for scaffolders, crane drivers etc.

3.7. Site Induction Training

All employees of the contractor and his sub-contractors shall have successfully completed site specific health and safety induction training before commencing work on site. Provision of such training will be either by the Contractor or RWE npower, or in some cases jointly, dependent upon the nature of the site, ie for construction or demolition sites by the Principal Contractor, for operational sites by RWE npower.

Records of such training will be kept and made available to both the Contractor and RWE npower as appropriate and on request.

3.8. Incident Reporting

The Contractor shall report to the Technical Officer any injury, disease or dangerous occurrence that is notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations or the Electricity Supply Quality and Continuity Regulations, and shall co-operate with the Technical Officer in ensuring that such notifications are made. The Contractor shall provide to the Technical Officer copies of any notification reports or other information submitted to the Health and Safety Executive or other Enforcing Authority. The contractor shall also notify any near miss event that had potential for injury of loss.

3.9. Monitoring

The Contractor shall monitor his safety performance and that of his sub-contractors to ensure compliance with standards set in the contract health and safety plan and method statements.

The frequency of monitoring will be dependent upon the risk profile and number of persons employed. A guidance figure of twice weekly is given.

All accidents shall be investigated to establish the basic causes and to recommend appropriate improvements in control. Details of all accidents, together with the associated investigation and recommendations, shall be passed to the Technical Officer as soon as deemed reasonable. For accidents reportable under RIDDOR, the Technical Officer shall be invited to participate in the investigation.

RWE npower reserves the right to audit all aspects of the management of health and safety on site at any time.

3.10. Meetings

Before the commencement of work on site, the Technical Officer will arrange a meeting with the Contractor's representative to discuss the health and safety requirements for the Contract works. This meeting will discuss:

- (a) The Contractor's Management structure, their names and Site Representatives responsible for health and safety.
- (b) Hazards and precautionary procedures established on the site and requirements for RWE npower's Safety Document procedures.
- (c) The location of scrap and waste disposal points, with particular reference to special requirements relating to the safe disposal of dangerous or hazardous substances.
- (d) Precautions to be taken by the Contractor to protect others who may be affected by his activities. These will be fully examined for adequacy, and agreed.
- (e) A system of regular communication to operate effectively between all concerned to ensure that any changes in circumstances and conditions of work are discussed and arrangements revised accordingly.
- (f) Emergency scenarios, including arrangements for rescue, communication and first aid.
- (g) Arrangements for the provision and maintenance of welfare facilities.

The Contractor will present, for inspection by the Technical Officer, such copies of personal certificates of competency, test certificates and inspection registers as may be requested, e.g. fork lift truck drivers certificate, special lifting tackle etc.

Minutes of the meeting shall be circulated to the Contractor.

During longer duration contracts, regular Site Health and Safety Meetings (at least two per month) will be established on site. The frequency of such meetings will be determined by the nature of the works, associated risks and staff levels. The Contractor will chair these meetings, be represented at senior management level, and by his nominated Safety Adviser. Management representatives and safety advisers from each sub-contractor will also attend these meetings. An RWE npower representative will attend these meetings.

The purpose of the meeting is to discuss, co-ordinate and resolve all health and safety matters of concern on site, and examine current and future activities to ensure a consistently high standard of health and safety on site.

The Location Manager reserves the right to observe the proceedings of such meetings.

3.11. Imminent Danger

Any Representative of the Location Manager will have the authority to stop the work if, in their opinion, it is necessary in the interests of health and safety. If it is subsequently shown that the Contractor has infringed any of the requirements, RWE npower will accept no liability for any loss incurred by the Contractor due to the work being stopped.

3.12. Notices

In addition to the duties imposed by statutory obligations the Contractor shall wall mount on his local premises the following RWE npower issued posters, where appropriate to the work being carried out:-

- RWE npower Safety Rules.
- Health and Safety Requirements for Contractors on RWE npower Locations.

Copies of the above documentation will be handed over and reviewed at the inaugural site meeting.

4. RWE npower Safety Rules (Permit System)

4.1. Scope of Safety Rules and Nominated Safety Document Recipients

Work on RWE npower sites may be subject to the application of RWE npower Safety Rules and the Contractor shall comply with them. The Contractor shall supply to the Location Manager a list of Persons whom he considers to be competent to take on Safety Rules duties. The list shall include, when requested, current local addresses and telephone numbers. These persons shall be subject to the Location Manager's approval and be formally nominated in writing. They will be required to attend an appropriate training course at the Contractor's expense. The final decision regarding accreditation for competence rests with the Location Manager. For details of the nomination procedure refer to the RWE npower Safety Rules Procedure "Appointment of Persons".

The persons nominated by the Contractor shall have sufficient comprehension of written and spoken English to enable them to be capable of receiving and understanding Safety Documents.

4.2. Safety Documents

The Location Manager will provide to the Contractor copies of the Location Management Instructions for the issue, receipt and safe retention of Safety Documents. Locks and associated keys will be supplied in accordance with the Location Management Instruction. Where the Contractor is required to nominate a Safety Document Recipient as defined by the Safety Rules, all such Persons must have a copy of the appropriate Acceptors leaflet and/or a copy of the Safety Rules.

4.3. Training

Contractors' employees who undertake defined roles under the RWE npower Safety Rules must be suitably trained, and accredited, in accordance with the Safety Rules Procedure 'Appointment of Persons'.

4.4. General Safety

The RWE npower Safety Rules only address safety from the inherent hazards in the energy production and distribution process. The responsibility for putting a person to work and controlling the risks associated with the method of working rests with the Contractor and his supervisors. This extends to ensure that work activities are adequately planned and executed in such a way that working parties do not adversely interfere with, or affect, other parties working in the same vicinity.

5. General Health and Safety – Contractors at Work

5.1. Supervision

Every Contractor's employee shall be at all times under proper supervision when working on RWE npower locations. Where a Contractor is both employer and employee, or where he has only one or two employees working on site (and accordingly does not have specifically designated supervisors) the Contractor should ensure that both he and his employees are competent to work unsupervised.

5.2. Work Equipment

The Contractor must ensure that all equipment brought to site is in good condition, is maintained in good condition, complies with the requirements of the Provision and Use of Work Equipment Regulations and any other specific legislation and is used and/or erected safely. Personal protective clothing and equipment must be provided and maintained by the Contractor in accordance with the Personal Protective Equipment at Work Regulations. The Contractor must ensure that his workforce uses such equipment properly.

5.3. Housekeeping

Contractors must keep the site of their work clean and tidy and clear of obstructions. All floors and walkways must be kept clear of materials in order that a secure footing can be maintained and to ensure that build up of flammable, or other hazardous materials, materials does not occur. The Contractor shall ensure that safe means of access to and egress from the work place are provided and used.

5.4. Environment

The Contractor shall at all times ensure that suitable precautions are taken so as not to pollute the atmosphere, ground or waters.

5.5. Record of Attendance

The Contractor shall ensure that all his employees or those of Sub-Contractors record their attendance on site daily in order that numbers can be satisfactorily accounted for in the event of fire or other emergency. In addition, the contractor shall ensure that these persons carry suitable identification with them and produce this on request.

5.6. Conduct on site

The contractor shall ensure that his staff conduct themselves in a fit and proper manner whilst on site. Failure to do this may result in the removal or exclusion of such persons from the site.

6. Work on Buildings

6.1. Work on Building structure

Before any work can be carried out on any building structure, a suitable and sufficient risk assessment shall be carried out and its findings discussed with the Technical Officer. This assessment will cover the scope of work planned, the methods of working and materials to be used and any materials that may be disturbed by work, eg sprayed asbestos insulation, the movement of materials around the structure and the effect of the work on the integrity of that structure. If the work could compromise structural integrity, then advice must be sought from a suitably competent structural engineer.

Adequate means of access and egress shall be provided, and maintained, for the work activities. Dependent upon the scope of the work, it may be necessary to control and restrict access to the building if there is a potential for harm to persons.

6.2. Work on Roofs

Before working on any roof, a suitable and sufficient assessment of risk shall be carried out. This will include the identification of the roofing materials, safe access and egress routes and methods, safe systems of working at height, and the provision of fall prevention equipment as necessary.

This may refer to the use of crawling ladders, crawling boards, handrails, toe-boards, safety lines, netting or other fall prevention equipment.

Measures must be taken to prevent the falling of materials and other items that could place persons at risk when beneath the area of work. Notices, warning of overhead work, shall be displayed at ground level when appropriate. If judged necessary by risk assessment, the area beneath the work activity will be physically protected by barriers or be boarded out, the extent of which will be decided by the nature of the work and the materials used.

Unprotected 'beam-walking' is forbidden.

Where the work presents any risk of fire or causes the exposure of flammable materials on the roof, the Contractor will provide suitable fire extinguishers.

6.3. Floors

If it is necessary to remove any type of floor section whatsoever, permission must be obtained from the Technical Officer, and be in accordance with local site procedures.

Substantial secure barriers must be erected around any hole. Suitable visual warnings, notices by day and suitable lamps during hours of darkness, shall be displayed. Adequate precautions must be taken to prevent danger to persons at lower levels.

All floor sections removed must be replaced and secured as soon as practicable. Should any slabs be broken, immediate steps must be taken to prevent danger pending their replacement.

6.4. Demolition

Before any demolition work is undertaken, the requirements of CDM Regulations should be noted and the HSE informed as appropriate. Before any demolition work on a structure starts, a suitable written plan, which will include suitable and sufficient risk assessment, must be prepared, its findings discussed, and agreed with the Technical Officer. This will cover the scope of work planned, the methods of working to be used, the materials that will be released, the movement of materials and vehicles around the structure and the effect of the work on adjacent structures. If unforeseen problems arise during the demolition, they shall be risk assessed and a revised plan of work agreed prior to any changes to the demolition programme.

7. Barriers, Guards, Screens and Notices

Wherever barriers, guards and screens are erected, suitable notices shall be displayed to denote the hazard within the restricted area. These shall conform to the Health and Safety (Safety Signs and Signals) Regulations and relevant British Standard.

The Contractor must not move any barriers, guards, screens or notices without the permission of the Technical Officer, unless the barrier has been erected by the Contractor's employees or those of his Sub-Contractor in the course of the contract work.

No substation boundary fence or the ground adjacent to the fence shall be disturbed without permission of the Technical Officer.

8. Excavations

No site excavation shall be made without specific permission from the Technical Officer and only in accordance with the RWE npower Safety Rules. Prior to the commencement of any excavation work, the position of all underground services must be established and physically marked as appropriate. Work in the vicinity of underground services, and method of excavation, is subject to the approval of the Technical Officer and will require the issue of a Safety Document.

Due to danger to and from underground services the driving of any item into the ground is classified as an excavation.

All excavations will be suitably barriered off and protected against collapse.

9. Scaffolding and Safe Means of Access

Temporary means of access and scaffold structures shall comply with the requirements of the Work at Height Regulations and the Provision and Use of Work Equipment Regulations.

Scaffolders and scaffold inspectors employed by Contractors shall produce evidence of training under the CITB Construction Industries Scaffolders Record Scheme, or of other equivalent training, to the Technical Officer.

Scaffolding shall be moved, erected and used adjacent to exposed high voltage conductors only in accordance with the RWE npower Safety Rules and associated Codes of Practice, and in compliance with the requirements imposed by the Technical Officer.

Scaffolding to be erected in areas where insulation materials may be disturbed, shall discuss their proposed activities with the Technical Officer, who may wish to consult with the site Insulation Officer, to identify the nature of the insulation materials that could be disturbed, eg asbestos containing materials.

All scaffold structures should carry a suitable notice which bears the scaffold identify number, the safe working load of its platforms, the scaffold inspector's signature, and a clear indication of the safe seven day access period. Incomplete scaffolds must carry a 'No Access, Scaffolding Incomplete' notice.

The Contractor shall maintain a register, on site, of all scaffolds erected showing the dates of erection and reports of inspections. No scaffolding shall be used by anyone unless it has been inspected for satisfactory condition before first use or modification etc, and thereafter within the previous seven days. If use is required of an RWE npower supplied scaffold that is considered to be defective, the Technical Officer must be contacted at once.

After alterations the Contractor must display on the scaffold a 'DO NOT USE' sign until it has been inspected and accepted as a safe structure.

Under no circumstances will any person, other than the appropriate scaffolding competent person, alter a scaffold.

Any Contractor wishing to make use of an erected scaffold must ensure that permission has been granted by the Technical Officer and that the structure will support the loads to be imposed. The Contractor must also conform to the Local Management Instructions applicable to scaffold work control.

For work at height which is of a short duration and where it is demonstrated that provision of a full scaffold is not reasonably practicable, appropriate fall prevention protection shall be used.

Unprotected 'beam-walking' is forbidden.

10. Lifting Tackle, Lifting Appliances (Machines) and Hoists

Lifting tackle, lifting appliances (machines) and hoists, hereafter described collectively as "lifting equipment", shall comply with the requirements of the Lifting Operations and Lifting Equipment Regulations, (LOLER) and the Provision and Use of Work Equipment Regulations, (PUWER). Recording of tests, inspections etc shall be in accordance with LOLER.

Only properly tested and marked lifting equipment may be used. The Contractor must satisfy the Technical Officer that all lifting equipment complies with the relevant statutory provisions, and shall make available certificates and inspection records when required.

Lifting equipment must be kept under strict control and not be left lying about on site.

The S.W.L. must be clearly marked on all equipment and must not be exceeded. If there is any doubt about the weight of a load, it must not be lifted until the weight has been confirmed. The Technical Officer should be consulted if necessary.

Chains must not be shortened by knotting, and lashings must not be used to lift equipment. Nobody shall ride on a hoist, unless it has been designed to carry passengers, and is fitted with interlock gates and safety devices required by statute.

Prior to any lifting operation, a suitable lifting plan shall be prepared, by a competent person, with a level of detail commensurate with the nature of the lift, ie complexity, weight, travel distance etc, in accordance with LOLER. Such plans shall be readily available for inspection by the Technical Officer.

Whenever lifting operations are in progress, the areas immediately below the operation and adjacent to winching equipment shall be suitably segregated by barriers, and policed as necessary.

11. Electrical Equipment

All electrical equipment provided by the Contractor, and any temporary supply installations, should comply with the provisions of the Electricity at Work Regulations and the Provision and Use of Work Equipment Regulations.

The Contractor shall be responsible for providing and maintaining the whole of the installation on the load side of any point of supply made available by RWE npower and take all reasonable precautions to ensure the health and safety of persons on the site. The Technical Officer may require the disconnection or alteration of any parts that he considers dangerous.

11.1. Inspection and Testing

Portable tools, hand lamps and other portable apparatus should be identified by a serial number, registered and periodically inspected as recommended in HSE guidance. All such equipment used by Contractors shall have a current test certificate of electrical safety.

11.2. Connections

Temporary electrical installations, including distribution boards, cabling and switchgear shall comply with the current issue of the I.E.E. Wiring Regulations and be installed and connected by a competent person. The installation may be subject to inspection by an RWE npower representative prior to connection to the site supplies system.

All portable tools, hand lamps and other portable apparatus must be connected to the system by means of plugs and sockets of a type approved under British Standards. They shall conform to the types currently in use on the site. The plugs must be such that they can only be inserted in the correct outlet for any particular voltage.

All portable electric tools and equipment except the tools referred to in the paragraph below must be connected by 3-core flexible cable which must be in good condition and suitably protected against mechanical damage.

All-insulated and double-insulated tools may be connected by 2-core flexible cable that must be in good condition and suitably protected against mechanical damage.

Any electrical cable shall be capable of withstanding any hazards that are present in the environment in which the cable will be used. This includes mechanical damage, effects of the weather, temperatures, effects of any substances used on the site, flammable substances etc. The choice of cable shall be determined by risk assessment of the environment, the operating duty, likely loadings, and the persons using the cables.

Cable routes shall be arranged such that the risk of damage is minimised, and that the run does not in itself create any hazard such as obstruction, tripping, fire etc.

All joints must be both electrically and mechanically sound — no twisting of conductors or taping will be permitted.

11.3. Earthing and Voltage Limits

Hand held portable electric tools must be double-pole switched and operated at not more than 110 V a.c., the supply being derived from double wound transformers having the centre point of the secondary winding connected to earth. The Contractor must provide such transformers.

Portable hand lamps must be operated at not more than 25 V a.c., and the Contractor must provide the necessary transformers.

Where special tools or equipment require a supply above 110 V, then special authorisation must be obtained from the Technical Officer and a residual current device (RCD), provided by the Contractor, must be connected in the circuit.

11.4. General

Electric heaters or radiators having exposed heating coils or elements must not be used.

Supplies to welding equipment must be specially arranged, the connections must be sufficient in size for the duty to be performed, properly protected against mechanical damage, and in good condition.

All persons dealing with and handling electrical equipment should be trained to apply the correct treatment for electric shock.

Where a Contractor or Sub-Contractor wishes to work on his own plant or equipment for the purpose of repair, or for any other reason, he must first disconnect the equipment from all sources of supply providing power to the equipment.

12. Hot Working

Hot working includes welding, burning, and any activity that creates a source of ignition or combustion.

Contractors will include an assessment of fire risk as part of their general risk assessment.

Suitable screens or mats must be used to limit or prevent the spread of by-products of hot working. The contractor shall suitable and sufficient fire extinguishers or fire blankets which will be readily usable at the point of work.

The site will provide the contractor with any local procedures for welding and burning. The contractor must comply with these documents. Where appropriate, the site will prepare and issue a safety document granting consent for hot working.

On completion of hot working, a thorough inspection of the workplace shall be carried out to ensure that there is no smouldering of any combustible materials. A similar check must be carried out one hour after work cessation.

12.1. Gas welding or burning

The type of gas to be used must be agreed with the Technical Officer prior to work commencement. Acetylene will only be permitted for use when there is no suitable alternative.

Trailing hoses must be positioned so as not to create a hazard, and physically protected as necessary.

Gas cylinders must be fitted with flashback arrestors conforming to the current British Standards Specification.

Gas cylinder valve keys shall be readily available at the cylinder to enable speedy closing of the valve in the event of fire.

Gas cylinders shall be on portable trolleys capable of upright storage when in use, and when not in use eg. overnight, shall be stored in a suitable compound at least 20 ft from any source of flammable materials.

Gas cylinders and hoses shall be removed from any enclosed space at the end of each work period, or when not in use, to prevent the build up of any gas escaping from a leak.

Welding equipment must be isolated at the end of each work period.

12.2. Use of arc welding equipment

Installations shall comply with HSG 118 "Electrical safety in arc welding."

A sufficient number of fixed screens shall be provided to protect persons from exposure to electric arc flash.

Welding rods and spent rod ends must be kept in suitable containers and removed at the end of each working period.

When the welding process uses inert gas shielding, the contractor shall ensure that there is adequate ventilation to remove the asphyxiation risk from the inert gas.

The contractor must be able to demonstrate that the equipment is maintained to an acceptable standard and that any current return paths used are acceptable.

All leads must be waterproof including lead connectors. Proprietary connectors must be used of the type approved by RWE npower. Bolted or twisted together, taped or untaped joints will not be acceptable.

Welding equipment shall be isolated when not in use.

13. Asbestos

Asbestos may be present in buildings and insulation materials. The presence of asbestos should be identified as part of the contract letting process. However, if a contractor has any concerns during the course of the work, for example disturbing ceiling tiles or other insulation materials, he should raise his concerns with location staff before disturbing any materials

13.1. Thermal Insulation

Only licensed asbestos Contractors may carry out work with asbestos. This includes removal of asbestos or work within the confines of a controlled area.

The licensed Contractor shall conform to all Regulations, Codes of Practice and Guidance relating to work with asbestos.

13.2. Other Asbestos Products

The handling of asbestos containing materials, other than asbestos thermal insulation and sprayed coatings, shall be in accordance with the appropriate statutory requirements and relevant guidance (see 13.1)

14. Lead

All painted metal surfaces on RWE npower locations must be assumed as coated with paint containing lead unless proven to the contrary.

The Contractor shall comply with all appropriate statutory requirements, Regulations, Approved Codes of Practice and Guidance related to the precautions required to protect people from lead arising from work activities.

The Contractor shall carry out an assessment of the work and prepare a method statement incorporating the appropriate control measures that must be implemented. The Contractor will supply RWE npower with a copy of this assessment.

15. Abrasive Wheels

Contractors providing or using abrasive wheels shall comply with the requirements of the Provision and Use of Work Equipment Regulations.

The Contractor shall make available a register of appointments of competent persons for maintenance and use of abrasive wheels in accordance with the requirements of PUWER.

16. Safe Working with Hazardous Substances

No substances shall be brought on to any RWE npower site without the prior knowledge and permission of the Location Manager or his delegate.

Prior to bringing any hazardous substances on to RWE npower locations, the Contractor shall provide the Technical Officer with a list of the substances and copies of the relevant safety data sheets. All hazardous substances shall be stored in accordance with the supplier's recommendations, as specified in the Safety Data Sheets, and shall have their containers clearly labelled with the contents and the precautions required when in use. The labels shall conform to the requirements of the Chemicals (Hazard Information and Packaging for Supply) Regulations.

Prior to the commencement of any work requiring the use of hazardous substances on RWE npower premises, the Contractor shall carry out an assessment in accordance with the COSHH Regulations and prepare a method statement that incorporates suitable control measures to reduce the risk of exposure to employees and others. The Contractor shall provide RWE npower with copies of these COSHH assessments.

It should be recognised that Safety Data Sheets provided under CHIP Regulations are not CoSHH assessments but an input into an assessment.

Should it be necessary to vary the quantities of any substance used, or method of use, the contractor shall review, and revise as appropriate, the CoSHH assessment and method statement in consultation with the Technical Officer.

The Contractor shall comply with all the statutory requirements, Regulations, Codes of Practice and Guidance related to hazardous substances.

Contractors should also consult any information and guidance produced by the suppliers (eg in the form of safety data sheets), HSE, or other informed bodies, which may be appropriate for the hazardous substances being used.

17. Vehicles and Mobile Plant

Drivers of vehicles and mobile plant shall have been adequately trained and have written authorisation from their employer to use the vehicles provided by the employer.

Vehicles and mobile plant should be driven carefully at all times, keeping to site speed limits and obeying traffic signs and signals. Drivers must pay particular attention when reversing to ensure that nobody is in danger. Vehicles and mobile plant should only park in the areas designated.

All mobile plant (including Fork Lift Trucks) that are to be used within company buildings shall be fitted with both visual warning (e.g. flashing yellow beacons) and audible warning devices otherwise they will not be allowed within the confines of the buildings. They shall not move at speeds greater than 4 mph i.e. walking pace. All other mobile plant vehicles shall be fitted with both visual and audible warning devices for reversing. All vehicles on site must conform to the same standards of safety and maintenance as would be expected of a vehicle that is used on public roads, and meet the M.O.T. Test Certificate requirements.

All vehicles that are used shall be compliant with the requirements of the Provision and Use of Work Equipment Regulations 1998 for roll over protection and driver restraints. The Contractor shall take reasonable steps to ensure unauthorised persons cannot use vehicles and mobile plant.

Passengers must not be carried on any vehicle unless the vehicle is designed for that purpose.

Work with tipping lorries, excavators or other vehicles in proximity to an overhead line must not infringe the Safety Distances as defined in the RWE npower Safety Rules or by the owner of that power line. In such situations work must not start without the specific permission of the Location Manager.

18. Use of Mobile Cranes

No mobile crane shall enter any site without the permission of the Technical Officer, whose instructions regarding restriction of movement to prevent danger must be complied with, in accordance with the RWE npower Safety Rules. Movement of cranes around a site shall be in accordance with the appropriate Local Management Instruction or site procedure.

The Contractor shall ensure that any mobile crane brought on site, whether owned or hired by the Contractor, has appropriate test certification and reports of thorough examinations and inspections. Crane drivers and banksmen shall be trained and competent and should have available a certificate of competence issued by the Construction Industry Training Board (CITB) or similar organisation acceptable to the Technical Officer. All certification and reports for the crane and personnel shall be available to the Technical Officer on demand.

The Contractor shall carry out all work with cranes in accordance with the Lifting Operations and Lifting Equipment Regulations, (LOLER). The Contractor shall ensure that all lifting operations are planned before the operation begins. Such plans will be completed by a competent person to a level of detail commensurate with the complexity, weight etc of the lifting operation and the associated risks.

19. Confined Spaces

The Contractor and Technical Officer will discuss any work planned to be carried out within any enclosed area. If the relevant risk assessment shows the area as an actual or potential confined space, either resulting from its in service conditions, or created by the work or any substances to be used, then a suitable safe system of work shall be agreed.

This may include preparation and issue of a Permit if the confined space hazard is process derived.

No Contractor shall enter any confined space without first contacting and obtaining the written permission of the Technical Officer.

Arrangements for rescue from an enclosed area or confined space must be determined and be in place prior to work commencing. The Technical Officer and the Contractor shall ensure that any obligation placed by The Confined Spaces Regulations has been addressed.

20. Compressed Air

The use of compressed air in order to clean down clothing and skin is an extremely dangerous practice and is expressly forbidden.

For other cleaning processes involving compressed air, an appropriate safe system of work shall be adopted including the provision of personal protective equipment, screens and barriers.

Appropriate precautions must be taken when handling compressed air equipment. Heavy duty hose clamps and couplings must be used.

21. Ionising Radiation Sources (NDT)

No source of Ionising Radiation shall be brought on to any RWE npower site without the prior knowledge and permission of the Location Manager.

At the planning stage of work with an ionising radiation source, the Contractor shall discuss the intended work activities, and supply details of his operatives, the name of the Radiation Protection Supervisor (RPS), and a copy of his Local Rules.

The contractor shall comply with RWE npower Code of Practice, "The Safe Use of Ionising Radiations."

No source of ionising radiation shall be permitted to enter the site without the presence on site and consent of a Site Radiography Advisor. NDT operatives shall only be allowed on site if they have a RPS present, a copy of their Local Rules, the necessary barriers, signs and warning systems, and emergency equipment to manage any lost sources.

The Contractor shall demonstrably comply with all statutory requirements relating to the use of ionising radiation.

22. Flammable Liquids and Gases

Any flammable liquids and gases planned to be brought to and stored on site will be discussed with the Technical Officer. The Technical Officer will provide advice on a suitable storage area. Such materials must not be stored anywhere else when on RWE npower sites. Any such area shall be in accordance with HSE Approved Code of Practice L 135 – "Storage of Dangerous Substances". Suitable fire mitigation arrangements will be made.

These requirements will apply to all flammable materials e.g. acetylene, propane, petroleum, diesel fuel.

It is a requirement of RWE npower that flashback arresters must be fitted to ALL flammable gas containers.

All gas bottles must be accommodated in suitably designed movable wheeled carriers to facilitate removal in case of fire. Also, such bottles and carriers must not be left in the vicinity of operating plant following their use, or overnight, but removed to a safe area outside of any building or confined space.

23. Accidents and Dangerous Occurrences

The Contractor is responsible for making all necessary reports to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR). The contractor shall also ensure that any sub-contractors make necessary reports.

The Contractor shall provide the Technical Officer with copies of all such reports made under RIDDOR and with reports of investigations of accidents and incidents, and provide information of all injury accidents that occur during the course of the work as soon as is practicable.

24. Protective Equipment and Clothing

The Contractor shall provide, use and maintain personal protective equipment and clothing deemed necessary risk assessment of the work activities planned. Such provision shall be in accordance with the Personal Protective Equipment at Work Regulations, and the requirements of other legislation.

The Contractor shall also comply with RWE npower requirements that include the provision and wearing of head protection, hearing protection, eye and foot protection. When working in the vicinity of open water, approved life preserving jackets shall be provided and worn.

All PPE and clothing shall comply with appropriate standards.

25. Noise

The Contractor shall comply with the Noise at Work Regulations. All employees and subcontractors of the Contractor shall comply with RWE npower requirements for the provision and wearing of suitable hearing protection in areas designated hearing protection zones by RWE npower.

The Contractor shall notify the Technical Officer before bringing on to site any plant or equipment likely to significantly increase overall site noise levels. In this situation, controls for this equipment shall be in accordance with the Noise at Work Regulations.

26. High Pressure Water Washing and Steam Cleaning

The Contractor may only use high pressure water washing apparatus with permission of the Technical Officer.

The Contractor must have available for inspection by the Technical Officer records of operator training and certification for the proof testing of pressurised equipment. Protective measures such as personal protective equipment, screens and barriers shall be detailed in the relevant risk assessment/method statement.

27. High Voltage Enclosures

Ladders, long objects and cranes must not be used in the vicinity of, or transported close to, exposed high voltage electrical conductors without consultation with the Technical Officer and consent from a Safety Rules Safety Controller. The requirements of RWE npower Safety Rules Codes of Practice GHS 18.07 and GHS 18.08 should be noted.

Within areas containing exposed high voltage conductors, metal measuring tapes shall only be used when authorised in writing by RWE npower. Measuring tapes with metal reinforcing must not be used under any circumstances.

28. Fire

The Contractor must familiarise himself with the Site Fire Procedures after discussion with the Technical Officer and ensure that his personnel are suitably instructed as to their content.

The Contractor must carry out a **fire risk assessment** of all accommodation under his immediate control and communicate those findings, not only to his own personnel, but also to the Technical Officer in writing. All site huts, storage facilities, shelters and the like shall be provided with fire extinguishers appropriate to the risk and with adequate means of escape which shall be kept clear at all times. Gas fires and radiant heaters are forbidden in site huts. All heaters must be of intrinsically safe design or be of the "Black Heat" type.

The Contractor's attention is drawn to the joint code of practice "Fire Prevention on Construction Sites", published by the Fire Protection Association.

Appropriate portable fire fighting equipment shall be provided and maintained at all times. The Contractor and his staff shall be trained in the effective use and limitations of all such equipment.

Care must be exercised in the use of all equipment that may employ the use of naked flames or cause sparking in operation.

High standards of housekeeping are to be exercised and the site must be kept clear of flammable waste. Flammable materials necessary for working shall be kept to a minimum and shall be stored in suitable areas and in such conditions as approved by the Technical Officer.

Due to the increased risk of fire, extreme care must be taken in the use of scaffold planks, tarpaulins and all combustible materials which may be in close proximity to high temperature live process plant. The contractor should comply with the recommendation in the above code of practice that all temporary protection/segregation sheeting and tenting materials should be flame retardant and approved to Loss Prevention Standard LPS 1207 substantiated with valid certification from the Loss Prevention Certification Board (LPCB).

No fires shall be lit on site without the express permission of the Technical Officer.

All fire points, access routes and roadways must be kept clear of obstruction at all times. Where it may be necessary to cause temporary obstruction for the purposes of carrying out a contract, this shall be discussed and agreed with the Location Manager.

29. Contractors Queries

Queries should normally be directed to the Location Manager whose name appears on the last page of this booklet. **(Copies of this booklet are available on site and these requirements must also be displayed in poster form.)**

CONTRACTOR'S COPY

RWE npower

SAFETY REQUIREMENTS FOR CONTRACTORS ON RWE NPOWER LOCATIONS

RECEIPT

Contract Number and Description:

.....

Location:

.....

The Location Manager for the Contract is:

.....

Telephone No:.....

The Technical Officer for the Contract is:

.....

Telephone No:.....

If, for any reason, he is not available, you should contact:

.....

In Emergency (Fire, First Aid), ring:

.....

NPOWER COPY

(To be detached and retained by the Location Manager)

RWE npower
REQUIREMENTS FOR CONTRACTORS
ON NPOWER LOCATIONS

RECEIPT

I acknowledge receipt of the above Health and Safety Booklet for
RWE npower Contracts

Contract Number and Description:

.....

Location:.....

Signed:.....

Contracting Company:

.....

Date:.....

GENERAL SAFETY RULES

- 1. Comply with instructions, site rules and site safety signs**
- 2. Report anything that seems unsafe**
- 3. Wear appropriate Personal Protective Equipment**
- 4. Keep your work area tidy and clean up when finished**
- 5. Use the correct tools and use them safely**
- 6. Report accidents and near misses**
- 7. Think of the safety of others as well as your own**
- 8. Do not take chances. IF IN DOUBT - ASK**
- 9. Do not engage in horseplay**
- 10. Do not interfere with plant or apparatus**
- 11. Do not bring any hazardous substance or material on to site without permission**
- 12. Do not remove flooring or gratings without permission**
- 13. Do not ride on vehicles that are not designed to carry passengers**
- 14. Do not park vehicles in unauthorised areas**

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