



DEESIDE CCGT POWER STATION

HEALTH, SAFETY & ENVIRONMENTAL REQUIREMENTS FOR CONTRACTORS

This form is available on the Deeside Power website, which must be updated after each review

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1 INTRODUCTION

1.1 Principles

It is essential that there is a clear appreciation, by all concerned, of the basic principles to be applied by Deeside Power Station when called upon to manage work carried out by Contractors on the power station site. This approach is necessary to ensure that current legislation and statutory obligations are met.

Note: The term Contractor may include IPR Staff from other locations.

This procedure also sets 'Deeside Standards'; standards of health, safety and environmental management for all Deeside staff and visitors to site. These standards are compulsory for all Deeside and IPR staff and visiting Contractors, and their violation may lead to disciplinary action, including the option to remove individuals and/or companies from site. All disciplinary action is at the discretion of the Station Manager.

In selecting suitable contractors, their health, safety and environmental performance is considered vital criteria. Contractors must also be able to prove their commercial and technical competence together with the competence of their staff at all levels.

2 SCOPE

2.1 Purpose

The purpose of this document is:

To set out the minimum Health, Safety and Environmental requirements that contractors must comply with when working on Deeside Power Station site.

To provide sufficient information as required by the Health and Safety at Work Act and the Construction (Design and Management) Regulations (where applicable) and to ensure that all contractors working at Deeside Power Station are fully aware of the site regulations and procedures that apply to them, both for health and safety and for environmental management.

These requirements and procedures are in addition to the Conditions of Contract that are agreed with contractors working at Deeside.

NOTE: It is the duty of the Principal Contractor to be aware of all statutory and site regulations and to supply copies of these regulations to his/her staff, sub-contractors and others who are employed by him/her during the course of the work.

The Contractor must prepare method statements of the work to be undertaken, risk assessments for undertaking the work, and ensure that measures are taken to control the risks. This and other information must be supplied to the Technical Officer prior to starting work in order to create a Health, Safety & Environmental File (Non Deeside Employees)".

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2.2 Objectives

To comply with the requirements of current legislation in providing information regarding risks to health and safety, the environment and other relevant information to persons who are to undertake work at Deeside Power Station.

To provide sufficient safety, environmental and other relevant information to be used by the Contractor or Technical Officer to form the basis of the safety/environmental plan at the tender stage.

To identify key personnel, their responsibilities and the arrangements in place to provide successful health, safety, environmental and other management issues throughout the project/works in a joint undertaking.

To determine 'Deeside Standards', and the actions open to site management for non-compliance by contractors or visitors.

3 DEFINITIONS

- a) Client: - Deeside Power Limited and/or its nominee.
- b) Sub-Contractor/Self Employed Staff - a competent person(s) (other than Principal Contractor) named in the Contract for any part of the works or any person to whom any part of the Contract is sub-let.
- c) Technical Officer - the person nominated by the Station Manager to liaise on all Safety, Environmental, Technical and Performance issues associated with a particular contract. The Technical Officer will normally be the primary contact for all communication, records and issues arising.
The Technical Officer is responsible for ensuring an effective induction process for the Contractor and his staff, and for ensuring that the Contractor is informed of any hazards at Deeside that may affect his work.
- d) (Contractor's) Safety Officer - a person nominated by the Contractor to liaise with the Technical Officer to ensure effective Health, Safety and Environmental performance.
- e) Contractor - any person working at Deeside not permanently based at the site.
- f) Health, Safety & Environment File (Non Deeside Employees), also referred to as Contract Management File – the file created by the Technical Officer containing all Health, Safety and Environmental information relating to the contract
- g) Shift Manager is the person designated by the Station Manager as responsible for the shift operation of Deeside plant.

Where Construction (Design and Management) Regulations apply:

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- h) Principal Contractor – the Company whose tender has been accepted by Deeside Power and/or IPR and may include IPR personnel not based at Deeside Power Station. Included in the term ‘Contractor’ where used within this document.
- i) CDM Coordinator - the competent person/s nominated by the client and/or the Principal Contractor to co-ordinate and advise on the health, safety and environmental aspects of project/works and for formulation of the initial and continuing stages of the health and safety/environmental plan. Also responsible for reporting the project to the HSE where required by the CDM regulations.
- j) Designer - the nominated person/company who can be the client or Principal Contractor who considers all safety aspects during the design process to control/eliminate risks to all persons involved in the planned work.
- k) Safety Liaison - shall mean a competent person/s nominated by the Client, Principal Contractor, sub-contractor or others for operation and co-ordination of the effective safety/environmental management of the planned work and not requiring a Planning Supervisor as determined by the CDM Regulations.

NOTE: The Principal Contractor is normally the main or managing contractor for the work, but the role may be enacted by Deeside Power.

4 DEESIDE STANDARDS

The Deeside Standards must be complied with by all persons working at Deeside power station, including Principal Contractors, sub-contractors, Deeside staff, IPR staff, and visitors to site. If any of the Standards set out below are breached by any individual and/or Contractor, then Deeside Power reserve the sole right to remove the individual and/or Contractor from the site with immediate effect. Without prejudice to any Terms and Conditions associated with the contract, the Contract, if any, may be terminated and all costs borne by the Contractor.

- i. **Confined Spaces** - All confined spaces work must be done under a permit for work.
- ii. **Working at Heights** – All work above ground level must be carried out wearing an approved harness, securely attached to a suitable anchorage unless working on a solid platform with handrails, or the work has been approved by the Technical Officer.
- iii. **Recklessness** – All staff and visitors must behave in a responsible and professional manner whilst on site. Any reckless behaviour or horseplay likely to cause injury will be deemed a breach of the Deeside Standards.
- iv. **Working with Electricity** – All electrical work must be carried out with the permission of a Safety Controller.

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- v. **Working on Plant** – All work on plant must be safety assessed by a Safety Controller, and any specified instructions must be followed.
- vi. **Working on Chemical Systems** – All work on chemical systems must be carried out with the permission of a Safety Controller, the correct PPE must be worn, and any specified instructions must be followed.
- vii. **Further Precautions** – Any further precautions specified in a permit to work must be followed.
- viii. **Trips and Interlocks** – Locks, interlocks or safety trips must not be interfered with.
- ix. **Environmental** – Any substance with the potential for environmental harm must be correctly used and disposed of.
- x. **Waste** – All staff and contractors must follow instructions from the site Waste Officer on correct disposal procedure.
- xi. **Substance Abuse** – No work may be carried out on Deeside site by persons believed by their Supervisor or Technical Officer to be under the influence of drugs or alcohol.
- xii. **Condoning violation** - Any person working on site must uphold the Deeside Standards by stopping other people seen working unsafely.
- xiii. **PPE** – Correct use of PPE where required by site rules and where required by risk assessment
- xiv. **Incident Reporting** – All incidents and near-misses must be reported to the relevant person
- xv. **Logging-Off Site** – Any person entering or leaving site must log in/out at Security

5 GENERAL SUPERVISION OF CONTRACTORS / SAFETY LIAISON

Whenever Contractors are to be employed on site, a Deeside Power Technical Officer will be nominated to be responsible for technical, performance, health, safety and environmental liaison with the Contractor.

This nominated person will ensure that the Contractor is aware of statutory requirements, site regulations, Safety Rules and all other current safety/environmental requirements applicable to the site. Prior to major outages, the site Health, Safety and Environment Officer may invite outage contractors to a pre-outage HS & E meeting to discuss outage HS&E planning and operation. Regular safety and environmental meetings are normally held during outages, and attendance at these meetings is compulsory.

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Any design changes or work methods which have a health and safety or environmental impact shall be properly risk assessed and approved by the Deeside Power Technical Officer prior to any work starting.

6 THE SITE

Areas of the power station land are known to be contaminated and any excavation or subsequent ground water must be treated as Hazardous Waste. Subsequent disposal must be arranged through the Technical Officer and in accordance with current legislation.

Contractors' staff vehicles are normally parked in specified areas outside the Station security fence opposite the gatehouse. Contractors wishing to bring vehicles onto site must obtain permission from the Technical Officer and Duty Shift Manager. Any vehicle access to buildings is strictly forbidden unless specific permission is granted by the Shift Manager.

Access to the site is via the normal one-way traffic system as denoted by the on site road signs. Permission must be obtained from the Technical Officer and duty Shift Manager in order to defeat this.

Vehicular site access is controlled by a system of road signs and road markings. All vehicles on site are required to adhere to the traffic management system unless specific permission has been obtained from the Technical Officer and duty Shift Manager to vary these arrangements.

Access to the site to high sided vehicles or lifting equipment is strictly controlled and height restriction barriers are positioned to prevent such vehicles infringing safety distances on overhead high voltage power lines between the main plant buildings and the banking compound.

Deeside generates electricity at high voltages; some electro magnetic fields do exist, although these are below the government guidelines for non-specialised areas of work. However, persons coming onto site who have heart pacemakers should inform Security of their condition, as some pacemakers can be susceptible to EMF.

7 WASTE DISPOSAL

The Deeside Power Waste Officer must be consulted before any waste is removed from site.

All disposal of waste must be carried out in accordance with the Environmental Protection (Duty of Care) Regulations 1991, the Hazardous Waste Regulations 2005, and any other relevant legislation.

Contractors shall ensure that their operations comply with oil spill prevention provisions.

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Pouring of oil or any other substance onto the ground or into plant sumps, trenches or ditches is strictly prohibited. Spillage, should it occur, shall be reported immediately to the main control room

Containers used for all waste acids or harmful dust, etc, shall be equipped with covers.

Contractors shall bring NO materials from off-site for disposal at Deeside Power Station.

During the course of construction, alterations or repair, all debris shall be kept cleared from work areas, walkways and stairs.

Contractors shall promptly clean up and remove daily from all work areas all scrap materials and waste materials that accumulate from their operations.

Contractors are normally deemed to be the producer of any waste, unless specified elsewhere. In general, where this is the case, it is the responsibility of the Contractor to ensure that they are compliant with statutory waste management requirements. Copies of waste transfer notes and carrier's licences shall be supplied to the Technical Officer before removal from site to ensure that the Contractor is compliant. Any sub-contracted waste carrier must provide proof that they are a licensed carrier.

Under NO circumstances may waste be burned on site.

8 THE DESIGN

Any design proposals for the works shall include all information relevant to Health Safety and Environment.

9 MATERIALS

All products and materials with health and safety implications will require being COSHH assessed **before** use. It will also be necessary for an environmental risk assessment to be carried out on any materials that could cause harm to the environment. The minimum amount possible of these substances must be used. The environmental risk assessment should not be over complicated by assessment of ultimate fate or Life Cycle Analyses. The site requirement is for the assessment to prevent any environmentally hazardous substance, including oil, paint, adhesives etc., from entering the site drains.

10 SITE ARRANGEMENTS

10.1 Accommodation/Facilities (Temporary)

With respect to temporary accommodation and/or storage facilities, i.e. jack leg portacabins capable of being stacked, or sea containers etc:

- a) All flammable liquids and gases are prohibited in all temporary accommodation for cooking and heating purposes.

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- b) All accommodation and storage facilities must be of good sound construction and comply with any relevant statutory requirements
- c) Accommodation will be inspected before and during siting. Deeside Power will refuse access to site any accommodation or storage facilities that do not meet the required criteria. Deeside Power will not be responsible for any bacteriological testing of portacabins, nor be responsible for any adverse health effects resulting from their use.

No work processes or storage of flammable materials is permitted within the compounds.

10.2 Consumption of Food and drink

No food or drink may be consumed in plant areas.

10.3 Mobile Telephones

The use of mobile phones, including hands-free sets, is restricted on site, and may **not** be used whilst driving vehicles, operating machinery, working at heights or in confined spaces, or any other work where safety may be compromised. If in doubt regarding where a mobile phone may be used, **do not use it** and obtain advice from your Deeside Power Technical Officer.

11 OVERLAP WITH CLIENT'S UNDERTAKING

The power plant may remain in commercial operation during the work and extreme care will be required to avoid any hazards from running plant.

Work noise levels are required to be specified at the time of Tender. A report of noise levels measured near running power plant may be obtained from the Deeside Noise Officer via the Technical Officer.

12 EMERGENCY PROCEDURES

12.1 Fire

In the event of a fire occurring or being discovered, raise the alarm by dialling **3333** on any internal telephone or if using the black 'emergency phones' pick up the handset, turn the handle and wait for a member of staff to answer. Give the following information:

- a) The location of the fire.
- b) Type of fire, i.e. electricity, oil, etc.
- c) Any casualties.
- d) Your telephone number, your name

Tackle the fire if you are competent to do so, using the correct type of fire equipment positioned around site.

DO NOT PUT YOURSELF AT RISK.

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Break glass points may also be used to raise the alarm.

NOTE: Several areas are covered with automatic fire protection. Contractors working in these areas must be aware of this equipment and its effects on staff working in these areas.

12.2 Accidents

In the event of an accident, **dial 3333** on any internal telephone and give the following information:

- a) The location of the accident.
- b) Type of accident, i.e. fall, burn, etc.
- c) Severity and number of casualties.
- d) Your telephone number, your name.

Any accidents **must** be reported in Deeside Power's Accident Book, and a Treatment Slip must be completed. A Deeside Power Incident Form (H&SF017) must also be completed to ensure investigation of the accident, however minor. No liability can be accepted if this procedure is not adhered to.

All Contractors must comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations and site procedures

12.3 Environmental Incidents

It is the policy of Deeside Power to protect the environment at all times. Deeside Power's Environmental Policy can be found on the Deeside Power website at <http://www.deesidepower.com/>. Copies are available on request. Great care must be taken at all times to ensure that operations on site **DO NOT** contaminate the environment.

If an environmental incident occurs, e.g. leakage, spillage of oils, chemicals, hazardous substances, then immediately **dial 3333** and give the following information:

- a) Location of incident.
- b) Scale of incident.
- c) Any casualties.
- d) If spillage is entering site drains/colour identification.
- e) Your telephone number, your name

The first action is to contain the spillage and/or prevent harmful substances entering drains or escaping from the site. This should only be done if you are aware of the substance you are dealing with and how to deal with it and you are wearing the correct personal protective equipment.

**NOTE: DO NOT PUT YOURSELF AT RISK
NEVER DRAIN ANY LIQUIDS INTO SITE DRAINS.**

12.4 Alarm Procedures

There are 3 alarms on site:

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- 1) The Local Fire Alarm is a two-tone alarm automatically generated in an area where a fire has been detected. When this alarm sounds, withdraw to a safe area, normally outdoors, and await permission from the Shift Manager before returning to the work area. An additional, continuous tone alarm may be heard in the GT hall. This signifies a possible gas leak, and should be treated in the same way as a local fire alarm.
- 2) The Site Evacuation Alarm is a warbling tone. When this alarm is sounded, **ALL** personnel must leave their work area and evacuate the site immediately in line with induction training procedures.

NOTE:The fire and evacuation alarms are tested every Wednesday at 11:00 am.

There is one muster point, which is identified by a white column with green pictogram located:

OUTSIDE THE GATEHOUSE IN THE STAFF CAR PARK.

12.5 Near Miss Incidents

For the sake of accident prevention and re-occurrence, all near miss incidents must be regarded in the same manner as an **ACTUAL** incident in order to fully appreciate the reason for its occurrence and future prevention. Near misses must be reported to Deeside Power via the responsible Technical Officer.

"A near miss unreported incident is an accident waiting to happen".

12.6 Dangerous Occurrences

All dangerous occurrences as defined in the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations (RIDDOR) must be reported to Deeside Power.

12.7 First Aid

A qualified First Aider is normally on call 24 hours a day. In an emergency **ring 3333**.

13 NO SMOKING POLICY

Deeside Power Station has a strict No Smoking Policy. No smoking is allowed on site at any time.

Please ensure that all your employees and any sub-contractors employed comply with this policy. Any individual caught smoking on site **will be expelled from site and refused re-entry**.

14 SITE SAFETY/ENVIRONMENTAL INDUCTION

All Contractors must attend a site safety/environmental induction presentation. A record of attendance and test of understanding of site regulations must be satisfactorily completed before site access passes are issued.

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Induction will be carried out in accordance with relevant site documentation.

The main Contractor will ensure all relevant site information is passed on to his employees and sub contractors, and record how and when that is carried out.

15 SITE SECURITY PASSES

Each Contractor will be issued with an electronic security pass which must be worn at all times and must be shown to the turnstile card reader on entry to and exit from the site. This automatically logs people on and off site. In the event of a site incident, this will be used to account for the people on site. It is important, therefore, **that you do not attempt to defeat the system or register any other person on site**. Please note that the vehicle access card reader will not operate on visitor's passes, and security must be informed of any exit or entry by vehicle.

Any abuse of this system will be treated as a serious breach of discipline and may result in the offender being barred from site.

NOTE: Access to the main buildings on site is via a designated route, as set out in the site plan at the back of the site induction booklet. In adverse weather conditions the roadway route may be used to avoid the hazard of snow or ice from plant buildings.

16 PERSONAL PROTECTIVE EQUIPMENT

All personnel must wear protective equipment and clothing suitable for the task and location where they are employed. The site EHS Officer will normally be available for advice as required.

The wearing of:

- a) Safety Helmets
- b) Safety Footwear
- c) Overalls

is **MANDATORY** at all times whilst working on the Deeside site unless advised otherwise by the Deeside Power Technical Officer. Gloves suitable for expected work should be carried at all times ready for use as required.

Eye Protection is compulsory for all plant areas during major plant outages or where required by risk assessment.

Hearing Protective Equipment must be worn where signage identifies the need.

In addition, task related PPE must be worn as appropriate.

Exceptions to these requirements are:

- a) Office Buildings

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- b) Access to and from site via the designated route.

Note however that work activities in these areas may require PPE to be worn, which will include eye protection.

The Contractor is responsible for supplying all protective equipment. All equipment must comply with the Personal Protective Equipment at Work Regulations 1992 and all site specific instructions.

17 HEARING PROTECTION AND NOISE CONTROL

Deeside Power Station has a mandatory policy in force to avoid risk of damage to hearing. It is a requirement that personal noise exposure is minimised. All zones in the plant having high noise levels have been identified and to meet legislative requirements it is necessary to wear ear defenders as indicated by the notices on the plant.

Contractors must ensure that their employees are properly instructed to take adequate steps to protect their hearing when working on the Deeside site.

18 SAFETY TRAINING AND STAFF COMPETENCE

The Contractor shall ensure his employees have successfully completed a safety/environmental induction training course for the Site, before allowing them to commence work on site.

If specific activity training (e.g. scaffolds, crane drivers) is required, the Contractor must ensure that his staff are suitably trained and certified. Copies of such certification should be made available if requested by the Deeside Power Technical Officer.

Where Deeside Power Safety Rules apply, the Contractor shall ensure that all relevant training and nomination is completed to the satisfaction of the Deeside Power Technical Officer responsible for the contract.

All contracting staff are required to hold a CCNSG Safety Passport. Under special circumstances, a specific exemption certificate may be issued by a member of the Deeside management team for temporary exemption from holding a Safety Passport. In this event, a member of Deeside staff, or their delegate, is required to provide personal supervision for the duration of the work.

If a member of a contracting company's staff cannot complete the training course required to hold a CCNSG safety passport prior to working on site, provided that the contracting company can prove that their employees have undergone equivalent safety training, the requirement for a safety passport or refresher training may be waived at the discretion of the Station Manager. This waiver will only be invoked where safety can be maintained, and not for the convenience of a contracting company.

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The Contractor is required to keep records of Site employees and details of their training.

The Contractor is required to record (on Form H&SF 038A) that all of his staff working for or on behalf of Deeside Power has sufficient competence to carry out their work whilst working safely and minimising the impact of the work on the environment.

19 SAFETY/ENVIRONMENTAL PLANS

The Contractor shall submit to the Deeside Power Technical Officer a detailed site safety/environmental plan before starting work on site - see Appendix A (Health, Safety and Environment File Check List) for assistance.

20 METHOD STATEMENTS

The Contractor shall submit method statements containing detailed methods and systems of work before work commences, including a detailed description of how the works are undertaken, safety analysis, environmental statement and, where appropriate, a detailed sub-programme of the works described in the method statement. A sample method statement should be available during planning stage of the work.

There is to be no deviation from the original scope of work without the express permission of the Technical Officer. The new scope of work must be risk assessed prior to commencement.

21 RISK ASSESSMENTS

The Contractor shall submit Safety, Environmental and COSHH Risk Assessments for the work to be undertaken and the controls that will be applied to minimise the risk to as low as reasonably practicable (ALARP).

22 SAFETY/ENVIRONMENTAL PLANS AND METHOD STATEMENTS - SUB CONTRACTORS

The Contractor is required to obtain from his sub-contractors site safety/environmental plans, method statements and risk assessments for approval before sub-contract work commences and allow the Deeside Power Technical Officer to audit them.

Any sub-contractors are under the immediate control of the Contractor employing them. The Contractor will be subject to similar disciplinary action in the event of any breach of Deeside standards. All sub-contractors must be controlled to at least the same standard as that applied to the main Contractor by Deeside Power.

23 GENERAL SAFETY

In addition to the requirements specified in the Deeside Power Safety Rules - for establishing Safety from the System, the safety of persons at work shall also be

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achieved by maintaining at all times General Safety in the vicinity of the place of work. Before any work or testing the Technical Officer must consult with the Contractor's representative responsible for safety issues to ensure that safety precautions are taken to establish General Safety at and around the work place. Subsequent to the commencement of work or testing the Person in Charge of the work or testing shall continue to maintain conditions that ensure General Safety. This person shall also ensure that conditions of other work areas are not adversely affected by the activities for which he is responsible. The discharging of responsibility for General Safety will be achieved as part of the normal pattern of management and control by ensuring that all activities are in accordance with appropriate instructions and guidance.

Before the commencement of work on Site, the Technical Officer will arrange a meeting with the Contractor's representatives at which the implications and extent of the safety requirements for the contract will be discussed. Minutes of the meeting shall be circulated to the Contractor.

Any representative of the Technical Officer will have the authority, and is expected by the site management to stop the work if, in his opinion, it is necessary in the interests of safety or environmental management. If it is subsequently shown that the Contractor has infringed any of the requirements, Deeside Power will accept no liability for any loss incurred by the Contractor due to the work being stopped on his account.

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. Safety Passports, Fork Lift driver certificates, Special Lifting Tackle etc. All relevant Statutory Acts, Regulations and the Deeside Power Safety Rules must be complied with at all times.

24 DISCIPLINE

All Contractors working on the station will be subject to normal disciplinary procedures. Any persons who fail to observe these disciplines may be requested via his employer to be removed from site.

25 SITE REGULATIONS

25.1 Safe System of Work (Safety Rules)

All work must be carried out in accordance with a Safe System of Work. Deeside Power normally achieves this by application of the Deeside Power Safety Rules, and all Contractors shall comply with them. Where the Safety Rules do not apply, an equivalent Safe System of Work shall be applied.

All work requiring safety from the system will usually require a **Safety Document**. The **Safety Controller** will arrange for the plant to be taken out of service and / or the precautions required in order to undertake the work safely. A **Safety Document** is then prepared and issued to an **Acceptor**. The **Issuer** is responsible for ensuring that the acceptor understands the **Safety Document** details:

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- If during the course of the work an unexplained hazard/occurrence is encountered, the work must be stopped immediately, others in the area warned, and the contracting Supervisor and a **Safety Controller** informed.
- Contractors working under the Deeside Power Safety Rules who undertake a defined role, e.g. **Accepter**, must be suitably trained, normally by Deeside Power or its nominee.
- Safety Rules training courses must be requested and organised prior to coming to site and completed before work commences. Attendance at any Safety Rules courses or training will be at the Contractor's expense.
- Details of the nomination procedure can be obtained from site.
- All confined space work, including brief inspection even from outside the space, is to be carried out under a permit to work (discuss with the Deeside Technical Officer if in any doubt).

25.2 Definitions under Deeside Safety Rules

Safety Controller

A person nominated to prepare and cancel **Safety Documents** and provide adequate **Safety** from the **System**

Issuer

A person nominated and trained to issue and transfer specified **Safety Documents**

Accepter

A person nominated and trained to provide supervision to a working party and to receive and clear specified **Safety Documents**.

Designated Person

A person who has been nominated to carry out specified duties.

26 CRANES AND MOBILE PLANT

Contractors wishing to bring cranes, mobile plant, loaders, hoists, elevating/hydraulic access equipment to site must submit full details, including weight, power supplies, overall dimensions, maximum and minimum heights, to the Deeside Power Technical Officer for the contract prior to bringing that vehicle and/or equipment to site. Any hydraulically powered machinery must be accompanied by details of recent servicing/inspection, and be of sufficient quality to complete the work requested. Copies of the servicing records should be passed to the Technical Officer for retention in the Health, Safety and Environment File.

All mobile plant and responsible persons are brought onto site only with the express permission of the Deeside Power Technical Officer.

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All cranes, hydraulic access equipment and elevating vehicles/equipment must be escorted onto site, and are brought onto site only with the express permission of the Deeside Power Technical Officer.

Any plant powered by internal combustion engines and/or associated fuel supplies shall be stored/operated within a bunded area of sufficient size to contain all fluids.

27 LIFTING EQUIPMENT AND MACHINES

No lifting equipment of any description will be loaned or hired to a contractor except where an overhead crane is required to lift heavy material and / or appropriate arrangements have been made with the Deeside Power Technical Officer responsible for the contract. All lifting equipment and lifting operations must comply with the requirements of LOLER 1998. Any difficult or unusual lifts must be accompanied by lifting plans, and cranes may only be operated or driven by competent persons.

Any lifting equipment brought onto site by a contractor must be certificated and a copy of the certificate must be available to the Deeside Power Technical Officer responsible for the contract, before use.

No lifting or handling of plant or equipment using lifting equipment will be carried out without the approval of Deeside Power. The Contractor shall ensure that the methods being used are in accordance with the approved methods of lifting and handling and are within the capacity of the equipment being used, and that all relevant documentation has been provided or is available for inspection by Deeside Power.

Any failures of lifting equipment must be reported under RIDDOR.

28 GENERAL EQUIPMENT

Test/Calibration records, where necessary, must be supplied to the Technical Officer on request.

Use of any tools or equipment must comply with the requirements of PUWER 1998. Any risk assessments must include the use of any hand or power tools, and control measures included to ensure their safe use. No tools will be loaned to any contractor without prior agreement with the Deeside Power Technical Officer. Any tools that are loaned must be returned promptly, and in the same condition as found. Any defects caused by the contractor will be charged accordingly.

28.1 Compressed Air Supplies

The Contractor shall supply his own compressed air facilities. The compressors used must comply with any current environmental and safety standards, and where possible should be electrically driven. The Contractor and/or their Technical Officer is required to discuss their air supply requirements with the Mechanical Maintenance department BEFORE starting work to ensure that air fuses have been fitted and that the correct equipment is in use. Any plant powered by internal combustion engines

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and/or associated fuel supplies shall be stored/operated within a bunded area of sufficient size to contain all fluids. All airlines must be fitted with failure protection. Air supplies may only be used for purposes agreed with the Technical Officer and in accordance with any risk assessment, and may not be used for cleaning overalls.

Copies of insurance certificates for any pressure vessels temporarily used on site shall be made available when requested for inspection.

28.2 Electrical Supplies / Equipment

Supplies for portable power tools shall be from a maximum 110 Volt, 15 amp source. Limited facilities are available on site. 25 volt supplies for portable hand lamps can be obtained from these sockets via the Contractors' own transformers.

All electrical equipment must comply with current legislation and all Site Regulations.

28.3 Use of Abrasive Wheels

Contractors must comply with the Provision and Use of Work Equipment Regulations 1998.

29 HOT WORKING

All hot working, including welding, cutting and burning, may only be carried out with the express permission of the Deeside Power Technical Officer. All hot work must be screened to prevent sparks reaching other work areas and to prevent direct sight of any flash created.

Any hot work near to gas supply pipework must be safety assessed by a Safety Controller.

Suitable fire extinguishers should be present during the hot work.

Sufficient access to and around the point of work must be provided.

Hot work may only be carried out where ventilation is adequate for the work intended at that location. This may require the introduction of forced ventilation or air extraction equipment.

Consideration to the materials to be heated must be given to ensure that no health hazards are created during the work.

No gas cylinders are to be taken into or near the entrance of a confined space and must be sited at ground level.

Guidance on use of gas cylinders for welding, cutting and burning may be found in various Health and Safety Executive publications, including INDG 297; Safety in Gas Welding, Cutting And Similar Processes

All gas cylinders shall be securely stored in a compound when not in use, the location of which shall be approved by the Deeside Power Technical Officer.

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30 ASBESTOS REGULATIONS

Apart from a small amount used as thrust pad material within HRSG HP circulation pumps, Deeside is an asbestos free site and no material containing asbestos may be used.

31 SCAFFOLDING AND LADDERS

All scaffolding will be erected, inspected and dismantled under the Deeside Power scaffolding contract unless alternative arrangements have been made by the Technical Officer. Only scaffolds displaying a valid "SCAFF-TAG" may be used.

Any ladders used must be in a sound condition and marked with the Contractor's identification. The use of ladders for access/work is discouraged and only permitted following risk assessment and approval by the Technical Officer. Harnesses are unlikely to be effective during work from ladders.

Audits and inspections of ladders and scaffolds in use on Deeside Site will be carried out by Deeside staff or independent specialists. Any ladder or scaffold not complying with standards will be brought to the attention of the Contractor for immediate rectification.

All work above ground level, except where specifically approved by the Technical Officer or when working on a solid platform with handrails, must be carried out wearing an approved harness, securely attached to a suitable anchorage, and must comply with the current Working at Height regulations.

Erection of tower scaffolds may only be carried out by a trained, competent person.

32 HP PAINT SPRAYING – USE OF CHLORINATED HYDROCARBON SOLVENTS.

Contractors must, where practicable, eliminate or substitute chlorinated hydrocarbon solvents to reduce / control the risk of explosion and/or corrosion associated with the use of chlorinated hydrocarbon solvents in high-pressure paint spraying equipment having aluminium or zinc components. All HP plant with aluminium or zinc components must have displayed on it a suitable warning notice prohibiting the use of solvents containing chlorinated or other halogenated hydrocarbons. All products must be COSHH assessed, and the assessments viewed by the Deeside COSHH Officer.

33 SITE EXCAVATION

In order to avoid serious accidents resulting from live site services, it is important that NO excavation work takes place without the approval of a Deeside Power Safety Controller to ensure compliance to all local procedures. Waste arising from site excavation may only be disposed of in consultation with the site Waste Officer.

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34 **CONFINED SPACES**

The Confined Spaces Regulations require that entry into confined spaces is avoided where possible. If entry into a confined space is required, a safe system of work must be followed and adequate emergency arrangements must be in place. Confined space entry is controlled by the site Safety Rules and requirements must be discussed with the Technical Officer responsible for the work. If any substances are to be introduced into the confined space or any work that could change the nature of the confined space is planned the Technical Officer must be made aware.

If any flammable substances are taken into the confined space or there is a risk of flammable substances arising from the work, e.g. solvents, flammable dust (resin, metals etc), gases, oil vapour, any equipment used in the confined space must be intrinsically safe.

If the risk of asphyxiation may arise during the work, whether from toxic or hazardous substances or in the event of a fire, escape breathing apparatus must be available for each person entering the confined space.

All persons entering the confined space must be specifically trained and a safety watch must be maintained during the work.

35 **HAZARDOUS SUBSTANCES**

All substances intended for use during the work, and which fall within the scope of the Control of Substances Hazardous to Health Regulations (COSHH), must be brought to the attention of the Technical Officer responsible for the work or contract prior to bringing the said substances to site.

The Contractor shall also maintain an up to date inventory of all hazardous substances kept on site. These substances shall be the minimum required for the task involved. The Technical Officer shall be immediately informed of all changes to the initial inventory.

The Contractor shall submit Material Safety Data Sheets and assessment details for all substances falling within the scope of the COSHH Regulations, including an assessment of environmental risk.

Contractors must also comply with any other reasonable requirements requested by the site COSHH Officer.

Any exposure monitoring, training, or health surveillance requirements will be the responsibility of the contractor.

The contractor is responsible for communicating to his staff information on hazardous substances supplied by Deeside, and recording the method by which that information has been passed on.

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36 ACKNOWLEDGEMENT OF DEESIDE SITE INFORMATION AND REGULATIONS.
A copy of this document is available to all companies requested to tender for work to be undertaken on Deeside Site. Acknowledgement of receipt is included in the Tender Return Document.

ALL PROSPECTIVE TENDERS ARE EXPECTED TO INCLUDE THE COST OF SAFETY AND ENVIRONMENTAL MANAGEMENT. Deeside Power Station has a good safety and environmental management record, and is aware that safe working costs money.

When companies visit site to discuss the work to be undertaken, the Contractor is entitled to ensure that the Technical Officer responsible for the contract has discussed the Site Regulations with them to ensure each contractor is aware of his responsibilities.

37 REFERENCES

37.1 Parent Documents

DEA\H&S\LP006 - Managing Contracts - Health, Safety & Environmental Guidance for Technical Officers

37.2 Associate Documents

Contract & Tender documents.

DEA\FORMS\H&SF030 - Safety Plan Check List

DEA\FORMS\H&SF032 Contractors Acknowledgement of Receipt

DEA\FORMS\H&SF038A Project Hazard Risk Evaluation

DEA\FORMS\H&SF017 - Standard Incident Report Form

Health, Safety & Environmental File (Non Deeside Employees)

All relevant Regulations

37.3 Daughter Documents

None

Deeside CCGT Power Station Health, Safety and Environment File Check List

- ❑ Contractor Safety Policy
- ❑ Contractor Environment Policy
- ❑ Site staff organisational chart and contact details
- ❑ Person nominated with responsibility for Health, Safety and Environmental issues
- ❑ H&S competency/training records for all staff (e.g. Safety Passport)
- ❑ Arrangements for communicating site specific information to staff (site specific hazards, provision for Health, Safety & Welfare issues etc).
- ❑ Specific Training Records (crane drivers, fork lift truck drivers, Safety Document Acceptor etc.)
- ❑ Method Statements
- ❑ Safety/Environmental/COSHH Risk Assessments
- ❑ Sub Contractor Safety Plans
- ❑ Details of noise levels where appropriate
- ❑ Arrangements for workplace inspections
- ❑ Welding and burning requirements
- ❑ Details of plant and equipment, (electrical, welding/burning, details of gas cylinders, hoists and lifting equipment)
- ❑ Test Certificates
- ❑ Waste licences and waste details
- ❑ Other relevant Health, Safety and Environmental documentation

Receipt and commitment



Deeside CCGT – Health, Safety and Environmental Requirements for Contractors

I acknowledge receipt of the above document and undertake:

- To inform Deeside Power of any incident, injury or near-miss at Deeside Power Station within 12 hours of occurrence;
- To inform Deeside Power of any substance brought onto site;
- To only use tools and equipment in safe working order;
- To ensure all employees comply with Deeside Power Health, Safety and Environmental requirements;
- To ensure all sub-contractors with comply with Deeside Power Health, Safety and Environmental requirements

Contract Title.....

Contract Number.....

Contracting Company.....

Subcontractor(s).....

.....

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Signed:

Print name:

Date:

DEA\FORMS\H&SF032	[H&S\LP006/QMS041]
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