



Health and Safety

# HEALTH AND SAFETY POLICY

HSP-001

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## GENERAL DUTIES

Northern Ireland Electricity Networks Limited (NIE Networks) adopts this policy recognising its obligations under health and safety at work legislation and will take all reasonable steps to ensure the health and safety of its employees, contractors, customers, visitors and the public who may be affected by our activities.

We also recognise employee health and wellbeing forms an important part of the overall health & safety approach and have developed an 'Employee Health and Wellbeing Policy' (NIE HR-001).

Safety is our core value and safe working is an integral part of how we plan, organise and undertake our business activities and operations. This Health and Safety Policy sets the clear direction to demonstrate our commitment for continuous improvement.

The Health and Safety Management System (NIE HSMS-001) is an integrated system approach to manage and control health and safety risks. The Health, Safety and Wellbeing Business Plan (NIE HSMS-002) sets out the Health and Safety Objectives and Targets with Outcome Indicators to enable Business Units to monitor that their objectives are being achieved.


## 1. LEGAL DUTIES

This Policy is made under Article 4 (3) of the Health and Safety at Work (Northern Ireland) Order 1978 and applies to all our activities.

In conducting our business we will:

- Make continuous improvement in the Health and Safety impact of all our activities.
- Set measurable health and safety objectives
- Assess the risks to the health, safety and wellbeing of our employees and others who may be affected by our activities
- Implement arrangements for the effective planning, organisation, control, monitoring and review of measures necessary for the control of risks and for preventing injury and ill health

We trust, respect and recognise the value of each employee and acknowledge that as an employer we have a legal and a moral duty to prevent incidents, injuries and damage to the health of its employees and to others affected by our activities. Therefore, so far as is reasonably practicable, we are committed to:

- Provide and maintain a safe working environment where risks to health and safety are assessed and controlled.
  - Provide adequate information, instruction, training and supervision to enable its employees to perform their work safely, efficiently and without risk to health and wellbeing.
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- Set standards that comply with relevant statutory requirements for the health, safety and welfare of employees and others who may be affected by our work activities.
- Ensure adequate and effective systems for consultation and communication are established and maintained between all levels of management, employees and where identified others that may be affected, on matters relating to health, safety and welfare.
- Assess the risks from reasonably foreseeable hazards and implement appropriate controls to protect the health and safety of employees and others who may be affected by the hazards arising within the workplace.
- Investigate all incidents, including Near Miss events that had the potential to cause injury or damage to health, and implement appropriate recommended preventative actions.
- Ensure, when introducing new activities, substances, plant, machinery, equipment, processes or premises that adequate information, instruction, training and supervision is provided to establish safe systems of work and a safe and healthy workplace.
- Promote awareness of employees' responsibilities for health, safety and wellbeing.
- Give specific consideration to the change in risks that may arise through pregnancy and related conditions.
- Encourage participation in initiatives aimed at preventing incidents and improving occupational health and wellbeing.
- Co-operate with contractors and others who interact with NIE Networks and where required co-ordinate work activities so that everyone fulfils their legal obligations.
- Provide relevant information, instruction and training for contractors with regard to compliance with our Safety Rules, health and safety policies and procedures and establish systems for monitoring their compliance.
- Provide relevant advice, information and guidance to the public with regard to the risk of danger (and how to avoid danger) from contact or interference with our Network by persons engaged in leisure, work, schools or other activities close to it.
- Provide appropriate health surveillance and promote high standards of occupational health care.
- Consult and co-operate with Safety Representatives (both Trade Union appointed and employee elected) in the performance of their functions.
- Monitor the health and safety policy objectives through audit and review procedures to ensure their implementation and legislative compliance.



- Implement actions necessary to ensure that all employees work safely and do not put their own safety and health or that of others at risk.
- Ensure that management responsibilities are clearly assigned at all levels with defined roles.

## 2. APPLICATION

This Policy applies to all our work activities and is supported by our Safety Rules, policies, procedures and guidance documents. It shall be implemented and enforced by all managers at all levels and shall be observed by all employees.

## 3. RESPONSIBILITIES AND ACCOUNTABILITIES

Safety accountabilities and responsibilities are allocated to the management and staff involved in safety related tasks. This includes allocation of accountabilities and responsibilities for the safety of operations (safety performance of the organisation) and also for the implementation and operation of the safety management system.

Safety responsibilities can be delegated, i.e. cascaded down, within the scope of the defined job responsibilities, provided such delegation is documented. Safety accountability can not be delegated. It defines the obligation of the responsible person to demonstrate the satisfactory discharge of their safety responsibilities.

Safety management accountabilities and responsibilities are allocated in accordance with the organisation's management structure.

The Health and Safety Management System (NIE HSMS-001) identifies and details the responsibilities of the health and safety policy makers, planners and implementers to deliver successful health and safety management. The following specific responsibilities are allocated to ensure successful implementation of this Policy. These are further enhanced for 'Key Operational Roles' as detailed in Appendix 1:

### 4.1 Board

As the Company's governing body, the Board carries ultimate responsibility and accountability for the health and safety of employees. The Board itself is required to:

- Satisfy itself that the Health and Safety Management System is suitable and sufficient for its operations.
- Ensure that adequate resources for health and safety are provided.

In discharging these responsibilities, the Board is advised by the Executive Directors and members of the Executive Committee. In any event the Board will:

- Receive regular health and safety performance reports from the Head of Health and Safety
- Be notified of any incidents carrying a major risk to health and safety.

- Be notified of any enforcement action taken against the company by the enforcing authorities.

Although statutory compliance will be accepted as a baseline standard, the Board will ensure that the company is moving towards best possible health and safety practice.

## 4.2 Members of the Executive Committee

All Directors are responsible and accountable for the effective implementation of the Health and Safety Management System.

The Executive Committee member (Director) with management responsibility for Health and Safety is responsible for ensuring the effective operation of the Health and Safety Management Committee (HSMC). The Executive Director, People & Culture, will ensure the HSMC is chaired by a senior member of the Health and Safety team who has the appropriate competence, operational experience and training.

This Director will, in so far as is reasonably practicable:

- Ensure that adequate resources are devoted to health and safety and that it enjoys primary importance with other management objectives.
- Champion safety issues at Executive and Board level.
- Ensure that the Executive and Board are advised of any safety matters which cannot be dealt with satisfactorily at a lower level.
- Hold the final authority for the enforcement of safety issues
- Make recommendations to the Executive and Board on health and safety policy and practice.
- Ensure effective operation and a competent chair of the Health and Safety Management Committee
- Ensure appropriate consultative arrangements are in place with employees and their representatives.
- Ensure that appropriate training is available to employees who have significant responsibilities in the management of health and safety.

The Company Secretary is the nominated representative for enforcing agencies with regard to the serving of formal notices and summons, except where direct negligence by an individual has not led to an action being taken against the company.

## 4.3 Managers

- Demonstrate commitment by setting clear health and safety business objectives.
- Establish responsibilities for the implementation of health and safety policies and procedures for employees, contractors and anyone else affected by our activities.
- Ensure there are sufficient resources to provide and maintain health and safety at work. Consult with Health and Safety for specialist advice and guidance.
- Ensure the provision of appropriate first aid facilities and health checks and a wellbeing regime for employees in consultation with the NIE Networks Occupational Health and Welfare Consultants.

- Prepare and practise plans to deal with fire and other emergencies in the workplace.
- Ensure employees and contractors receive and/ or have appropriate information and training on hazards and precautions for any required workplaces and/ or work activity.
- Promote effective participation by employees in joint consultation on health, safety and wellbeing matters.
- Support and providing adequate time off from normal duties and appropriate facilities for both Trade Union appointed and employee elected Safety Representatives in the performance of their functions.
- Provide the appropriate personal protective equipment and making sure it is properly used, maintained and stored.
- Encourage employees to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
- Ensure all incidents and Near Miss events are reported with suitable and sufficient investigations carried out and identified actions implemented to prevent any recurrence.
- Ensure that supervisors conduct day-to-day activities in compliance with safe systems of work, specific policies and procedures relating to this health and safety policy.
- Ensure all employees are accountable for their actions and omissions.

#### 4.4 Employees

- Are responsible for complying with our health and safety policies and procedures, Safety Rules and will be encouraged to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
- Have a duty while at work to take reasonable care for the health and safety of themselves and of others who may be affected by their actions or omissions and to co-operate with NIE Networks in fulfilling its statutory duty.
- Have a duty not to interfere with or misuse anything provided in the interest of health and safety and to inform their line manager/supervisor of any situation or practice that might present a serious or immediate danger which cannot be rectified by the employee at the time, including any shortcoming in protective measures.
- Have a duty to use machinery, equipment, substances, transport equipment or safety devices in conformance with training and instruction provided.
- Have a duty to report any incident, accident, dangerous occurrence or Near Miss event to their Manager as soon as practicable.
- Are responsible & accountable for their actions and omissions.

#### 4.5 Contractors

- Are responsible for complying with our health and safety policies and procedures, Safety Rules and legislation governing the work of the contract.
- Are legally responsible for their own workforce and for ensuring that their work is carried out in a safe manner.
- Have a duty to report any incident, accident, dangerous occurrence or Near Miss event to their Contract Manager/ Engineers Representative as defined in the contract.
- Are responsible & accountable for their actions and omissions.

## **4. POLICY REVIEW**

This Policy shall be reviewed annually and also following any organisational changes that may affect the application of the policy. Any review will be communicated to all employees.





## APPENDIX 1. Safety Accountabilities for all employees in Key Operational Roles

<b>Safety Accountabilities – <u>Common</u> (for all Employees in Key Operational Roles)</b>	
1.	Comply with our Health and Safety Policies, Guidance, Work Procedures, Safety Bulletins, Tool Box Talks, Operational information and NIE Safety Rules. Keep up to date on awareness and new developments on any of these as appropriate to your works.
2.	Employees, including persons in training, are responsible for only carrying out tasks you are competent in unless being supervised by others. If you do not have sufficient knowledge, information, instruction, training or competence then seek advice, assistance or further training if required to complete the task. Inform others if this is the case.
3.	Be in an appropriate and safe physical and mental state when you are at work. Immediately raise any issues on your health and well-being affecting your safety, or the safety of others with your manager or colleagues. Employees should also check with their colleagues on matters which may appear to be affecting their health and safety at work.
4.	Plan and prepare for the working day without rushing to ensure safety and efficiency on site for yourself and others, including third parties whilst encouraging a positive work environment and good safety culture throughout the whole job duration.
5.	Carry out effective Whole Job Risk Assessment on site for work or testing, identifying the hazards, who might be harmed and putting in place effective Control Measures to reduce the risk. Discuss and agree with colleagues including review and revisit the risks as the working day and job progresses.
6.	Be responsible for your own actions and omissions.
7.	Inspect, store accordingly and wear appropriate PPE as designated for the task. Do not use defective PPE.
8.	Inspect and use vehicles, check tools and equipment condition, certification (including LOLER)/calibration and function and only use in a way in which you were trained and in accordance with instructions. Report serious defects to your line manager immediately and remove defective equipment, etc. from use.
9.	Make suggestions for improvement on work procedures where required and participate in trials on PPE, Tools and Equipment and provide constructive feedback
10.	Know and understand your level of Safety Rules Authorisation and don't ever reach beyond that.
11.	Ensure employees under training are adequately supervised (Personal Supervision or Immediate Supervision) depending on skill/knowledge and also with respect to any Young Persons.
12.	Be prepared to challenge and also to be challenged in a constructive, positive and willing manner colleagues or others on unsafe acts or works not being carried out in line with procedures or training and provide feedback to line manager.
13.	Provide mentorship and share knowledge, insight and experience to colleagues and others.

<p>14. Ensure there is accurate information available for the task, the correct tools and equipment are available and that you have sufficient knowledge/competence to complete the task.</p>
<p>15. Ensure all Incidents and Near Miss events are reported correctly in a timely manner.</p>
<p>16. Ensure that when you are being set to work (or you are setting someone else to work) that you/they clearly understand the instructions, have the appropriate information and ensure that you/they understand and have the competence and training to carry out the task. If you are unsure, seek to effectively resolve before progressing the work or task further. NIE Safety Rule, section '<i>GP4 - Objections on Safety Grounds</i>' may be initiated where unable to resolve.</p>
<p>17. Timely updating information and records relating to Asset Records, Construction Completions, works drawings, map records, Metering information, etc. including identifying any outstanding issues, defects or items for resolution.</p>
<p>18. Ensure that when you are using (or if bringing into service) any chemicals or substances, that the appropriate process is followed and COSHH Risk Assessment are available before use.</p>
<p>19. Report any Network defects which could give rise to imminent or immediate danger.</p>
<p>20. Feedback concerns on matters of health, safety or well-being to your Line Manager, Training Centre (in the case of apprentices/trainees) and/or Trade Union or Company appointed Safety Representative.</p>
<p>21. Engage with Contractors assisting on our work programmes in a positive and safety focussed manner, assisting, providing information or instruction, challenging accordingly where required and ensuring their safety, your safety or third parties safety, is not compromised by either's works.</p>
<p>22. Attend planned Training Courses and engage and participate fully during training course events and/or during on-site training and development.</p>
<p>23. Provide feedback to line manager/appropriate department on any employees or contractors who are working unsafely on our worksites, or on our behalf, and which you are unable to resolve in the first instance.</p>
<p>24. Drive company and/or personal vehicles at work, in line with The Highway Code, Road Traffic Regulations and the requirements within the NIE Networks Driver Handbook.</p>

## Safety Accountability – Directors (with key operational role delivery responsibility) /Senior / Line Manager

1. Demonstrate leadership commitment by setting clear health and safety business objectives for your team, allied contractors, self and ensure these are complied with.
2. Establish responsibilities for the implementation of health and safety policies and procedures for managers, employees, contractors and anyone else affected by our activities.
3. Ensure there are sufficient resources and adequate time allocated to provide and maintain health, safety and wellbeing at work, implement appropriate actions to ensure works are completed safely and where applicable ensure effective and complete work packs are prepared for teams.
4. Consult with and implement actions as required with Health and Safety and Human Resources for specialist advice and guidance on areas of Health Safety and Wellbeing including on any legislative changes or developments.
5. Ensure the provision of appropriate first aid facilities, health checks and a wellbeing regime for employees in consultation with Human Resources and Occupational Health and Welfare Advisors.
6. Prepare/support and practise plans to deal with fire (in areas of responsibility) and other safety related emergencies in the workplace including BCP.
7. Ensure employees have adequate and effective Information, Instruction, Training (including refresher and assessment) and Safety Rules authorisations aligned to their safety related work roles including on hazards and other work activities.
8. Promote effective participation by employees and provide support and time off from normal duties in joint consultation on health, safety and wellbeing matters including HESAC groups and facilitate both Trade Union appointed and employee elected Safety Representatives in the performance of their functions.
9. Provide the appropriate Personal Protective Equipment and ensure it is properly used, maintained and stored and ensure effective leadership in this by example.
10. Provide appropriate tools, equipment, vehicles, plant and welfare to facilitate safe work delivery including inspection and maintenance on these as required.
11. Pro-actively lead and encourage employees to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
12. Ensure effective ownership such that all incidents and Near Miss events are reported with suitable and sufficient investigations carried out and identified actions implemented to prevent any recurrence and share learning.
13. Ensure that 'supervisors' including Team Leaders conduct day-to-day activities in compliance with safe systems of work, specific policies and procedures relating to health and safety policy including provision for lone workers.
14. Managers to take ownership for and ensure everyone including themselves is accountable for their actions and omissions, including investigation and adequate follow up consistently.
15. Carry out thorough Site Safety Engagements (SSE) including other audits and ensure team members with responsibility for SSE completion do so likewise in line with targets.
16. Provide leadership on and make provisions for adequate 'time for safety' discussions, engagements and actions for self and team members.
17. Ensure your own personal management leadership, availability and visibility associated with Safety engagement.
18. Create an open and honest safety culture within teams and promote safety culture awareness and engagement.
19. Ensure employees are coached and mentored on safety initiatives and safety performance.
20. In consideration of safety related matters, ensure a Fair & Just approach is embraced with care and concern towards person's involved.
21. Continually engage, review and seek to identify, initiate, promote and apply best practice Health, Safety and Wellbeing.
22. Ensure employees are fully utilising Whole Job Risk Assessments where such exist and identify other areas for Risk Assessment as required.

23. Review Policies and Procedures for adequacy and effectiveness in implementation and also in application and compliance, which may otherwise impact on Health & Safety.
24. Everyone is to receive regular, constructive and timely feedback (positive and negative) including giving recognition and reward in relation to safety performance and provide effective opportunity for upward feedback.
25. Consider, promote and apply NIE Safety Policies and Guidance documents in a fair and consistent manner (e.g. HSG-021).
26. Ensure a pro-active leadership approach to safety and promote/review leading indicators including effective manager response and leadership actions.
27. Issuing effective briefing and direct engagement with teams on Tool Box Talks and Safety Critical Information, other bulletins and ensuring 'sign off' sheets are completed and collated where applicable.

### **Safety Accountability - Team Manager**

1. Ensure full compliance against health and safety business objectives, Policies and procedures for all team members and allied contractors. Monitor this through regular and detailed site safety visits and the issuing and briefing of TBT's, SCIs, etc. (including 'sign off' sheet completion where required).
2. Ensure there are sufficient resources and adequate time allocated to provide and maintain Health, Safety and Wellbeing at work; implement appropriate actions to ensure works are completed safely and where applicable ensure effective and complete work packs are prepared for and issued to teams
3. When required seek guidance on areas of Health and Safety in relation to team specific issues and setting employees and allied contractors to work.
4. Team Managers should check with their team members on matters which may appear to be affecting their health, safety and wellbeing at work. They should maintain regular contact with all team members and make themselves available and approachable at all times for open and honest discussions in relation to any issues or suggested areas of improvement.
5. As and when required prepare/support and practise plans to deal with fire and other safety related emergencies in the workplace including BCP
6. Ensure employees have adequate and effective Information, Instruction, Training (including refresher and assessment) and Safety Rules authorisations aligned to their safety related work roles.
7. In conjunction with Line/Senior Managers, promote effective participation by employees and provide support and time off from normal duties in joint consultation on health, safety and wellbeing matters including HESAC groups and facilitate both Trade Union appointed and employee elected Safety Representatives in the performance of their functions.
8. Ensure that all team members and allied contractors have appropriate Personal Protective Equipment and ensure it is properly used, maintained and stored and ensure effective leadership in this by example.
9. Ensure that all team members and allied contractors have appropriate tools, equipment, vehicles, plant and welfare to facilitate safe work delivery including inspection and maintenance on these as required.
10. Positively promote and encourage the reporting of all Incidents and Near Miss events and follow up where appropriate to ensure identified issues are shared, investigated and closed out in timely manner.
11. Team Managers are to ensure that all team members and allied contractors conduct day-to-day activities in compliance with safe systems of work, specific policies and procedures relating to health and safety policy including provision for lone workers
12. Team Managers to encourage accountability for actions and omissions across all team members and allied contractors, including themselves.

13. As a Team Manager, complete detailed and frequent Site Safety Engagements and ensure that any areas of non compliance identified from Inspections completed by yourself or others are resolved in a timely manner.
14. Encourage 'time for safety', open, two way discussions and engagement both formal and informal and follow up accordingly.
15. Through availability and visibility on site, create an open and honest safety culture within work teams and promote safety culture awareness and engagement.
16. As a Team Manager, ensure that coaching and mentoring is provided on new safety initiatives and on any identified or ongoing safety performance issues.
17. In consideration of safety related matters, ensure a Fair & Just approach is embraced with care and concern towards person's involved.
18. Engage with team members and allied contractors to review, seek to identify, initiate, promote and apply best practice Health, Safety and Wellbeing.
19. Ensure through effective auditing and 'sign off' that team members are correctly completing, discussing and updating Whole Job Risk Assessments as required.
20. Everyone is to receive regular, constructive and timely feedback (positive and negative) including recognition and reward where appropriate in relation to safety performance and provide effective opportunity for upward feedback.
21. As a Team Manager ensure that all aspects of the required work is planned in detail and that all team members are set to work with accurate and detailed work instructions, which clearly reflect what is required to be completed in line with current policy and procedures.
22. When team members are deployed on 'Project Work' or set to work by others, Team Managers are to maintain effective and ongoing communication between all team members and the relevant Project Engineer, etc.

### **Safety Accountability – Technical Engineer/Technician**

1. Technical Risk assessment to be carried out for work on the System.
2. Provide Technical knowledge and guidance to others.
3. Carry out testing in accordance with risk assessed method statements (RAMS), ISO procedures and training.
4. Ensure isolation of AC and DC supplies in protection panels for PME's to carry out work and if applicable, use an isolation sheet.
5. Provide technical expertise to investigations or inquiries when required.
6. Use knowledge to identify risks associated with the work/testing on electrical plant during project work. Identify measures which can be taken in advance to mitigate potential risks and use effective communication between working parties to plan and perform tests in a safe manner.
7. Confirm on a 'construction clearance' (ARCC) that protection has been sufficiently tested and ready to energise the associated plant.

### **Safety Accountability – Project Engineer/ Technician**

1. To ensure sites have a Site Co-Ordinator or person in overall charge of the site whilst work is ongoing.
2. Responsible for the provision of, or agreement on, suitable Risk Assessment and Method Statements to ensure Contractors have safe systems of work in place.
3. Ensuring a Fire Risk Assessment and sufficient Asbestos survey has been requested, considered and available prior to work commencing.
4. Planning a project in such a way as to reduce the level of risk to persons at each stage of the work.
5. Planning work involving cranes/mechanical lifts or working at height on site and to ensure requested ground loading/survey reports are completed.
6. Ensuring information/Project files/Construction Stage H&S Plan and all other necessary information has been collated and prepared and that all parties involved maintain communication.
7. Responsible for ensuring that wildlife/trees are protected during all project work and that construction environmental plans are completed for large scale jobs and green field sites.
8. Responsible for ensuring suitable waste skips are provided and for the management of all fuel/oil containment on project jobs and for the notification of spills should this occur.
9. Ensure work is being carried out in accordance with design drawings provided and that all defects or issues with new plant/equipment are reported and actioned on a project.
10. Carry out the role of "Engineers Representative" in relation to Contractors whilst ensuring they have been provided with all relevant Safety Critical information/Bulletins and to carry out Authorisation panels & assessment under the NIE Safety Rules.
11. Ensuring there is adequate lighting in place for the work being carried out.
12. Fulfil the role of full SAP.
13. Ensure after a Project has been completed that all residual risks and known hazards have been identified and noted on the completion certificate and H&S file.

### **Safety Accountability – Senior Authorised Person (SAP) Operational**

1. Ensure HV switching operations are carried out in accordance with Safety Rules Instruction SRI 1 (High Voltage Switching).
2. Log all switching operations correctly in a Switching Log Book.
3. Complete Operational Switching dynamic risk assessment checks including consideration of risks while lone working or complete written risk assessment when not working alone.
4. Ensure fitting of correct operational padlocks as required e.g. N1, N2, A1-A4, K1-K4
5. Appropriate use of test equipment (e.g. ultratev, fusemate, volt meter, phase rotation meter, cable avoidance tool, polarity tester, Martindale tester, live line testers, etc.).
6. Ensure correct use of approved switching devices e.g. lanyard, switching handles, test probes and 'switching rods'.
7. Ensure that when applying a Portable Primary Earth (including substation Earths and Field Equipment Earths) that it is inspected beforehand, in good condition, 'tagged in date', the correct level of supervision is given and employees have the correct authorisation to apply earths.
8. Pre-switching site checks including gas/oil levels, interlock defects, awareness of AOR defects and reporting/ resolving any issues which give rise to danger before operational use.
9. Inspection compound LV cable units prior to removal/inserting fuses including use of infra-red thermometer and use of specialist PPE.
10. Use of Fusemate when restoring LV fuses (use of feeder frame adapter)
11. Updating LV schematic diagrams, GNIS maps (includes marking up mini pillars & LV cabinets on site) and ensuring any new HV or LV plant added to the system is correctly identified using switch number plates, identification labels, etc.
12. Ensure E600 Outage Planning documents & CNS are accurate to fulfil the requirements in completing the work safely.
13. Ensure Safety Documents - PFW, SFT, LWC are clear, cover work content, align to the employees 'work pack' and the recipient fully understands.
14. Ensuring Safety From The System is achieved and maintained for employees, contractors, visitors and apprentices on-site and checking Authorisation level of individuals whilst ensuring the appropriate level of supervision where required.
15. Ensure LV system normalisation is timely after work is completed on non-radial LV networks.

### **Safety Accountability – Senior Authorised Industrial Staff (SAIS)**

1. Check thoroughly and be satisfied upon receipt of an Approved E600 that it effectively covers the work content including everything in the 'work pack' including BOQ in order to achieve Safety from the System.
2. Ensure HV switching operations are carried out in accordance with Safety Rules Instruction SRI 1 (High Voltage Switching).
3. Log all switching operations correctly in a Switching Log Book.
4. Complete Operational Switching dynamic risk assessment checks including consideration of risks while lone working.
5. Ensure that when applying a Portable Primary Earth (or Drain Earth/ Field Equipment Earth) that it is inspected beforehand, in good condition, 'tagged in date', the correct level of supervision is given and employees have the correct authorisation to apply earths.
6. When issuing a PFW, ensuring the recipient understands its content, their responsibility for 'further precautions' as specified on the Safety Document including checking Lines staff understanding on how to manage under-crossings and PME staff understanding their responsibility to withdraw local LV fuses and links.
7. Carrying out substation Demarcation, including daily checks as per SRI 8.

8. Carrying out work in a substation associated with and including vehicles, cranes, MEWPs, telehandlers, long objects, etc. in accordance with SRI 10, including fitting field equipment earths as appropriate.
9. Responsible for correctly reporting for adding and removing plant (SRI 20) and associated completion of Construction Clearance and Commissioning (ARCC) ensuring accuracy of reporting and plant apparatus is safe to energise on completion of the work.
10. Fulfil the role as an SAP in line with SAIS authorisation level and follow Safety Rules in a lead capacity.
11. Ensure fitting of correct operational padlocks as required e.g. N1, N2, A1-A4, K1-K4.
12. Pre-switching site checks including gas/oil levels, interlock defects, awareness of AOR defects and reporting/ resolving any issues which give rise to danger before operational use.
13. Ensuring Safety From The System is achieved and maintained for employees, contractors, visitors and apprentices on-site and checking Authorisation level of individuals whilst ensuring the appropriate level of supervision where required.
14. Ensure correct use of approved switching devices e.g. lanyard, switching handles and 'switching rods'.

#### **Safety Accountability - Linesmen**

1. Ensure that the information in the work pack is correct & complete and that this is cross-referenced with the safety document (LWC / PFW / LL record) and if any issues, report back to SAP and Team Manager.
2. Ensuring the completeness & accuracy of detail inserted in switching logs.
3. Reporting back on any poor quality stock, Materials or Tools & Equipment to the Team Manager.
4. Ensuring signage of short duration road/traffic works is in place and carried out by suitably trained staff.
5. When working live, only using the correct procedures, tools and PPE and fully within the requirements of SRI 13 and Specialised Procedures SP1 and SP2.
6. Ensure cut-outs are sealed with correct sealing tool/wire when fitted.
7. Ensure Phase rotation/polarity checks are completed as per Overhead Line Manual.
8. Ensure that Drain Earths are fitted in accordance with SRI 4.



### **Safety Accountability – Tree Cutters**

1. Ensure that the information in the work pack is correct & complete and that this is cross-referenced with the safety document (LWC / PFW / LL record) and if any issues, report back to SAP and Team Manager.
2. Ensuring the completeness & accuracy of detail inserted in switching logs.
3. Reporting back on any poor quality stock, Materials or Tools & Equipment to the Team Manager.
4. Ensuring signage of short duration road/traffic works is in place and carried out by suitably trained staff.
5. Implement effective tree cutting control measures associated with proximity working to overhead lines.
6. Inspect, store accordingly and wear tree cutting specialist PPE as designated for the task.
7. Inspect and use tree cutting specialist equipment including chainsaws, chippers, climbing apparatus including checking tools and equipment condition, certification (including LOLER)/calibration and function and only use in a way in which you were trained and in accordance with instructions.
8. Ensure that Drain Earths are fitted in accordance with SRI 4.

### **Safety Accountability - Jointers**

1. When working live, only using the correct procedures, tools and PPE and fully within the requirements of SRI 13 and Specialised Procedures SP1 and SP2.
2. Ensure use of Maps and 'VODCA' device while working on PILC Tape Armoured Underground Cable.
3. Ensure Phase rotation/polarity checks are completed as per Cable Jointing Manual.
4. Using earth continuity strap when required ensuring fit for use before starting work.
5. Test, test lamps using approved tester before and after use.
6. Complete Insulation continuity test of Service/mains cables as per Jointing Manual instruction.
7. Ensure Earth Loop Impedance is recorded and reported for each new metered connection.
8. Ensure cut-outs are sealed with correct sealing tool/wire when fitted.
9. When laying cables ensure they are laid/dusted and taped before energisation.
10. Check that all walk boards/barriers are in place before leaving site.
11. Ensure all earths are connected to all appropriate metalwork as required (e.g. building a package shell or removing sections to carry out work).
12. Ensure cable is safe to energise before making live (including fitting of Insulated Pot End where required).
13. Ensure correct fuse rating as per specification when installing new cable into LV cabinets/ pillars.
14. Ensure all work is carried out as per the instruction given by the SAP.
15. Ensure all LV switching including LV cable 'core cuts' are logged in a Switching Log Book.

### **Safety Accountability – Plant Maintenance Electricians**

1. When working live, only using the correct procedures, tools and PPE and fully within the requirements of SRI 13 and Specialised Procedures SP1 and SP2.
2. Ensure all relevant checks and recording are carried out on assembled plant prior to it leaving Plant Workshop and also at construction stage on site.
3. Ensure all covers, earths, bolts are at correct torque, danger signs fitted, name plate, voltage sign (ensure 6.6kV TX is in correct position) before ARCC is signed as constructed and safe to energise.
4. Ensure correct operational locks are in place when constructing or post maintenance on plant.
5. Check that all walk boards/barriers are in place before leaving site.
6. Ensure all earths are connected to all appropriate metalwork as required (e.g. building a package shell or removing sections to carry out work).
7. Ensure the lifting plan/method statement when landing plant is correct and suitable for the site conditions.
8. Ensure civil work/floors, etc. are suitable for new plant to be installed.
9. Ensure correct fuse rating as per specification when installing new cable into LV cabinets/ pillars.
10. Ensure all work is carried out as per the instruction given by the SAP.
11. Ensure all LV switching including LV cable 'core cuts' are logged in a Switching Log Book.

### **Safety Accountability – Metering and Meter Reading**

1. Reporting of hazards and dangers to the relevant parties, including as far as reasonably practicable giving insight to the customer (verbal and/or Defect Notice) through training, knowledge and experience.
2. Ensure all locked doors, barriers and guards are reinstated when accessing or egressing customer point LV apparatus.
3. Provide information in 'Account Officers' remarks of any risk hazards or dangers observed for any future visits by colleagues.
4. Provide information on aggressive or irate customers to our colleagues whilst complying with GDPR.
5. Install adequate barriers and signage demarcate the work area to protect persons and livestock from dangers.
6. Record and report customers who continually show disregard of the dangers of their electricity supply.
7. Report any social or welfare issues which may be encountered or observed whilst in customers premises.
8. Ensure a high level of cleanliness and hygiene to avoid any cross contamination from site to site.
9. Ensure correct identification, labelling and marking of equipment including on de-energisations and disconnections.

### **Safety Accountability – Apprentices and Training**

1. Keep Safety at the forefront of our thinking during training and beyond.
2. Recognise where Personal Supervision and Immediate Supervision apply on specific tasks during training.
3. Have good availability and a clear focus throughout training to aid learning.
4. Share latest initiatives and best practice from Training school with other work colleagues on site.

### **Safety Accountability – Contract Managers**

1. Demonstrate leadership commitment by setting clear health and safety business objectives for contractors, self and ensure these are complied with.
2. Establish responsibilities for the implementation of health and safety policies and procedures for contractors and anyone else affected by our activities.
3. Discuss with contractors to ensure they have available sufficient resources and adequate time allocated to provide and maintain health, safety and wellbeing at work, and where required implement appropriate actions to ensure works are completed safely and effectively and complete work packs are prepared for teams.
4. Consult with and implement actions as required with Health and Safety for specialist advice and guidance on areas of Health Safety and Wellbeing including on any legislative changes or developments.
5. Ensure contractors provide appropriate First Aid facilities, health checks and have a wellbeing regime in place for its employees.
6. Ensure Contractors provide the appropriate Personal Protective Equipment and that they also review that it is properly used, maintained and stored.
7. Ensure contractors provide appropriate tools, equipment, vehicles, plant and welfare to facilitate safe work delivery including inspection and maintenance on these as required.
8. Pro-actively lead and encourage Contractors to develop knowledge, interest and enthusiasm in health, safety and wellbeing.
9. Encourage ownership with contractors to ensure that all incidents and Near Miss events are reported with suitable and sufficient investigations carried out and identified actions implemented to prevent any recurrence and share learning.
10. Contract Managers to take ownership for and ensure everyone including themselves is accountable for their acts and omissions, including investigation and adequate consistent follow up.
11. Carry out thorough Site Safety Engagements (SSE) including other audits and ensure Contract teams with responsibility for SSE completion do so likewise in line with KPI targets.
12. Provide leadership on and make provisions for adequate 'time for safety' discussions, engagements and actions for self and contracting teams.
13. Ensure your own personal management leadership, availability and visibility associated with Safety engagement.
14. Create an open and honest safety culture within contracting teams and promote safety culture awareness and engagement.
15. In consideration of safety related matters, ensure a Fair & Just approach is embraced with care and concern towards person's involved.
16. Continually engage, review and seek to identify, initiate, promote and apply best practice Health, Safety and Wellbeing.
17. Review Contractor Policies and Procedures for adequacy and effectiveness in implementation and also in application and compliance, which may otherwise impact on Health & Safety.
18. Consider, promote and apply NIE Networks' Safety Policies and Guidance documents in a fair and consistent manner (e.g. HSG-021).

19. Ensure a pro-active leadership approach to Health and Safety and promote/review leading indicators including effective manager response and leadership actions.
20. Ensure Issuing of Tool Box Talks and Safety Critical Information, other bulletins to contractors and also where applicable collate receipt of such information.