

Applies to: SSE	Minimum SHE Requirements for Contracts	SP-SHE-009-001
Classification: External	Uncontrolled if printed	Rev: 5.00

The author / owner of this document is:	This document has been approved for Issue by:	Date of Issue:	Review Date:
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SSE MINIMUM SAFETY, HEALTH & ENVIRONMENTAL (SHE) REQUIREMENTS FOR CONTRACTS

Disclaimer

This document sets out the minimum SSE requirements in **addition** to those specified by law.

It does not remove the responsibility for the Contractor to observe and comply with all Safety, Health and Environmental legislation and any Codes of Practice in the legal jurisdiction of the Scope.

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Glossary	
Contract or Order	Legally binding agreement between the Employer and the Contractor for the provision of Goods, Works or Services.
Contractor	For the purposes of SP-SHE-009-001, a trading organisation who may be appointed by the Employer to supply Goods, Works or Services under Contract.
Employer	For the purposes of SP-SHE-009-001, any Group Company or Subsidiary Company of SSE, including Joint Ventures where the SSE company is taking the lead role for Commercial/Procurement.
On-site activity	Work activity carried out on an Operational Site or Site.
Operational Site	A Site owned or leased by the Employer where Works, Services or Supply activities are to be carried out on behalf of the Employer.
Scope	The description of the Supply, Works or Services required by the Employer. Specific details should be included in the ITT and Contract (e.g. in the Works Information, Specification or Scope of Work).
Services	Services includes purchases of both professional services such as engineering, architectural and consultancy works along with more composite maintenance or management services such as soft/hard facilities management, cleaning, catering, security services, maintenance of a specific plant/building, data processing and more complex services.
Site	A site where Works, Services or Supply activities are to be carried out on behalf of the Employer.
Subcontractor	For the purposes of SP-SHE-009-001, a person or organisation who has a contract with the (main) Contractor to construct or install part of the Works or provide a service.
Supply	Supply includes supply of goods and associated services i.e. offloading (where these are of a lesser value than the Supply portion) such as transformers, turbine rotors, rolling stock, loading bridges, cable, process plant together with lower risk goods and associated services such as building materials, stationery, PPE, manufacturing parts, components and store items.
Works	Works includes activities such as the construction (including or excluding design) of buildings, highways, major process plant and equipment, and /or maintenance thereof.

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1. Introduction

- 1.1 SSE's culture is based on our Safety Family framework; which is underpinned by our Safety Licence "if it's not safe, we don't do it", with the end goal of "we all get home safe". All Contractors are considered part of our Safety Family.
- 1.2 Our Safety Family is built on four positive, straightforward statements:
- We take care of ourselves and each other
 - We take pride in our work and our workplace
 - We plan, scan and adapt
 - We see it, sort it, report it
- 1.3 SSE is committed to the prevention of injury and ill-health associated with its activities and to understanding and managing the SHE impacts of our activities. We aim to prevent harm to the environment and actively seek to develop positive environmental outcomes.
- 1.4 This document sets out the SHE requirements for Contractors engaged to Supply, execute Works or provide Services to SSE and is part of the contract. Where required, SSE business units will provide additional SHE requirements and accountabilities specific to the Contract Works.
- 1.5 Additional scope dependant requirements for Principal Contractors are included in Appendix A.

2 SSE Golden Rules

- 2.1 For all SSE associated works, the following Golden Rules shall apply:
- Assess risks;
 - Wear personal protective equipment (PPE);
 - Accept challenges;
 - Reverse Park and,
 - Everyone holds the handrail.

3. Competence and Communication

- 3.1 The Contractor shall ensure all personnel engaged have the correct levels of training, skills, experience and knowledge, and the ability to apply them to perform all tasks with due regard to SHE.
- 3.2 The Contractor shall ensure all personnel under their control are provided with suitable information to enable the safe execution of the works. This shall be prior to commencing any work and repeated at a sufficient frequency. The following information shall be included:
- SSE Golden Rules;
 - Site specific information;
 - Suitable arrangements in place for new personnel and visitors;
 - Emergency arrangements, including first-aid and,
 - Incident Reporting.
- 3.3 The Contractor shall attend any SHE meetings as arranged by the Employer, upon reasonable request.

4. Selection and Management of Sub-Contractors

- 4.1 The Contractor shall ensure that all subcontractors comply with the requirements of this document and meet the standard of SSE selection of Contractors.
- 4.2 Where a Contractor wishes to sub-let part of the contracted Scope, written agreement prior to undertaking any work under contract must be obtained from the Employer.
- 4.3 The Contractor shall ensure the SHE performance of all subcontractors is managed, monitored and reviewed.

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5. Safe Systems of Work

5.1 The Contractor shall develop, implement and maintain safe systems of work, applicable to the scope which includes suitable and sufficient Risk Assessments and Safe Working Methods.

6. Personal Protective Equipment (PPE) requirements

6.1 The Contractor shall ensure the provision and management of adequate PPE for all work activities.

6.2 The full extent of PPE required will be dependent on the scope, additional location-specific PPE may be required and will be specified within additional contract documents.

7. Management of work equipment

7.1 The Contractor shall ensure that effective management arrangements are in place for the selection, operation, inspection and maintenance of work equipment, including quarantining faulty equipment.

7.2 A list of plant/equipment/machinery that shall not be used without additional controls across all SSE controlled sites can be found in Appendix B.

8. Welfare Arrangements

8.1 The Contractor shall make provision for suitable and adequate welfare facilities as part of the scope.

8.2 Where the Employer has welfare facilities, the Contractor may use these facilities with the agreement of the Employer.

9. Occupational Health

9.1 The Contractor shall identify all occupational health hazards associated with their works and evaluate and control the risk presented, including tasks that require exposure monitoring and health surveillance.

9.2 The Contractor shall ensure that their employees are fit for the work they are required to undertake.

9.3 The Contractor shall ensure that arrangements are implemented to manage worker fatigue; which shall include the fatigue associated with travel to the work site.

10. Alcohol and Drugs

10.1 The Contractor shall implement effective policies on drugs and alcohol misuse and shall include:

- A process to ensure anyone suspected of being under the influence of alcohol or drugs will be removed from the workplace to prevent harm. Reasonable precautions must be made to prevent the individual(s) leaving the location, until screening can be undertaken, including arrangements for potential notification to the authorities as appropriate.
- A process to ensure suitable arrangements are in place to manage employees taking prescribed medication.

10.2 The Employer may carry out drug and alcohol screening as part of any work under its control.

11. Language

11.1 The Contractor shall ensure arrangements are in place for the effective communication of information when English is not the first language.

11.2 Contractors are responsible for ensuring that those carrying out the works are capable of effectively communicating with those who may be affected by the work activities.

12. SHE Incident Reporting requirements

12.1 The Contractor shall ensure that **all** incidents related to the Contract are managed and reported, ensuring the immediate health, safety and welfare of any injured party and/or the impact on the local environment is prioritised.

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- 12.2 The following shall be reported to Employer’s representative or designated contact within 30 minutes:
- Anyone leaving site for treatment following an incident e.g. hospital, doctor, etc;
 - Regulator reportable injuries or dangerous occurrences;
 - Incidents requiring call out of Emergency Services, including site emergency responders;
 - Incidents involving members of the public;
 - All reportable electrical incidents defined within Electricity Safety, Quality and Continuity Regulations (ESQCR);
 - Loss of containment of hazardous substances requiring deployment of spill clean-up contractor, in house spill response team or notification to the relevant Environmental Regulator;
 - Reportable breaches of environmental permit conditions.

If the Employer’s representative or designated contact is not available, report directly to the Employer’s 24/7 SHE Reporting Line on **UK - 0800 107 3207 (Option 2) or RoI – 1800 927 219 (Option 2)**.

- 12.3 The Contractor shall conduct internal investigations and provide copies of their report to the Employer within a reasonable timescale and co-operate fully in any investigation conducted by the Employer. The Employer requires initial investigation details for all accidents within 24 hours.
- 12.4 The Contractor shall ensure where incidents require notification to any enforcing authority, that the Employer is notified once the notification has been completed.

13. Performance Management

- 13.1 The Contractor shall put in place processes which support existing SSE programme for encouraging, raising and recording positive behaviour, hazard awareness and opportunities for improvement.
- 13.2 The Contractor shall provide, in agreement with the Employer a range of leading and lagging Performance Indicators (PIs) e.g.:
- Percentage of planned Leadership SHE tours completed;
 - Total number of hours worked on SSE scope;
 - Total number and category of Incidents recorded whilst working on SSE scope.

The range of PIs and the frequency/ dates of submission shall be agreed prior to the commencement of the contract.

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Appendix A SHE Requirements for Principal Contractors Appointed by SSE – Scope Dependant

<p>Site Set Up</p>	<p>Where required by the Scope, the Contractor completes enabling works prior to commencement of the Works on Site. Enabling works includes the relevant design(s), approval, provision and construction of the following, but not limited to:</p> <ul style="list-style-type: none"> • Safe access for pedestrians and vehicles off the public highway with space for vehicle parking; • Storage and lay down area(s) designed to take the largest loads likely to be delivered; • Security of the site; • Temporary works; • Signage, including SSE-Branding; • Welfare facilities; • Fuel storage and refuelling area; • Suitable vehicle wash-down facilities; • Bunded areas; • Silt traps; • Archaeological/Preservation constraints and • Wildlife exclusion areas or constraints. <p>Where a Contractor’s compound is required, it comprises, but is not limited to, the following:</p> <ul style="list-style-type: none"> • Suitable office accommodation, including space for briefing/training and meetings, and with stable electrical supply, smoke/fire detection, internet and telephone connectivity; • Areas to display mandatory notices; • Suitable medical/First Aid facilities; • Emergency muster arrangements; • Arrangements for recording personnel on site; • Area to display SSE Contractor SHE partnership and signature practices; • Secure storage areas for all required materials, with segregation of flammable materials; • Arrangements to allow the segregation of vehicles, mobile plant and pedestrians (including traffic management plan); • Plant/equipment quarantine and maintenance area; • Compound lighting where work is required to be undertaken in low light levels; • Clear marking or signposting of all areas, including an area designated for waste and waste recycling; and • Compound roads and walkways are maintained in suitable condition. <p>The Contractor’s compound may include facilities for the Employer’s use. Where this is required it will be specified in the Works Information.</p>
<p>SHE Communication and Coordination</p>	<p>Contractor SHE meetings shall address the following as a minimum:</p> <ul style="list-style-type: none"> • SHE incidents, statistics and reports; • Outcome of any audits, surveys and/or inspections; • Maintaining SHE Risk Registers and associated Construction Phase Plans; • Adequacy of SHE resources; • SHE training needs; • Occupational health; • Risk Assessments and Method Statements;

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	<ul style="list-style-type: none"> • Forward planning of work; and • Review trends and identify opportunities to improve SHE performance.
Inspections and Audits	The Contractor shall prepare a schedule of inspections and audits to ensure, on an agreed frequency, that all work activities are compliant with work procedures. The Employer reserves the right to participate in these inspections and audits.
SHE Reporting Requirements	<p>For Works and Services on Site, the Contractor establishes and agrees in writing with the Employer a range of SHE Performance Indicators (PI). The PI required by the Employer include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Hours worked; • Audits and inspections (Planned v Actual); • Incidents and hazards; • Leadership SHE Tours (Planned v Actual); • Safety Observations; • Behavioural observations and performance; • Training/Inductions; • Emergency Exercises; • Health Surveillance (anonymised). <p>The frequency and dates of submission shall be agreed prior to the commencement of the scope.</p> <p>The Contractor must analyse SHE performance data to identify any unsatisfactory performance and prepare an improvement plan to address any issues identified. The Employer reserves the right to review this improvement plan and request updates on progress.</p>
Welfare Arrangements	<p>The Contractor ensures the following welfare arrangements are provided and maintained for Works on Site, in particular:</p> <ul style="list-style-type: none"> • Adequate lighting, heating and ventilation; • Storage or drying of clothing within specifically designed drying rooms and not within general welfare facilities; • Services shall be protected from inclement weather in order that they remain operational; • Facilities shall be accessible and suitable for use by all; • Seating facilities must be provided to accommodate all persons; • Adequate means of heating/chilling food and boiling water shall be provided. <p>Toilets and washing facilities shall include:</p> <ul style="list-style-type: none"> • Separate lockable facilities for all; • Shower facilities for all; • Supply of toilet paper and toilet consumables and means of hygienically disposing of sanitary products; • Hand basins, with plugs, each with its own hot/warm and cold running water supply and large enough to wash hands and forearms, with sufficient soap, barrier creams, moisturisers and drying materials. <p>All welfare facilities shall be maintained in a clean, tidy and hygienic condition.</p>
SHE Personnel	The Contractor shall employ the services of competent, full time SHE practitioner(s) throughout the duration and content of the Scope.

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Health and Safety File	<p>The Contractor shall submit documentation to the Employer to an agreed time-scale.</p> <p>The format, media and method of storage are subject to the Employer's acceptance.</p>
Construction Phase Plan (CPP)/ Construction Phase – Safety and Health Plan (CPSHP)	<p>The Contractor shall prepare and submit a CPP/CSSHP to the Employer a minimum of four (4) weeks prior to the commencement of the Scope or a date otherwise accepted by the Employer.</p> <p>The Contractor shall include all sub-contracted activities within the CPP/CSSHP</p>
Construction Environmental Management Plan (CEMP)	<p>For Construction Works, the Contractor develops an CEMP for the establishment of the site and enabling works and submitting to the Employer four (4) weeks prior to enabling Scope commencing (This can be integrated into a SHE Plan).</p> <p>The Contractor further develops the CEMP to incorporate the construction activities and submits to the Employer four (4) weeks prior to construction Scope commencing.</p> <p>The Contractor includes all sub-contracted activities within the CEMP.</p>
SHE Risk Register	<p>The Contractor is responsible for developing and maintaining a SHE Risk Register for the duration of the Scope.</p>
Design Risk Management	<p>The Contractor shall ensure all design works are coordinated through the Principal Designer/ Employer, the Contractor shall include contracted parties with a design input.</p> <p>The Contractor shall develop and maintain a Design Risk Assessment, detailing the design(s) as throughout progress, risks are identified, eliminated and/or how residual risks are reduced and managed.</p> <p>Throughout the design and construction phase of the project the Contractor is required to undertake a series of HAZID/HAZCON/HAZOP sessions as required.</p> <p>The Employer and Principal Designer shall attend these sessions.</p>
Project Team Resource	<p>The Contractor shall provide a Project Resource Plan outlining the allocated Project Delivery Team, with their responsibilities and competencies including adequate levels of supervision.</p>
Mobile Plant	<p>The Contractor shall ensure that people, vehicle and plant interface is planned and controlled by application of a hierarchy, including the need for exclusion zones, telecommunication, competent vehicle/ plant co-ordinators.</p>

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Appendix B: Work Equipment Items that shall not be used without additional controls

Work equipment	Additional controls	Alternatives
Forward Tipping Dumpers	Contractor has recognised the need to put additional controls in place; and Contractor shall attest to the controls that will be in place and the process to ensure that these controls are maintained; and Employer Project Director/Director/Head of Region has satisfied themselves that the Contractor is competent to ensure that these controls are maintained.	Dual-view Tipping Dumpers, Rear Tipping, or Power Barrows