



Management Document

Health & Safety

Health & Safety Requirements for Contractors Working on RWE Generation (UK) Sites or Premises

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Document Custodian
David Sims

Author
Nick Breen
Reviewer
Daniel Atkinson

Authorising Manager
John Reilly

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1. Objectives

The purpose of this document is to promote the health and safety of Contractors and RWE Generation (UK) employees by establishing minimum standards for control and specific requirements to avoid danger from specific hazards during contract work on RWE Generation (UK) sites or premises.

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

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

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

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

This document must be read carefully and its receipt acknowledged in writing in connection with a specific contract.

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

Whatever may be the pressure for speedy completion of the work. The health and safety of persons must be prioritised at all times.

2. Statutory and Contractual Responsibilities

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

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

- a) The current edition of the RWE Generation (UK) Safety Rules in use at that site, and any associated relevant Safety Rules Codes of Practice.
- b) RWE Generation (UK) Central H&S Management Documents and/or local procedures specified in the contract.

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

2.1. Contractor's Representative for Health and Safety

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

2.2. RWE Generation (UK) Responsible Manager's Representative

The RWE Generation (UK) Responsible Manager, who is in management control of sites and premises on behalf of the Organisation, (e.g. location, facilities or other manager) has responsibility for facilitating co-operation and co-ordination between Contractors and RWE Generation (UK). The Responsible Manager shall nominate, in writing, the person to be responsible for liaison with the Contractor on health and safety aspects of the contract, this person shall be formally accredited and nominated by being made aware of the requirement to comply with this document. The person nominated will hereinafter be referred to as the Contract Manager (CM) or Contract Engineer (CE), CM/CE will be referenced in this document. Such an appointment will not, in any way, release the Contractor from his statutory responsibilities.

3. Health and Safety Aspects of Contract Management

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

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

It is the responsibility of the nominated person or persons (CM/CE) to manage the process of ensuring all relevant contract companies receive this document at the appropriate time and to regularly monitor & document contractor performance against this document requirements.

3.1. Health and Safety Plan

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

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

- the organisational arrangements, identifying the Contractor's staff to be primarily responsible, for the management of health and safety on site,
- the Contractor's arrangements for ensuring the competence of employees and subcontractors,
- arrangements for site induction training,
- arrangements for the assessment of risks to health and safety and copies of relevant assessments,
- details of preventive and protective measures for the control of all reasonably foreseeable hazards and hazardous activities that may be encountered during the works. The hazards will include those highlighted by RWE Generation (UK) in the specification together with those that may arise due to the contractor's activities on site. The control measures shall meet the standards laid down in subsequent sections of this document.
- arrangements for making amendment to risk assessments, method statements and controls following any changes to work plans,
- details of general health and safety rules to be observed by employees and subcontractors,
- arrangements for communicating with employees and other contractors on matters affecting their health and safety,
- a list of activities for which individual method statements will be developed and the arrangements for vetting method statements provided by sub-contractors
- first aid, welfare and emergency arrangements,

- arrangements for monitoring compliance with health and safety requirements,
- arrangements for review of the plan,

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

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

3.2. Mission zero life Saving rules & safety behaviours

Our MISSION is ZERO

'MISSION ZERO' is the RWE Generation programme that will develop our safety culture & our safety performance. It is imperative that the people who work for us, either from external companies or our own staff, go home healthy at the end of the working day.

RWE firmly believe that every incident, whether large or small, is entirely preventable.

The aim:

- ZERO injuries for our employees, contractors & visitors
- ZERO excuses for unsafe behaviour
- ZERO compromises on life-saving rules
- ZERO impact for our families & communities

Mission Zero shall be achieved by applying the below safety behaviours;

- We are positive role models
- We share & spread our learning
- We don't walk by
- We work safely or not at all

We must all abide by these behaviours at all times wherever we might be. Good safety behaviour will have positive consequences, as non-compliance with rules and agreements will have corrective consequences. This ensures greater clarity of expectations leading to a higher level of safety. RWE adopt a Just & Fair culture to influence people's behaviour in reducing errors and rule breaking.

The cornerstone of creating this type of culture is by recognising both positive and undesired behaviour, and dealing with it in a consistent way.

We must all take ownership for our behaviours, feel open to challenge others and respect our colleagues when they challenge us.

Safety Behavioural Framework

RWE



Life Saving Rules

- I have ensured I am working on a safe system
- I work with a valid work permit
- I wear/use the required additional personal protective equipment
- I establish and respect barriers and exclusion zones; I stay out of the line of fire
- I protect myself against falling and drowning
- I only enter a confined space with authorisation
- I obtain authorisation before overriding or disabling safety-related equipment
- I comply with the electrical safety rules
- I never put myself under a suspended load
- I drive, ride and walk safely
- I comply with the rules for fire and explosion prevention
- I am not under the influence of alcohol, drugs or medicine

Thank you for being a Mission Zero Hero

#missionzero

3.3. Risk Assessments, Method Statements & Last minute risk assessment (LMRA)

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

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

All risk assessments and a method statements must demonstrate that the hierarchy of controls has been followed and the work equipment and control measures chosen are the most suitable options for performing the work safely.

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

It is expected that an Last Minute Risk Assessment (LMRA) must be completed before work is started. The LMRA must also be reviewed when work is resumed after any break during the activity.

The RWE standard LMRA template MUST be used for this purpose.

The LMRA is a methodology to check the effectiveness of risk mitigation at the workplace.

The LMRA card must be completed at the workplace before commencing work as part of a working party discussion, regarding a safe working environment.

The LMRA is completed for all applicable tasks, appropriate LMRA training shall be provided prior to work commencing, ensuring appropriate roles, responsibilities and expectations are understood.

The LMRA is prepared by the person responsible for the work. In the case of a contractor, the person in charge of the contractor is responsible for this. At the start of a new task an RWE colleague shall be present to support the LMRA discussion. If questions or problems arise whilst undertaking an LMRA, the responsible person for the work must stop work immediately and discuss with the task associated RWE Contract Manager or Contract Engineer.

LMRA does not replace legal obligations such as roles and responsibilities, risk assessments, method statements, induction, etc.

Co-operation

Whilst Contractors have full responsibility for the management of health and safety of their work they shall nevertheless co-operate with RWE Generation (UK) and other Contractors. Contractors shall co-ordinate the activities of their sub-contractors, obtain their co-operation in ensuring that the health and safety requirements of the contract specification are satisfied, and compliance with all aspects of health and safety legislation, authoritative guidance and the contract health and safety plan and method statements.

Contractors shall ensure that a safe and healthy workplace and working environment are established and maintained at all times.

3.4. Competent Health and Safety Assistance

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

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

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

3.5. Sub-contracting

The Contractor shall be able to demonstrate that they have applied selection procedures that ensure that their sub-contractors are demonstrably competent to perform the works safely.

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

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

The main chosen contractor must ensure all relevant information is passed to the RWE CM/CE.

3.6. Competence

The Contractor shall ensure that all their employees have received basic health and safety training. This training shall be verified by possession of suitably recognised accreditation, e.g. CCNSG safety passport or equivalent. The Contractor shall also ensure that any necessary skills training has been carried out and that certification of competence is readily available to meet legislation and technical requirements, e.g. for scaffolders, crane drivers, confined space working, etc.

3.7. Site Induction Training

All employees of the Contractor and their sub-contractors shall have successfully completed site specific health and safety, location onboarding requirements before commencing work on site. Provision of such training will be either by the Contractor or RWE Generation (UK), or in some cases jointly, dependent upon the nature of the site, i.e. for construction or demolition sites by the Principal Contractor, for operational sites by RWE Generation (UK).

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

3.8. Incident Reporting

The Contractor shall report to the CM/CE any incident which occurs; RWE have several titles of incident classification, Fatal Accident, Lost Time Incident, Restricted Work Case, First Aid Case, Near Miss, Unsafe Act & Unsafe Condition (commonly known as hazard observations). If an incident is notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) then the Contractor shall co-operate with the CM/CE in ensuring that such notifications are made. The Contractor shall provide to the CM/CE copies of any notification reports or other information submitted to the Health and Safety Executive or other Enforcing Authority. Please also see section 24 Accidents & Dangerous Occurrences. It is essential to also report positive observations & improvement ideas, this will help with the RWE continuous improvement philosophy and will aid in the development of a positive safety leadership culture.

3.9. Monitoring

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

The frequency of monitoring will be dependent upon the risk profile and number of persons employed.

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

RWE Generation (UK) reserves the right to audit all aspects of the management of health and safety on site at any time.

3.10. Meetings

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

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

- g) Arrangements for the provision and maintenance of welfare facilities.

Minutes of the meeting shall be circulated to the Contractor.

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

During longer duration contracts, weekly Health and Safety Meetings will be established on site and be chaired by RWE. The major contracting companies will be required to send a safety or management representative, however all contracting partners are invited to attend. RWE believe feedback from the shop floor/craft level is vital to understanding the workplace atmosphere. Minutes of the meeting will be produced and distributed to the attendees.

In accordance with the CDM 2015 Regulations; daily co-ordination meetings will be held, chaired by RWE and must be attended by appropriate representatives from all major contracting companies, meeting minutes will be distributed accordingly.

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

3.11. Imminent Danger

Any Representative of the Responsible Manager will have the authority to stop the work if, in their opinion, it is necessary in the interests of health and safety.

If it is subsequently shown that the Contractor has infringed any of the requirements, RWE Generation (UK) will accept no liability for any loss incurred by the Contractor due to the work being stopped.

3.12. Notices

In addition to the duties imposed by statutory obligations the Contractor shall display in their local facilities/work areas the following RWE Generation (UK) issued posters, where appropriate to the work being carried out:-

- Mission zero lifesaving rules & expected behaviours.
- Last Minute Risk Assessment posters
- Health and Safety Requirements for Contractors on RWE Generation (UK) Sites & Premises.

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

4. RWE Generation (UK) Safety Rules (Permit System)

4.1. Scope of Safety Rules and Nominated Safety Document Recipients

Work on RWE Generation (UK) sites may be subject to the application of RWE Generation (UK) Safety Rules and the Contractor shall comply with them. The Contractor shall supply to the Responsible Manager a list of Persons whom they consider to be competent to take on Safety Rules duties. The list shall include, when requested, current local addresses and telephone numbers. These persons shall be subject to the Responsible Manager's approval and be formally nominated in writing. They will be required to attend an appropriate training course at the Contractor's expense.

The final decision regarding accreditation for competence rests with the RWE Responsible Manager. For details of the nomination procedure refer to the RWE Generation (UK) Safety Rules Code of Practice "Appointment of Persons".

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

4.2. Safety Documents

The Responsible Manager will provide to the Contractor copies of the Local Management Instructions for the issue, receipt and safe retention of Safety Documents. Locks and associated keys will be supplied in accordance with the Local Management Instruction.

Where the Contractor is required to nominate a Safety Document Recipient (Acceptor) as defined by the Safety Rules, all such Persons must have a copy of the appropriate Acceptors leaflet and/or a copy of the Safety Rules.

4.3. Training

Contractors' employees who undertake defined roles under the RWE Generation (UK) Safety Rules must be suitably trained, and accredited, in accordance with the Safety Rules Code of Practice 'Appointment of Persons'.

4.4. General Safety

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

5. General Health and Safety – Contractors at Work

5.1. Supervision

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

5.2. Work Equipment

The Contractor must ensure that all equipment brought to site is in good condition, is maintained in good condition, complies with the requirements of the Provision and Use of Work Equipment Regulations, and any other specific legislation, and is used and/or erected safely.

To help with the prevention of falling objects; It is expected to use lanyards & appropriate storage containment for tools and equipment when working at height.

To help prevent hand injuries control measures shall be implemented to prevent the individual or individual coming into the line of fire; the use of hand impact wrenches, torque spanners, hydraulic torque wrenches, pneumatic tools or at the last resort finger savers.

Personal protective clothing and equipment must be provided and maintained by the Contractor in accordance with the Personal Protective Equipment at Work Regulations. The Contractor must ensure that their workforce uses such equipment properly.

Please see **Appendix C** for the Prohibitive Tooling List.

5.3. Housekeeping

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

5.4. Environment

The Contractor shall at all times ensure that suitable precautions are taken so as not to pollute the atmosphere, ground or waters. The Contractor shall also be familiar with the actions required to control spills and releases to atmosphere.

5.5. Record of Attendance

The Contractor shall ensure that all their employees or those of Sub-Contractors record their attendance on site daily in order that numbers can be satisfactorily accounted for in the event of fire or other emergency.

In addition, the Contractor shall ensure that these persons carry the allocated RWE site pass with them at all times .

5.6. Conduct on site

The contractor shall ensure that their employees conduct themselves in a professional and appropriate manner whilst on site. Failure to do this may result in the removal or exclusion of such persons from the site.

6. Work on Buildings

6.1. Work on Building structure

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

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

6.2. Work on Roofs

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

This may refer to the use of crawling ladders, crawling boards, handrails, toe-boards, safety lines, netting or other fall prevention or mitigation equipment. Measures must be taken to prevent the falling of materials and other items that could place persons at risk when beneath the area of work.

Notices or warning of overhead work, shall be displayed at ground level when appropriate. If judged necessary by risk assessment, the area beneath the work activity will be physically protected by barriers or be boarded out, the extent of which will be decided by the nature of the work and the materials used.

UNPROTECTED 'FREE CLIMBING' IS FORBIDDEN.

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

6.3. Floor /grating / Handrail removal

If it is necessary to remove any type of floor/grating/handrail section whatsoever, permission must be obtained from the CM/CE, and be in accordance with local site procedures.

Substantial fixed barriers aligned with site procedures must be erected around any hole. Suitable visual warnings, notices by day and suitable lamps during hours of darkness, shall

be displayed. Adequate precautions must be taken to prevent danger to persons at lower levels.

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

6.4. Demolition

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

7. Barriers, Guards, Screens and Notices

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

A minimum distance of 2 metres must always be maintained from suspended loads and entry into the danger zone must be avoided at all times. For activities where this is not possible, it is permissible if the protective measures are specified in a risk assessment. Mitigating measures should be documented.

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

No substation boundary fence or the ground adjacent to the fence shall be disturbed without permission of the CM/CE.

8. Excavations/ Hidden services

No site excavation shall be made without specific permission from the designated excavation CM/CE and only in accordance with local procedures including the RWE Generation (UK) Safety Rules.

Prior to the commencement of any excavation work, the position of all underground /hidden services must be established and physically marked as appropriate. Work on underground /hidden services is subject to the approval of the Excavation CM/CE and may require the issue of a Safety Document and specialist advise.

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

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

9. Scaffolding and Safe Means of Access

RWE only works with fixed term scaffolding contractors with frame-contracts (House contracts). No other scaffolding companies are allowed. Contractors shall always use these contractors

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

All scaffolds shall be erected with the use of armadillo to provide protection from protruding parts.

Scaffold gap over boarding/lapping is discouraged unless absolutely necessary, it is appreciated gaps may occur but scaffold modification is the chosen best practice. If over boarding/lapping is required, then profile cut robust material shall be used with all hazards clearly identified to prevent potential trip/slip or falling object hazards.

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

Scaffolding shall be moved, erected and used adjacent to exposed high voltage conductors only in accordance with the RWE Generation (UK) Safety Rules and associated Codes of Practice, and in compliance with the requirements imposed by the CM/CE.

Scaffolding to be erected in areas where insulation materials may be disturbed, shall discuss their proposed activities with the CM/CE, who may wish to consult with the local Insulation Officer, or similar competent person, to identify the nature of the insulation materials that could be disturbed, e.g. asbestos containing materials.

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

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

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

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

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

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

Following incidents within Generation UK a review with regards to the use of Step Ladders and Ladders took place and from October 2019 the following rules apply;

- Ladders or stepladders are no longer permitted to be worked from. This must be strictly observed.
- Ladders or stepladders are now only acceptable as a means of access, such as to a scaffold platform or for inspection tasks where 3 points of contact can be maintained at all times.

In addition to this there must be no free unprotected climbing of structures, vehicles or trailers.

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

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

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

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

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

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

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

Whenever lifting operations are in progress, the areas above, below the and adjacent to winching equipment shall be suitably risk assessed and suitable segregation by signed barriers shall be installed, and policed as necessary.

11. Electrical Equipment

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

The Contractor shall be responsible for providing and maintaining the whole of the installation on the load side of any point of supply made available by RWE Generation (UK) and take all reasonable precautions to ensure the health and safety of persons on the site. The CM/CE may require the disconnection or alteration of any parts that they considers dangerous.

11.1. Inspection and Testing

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

Before working on any piece of equipment, it is essential that all items are

“ Tested for dead”

prior to work commencing. This must be carried out by a suitably trained individual and in accordance with the RWE safety rules, taking into consideration the following factors.

- a. Verify locally that the isolation is effective, or
- b. Verify remotely that the isolation is effective by a change of state, or
- c. Where reasonably practicable proving dead at the point of work, and
- d. Where reasonably practicable proving dead elsewhere on the isolated circuit.

11.2. Connections

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

11.3. Portable Electrical Tools

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

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

All portable angle grinders shall have a non-lockable safety switch such as a “dead mans” type such that when the grip on the tool is released the electrical power to the tool is automatically cut off (see section 16 below for further detail).

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

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

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

All joints must be both electrically and mechanically sound —twisting of conductors or taping will not be permitted.

11.4. Earthing and Voltage Limits

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

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

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

11.5. General

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

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

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

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

12. Hot Working

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

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

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

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

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

12.1. Gas Welding or Burning

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

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

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

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

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

Gas cylinders and hoses shall be removed from any enclosed space at the end of each work period, or when not in use, to prevent the build-up of any gas escaping from a leak. Where reasonably practicable, the amount of gas taken in shall be limited to that sufficient for the job or work period.

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

12.2. Use of Arc Welding Equipment

In February 2019 the HSE introduced new standards to be followed for steel welding operations, namely:

- Indoor welding tasks require the use of Local Exhaust Ventilation (LEV). If LEV is unable to control fume capture then Respiratory Protective Equipment (RPE) is also required.
- Outdoor welding requires the use of RPE, general ventilation does not achieve the necessary control.

RWE requires all contractors to comply with the above standards by producing their own procedure and implementation process so all operatives have been made aware, trained and monitored to prove their understanding of the controls required before working on an RWE site.

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

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

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

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

All leads must be waterproof including lead connectors. Proprietary connectors must be used of the type approved by RWE Generation (UK). Bolted or twisted together, taped or un-taped joints are not acceptable.

Welding equipment shall be isolated when not in use.

13. Asbestos

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

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

13.1. Other Asbestos Products

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

14. Thermal Insulation

Thermal insulation may contain asbestos or types of machine made mineral fibre (MMMMF). Only licensed asbestos contractors may carry out work with asbestos, including removal of asbestos or work within the confines of a controlled area. Where the insulation material is of synthetic origin, e.g. MMMF, the contractor shall discuss the methods for work with this material with the CM/CE prior to any disturbance of the material.

15. Lead

Lead may be present in many installations from painted surfaces on older industrial sites to lead flashings and pipes on some non-industrial locations. The Contractor should discuss the potential for the presence of lead at the contract tendering stage.

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

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

16. Technical standard for angle grinders & Abrasive Wheels

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

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

It is expected that before using an angle grinder, working methods are reviewed for any other alternatives (such as a reciprocating saw) for the type of work. Also to make sure that the right grinding wheel/disc for the task is used (cutting through or deburring). If a hand-held angle grinder is required, RWE Generation has additional technical standards that need to be fulfilled (according to EN-IEC 62841-2-3:2021).

The hand-held angle grinder must meet at least the following requirements (mandatory):

- All portable angle grinders must be equipped with a non-lockable dead-man's type safety switch ensuring that when the grip on the tool is released, the electrical power to the tool is automatically disconnected.
- The machine is equipped with a quick-stop function. This means that the grinding wheel brakes quickly as soon as the drive stops.

Further, we strongly recommend the following safety devices for grinders, especially for larger diameters from 180 – 230 mm:

- Restart protection. This ensures that in the event of a power failure or if someone unplugs your power tool, your tool will not automatically restart as soon as the power comes back on.
- Kickback stop. This reduces the danger of sudden machine reactions in case of jamming thanks to automatic machine shutdown.

17. Safe Working with Hazardous Substances

No substances shall be brought on to any RWE Generation (UK) site without the prior knowledge and permission of the CM/CE.

Prior to bringing any hazardous substances to RWE Generation (UK) sites or premises, the Contractor shall provide the CM/CE with a list of the substances and copies of the relevant safety data sheets. All hazardous substances shall be stored in accordance with the supplier's recommendations, as specified in the Safety Data Sheets, and shall have their containers clearly labelled with the contents and the precautions required when in use. The labels shall conform to the requirements of the Chemicals (Hazard Information and Packaging for Supply) (CHIP) Regulations and the Classification, Labelling and Packaging of Substances and Mixtures Regulations (CLP). If products containing >0.1% di-isocyanates are being used, all users must have had the training required by UK REACH. Evidence of training records must be provided to the RWE CM/CE.

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

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

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

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

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

18. Vehicles and Mobile Plant

Drivers of vehicles and mobile plant used on RWE Generation (UK) sites shall have been adequately trained and have written authorisation from their employer to use the vehicles provided by the employer.

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

All mobile plant (including Fork Lift Trucks) that are to be used within RWE Generation (UK) buildings shall be fitted with both visual warning (e.g. flashing yellow beacons) and audible warning devices otherwise they will not be allowed within the confines of the buildings. They shall not move at speeds greater than 4 mph i.e. walking pace. All other mobile plant vehicles shall be fitted with both visual and audible warning devices for reversing. All

vehicles on site must conform to the same standards of safety and maintenance as would be expected of a vehicle that is used on public roads, and meet the M.O.T. Test Certificate requirements.

All vehicles that are used shall be compliant with the requirements of the Provision and Use of Work Equipment Regulations 1998 for roll over protection and driver restraints. Seat belts shall be worn when operating a Fork Lift Truck on site. The Contractor shall take reasonable steps to ensure unauthorised persons cannot use vehicles and mobile plant.

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

Where vehicles are to be used in the vicinity of overhead power lines, the contractor shall not start work until suitable authority has been given by the Responsible Manager or his nominee. This authority will define any limits of approach to such lines and may include the issue of a suitable safety document under RWE Generation (UK) Safety Rules. Where such vehicles have extendable parts, e.g. tipping trucks, excavators, MEWP's, etc, additional constraints may be applicable after consultation with appropriate site personnel.

19. Use of Mobile Cranes

No mobile crane, or similar lifting device, may enter any site without the permission of the CM/CE. Movement of mobile cranes will be in compliance with instructions issued by the CM/CE, in accordance with the appropriate Local Management Instruction or site procedure, and dependent upon circumstances, in accordance with the RWE Generation (UK) Safety Rules.

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

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

20. Confined Spaces

The Contractor and CM/CE will discuss any work planned to be carried out within any enclosed area and decide which section of MD/HS/2.11 “Controlled Access Areas” is applicable.

20.1. Controlled Access Area

A Controlled Access Area is an area that is substantially enclosed and where uncontrolled access is not permitted.

Controlled Access Area “A” - no “confined space” hazards (specified risks) with minimal internal access and movement constraints allowing ready removal of persons in the event of an injury incident,

Controlled Access Area “B” - no “confined space” hazards (specified risks), but internal access constraints require that emergency communication and rescue arrangements are defined and laid in place before entry.

Controlled Access Area “C” - this is a confined space.

20.2. Confined Space

A Confined Space, as defined in the Confined Spaces Regulations 1997, is any place in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk. This is embraced within the definition shown above as Controlled Access Area category C. A Specified Risk is defined as any situation which could lead to:

- a) Serious injury from fire or explosion,
- b) Loss of consciousness from an increase in body temperature,
- c) Loss of consciousness or asphyxiation from gas, fume, vapour or the lack of oxygen,
- d) Drowning from an increase in the level of liquid,
- e) Asphyxiation from a free flowing solid.

Any enclosed area that does not fall within the above definition of confined space will be classed as a “Controlled Access Area A or B”, and although the full requirements of the Confined Spaces Regulations will not be applicable, the general duty of care, as required by the Health and Safety at Work Act 1974, will still be relevant.

No Contractor shall enter any confined space without first contacting and obtaining the written permission of the CM/CE.

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

21. Compressed Air

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

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

Appropriate precautions must be taken when handling compressed air equipment. Heavy duty hose clamps and couplings must be used and anti-whip lines should be fitted across all couplings.

22. Ionising Radiation Sources (NDT)

No source of ionising radiation shall be brought on to any RWE Generation (UK) site without the prior knowledge and permission of the Location Manager.

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

The contractor shall comply with RWE Generation (UK) Code of Practice, "The Safe Use of Ionising Radiations."

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

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

23. Flammable Liquids and Gases

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

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

It is a requirement of RWE Generation (UK) that flashback arresters must be fitted to ALL flammable gas containers.

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

24. Accidents and Dangerous Occurrences

The Contractor is responsible for making all necessary reports to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, (RIDDOR 2015). The contractor shall also ensure that any sub-contractors make necessary reports.

The Contractor shall provide the CM/CE with copies of all such reports made under RIDDOR 2015 Regulations and with reports of investigations of accidents and incidents, and provide information of all injury accidents that occur during the course of the work as soon as is practicable.

25. Protective Equipment and Clothing

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

The Contractor shall also comply with RWE Generation (UK) requirements that include the provision and wearing of head protection, hearing protection, eye, hand and foot protection. The Contractor shall comply with the specific PPE stipulated in all risk assessments. When working in the vicinity of open water, approved life preserving jackets shall be provided and worn.

All PPE and clothing shall comply with appropriate standards.

26. Noise

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

The Contractor shall notify the CM/CE before bringing on to site any plant or equipment that is likely to significantly increase overall site noise levels. In this situation, a suitable risk assessment shall be carried out and where appropriate, additional controls defined and applied.

27. High Pressure Water Washing and Steam Cleaning

The Contractor may only use high pressure water washing apparatus with permission of the CM/CE.

The Contractor must have available for inspection by the CM/CE records of operator training and certification for the proof testing of pressurised equipment. Protective measures such as personal protective equipment, screens and barriers shall be detailed in the relevant risk assessment/method statement. Waste water from such activities shall be controlled in line with local site procedures.

28. High Voltage Enclosures

Ladders, long objects and cranes must not be used in the vicinity of, or transported close to, exposed high voltage electrical conductors without consultation with the CM/CE and consent from a Safety Rules Safety Controller. The requirements of RWE Generation (UK) Safety Rules should be applied.

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

29. Fire

The Contractor must familiarise himself with local Fire Procedures after discussion with the CM/CE and ensure that their personnel are suitably instructed as to their content.

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

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

The Contractor must carry out a fire risk assessment of their activities on RWE Generation (UK) sites and premises. In consideration of this assessment, appropriate portable fire - fighting equipment shall be provided and maintained at all times. The Contractor and their employees shall be trained in the effective use and limitations of all such equipment.

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

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

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

No fires shall be lit on site without the express permission of the CM/CE.

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

30. Electromagnetic Fields (EMF)

Electromagnetic Fields are produced by currents and voltages and are present whenever a piece of electrical or electronic equipment is used. On power stations, magnetic fields are the main concern, although high voltage conductors can generate strong electric fields if they are exposed.

The Control of Electromagnetic Fields (EMF) at Work Regulations 2016 identify persons that are 'at particular risk' from EMF exposure - those who have active implanted and body-worn medical devices or passive implanted medical devices, and those who are pregnant. RWE Generation sites have EMFs above the Public Exposure Limits, at which "persons at particular risk" could be adversely affected. All these areas are signed (and taped off where possible). The Contractor should inform the CM/CE of personnel who may be 'at particular risk' and provide an individual risk assessment to enable them to work on an RWE site. The CM/CE will show the Contractor the signs used on site and identify areas of EMF above the Public Exposure Limit, so that the Contractor can make the assessment. If no units of the station are running, there will be no risk of EMF exposure other than if certain electrical equipment is in use (e.g. Welding).

Where the Contractor is bringing equipment to RWE sites that emit EMFs above the Public Exposure Limits and which could affect RWE personnel 'at particular risk, they must inform the CM/CE of the use of this equipment and the controls to mitigate the risk.

Further information on RWE's Policy on EMF can be found in MD HS 2.23 EMF.

31. Working in Hot Environments

Where work is carried out in areas with a Wet Bulb Globe Thermometer (WBGT) temperature greater than **> 24°C**, there may be a risk of heat stress depending on the nature of the work (i.e. whether it is light or strenuous) and its duration. The temperature in different areas of the site may be affected by the external ambient temperature, so some areas that are not normally "hot environments" could become so on different days. The CM/CE will inform Contractors of the WBGT temperature at the point of work and review the Contractor's control measures (e.g. work-rest regimes, breaks and work rate, availability of cool areas and drinking water) to mitigate the risk of heat stress for the type of work being undertaken at this temperature.

The Contractor's control measures should be, as a minimum, equivalent to those required by RWE Generation UK at given WBGT temperatures for different types of work (Light, Moderate & Heavy). These are given in the Flow Chart in section 5.3.3 of MD HS 4.8.1 Working in Hot Environments. Contractors are responsible for a self-check of their "fitness on the day" to work in hot environments using the check list that will be issued and posted up in the vicinity of the hot environment and included in the Work Order. (see Appendix A, MD HS 4.8.1 Working in Hot Environments).

32. Chromium (VI)

Yellow deposits containing Chrome (VI) compounds have been found on gas turbine and other high temperature plant components. These deposits are typically found in areas where anti-seize has been applied to fasteners and components or where high temperature components are insulated with Alkaline Earth Silicate Insulation (eg. Superwool 607) or machine made mineral fibre (MMMMF).

Chromium (VI) is a suspected carcinogen and contact with these deposits should be avoided. RWE has put control measures in place to manage the risks associated with these deposits, if your work is in areas where you may come into contact with these deposits you will be briefed by your RWE CM/CE and your risk assessment and method statements should contain appropriate control measures for minimising exposure to these deposits.

33. Legionella

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody, but which principally affects those who are susceptible because of age, illness, immunosuppression, smoking etc. It is caused by the bacterium *Legionella pneumophila* and related bacteria. *Legionella* bacteria can also cause less serious illnesses which are not fatal or permanently debilitating. It is normally contracted by inhaling legionella bacteria, either in tiny droplets of water (aerosols), or in droplet nuclei (the particles left after the water has evaporated) contaminated with legionella, deep into the lungs. The incubation period is between 2-10 days (usually 3-6 days). Not everyone exposed will develop symptoms of the disease and those that do not develop the 'full blown' disease may only present with a mild flu-like infection.

Legionella bacteria are common and can be found naturally in environmental water sources such as rivers, lakes and reservoirs, usually in low numbers. *Legionella* bacteria can survive under a wide variety of environmental conditions and have been found in water at temperatures between 6°C and 60°C. Water temperatures in the range 20°C to 45°C favour growth. The organisms do not multiply below 20°C and will not survive above 60°C.

There are 3 principal systems which are managed for *Legionella* control and where there are specific monitoring and control regimes in place cooling towers, safety showers and the domestic hot and cold water systems. For cooling towers there are also access restrictions and specific PPE requirements.

34. Fatigue Management

RWE recognises the potential dangers from fatigue in the workplace. The onset of fatigue in a team member, or group, may result in potentially serious attention lapses that can lead to impaired judgement, flawed decision making, misunderstandings, misperceptions, mistaken priorities or mistaken actions by those affected. Therefore the Contractor should discuss with the CM/CE the processes they are using to Monitor / Manage working hours, rest periods and fatigue management. It remains foreseeable that fatigue may occur in individuals who have not exceeded any working time regulations and therefore other contributing factors are expected to be considered in the overall strategy.

35. Drugs & Alcohol Policy

The Company is committed to ensuring the health, safety and welfare of its employees. The Company will take all reasonable steps to reduce, if not eliminate, the risk of injuries or incidents occurring due to individuals suffering from the effects of alcohol or drug misuse.

The Company has a zero tolerance approach to the misuse of alcohol and drugs and expressly prohibits the use of any illegal drugs (including psychoactive substances, including those formerly known as "legal highs") or any prescription drugs that have not been prescribed for the user.

Testing for the presence of alcohol and drugs in individuals could be carried out to ensure that due diligence is exercised and to deter and detect individuals working on Company premises who are impaired due to alcohol or drugs.

Appendix A. Implementation Record

H & S Requirements for Contractors Implementation Record

Site/IR/HS/4.5.3

Date:	<DD/MM/YYYY>	Version:	6
Business Unit:	Bus Unit / Site		
Accountable Persons:	ASSET <Asset Lead>	SUBJECT - H&S John Reilly	
Is the document relevant to this Business Unit (BU)?	Yes/No		
Are further local instructions / procedures required?	Yes/No		
Summary of local application, variance, exceptions etc;			
< Requirements applied as described below, or identified otherwise – ensuring non-conformances addressed via Dispensation process or Action Plan – as applicable >			
No.	Compliance Action	Ref	Status
1	Has the Responsible Manager nominated a person or persons to manage the process of ensuring all relevant contract companies receive this document at the appropriate time? Note: Responsible Manager remains responsible for formal accreditation.	3	Yes/No
Responsible: Safety Advisor or nominated persons <please state>			
Description: <Additional details of how your Business Unit complies, including where / how the record is kept >			
2	Is a Contract Manager appointed for each contract, ensuring understanding and compliance with this document from all contract companies?	3	Yes/No
Responsible: Safety Advisor or nominated persons <please state>			
Description: <Additional details of how your Business Unit complies, including where / how the record is kept >			
3	Are CM/CEs formally accredited and nominated by a responsible manager and made aware of the requirement to comply with this document?	2.2	Yes/No
Responsible: Safety Advisor or nominated persons <please state>			
Description: <Additional details of how your Business Unit complies, including where / how the record is kept >			
4	Do CM/CEs regularly monitor contractor performance against this document and is this formally recorded in writing?	3.0	Yes/No
Responsible: Safety Advisor or nominated persons <please state>			
Description: <Additional details of how your Business Unit complies, including where / how the record is kept >			

H & S Requirements for Contractors Implementation Record

Site/IR/HS/4.5.3

5	<p>Are the necessary arrangements and procedures in place, to ensure cooperation and co-ordination with Contractors and third parties and to ensure work scope health & safety plans are documented for the required duties and responsibilities to them are fulfilled?</p>	3.1	Yes/No
<p>Responsible: Safety Advisor or nominated persons <i><please state></i></p> <p>Description: <i><Additional details of how your Business Unit complies, including where / how the record is kept ></i></p>			
6	<p>Do CM/CEs ensure they liaise with the Contractors Representative for Safety and recognise them as having the competence and delegated authority to discharge their duties?</p>	3.10	Yes/No
<p>Responsible: Safety Advisor or nominated persons <i><please state></i></p> <p>Description: <i><Additional details of how your Business Unit complies, including where / how the record is kept ></i></p>			
<p>Do any non-conformance / dispensations need to be raised?</p>			Yes/No
<p>Details / Action Plan: <i><Provide details of any non-conformance / dispensations raised and reference to PAT actions></i></p>			
IR Responsible Person (Asset)		IR Responsible Person (Subject)	
<i><Digital Signature></i>		<i><Digital Signature></i>	
<i><Name> <00/00/2024></i>		Dave Sims <i><00/00/2024></i>	

Appendix B. Version Record

Version.	Issue date	Review due	Changes from previous version
1	June 2013	June 2016	Document is reformatted and standardised version of existing document HS 20.3
2	April 2015	April 2018	Amended for changes to CDM 2015 and other minor changes
3	Jan 2017	April 2018	Reformat and amendments to reflect organisational change
4	June 2019	June 2022	Reviewed to include the requirement for non-lockable switches on angle grinders, Work in Hot Environments, Chromium (VI), Legionella, fatigue management, and EMF regulations 2016.
5	Oct 2020	Oct 2023	Update of the use of arc welding (Hot Working section) due to the update of HSE requirements. Update of RWE requirements on the use of ladders (Scaffolding and Safe Means of Access section). Addition of the prohibitive tooling list.
6	Sept 2024	Sept 2026	Document up date to incorporate additional safety requirements for contractors.

Appendix C. Prohibitive Tooling List

The Following list of tooling has been Prohibited by RWE Generation UK on the grounds of safety and alternative safer tooling should be used, see the following Prohibitive Tooling

Prohibitive tooling list

	Prohibitive Tool	Replace with	RWE Reference Document
1	Handheld electrical grinders that do not have a dead man's safety switch	Handheld grinders with " dead man's" safety switch.	SI 2018.11
2	Wooden shaft sledge hammers with heads above 4 lbs weight	Fibreglass /Nylon shafted hammers	SI 2018. GMOS
3	Acetylene Gas	Propane	CMD HS 2.15.2 Management and Control of Hot Work
4	Safety Harnesses - Screw Lock Karabiners	Automatic Triple action, double locking, - Karabiners	SI 2019.10
5	Stanley Knives and any personal knives that blades lock open	Proprietary retractable safety knives or knives with a rounded ceramic blade.	99. Lessons Learned Hand Injuries while using Knives
6	Ladders or Step Ladders Builders type	Step ladder with top working platform. with Hierarchy of Controls for working at Height - Avoid where possible, working platforms, MEWPs etc	SI 2020.01
7	Jewellery (including watches) in PPE areas	Remove jewellery when in PPE areas. Rings can be taped over if not removed.	SI2020.02
8			

List (from MDHS 2.07 Provision and Use of Work Equipment):

PROHIBITIVE TOOL LIST

Do you Know Them?



NO Grinder slider switch power buttons



NO wooden shaft sledge hammers above 4lbs



NO Acetylene gas unless authorised



ONLY triple action, double locking karabiners



NO fixed blade knives



NO working from Ladders/Stepladders

MISSION
ZERO

Thanks for being our Mission Zero Hero!
#missionzero

RWE

Appendix D. General Safety Requirements

- Ensure your teams are aware and comply with RWE mission Zero life saving rules and safety behaviours.
- Ensure a Last minute risk assessment (LMRA) is carried out before commencing work activities.
- Comply with instructions, site rules and site safety signs
- Report anything that seems unsafe
- Wear appropriate Personal Protective Equipment
- Keep your work area tidy and clean up when finished
- Use the correct tools and use them safely
- Report accidents, near misses and hazard observations
- Think of the safety of others as well as your own
- Do not take chances. IF IN DOUBT - ASK
- Do not engage in horseplay
- Do not interfere with plant or apparatus
- Do not bring any hazardous substance or material on to site without permission
- Do not remove flooring or gratings without permission
- Do not ride on vehicles that are not designed to carry passengers
- Do not park vehicles in unauthorised areas

CONTRACTOR'S COPY

RWE Generation (UK)

H&S REQUIREMENTS FOR CONTRACTORS
ON RWE GENERATION (UK) SITES & PREMISES

RECEIPT

Contract Number and Description:

.....

Location:

.....

The Responsible Manager for the Contract is:

.....

Telephone No:.....

The CM/CE for the Contract is:

.....

Telephone No:.....

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

.....

In Emergency (Fire, First Aid), ring:

.....

GENERATION (UK) COPY

(To be detached and retained by the Responsible Manager)

RWE Generation (UK)

H&S REQUIREMENTS FOR CONTRACTORS
ON GENERATION (UK) SITES & PREMISES

RECEIPT

I acknowledge receipt of the above Health and Safety Document for
RWE Generation (UK) Contracts

Contract Number and Description:

.....

Location:.....

Signed:.....

Contracting Company:

.....

Date:.....