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## ARRANGEMENT FOR THE ESTABLISHMENT AND MAINTENANCE OF GENERAL SAFETY

### FOREWORD

The Safety Rules, General provision GP1 - General Safety, requires that arrangements are made to establish General Safety at and in the vicinity of the work place and that these conditions are maintained during the course of work or testing.

### 1 SCOPE

This Procedure indicates how the responsibility for **General Safety** shall be achieved.

### 2 DEFINITIONS

Terms printed in bold type are as defined in the ScottishPower Safety Rules (Electrical and Mechanical) 4<sup>th</sup> Edition.

Terms printed in italics are as defined in the Definitions Section of these Procedures.

### 3 GENERAL SAFETY

3.1 The manner in which the responsibility for **General Safety** is to be discharged and the pattern of management delegation and control is detailed for Power Systems Business H.Q. and each Region in their Health and Safety at Work etc. Act 1974 - Organisation and Arrangements document. These arrangements include responsibility for the establishment and maintenance of safe access and safe places of work.

3.2 **General Safety** will normally be achieved by the Supervisor, (who may be the **Person** in charge of the work or testing) by:

- (a) ensuring that all activities are carried out in accordance with appropriate instructions and guidance regarding **General Safety** at and in the vicinity of the work place and
- (b) ensuring that staff under his control are properly trained to carry out the tasks allocated to them. Where specific instructions are required with regard to **General Safety** the Supervisor shall ensure those specific instructions are issued to enable **General Safety** to be established, e.g. where work is to be carried out in normally inaccessible areas or where specific temporary access has to be provided.

3.3 The **Person** in charge of the work or testing shall maintain conditions which ensure **General Safety**. **Persons** in charge of work will in general, by virtue of their competence, training and experience, be able to discharge their responsibilities for maintaining **General Safety** during the course of the work. Management shall, however, provide **Persons** in charge of work with adequate information and guidance on how to deal with any particular work process. Where information and guidance is complex or unfamiliar the instructions specific to a work activity or environment may need to be given in writing.

3.4 All tools and equipment shall be properly used and maintained and where appropriate, proper use shall be made of *Personal Protective Equipment*.

3.5 All persons should be aware of the importance of good housekeeping and the contribution it makes in achieving and maintaining safe working conditions. In this respect, the Supervisor and the **Person** in charge of the work or testing shall give attention to good housekeeping and ensure that persons under their control carry out their responsibilities.