

1 SCOPE

This procedure details the Safety Rules and support documents that shall be complied with in order to achieve **Safety from the System** and details the committees and groups responsible for reviewing and approving the Safety Rules and documents and the persons responsible for formal authorising and signing. This document incorporates the requirements previously contained in OPSAF-04-032 and OPSAF-04-033 which are now withdrawn.


2 ISSUE RECORD

This is a **Reference** document. The current version is held on the EN Document Library.

It is your responsibility to ensure you work to the current version.

| Issue Date | Issue No | Author | Amendment Details |
|------------|----------|------------------------------|--|
| Dec 2010 | 4 | Phil Currie | General update following changes in the business. Reference to "PowerSystems" removed. PSMSP changed to MSP, PSLWM changed to LWM. Group memberships changed to reflect business structure. Reference to radiological rules removed. |
| May 2013 | 5 | Gordon Crawford | Amendment to the '8.1 Remit' of the SDAG to include a requirement to carry out a status review of the PSSI's |
| April 2020 | 6 | Gary Evans Alison Darling | Document fully re-formatted to reflect revised ScottishPower Safety Rule governance, introduction of the SPEN Safety Rule committee, document issue dates and general business changes. |

3 ISSUE AUTHORITY

| Author | Owner | Issue Authority |
|--|--|---|
| Name Gary Evans Title Operational Assurance Manager | Name Gary Evans Title Operational Assurance Manager | Name Frank Monaghan Title Health & Safety Director  <u>07/04/2020</u> |

4 REVIEW

This is a **Reference** document which has a 5 year retention period after which a reminder will be issued to review and extend retention or archive.

5 DISTRIBUTION

This document is part of the Management Safety Procedures maintained by Document Control but does not have a maintained distribution list.

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| 6 | CONTENTS | |
| 1 | SCOPE | 1 |
| 2 | ISSUE RECORD | 1 |
| 3 | ISSUE AUTHORITY | 1 |
| 4 | REVIEW | 1 |
| 5 | DISTRIBUTION | 1 |
| 6 | CONTENTS | 3 |
| 7 | DEFINITIONS | 4 |
| 8 | STATUTORY REQUIREMENTS | 4 |
| 9 | GENERAL ACCESS | 4 |
| 10 | METHODOLOGY | 4 |
| 11 | STRUCTURE OF THE SAFETY RULES AND SUPPORT DOCUMENTS | 4 |
| 11.1 | ScottishPower Safety Rules (Electrical & Mechanical) 4 th Edition | 4 |
| 11.2 | Company Safety Instructions | 4 |
| 11.3 | Specialised Procedures | 4 |
| 11.4 | Treatment for Electric Shock..... | 5 |
| 11.5 | Power System Safety Instructions | 5 |
| 11.6 | Management Safety Procedures..... | 5 |
| 11.7 | Live Working Procedures | 5 |
| 11.8 | Operational Safety (OPSAF) Documents | 5 |
| 11.9 | Network Management/Operational Control Centre - Operational Instructions | 5 |
| 12 | SP ENERGY NETWORKS (SPEN) SAFETY RULES COMMITTEE | 6 |
| 12.1 | Remit | 6 |
| 12.2 | Group Membership | 6 |
| 13 | SAFETY DOCUMENTS APPROVAL GROUP (SDAG) | 6 |
| 13.1 | Remit..... | 7 |
| 13.2 | Group Membership | 7 |
| 14 | SAFETY RULES LEARNING GROUP | 7 |
| 15 | APPROVAL OF SAFETY RULES AND SUPPORT DOCUMENTS | 8 |
| 15.1 | Issue Authority..... | 8 |
| 15.2 | Document Issue Date..... | 8 |
| 16 | STRUCTURE OF SAFETY RULES AND SUPPORTING DOCUMENTATION | 10 |

7 DEFINITIONS

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

8 STATUTORY REQUIREMENTS

In addition to the Safety Rules, safety instructions and procedures detailed below, ScottishPower has a duty to comply with the provisions of the Health and Safety at Work etc. Act 1974 and with various Regulations affecting safety which include the following for electrical safety:

- (i) Electricity, Safety, Quality and Continuity Regulations, 2002
- (ii) Electricity at Work Regulations 1989

9 GENERAL ACCESS

All **Persons** implementing the requirements of the Safety Rules and support documents - either preparing for, executing or restoring after work or testing - shall have access, on site, to the current version of the Safety Rules and support documents. This may be electronic via phone, laptop etc. or hard copy. Where a hard copy or off-line electronic copy is used – either as the only available access or a back-up in the event of no internet access - the **Authorised Person** is responsible for ensuring that version is the current published version.

10 METHODOLOGY

The methodology to be applied regarding the safe management of electrical and mechanical work is set out in the ScottishPower Group Health & Safety 'Management and Governance of Safety Rules Procedure' ([UKHS-GSP-SMS3031](#)). This includes the overall governance of electrical and mechanical work, procedures to be followed and/or the minimum requirements each Business is expected to adhere to, implement and monitor.

11 STRUCTURE OF THE SAFETY RULES AND SUPPORT DOCUMENTS

The structure, relationship, interdependency and hierarchy of the Safety Rules and supporting documentation are shown diagrammatically in Section 16.

11.1 ScottishPower Safety Rules (Electrical & Mechanical) 4th Edition

The Safety Rules, if correctly applied, will ensure that all **Persons** working on **Plant** and **Apparatus** to which these rules apply, are safeguarded from hazards arising from the electrical and mechanical **System**. The statements setting out the Policy, Philosophy and Principles (contained within the Safety Rules before the General Provisions section) form the basis for the Safety Rules and should be referred to if clarification of a Safety Rule is required. The Safety Rules can be strengthened by support documents but not weakened.

11.2 Company Safety Instructions

The Company Safety Instructions (CSIs) included in the Safety Rules cover certain safety precautions in greater depth than the Basic Safety Rules, particularly the earthing of **HV Apparatus**. CSIs are mandatory and can be strengthened by support documents but not weakened.

11.3 Specialised Procedures

Specialised Procedures detail the safety precautions to be taken for work on or near **Live HV Apparatus** and can be strengthened by support documents but not weakened.

11.4 Treatment for Electric Shock

A section on resuscitation techniques is provided to give guidance in the event of a person receiving an electric shock.

11.5 Power System Safety Instructions

Power System Safety Instructions (PSSIs) are based on the Safety Rules and set down the **Approved** methods of achieving the objectives of the Safety Rules and Company Safety Instructions. The PSSIs are mandatory for all **Persons** authorised to work or test on the ScottishPower **System**. They provide guidance on the application of the Safety Rules related to specific operational procedures and items of **Plant** and **Apparatus**. The PSSIs can be strengthened by support documents but not weakened.

11.6 Management Safety Procedures

Management Safety Procedures (MSPs) give further guidance and instruction on the requirements of the Safety Rules and Power System Safety Instructions to ensure that they are applied in a consistent manner. **Persons** authorised to work or test on or adjacent to the **System** shall be instructed in accordance with these procedures.

11.7 Live Working Procedures

The Live Working Procedures are grouped as a virtual Live Working Manual (LWM). These procedures provide instructions on **Live** work or testing **Approved** within Energy Networks. The procedures are concerned with all **Apparatus** on which **Live** working is permitted, irrespective of voltage. Also contained in the LWM are guidelines on **HV** and **LV Switching** operations up to 33kV and testing (other than that carried out under a **Sanction for Test**).

11.8 Operational Safety (OPSAF) Documents

Documents relating to operational safety and the application of the Safety Rules and supporting documents have an OPSAF reference. Most of these documents are PSSIs, MSPs or LWM procedures.

11.9 Network Management/Operational Control Centre - Operational Instructions

NMC/OCC operational instructions are internal control room instructions which contain support procedures and information regarding the day-to-day administration / management of the control room for the operation of the distribution **System**.

12 SP ENERGY NETWORKS (SPEN) SAFETY RULES COMMITTEE

The role of the SPEN Safety Rules Committee is to ensure that the Safety Rules, Power System Safety Instructions, Management Safety Procedures, and Live Working Manual are current and being applied in a consistent and effective manner across the business. Through regular audit and inspection, the committee should ascertain that the application of the Safety Rules is effective and any deviations are investigated and actions put in place to prevent a recurrence.

In addition, the content of safety rule training courses will be reviewed to ensure that business needs are met, training methods reviewed and course content keeps pace with operational document updates.

The SPEN Safety Rules Committee will meet on a quarterly basis.

12.1 Remit

The remit of the Safety Rules Committee will be to:

- Review Operational Incidents and Panels of Inquiry – root cause, lessons learned and actions
Audit / inspection key findings and performance against audit plan
Operational course content and relevance
Safety Rule and support documents and confirm whether current and correct for continued use
Operational document update priorities

- Discuss New technology and relevance to Safety Rules procedures
Current operational practices and issues raised by business areas and at courses
Interviews – feedback on performance and key findings
Best practice – observations and benchmarking, including HSE and ENA guidance

- Submit Updated documents to the Safety Documents Approval Group

12.2 Group Membership

The Operational Assurance Manager will chair the SPEN Safety Rules Committee. The committee will comprise the following members:

| | |
|---------------------------|---------------------------------|
| SP Distribution | One Nominee |
| SP Transmission | One Nominee |
| SP Manweb | One Nominee |
| Engineering Standards | One Nominee |
| Control Rooms (NMC & OCC) | One Nominee |
| Operational Assurance | One Nominee + Chair + Secretary |
| Safety Representative | One Nominee |
| Learning and Development | One Nominee |
| Authorisation Compliance | One Nominee |

13 SAFETY DOCUMENTS APPROVAL GROUP (SDAG)

The role of the SDAG is to approve OPSAF documents or procedures that have been produced or revised, in advance of them being submitted for signature by the person holding issue authority. All new or revised OPSAF documents or procedures relating to the application of the Safety Rules will be circulated in advance of meetings to the members of the SDAG to allow group members time to read and consider proposed documents or changes.

13.1 Remit

The remit of the Safety Documents Approval Group is to:

| | |
|---------|--|
| Receive | new information or guidance documents from HSE, ENA, other DNOs and other ScottishPower businesses etc relevant to operational safety items from the 'Safety Rules Learning Group' |
| Discuss | contents of new or revised documents based on business needs |
| Approve | documents prior to signature by issue authority |
| Agree | business training / briefing requirements and document effective dates for new or revised documents ('change impact assessment') |
| Submit | items to the 'Safety Rules Learning Group' |

13.2 Group Membership

The Operational Assurance Manager will chair the SDAG. The Group will comprise the following members:

| | | |
|---------------------------|---|-------------------------|
| SP Distribution | * | One Nominee |
| SP Transmission | * | One Nominee |
| SP Manweb | * | One Nominee |
| Engineering Standards | * | One Nominee + Secretary |
| Control Rooms (NMC & OCC) | * | One Nominee |
| Operational Assurance | | One Nominee + Chair |
| Safety Representative | | One Nominee |
| Learning and Development | | One Nominee |
| Authorisation Compliance | | One Nominee |

It is not appropriate to define a quorum for an SDAG meeting, since some documents may only have a limited target user base and input from all SDAG membership business areas may not be required for each document. An individual document may only be approved by an SDAG meeting if input to the review process has been received from the affected business unit(s) identified * in the table above. Input to document review need not require physical attendance at an SDAG meeting, providing comments are received in advance of meetings (including confirmation of 'nil comments').

Whilst most documents will be approved at formal SDAG meetings, if there is a need for post-meeting amendments, or it is appropriate for a document to be approved in the inter-meeting period, documents may be circulated by email using 'voting buttons' for approval. The same input requirements exist for business units marked * in the table above.

14 SAFETY RULES LEARNING GROUP

The Safety Rules Learning Group is a group wide Health and Safety team involving appointed members of the SPEN Safety Rules Committee to ensure that learning solutions concerned with the application of the Safety Rules and the achievement of operational safety continue to be fit for purpose and consistency is achieved in the solutions developed. The group shall ensure that the content of Safety Rules learning solutions are continually reviewed to ensure that the needs of each business are met, and the solutions delivered are compliant with evolving operational practices adopted within the relevant business area.

15 APPROVAL OF SAFETY RULES AND SUPPORT DOCUMENTS

| Document | Approved By | Authorised By |
|--|--|--|
| ScottishPower Safety Rules | Group Health & Safety Executive Committee | Group Health & Safety Director |
| Power System Safety Instructions (PSSIs) | Safety Documents Approval Group | Director, Processes & Technology Energy Networks |
| Management Safety Procedures (MSPs) | Safety Documents Approval Group | Health & Safety Director, Energy Networks (with the exception of MSPs produced in accordance with OPSAF-11-015 (MSP 2.4). Refer to that document for guidance.) |
| Live Working Manual (LWM) | Safety Documents Approval Group | Health & Safety Director, Energy Networks |
| OPSAF documents not covered above | Safety Documents Approval Group | Health & Safety Director, Energy Networks |
| NMC/OCC Operational Procedures | Control Room Managers, Scotland & England and Wales, Energy Networks | Customer Service Director, Energy Networks |
| Treatment for Electric Shock | SPEN Safety Rules Committee | Head of Occupational Health |

15.1 Issue Authority

The respective directors listed as document 'Authorisers' and identified in the table above will formally sign off all Energy Networks documents as suitable for issue after they have been approved by the Safety Documents Approval Group.

15.2 Document Issue Date

After changes are agreed to a Safety Rule or support document, document issue dates are necessary to allow for the development of training materials, adequate notification and training or briefing of internal and external staff. The issue date may be different to the date the document is approved. The time required to ensure training or briefing is conducted should be agreed by means of the SDAG's change impact assessment, this forming a key part of the document approval process. The number of people to be briefed or trained and the most appropriate way of achieving this will form part of that impact assessment. The impact upon other stakeholders shall also form a part of the impact assessment.

Subsequent to SDAG approval a document shall be presented for signature by the director holding Issue Authority on the next standardised twice-yearly commencement date.

The normal document issue dates are the first working days of April and October each year.

If a change is urgent, for instance as the result of the findings of an incident investigation where there is considered to be an immediate risk to the safety of personnel, then a change can be implemented as immediately effective. More normally, in the period between any Safety Rule or support document receiving SDAG approval and the next formal document issue date, the version published on the EN document library shall remain current and wholly effective.

The issue of documents in accordance with OPSAF-11-015 (MSP 2.4) where the Safety Rules cannot or should not be applied may also create a requirement for a document to be issued immediately rather than delay until the next formal document issue date.

16 STRUCTURE OF SAFETY RULES AND SUPPORTING DOCUMENTATION

