

Subject

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Foreword

These Substation Regulations belong to the order with order number IF-NET ..-... and contain rules of conduct that apply to anyone present at the substation.

These regulations are not assumed to be complete. They will be discussed regularly during the course of the activities (for example at progress meetings) and modified and/or supplemented where necessary.

1. Project details

1.1 Description of activities

As the administrator of the national transmission grid, TenneT B.V. is responsible for providing transmission services.

In response to

Address:

TenneT B.V.

220/380 kV substation

.....

.....

1.2 Coordination of occupational health and safety and environmental care

During the course of this project, the coordination of occupational health and safety and environmental care will be handled by:

1.2.1 Responsible parties during implementation phase

Company name: TenneT B.V.

Address: Utrechtseweg 310

Town: 6812 AR Arnhem (The Netherlands)

Time frame: ...-... to ...-...-....

Name of person responsible for the installation:

Name of person responsible for the activities:

Annex 13.1 contains a list of addresses and telephone numbers.

2. Purpose

As a supplement to the order with order number, these Substation Regulations contain rules of conduct and procedures which must be observed by everyone present at the substation.

Every employer has the responsibility to ensure that its employees and all other persons performing work on its behalf conduct their activities with due regard for the Substation Regulations and the relevant safety instructions.

The employer must therefore instruct its staff and any subcontractors in accordance with the provisions of Chapter 4 of these Substation Regulations.

Provision of the Substation Regulations

The person responsible for the activities (during the implementation phase) must provide the Substation Regulations to the (sub)contractors before the start of their activities at the substation.

Anyone receiving these regulations must confirm that he/she will comply with the provisions of these Substation Regulations belonging to the order with order number (see form 13.6).

3. General

The access to safety facilities or escape routes may never be obstructed by or as a result of any work being performed.

The person responsible for the activities must be in possession of the relevant safety sheets (so-called 'AI' sheets containing information on occupational health and safety) and safety instruction cards and provide copies upon request.

Warnings, prohibitions and other notices as well as road blocks and diversions placed by or on behalf of the person responsible for the activities may only be removed or relocated after obtaining prior permission from the person responsible for the activities.

The following working hours apply at the substation: 7 a.m. to 6 p.m.

Deviation from these working hours is subject to approval by the person responsible for the activities.

3.1 Rules of conduct for substations (see also IF-NET 01-777B)

The following rules of conduct apply to TenneT's 220/380 kV substations. Anyone planning to work at or visit TenneT's 220/380 kV substations must confirm in writing that they will adhere to these rules.

- All those present must be at least 18 years old.
- All instructions given by the authorised specialist (person responsible for the installation) or his deputy must be followed without delay.
- No-one may enter the work area unless permission has been granted by or on behalf of the person responsible for the installation. The term 'work area' here refers to the section of the enclosed electrical operational area that is cordoned off by means of a red-and-white chain. The work area may only be entered and left, respectively, via the signposted entry and exit.
- The access route to the work area is indicated by the person responsible for the installation or his deputy. Entering the work area via a different route than the one indicated is not permitted.
- Stepping over the chain or going underneath is also not permitted.
- Only the area immediately above the cordoned-off work area is available for work, unless a height restriction applies or the area has been placed under constant supervision by the person responsible for the installation.
- Chains, bars, tape and height restrictions that control or mark work areas may not be removed or relocated.
- Outside the work area no work may be performed and no transport or traffic is allowed without first informing the person responsible for the installation or his deputy. This also applies to the moving of hydraulic arms, cranes, ladders, etcetera, within or outside the marked area.
- Going beyond partitions, tape and (red-and-white) chains, or sticking objects through them, is not allowed.

- All metal parts, such as scaffolds, cranes, hydraulic arms, etcetera, must be properly earthed. Mobile equipment must be fitted with tow chains.
- Test switching with power cut-out switches, isolating switches and earthing disconnectors is considered a control activity and may only be carried out by order of the person responsible for the installation or his deputy.
- Wearing a helmet is compulsory at the substation. Wearing ear protection is compulsory in areas designated with special stickers.
- Anyone wishing to enter the work area must take note of the rules of conduct listed above and adhere to them. Failure to adhere to the rules of conduct will result in denial of entry.

4. Provision of information

The contractor shall inform his staff and any subcontractors in advance of the rules with respect to safety, health and the environment that apply to the activities to be performed. He will see to it that the subcontractors inform their employees of these rules as well.

Attendance lists are kept of information and instruction meetings. The frequency of the meetings is recorded as well.

The information programme comprises:

- an introduction to the work to be performed;
- instruction meetings for the various project components;
- 'toolbox meetings' (instruction to the staff by the person responsible for the activities);
- TenneT brochure with rules for construction sites.

Useful documentation for the information programme may include:

- the order with order number and these Substation Regulations;
- 'AI' sheets and information sheets;
- Aboma publications and checklists;
- Material Safety Data Sheets for hazardous substances;
- agreements and measures applicable to the work;
- specific instructions and division of authorities.

Introduction

The employer informs all persons working for him of the following matters:

- the order with order number ;
- basic principles of occupational health and safety and environmental policy;
- these Substation Regulations;
- the locations of the fire extinguishers;
- important telephone numbers (112 for fire and accidents); see Annex 3;
- the procedure for reporting an accident;
- regulations with regard to:
 - a) first aid;
 - b) evacuation;
- reporting of unsafe or unhealthy situations;
- working hours and rest periods.

Instruction meetings for the various project components must cover the following topics:

- working methods;
- use of materials;

Measures with regard to:

- occupational safety;
- occupational health;
- environmental care;
- third parties.

5. Work permits

With regard to work permits, we can distinguish between two situations:

1. If work is to take place and the contractor supplies the person responsible for the activities, this person must also draw up the work plan/work order and send it to TenneT no later than four weeks prior to the start of the activities.
2. If TenneT itself supplies the person responsible for the activities, a copy will be provided to the contractor prior to the start of the activities.

The work plan/work order must be drawn up based on a standard document. This document (reference: IF-NET 01-1338) will be made available to the contractor.

6. Accidents, dangerous situations and fire

Fire, accidents, near-accidents and dangerous situations affecting individuals or the environment must be reported to the person with primary responsibility on behalf of the contractor. This person will forward the information to the emergency services and the person responsible for the activities.

Accidents must be reported using the Accidents Form (Annex 13.3). Dangerous situations and incidents must be reported using the Dangerous Situations and Incidents Form (Annex 13.4). In addition, the employer of the affected person(s) must report the aforementioned serious events to the Labour Inspectorate in accordance with the Working Conditions Act (Article 9).

6.1 First aid

All those present must follow the instructions of the first-aid officer.

6.1.1 First-aid facilities

A first-aid area has been set up within the high-voltage substation.

The qualified first-aid officers for this project are:

Name:

Position:

Company:

Present from 7 a.m. to 6 p.m.

A first-aid kit (category A) is present at the substation.

A stretcher with hoisting equipment is located at

6.2 Fire

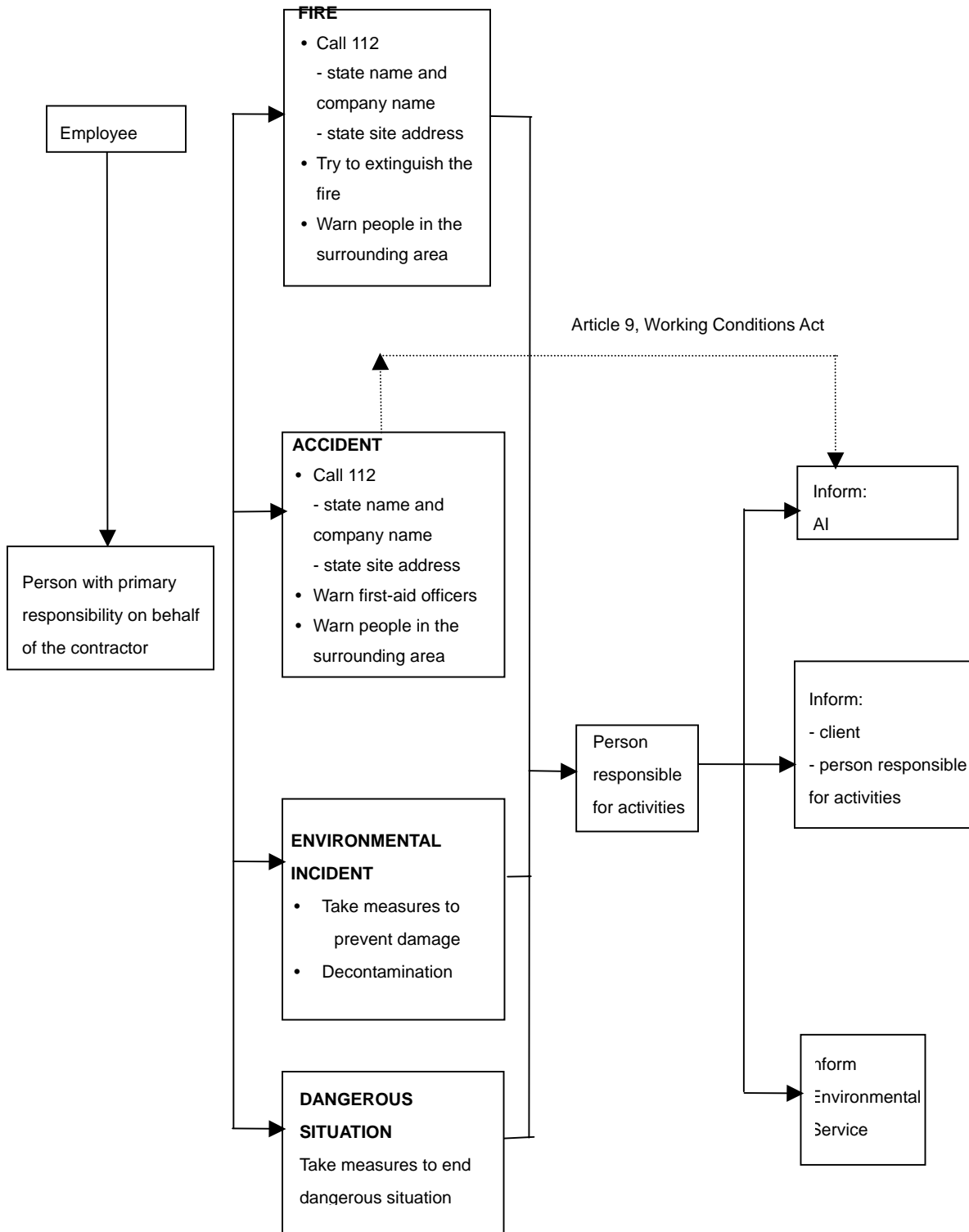
As soon as the fire brigade arrives at the substation, everyone present must follow the instructions of the firemen.

6.2.1 Extinguishing agents

Extinguishing agents are present at the TenneT substation.

If required by the nature of the work to be carried out (e.g. welding or grinding activities), extinguishing agents must be available on site while the relevant activities are being performed.

In the event of CALAMITIES, the following procedure applies:



6.3 Environmental incidents

If an environmental incident occurs while work is being performed, action must be taken immediately to minimise the consequences of the incident. In addition, form 13.5 must be completed and sent to TenneT as soon as possible.

The incident must also be reported to the relevant bodies.

7. Damage

If damage is caused while work is being performed, form 13.6 must be completed and sent to TenneT via the person responsible for the activities.

Furthermore, the manager concerned must be contacted as soon as possible, as well as the Land Management officer. The relevant names and phone numbers can be found in the overview below.

Region	Name	Mobile number	E-mail address
North	F.W. Kwakman	06 12 96 74 73	f.kwakman@tennet.org
	A. Hospers	06 22 80 68 73	a.hospers@tennet.org
South	H. ten Haken	06 22 79 50 05	h.t.haken@tennet.org
	J.F.W. Scheefhals	06 20 43 35 49	h.scheefhals@tennet.org
Land Management	C. de Jong	06 22 52 91 29	c.d.jong@tennet.org
Operational Affairs			
Head of IF-NET	H.J.M. van Asten	06 51 69 49 26	h.v.asten@tennet.org

The person responsible for the activities must report the damage to the police when asked to do so by the manager. In that event, a copy of the police report must be sent to the Land Management officer.

8. Order and tidiness at the substation

All suppliers must work in an orderly fashion and keep the substation tidy at all times. Special attention must be paid to keeping the landings, elevated walkways, pathways and roads clear. Any item that may result in people slipping or tripping must be removed immediately.

All employers must store their materials, equipment and tools in such a way that these items do not hamper the performance of their activities or those of others.

Dropping objects from a height is not permitted, unless through shielded, properly secured chutes.

9. Environment and waste

9.1 Disposal of materials/construction waste

Waste and residual substances must be removed to the central collection point as soon as possible (the person responsible for the activities will issue the relevant instructions.)

Superfluous materials must be removed as soon as possible, but at least once a day, to the designated, centrally located containers or waste collection point.

9.2 Facilities (if applicable)

Waste must be separated according to type and disposed of in the designated containers.

If required by the quantities of waste and the nature of the work at hand, suppliers must themselves ensure that sufficient containers are available and that the waste is properly disposed of:

- paper/cardboard container paper
- wood container wood (free of nails)
- hazardous waste container hazardous waste
- wheelie bins household waste

The contractors themselves must remove any hazardous waste from the substation on a daily basis.

10. TenneT B.V. depots

10.1 Hazardous substances

Suppliers must report any use of chemicals and hazardous substances beforehand to the person responsible for the activities. The suppliers themselves are responsible for ensuring that the storage, labelling and product information are in accordance with the legal standards and regulations.

Suppliers must consult with the person responsible for the activities about the depot locations.

10.2 Gas cylinders/pressurised containers

Gas cylinders/pressurised containers must be stored at a location designated by the coordinator for occupational health and safety and the environment, in accordance with the relevant statutory regulations.

At the end of each working day, any gas cylinders/pressurised containers that are in use (e.g. for welding purposes) must be stored at a location designated by the person responsible for the activities.

Other materials, too, may only be stored at locations designated by the person responsible for the activities.

10.2.1 Utility facilities

- The main distribution box must be accessible quickly and easily in order to turn off the substation's power supply.
- Feeder cables must be buried deep enough under ground or suspended as high as possible.
- Cables and plugs must be earthed and free of damage. They must meet the relevant criteria.
- Cables may not run through water or across sharp edges, nor may they lie on roads unprotected.
- Items like constructions lights must be free of damage and must have working lamps.
- Installations must be doubly insulated, drip-proof and/or watertight.
- All cables which are not covered or not buried under ground **MUST** be dead at night and during the weekend.

10.2.2 Fencing off dangerous zones

Dangerous zones, pits, cut-aways, manholes, etcetera, must be fenced off using reliable materials.

11. Access

11.1 Traffic

Unless instructions are given to the contrary, road traffic law applies everywhere at the substation. Insofar as the situation allows it, the **maximum** speed at the substation is **15 kilometres per hour**. Traffic at the substation must use the specially constructed roads and available access gates. Parking on the roads is not allowed. The roads may not be used for storage.

If it is necessary to go beyond the roads, the employers themselves must ensure that there is a proper solid surface, for example by providing steel planking.

11.2 Access

All employers must inform their staff and other persons working for them of the following rules:

- Every day, all employees of the supplier or subcontractor must sign in upon arrival and sign out upon departure with the person responsible for the activities. An attendance list will be provided at the substation for this purpose.
- All persons present at the substation must be able to prove their identity upon request.
- Visitors must sign in and sign out with the person responsible for the activities.
- Crane operators must obtain permission from the coordinator for occupational health and safety and the environment before being allowed access to the substation. Permission will only be granted if all the documents legally required for cranes of the relevant type can be presented.

At the substation, vehicles may only be parked in designated parking spaces.

12. Personal protective equipment

All employers are obliged to provide the necessary personal protective equipment.

Wearing a safety helmet, safety shoes (with steel toes and soles) and proper work clothes is compulsory at the substation.

We strongly advise against wearing rings, loose ties, untied long hair, bracelets and necklaces at the substation; if a particular situation or the general working conditions may become dangerous as a result, one or more of the above-mentioned items may be banned.

12.1 Working at heights; fall protection

When working at heights, sufficient precautions must be taken to prevent falls (e.g. safety net, harness with lifeline).

Anyone who goes beyond the banisters of loading platforms or scaffolds higher than 2.50 metres or who enters work areas above that height must make use of a fall protection system. Scaffold constructors must always use fall protection.

All facilities for working at heights must meet the relevant statutory obligations and standards.

12.2 Lifting heavy loads

All employers must provide their employees with mechanical aids to ensure that the lifting of loads by a single person is limited wherever possible (to no more than 25 kg per person).

12.3 Other protective equipment

In areas where, in addition to safety helmets and safety shoes, wearing other personal protective equipment is compulsory, this must be indicated to employees and third parties by means of notices. Use of the equipment indicated is compulsory.

All staff of the employers are obliged to wear the designated protective equipment during the following activities:

12.3.1 All activities where the noise level exceeds 80 dB(A)

- Ear protection by means of ear muffs/plugs

12.3.2 Grinding/cutting/drilling

- Protective goggles

12.3.3 Welding

- Welding goggles
- Respiratory equipment, depending on the welding technique

12.3.4 Activities during which harmful fumes or particles are released

- Respiratory equipment

12.3.5 Working in enclosed areas

- Before the activities are started, a work permit must have been obtained and the instructions on it must be followed.
- Respiratory equipment and a harness with a lifeline must be available; contact must be made with the porter and a connection must be established with the site hut.

12.3.6 Working with hazardous substances

- Protective equipment in accordance with the applicable guidelines

12.3.7 Alcohol, drugs and medication

- Carrying or consuming alcoholic beverages and/or drugs on TenneT's premises is not allowed.
- The same applies to any medication that affects the user to such an extent that he cannot carry out his work safely or may cause danger for others.
- Any person who is under the influence of alcohol and/or drugs must and will be removed from TenneT's premises without delay.

12.3.8 Confidentiality

- Taking photos of the company premises or shooting them on film is not allowed without prior permission from TenneT.

12.3.9 Security

- TenneT is not responsible for safeguarding the property of the contractor.

13. Compliance

Anyone who continues to breach the instructions and/or regulations will be denied access to the substation.