



Solomon Islands Electricity Authority

# Contractor Site Safety Rules



# CONTRACTOR SITE SAFETY RULES

The contractor is required to read these rules and keep a copy for reference.

## 1. Safe Tools and Equipment

Only safe tools and equipment are to be brought onto or used on SIEA premises. It is the responsibility of the contractor to implement regular inspections to ensure all tools and equipment are maintained in a safe and operable condition.

Any tools or equipment which become unsafe are to be immediately tagged out of use and repaired immediately or removed from the premises as soon as possible.

## 2. Qualified and Experienced Personnel

It is the responsibility of the contractor manager to ensure only appropriately qualified, licensed and experienced personnel are used on SIEA premises. For example, only licensed electrical workers are to carry out work on any electrical item, other than minor, user approved (as per operator's manual) equipment maintenance. Work conducted by any apprentices or assistants must be closely supervised, inspected and approved by the contractor supervisor.

## 3. Safe Work Practices

The contractor supervisor is to ensure all personnel follow safe work practices for all work conducted on SIEA premises or on behalf of the SIEA.

Any medium to high risk, non-routine tasks are to have a job safety assessment (JSA) completed prior to conducting the work and relevant personnel instructed in the necessary safe work practices and any special precautions. Similarly any medium to high risk, routine tasks are to have a safe work method statement (SWMS) available prior to conducting the work and relevant personnel instructed in the necessary safe work practices and any special precautions.

The following Personal Protective Equipment (PPE) must be worn on site at all times:

- Full body cover
- Safety footwear

Where risk assessment identifies the need for additional PPE, then PPE must be made available and must be used.

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All work areas are to be kept clean and tidy and free of slipping and tripping, mechanical and electrical hazards at all times. Where ever possible, work areas are to be cordoned off from the public and other personnel with barriers like bollards, cones, tapes, netting etc.

Sufficient signs should be erected or placed so that adequate warning is afforded around the worksite.

### 4. Supervision of Safe Work

It is the responsibility of the contractor to ensure appropriate level and frequency of supervision of all work on SIEA premises to ensure safe operations. This applies to the contractor, contractor's employees and sub-contractors. High risk tasks (such as; work involving fall risks (2m or more), crane use, working in confined spaces, hot works, work on electrical systems) are to be closely supervised.

### 5. Incident or Injury Reporting

Any work injuries or incidents that occur on site are to be verbally reported to the SIEA's Contract Manager immediately and not later than 1 hour of the incident occurring. The SIEA incident investigation form will be provided upon notice of incident where the contractor does not have an incident report form and must be completed and handed in to the SIEA Contract Manager within 24 hours. If a full investigation is to be carried out, a full written report shall be provided within 5 working days. All incidents reports are to be given in writing to SIEA.

### 6. Hazard Reporting

Any identified hazards, that cannot be immediately resolved, must be reported to the SIEA's Contract Manager as soon as possible. If the task or area is unsafe, cease work until the safety issue is resolved.

### 7. If Unsure about the Task or its Safety

If you or any contract personnel are unsure about any aspect of the task or unable to comply with safety standards (e.g. SIEA safety rules or legal compliance), cease work immediately and make the equipment or area safe and contact the SIEA's Contract Manager.

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### 8. Permit to Work

The SIEA requires a Permit to Work for any designated high risk activities.

**YOU MUST OBTAIN A PERMIT FROM THE SIEA'S CONTRACT MANAGER TO CONDUCT ANY OF THE TASKS BELOW:**

- **General Permit** covering works to be done by the Contractor other than those specified below that require a special permit
- **Hot work** e.g. welding, grinding, soldering (other than in a designated welding bay)
- Permit to Work on HV **electrical system**
- Entry to any designated **confined space**

### 9. First Aid Services

Contractors are to provide their own first aid services including appropriate and properly maintained first aid kits and appropriate numbers of current qualified first aiders when on site. Contractors may utilise SIEA first aid facilities in emergencies.

### 10. Safety Standards

The contractor supervisor is responsible to ensure all work is conducted in a manner which complies with legislative and SIEA safety requirements.

Contractors are responsible for informing themselves and all their workers on the legislative and code requirements applicable to their activities while on SIEA premises.

The following are **prohibited** on SIEA premises:

- **Smoking** on site (except in designated smoking areas). All cigarette butts are to be extinguished and disposed of in a suitable place
- **Betel Nut** chewing.
- Working while affected by **drugs or alcohol** whether illicit or not *e.g. medications which may cause drowsiness*
- **Harassment** of any person and
- **Practical jokes** on site

Any person found contravening SIEA safety rules may be ordered from the site immediately and subject to investigation and may be banned from future work on SIEA premises.

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# CONTRACTOR SITE SAFETY RULES

## 11. Emergency Procedures

The contractor supervisor is to ensure all their contractor personnel are familiar with emergency and evacuation procedures prior to commencing work. If unsure about any aspect, ask the Contract Manager or local manager to clarify before commencing work.

Scenario	Response
Serious harm injury	<ul style="list-style-type: none"> <li>• Check your own safety, do not put yourself at risk</li> <li>• Make the scene safe to prevent further injury</li> <li>• Provide first aid, use others to raise the alarm</li> </ul>
Fire	<ul style="list-style-type: none"> <li>• Raise the alarm</li> <li>• Alert your work team and ensure they evacuate to the assembly area</li> <li>• Attempt to put out the fire <b>IF</b> safe to do so</li> <li>• Go to the assembly area</li> </ul>
Spill or release of hazardous substance	<ul style="list-style-type: none"> <li>• If necessary follow the evacuation procedures</li> <li>• Raise the alarm</li> <li>• Attempt to contain the spill if safe to do so</li> </ul>
Earthquake	<ul style="list-style-type: none"> <li>• Remain calm keep clear of buildings or equipment that cause crushing</li> <li>• Proceed to assembly area and await further instructions</li> </ul>
Tsunami	<ul style="list-style-type: none"> <li>• Head for high ground</li> </ul>
Flooding and/or landslide	<ul style="list-style-type: none"> <li>• Raise the alarm</li> <li>• Go to the assembly area</li> </ul>

### Raising the Alarm

Step	Action
1	Raise the alarm by ringing for the appropriate emergency service – ambulance, police or fire
2	Provide the site address
3	Advise the type of incident, number of people involved and seriousness of any injuries applicable
4	Direct the services to the site
5	Have someone meet the services at the site entrance.

## 12. Worker Facilities

The contractor supervisor is to confirm with the Contract Manager or local manager on the availability and use of worker facilities (e.g. lunchroom, toilets etc.).



# CONTRACTOR SITE SAFETY RULES

### 13. Not Allowed to Use SIEA Equipment or Tools

Contractor personnel are not to use any SIEA plant (e.g. forklift), equipment or tools at any time. The SIEA Contract Manager may authorize specific exemptions, upon request.

### 14. Other (as advised)

Other safety precautions may be advised or agreed, depending upon the local circumstances and results of the project risk assessment.

### 15. Sign Off

Sign off after agreeing to the undertaking below.

*“We the Contractor acknowledges that SIEA is committed to its obligations under the Occupational Health and Safety at Work Act, 1982, to provide as far as practicable, a safe and healthy working environment for workers and non-workers (including us the Contractors). Accordingly, we the contractor (and our sub-contractors where applicable), recognize that it is our legal duty to co-operate in every way possible to ensure total compliance of the part of SIEA. As such, we shall at all time work in a safe manner and not put ourselves, SIEA workers, or others at risk. We, the contractors shall familiarize ourselves with the work area and any potential hazards prior to commencing work.”*

**Name:**.....

**Position:**.....

**Signature:**.....

**Date:**.....

**Mobile:**.....

**Email:**.....

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## CONTRACTOR SITE SAFETY RULES

### SOLOMON POWER CONTACTS:

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Kellyson Kwakwala	Projects Engineer		Kellyson.Kwakala@solomonpower.com.sb
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Anees Khan	Manager Projects		Anees.Khan@solomonpower.com.sb
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Andrew Suka'a	Project Engineer	7403894	Andrew.Suka@solomonpower.com.sb
Robin Simpson	OHS/Training Consultant	7495387	Robin.Simpson@solomonpower.com.sb
Frenold Walter	Safety Officer	78212220	Frenold.Walter@solomonpower.com.sb
John Kofela	Project Engineer	7495516	John.Kofela@solomonpower.com.sb
Martin Sam	Chief Engineer	7495170	Martin.Sam@siea.com.sb

### SOLOMON ISLANDS EMERGENCY PHONE NUMBERS

Ambulance	<a href="#">911</a>
Police	<a href="#">999</a>
Fire Brigade	<a href="#">988</a>
SIEA	<a href="#">166</a>
<a href="#">National Disaster</a>	<a href="#">955</a>



# CONTRACTOR SITE SAFETY RULES

CONTRACTOR GENERAL WORK PERMIT					
PROJECT NO.		PERMIT NO.			
<b>(A) WORK TO BE UNDERTAKEN</b>					
<b>(B) PERMIT DETAILS</b>			<b>(F) NAMES OF PERSONS INVOLVED</b>		
Location		EMPLOYEE NAME	SIEA INDUCTED	SITE INDUCTED	COMMENT
Permit Duration		1.			
Start Date/Time		2.			
End Date/Time		3.			
<b>THIS PERMIT IS ONLY VALID FOR THE TIME SPECIFIED</b>		4.			
		5.			
<b>(C) NAMES OF PERSONS SUPERVISING WORK</b>		6.			
Responsible Person		7.			
Standby Person		8.			
<b>Note:</b> It is the responsibility of the Responsible person to ensure that the personnel involved in carrying out the work fully understand the detail and requirements of work under this permit.		9.			
		<b>Note:</b> Complete extra names on another sheet of paper where required using above format and attach to this permit.			

<b>(D) STATEMENT BY RESPONSIBLE PERSON</b>			<b>(G) PRECAUTION AND PROTECTION</b>		
I hereby acknowledge receipt of this permit and state that I fully understand my duties. I am aware of the nature and position of the work area and plant covered by this permit. I am satisfied that I and the persons under my control to work under this permit should have no difficulty in keeping clear of unsafe plant in the course of the work.			<b>REQUIREMENTS</b>	<b>REQUIRED</b>	<b>N/A</b>
			Full time supervision		
			Standby Person		
			Safety Harness		
			Head Protection		
			Eye Protection		
			Ear Protection		
			Hand Protection		
<b>SIGNATURE</b>	<b>DATE</b>	<b>TIME</b>	Feet Protection		
			Body Protection		
			Reflector Vests		
<b>(E) SIEA ISSUING AUTHORITY</b>			<i>Persons entering the worksite have been instructed to take all of the above precautions.</i>		
<b>TITLE</b>	<b>SIGNATURE</b>	<b>DATE</b>	<b>TIME</b>	<b>COMMENTS:</b>	
Property Manager					
Chief Engineer					
<b>(I) CANCELLATION OF PERMIT BY RESPONSIBLE PERSON</b>			<b>(H) REFERENCES:</b>		
The work under this permit is now complete and the work area has been vacated.			1.	Work Methodology	
			2.	Check Sheets	
			3.	Drawings	
			4.	JSA	
			5.		
			6.		
			7.		





# CONTRACTOR SITE SAFETY RULES

## HOT WORK PERMIT

**BEFORE INITIATING HOT WORK CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?**

This **Hot Work Permit** is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Torching and Welding.

INSTRUCTIONS			HOT WORK PERMIT NUMBER:
<p><b>1. SUPERVISOR</b></p> <p>a. Verify precautions listed at right (or do not proceed with the work)</p> <p>b. Complete and retain Part 1</p> <p>c. Issue Part 2 to person doing the job</p>			<input type="checkbox"/> Availability sprinklers, hose streams and extinguishers are in serviceable and good condition. <input type="checkbox"/> Hot Work equipment in good repair  <p><b>Requirements within 10m of work</b></p> <input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated <input type="checkbox"/> Floors swept clean <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire resistive sheets or shields <input type="checkbox"/> All wall and floor openings covered <input type="checkbox"/> Fire resistive tarpaulins suspended beneath work  <p><b>Work on Walls, Ceilings or roofs</b></p> <input type="checkbox"/> Construction is non-combustible and without combustible covering or insulation. <input type="checkbox"/> Combustibles on other side of walls, ceilings or roofs are moved away.  <p><b>Work on enclosed equipment</b></p> <input type="checkbox"/> Enclosed equipment cleaned of all combustibles  <input type="checkbox"/> Containers purged of flammable liquids/vapors  <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.  <p><b>Fire watch/Hot work area monitoring</b></p> <input type="checkbox"/> Fire watch will be provided during and for 60 minutes after work, including any tea or lunch breaks <input type="checkbox"/> Fire watch is supplied with suitable extinguishers <input type="checkbox"/> Fire watch is trained in use of equipment and sounding alarm <input type="checkbox"/> Monitor Hot work area for 4 hours after job is completed
<p>HOT WORK BEING DONE BY:</p> <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR			
DATE	JOB NUMBER		
LOCATION			
NATURE OF WORK			
NAME OF PERSON DOING HOT WORK			
<p><i>I verify the above location has been examined, the precautions have been checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.</i></p>			
SIGNED (Operations Supervisor)			
PERMIT EXPIRES	DATE	TIME	
<p><u>Other Precautions Taken</u></p> <input type="checkbox"/> ..... <input type="checkbox"/> ..... <input type="checkbox"/> ..... <input type="checkbox"/> .....			