



Energy Networks Association

SAFELEC 2010

**FIFTH PROGRESS REPORT
January – December 2005**

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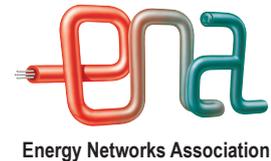
**ENA Member
Companies'
Trade Unions**

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Introduction

Peter McCormick
Group Health, Safety & Environment Director, CE Electric UK
Chair, ENA Safety, Health & Environment Committee
Chair, Company-side National HESAC



After the disappointing progress towards the numeric targets as summarised in last year's Fourth Progress Report I am pleased to be able to announce that the figures detailed in this Fifth Report clearly demonstrate that we are back on target. Indeed, with regard to the headline numeric safety targets – and the various targets on specific safety issues – we have already met the targets with five years to spare. However we are not complacent and ENA Member Companies, with the support of HSE and the Trade Unions will continue to work together to make further improvements up to the end of the SAFELEC 2010 programme and beyond.

The progress to the safety targets has undoubtedly been a success but the data for ill health absence show that we, in common with other industry sectors, face a challenge to reduce these figures. This is where we will be focussing our efforts in the second half of the SAFELEC 2010 programme. It is important to stress that the “ill health” figures in this Report relate to total ill health absence i.e. absence caused by both work-related and non-work related factors.

In addition to the details of progress towards the numeric targets, this Report also provides many good examples of the initiatives and activities that ENA Member Companies carried out during 2005 with the intention of improving the management of both safety and health within our industry.

So in summary, 2005 has been a good year but we face a challenge to improve ill health absence. With the help of our SAFELEC 2010 partners I am confident that we will meet this challenge.

Mike Clancy
Joint Secretary Trade Union-side, National HESAC

The data supporting the fifth annual report suggests, that at the very least, the decline in safety performance noted in the last report has been reversed. The fifth report also discloses notable improvements in the indices associated with working days lost and the activities that present the greatest risk of physical injury. That said, decisive progress upon the occupational health targets continues to be a challenge, perhaps a reflection of the constant pace of change the Sector continues to experience.

The disappointing results in the fourth report stimulated discussion within National HESAC. This culminated in agreement upon the need to reenergise our commitment to achieving safer working and the specific targets associated with SAFELEC 2010. The resulting joint statement and the initiatives that will follow, are a further reminder of the cooperation that marks the safety relationship at National level in the Sector. In the next year we will be working to ensure these messages resonate at all levels in the Sector, such that the improvements noted in this report become a sustainable upward trajectory for safety performance.

John Bouckley
Head of Utilities Section



This year's report is most welcome. The statistics for 2004 were a big disappointment to us all, and it is reassuring to see the improvements that have been made in 2005.

I am particularly pleased with the data for contractors. As the industry moves more towards contracting out, there is always the danger that any reduction in incidence rates for Network Operators will be matched by a corresponding increase for contractor's employees. The figures for 2005 show this has not happened, and suggests their standards of health and safety may be improving because of the positive influence of their clients.

The challenge for this year is to maintain the momentum. I would ask all companies to emphasise to their employees and contractors alike, the enormous benefits that have already been gained through the SAFELEC initiative, and for senior management to demonstrate their commitment to strive even harder during 2006. By doing this, the industry may be able to exceed the original targets by some margin, thus being seen as exemplars for other industries to follow.

Background

This Report is the fifth of a series of annual reports charting the progress of the Electricity Industry towards meeting the Government's targets for improving Health and Safety as set out in their Revitalising Health and Safety and Securing Health Together initiatives. The Report also summarises progress towards the specific collective Electricity Industry targets agreed under SAFELEC 2010.

In June 2000 the Government launched Revitalising Health and Safety and Securing Health Together. At the heart of the initiatives were a number of targets:

- To reduce the number of working days lost per 100,000 workers from work-related injury and ill health by 30% by 2010;
- To reduce the incidence of fatal and major injury accidents by 10% by 2010;
- To reduce the incidence rate of cases of work-related ill health by 20% by 2010.

In response to these initiatives, the Electricity Industry committed to the Government's headline targets and also agreed a range of Industry-wide collective targets related to specific issues.

Progress Towards SAFELEC 2010 Targets

(a) Numeric Safety Targets

Headline Numeric Targets

Notes:

Contractors

ENA Member Companies are committed to include contractor data within SAFELEC 2010 targets. Data collected over 2005 has improved but there continues to be difficulties in collecting all contractor data. Therefore employee and contractor data are reported separately against all targets throughout this report.

Working Days Lost

'Working days lost' include weekends and bank holidays and this has been applied consistently throughout this report.

Reporting Scope

In addition to Networks reports, ENA Member Companies have provided data for other business streams (excluding Generation which will be reported separately by the Association of Energy Producers).

Employee and Contractor Totals

The employee and contractor employee totals show a reduction from base year 2002 due to the separation of 'Generation Company' reports which have been covered by the Association of Energy Producers from 2003 onwards.

Data Collection

SAFELEC 2010 accident data continues to be reported through the ENA web based interface. This internally developed IT facility has significantly improved the reporting culture, consistency and accuracy of reports.

ENA Member Companies provide ill health data through manually completing a template.

- (i) To reduce the number of working days lost per 100,000 workers from work-related injury by 30% by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers			12610	10553	10715	8051					
Employees			56572	33859	29250	28445					

The working days lost rate for 2005 shows a reduction of 25% from 2004 and a total reduction of 36% from the base year rate.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers			12938	31327	25811	17965					
Contractor Employees			13766	8507	14850	15430					

The working days lost rate for 2005 shows a decrease of 30% from 2004 but still remains higher than the base year 2002. This may be partly due to the improved quality of data capture from contractors.

- (ii) To reduce the incidence rate of fatal and major injury accidents by 10% by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of fatal and major injury accidents per 100,000 workers			95	65	123	63					
Employees			56572	33859	29250	28445					

The incidence rate for 2005 shows a decrease of 49% from 2004 and is now back at a level reached in 2003. This is 34% below the base year figure.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of fatal and major injury accidents per 100,000 workers			305	223	148	123					
Contractor Employees			13766	8507	14850	15430					

The incidence rate for 2005 shows a reduction of 17% from 2004 and is 60% below the base year figure.

Work at Height

- (i) **Aim to reduce rate of major injuries from falls from height by at least 5% by 2004 and at least 10% by 2010.**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of major injuries per 100,000 workers			12	6	31	4					
Employees			56572	33859	29250	28445					

The rate of major injuries for 2005 shows a decrease of 87% from 2004 which is 66% below the base year rate.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of major injuries per 100,000 workers			65	59	34	26					
Contractor Employees			13766	8507	14850	15430					

The rate of major injury for 2005 shows a decrease of 23% from 2004 which is 60% below the base year rate.

- (ii) **Aim to reduce rate of reportable injuries from falls from height by at least 15% by 2004 and at least 30% by 2010.**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of reportable injuries per 100,000 workers			25	26	51	25					
Employees			56572	33859	29250	28445					

The rate of reportable injuries for 2005 shows a decrease of 51% from 2004 but has only returned to the level of base year 2002.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of reportable injuries per 100,000 workers			64	35	67	65					
Contractor Employees			13766	8507	14850	15430					

Slips, Trips and Falls

- (i) **Aim to reduce rate of major injuries from slips, trips and falls by at least 5% by 2004 and at least 10% by 2010.**

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of major injuries per 100,000 workers			34	27	34	21					
Employees			56572	33859	29250	28445					

The rate of major injuries for 2005 shows a decrease of 38% from 2004 which is also 38% below the base year rate.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of major injuries per 100,000 workers			80	24	34	13					
Contractor Employees			13766	8507	14850	15430					

The rate of major injuries for 2005 shows a decrease of 62% from 2004 which is 84% below the base year rate.

(ii) Aim to reduce rate of reportable injuries from slips, trips and falls by at least 15% by 2004 and at least 30% by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of reportable injuries per 100,000 workers			117	115	85	67					
Employees			56572	33859	29250	28445					

The rate of reportable injuries for 2005 shows a reduction of 21% from 2004 which is 43% below the base year rate.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Rate of reportable injuries per 100,000 workers			221	82	121	104					
Contractor Employees			13766	8507	14850	15430					

The rate of reportable injuries for 2005 shows a decrease of 14% from 2004 which is 53% below the base year rate.

(b) Numeric Occupational Health Targets

Headline Numeric Targets

- (i) To reduce the number of working days lost per 100,000 workers from work related ill health incidence by 30% by 2010.

Because of the difficulties in defining what is “work-related”, member companies have provided a ‘total working days lost’ figure for **all ill health absence**.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers			847297	741218	699032	784387					
Employees			45337	33859	37196	35950					

The working days lost rate for 2005 shows an increase of 12% from 2004 and an overall reduction of 7% from base year 2002.

[Note: The numbers of employees covered by ‘ill health reporting’ is slightly higher than those captured under ‘safety’ as some Companies include Group figures excluding Generation.]

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers											
Contractor Employees											

It has not been possible to include ill health data from contractors in this Report due to the difficulties in capturing this data experienced by Member Companies.

(ii) To reduce the incidence rate of cases of ill health by 20% by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of cases of ill health per 100,000 workers			127911	110240	101532	105766					
Employees			45337	33859	37196	35950					

The incidence rate for 2005 shows an increase of 4% from 2004 and an overall reduction of 17% from base year 2002.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of cases of ill health per 100,000 workers											
Contractor Employees											

Member Companies provided the total number of ill health incidences whether work related or not.

Member Companies have also provided a breakdown of the ill health incidences by 'musculo-skeletal disorders', 'stress' and 'other' categories so that progress against the following targets can be reported.

Stress

(i) To reduce by 20% the incidence of work-related stress by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of stress related absence per 100,000 workers			3384	3483	3973	3919					
Employees			16045	32729	37196	34263					

The incidence rate for 2005 shows a reduction of 1% from 2004 and an overall increase of 16% from base year 2002.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of stress related absence per 100,000 workers											
Contractor Employees											

(ii) To reduce by 30% the number of working days lost by work-related stress by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers			116410	104433	119220	107235					
Employees			16045	32729	37196	34326					

The working days lost rate for 2005 shows a reduction of 10% from 2004 and an overall reduction of 8% from base year 2002.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers											
Contractor Employees											

Work-Related Musculo-Skeletal Disorders

(i) To reduce the incidence rate of work-related musculo-skeletal disorders (WRMSD) by 12% by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of WRMSD related absence per 100,000 workers			15600	13603	15429	13148					
Employees			16045	32729	37196	34263					

The incidence rate for 2005 shows a reduction of 15% from 2004 and an overall reduction of 16% from base year 2002.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Incidence rate of WRMSD related absence per 100,000 workers											
Contractor Employees											

(ii) To reduce the number of working days lost per 100,000 workers due to WRMSD by 15% by 2010.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers			254266	167716	164353	159265					
Employees			16045	32729	37196	34263					

The working days lost rate for 2005 shows a reduction of 3% from 2004 and an overall reduction of 37% from the base year 2002.

	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
Working days lost per 100,000 workers											
Contractor Employees											

(c) Non-numeric Targets

Industry-Wide Collective Safety Targets Related to Specific Issues

Contractor Safety - Standards of Competence

Target:

The target is to improve levels of basic electrical safety competence for contractors leading to improvements in safety performance across the Industry. This will be achieved by:

- Promoting an Industry-wide scheme;
- Sharing best practice with contractors;
- Sharing best practice within the Electricity Industry on management of contractors;
- Seeking “best in class” external comparators to share best practice.

Progress:

During 2005 the Basic Electrical Safety Competence (BESC) assessment has been trialled in **National Grid** with a sample of contractors and National Grid staff. The trials have proved that BESC is a robust process and has the ability to determine the candidates’ real level of understanding and ensure that only people who can demonstrate they have the training, site knowledge and experience are permitted into the High Voltage work area. National Grid is aiming to fully implement BESC to its staff and contractors by the end of 2006.

All main contractors attend Contractor Forums, where contractor representation ranges from Senior Directors to SHE Professionals. The Forums work to achieve sharing of information and best practice. During 2005 the Contractor Forum for substations developed a contractors’ manual containing common standards for method statements and risk assessments, and safe systems of work for work activities such as work in confined spaces. The manual will be trialled in 2006. Many of the main Contractor Forums have also set up subcontractor forums to cascade learning and best practices.

A common standard for PPE that applies to Contractors (called the Safety Line Policy) was reviewed and updated during 2005 and will be reissued in 2006.

As a result of these and other awareness-raising programmes, contractors near miss reporting increased by 60% in 2005.

In **Scottish & Southern Energy** improved communication links were established with contractors in order to clarify standards expected on SSE contracts and to help contractors achieve them. There was increased auditing of contractors and feedback at both site and senior management level on their performance.

Last year, the **Northern Ireland Electricity** “Requirement for Contractors” document was reviewed to ensure that not only all aspects of health, safety, welfare and environmental are addressed but that the requirements also cover Corporate Social Responsibilities.

As part of its drive to improve the health and safety performance of its contractors, **United Utilities Electricity** has reviewed contractual requirements with its contractors. These new contracts will establish more robust systems for the management of both occupational health and safety. The requirements will include ensuring that contractor staff are fully trained and competent. In addition, UUE have set clear guidance on health and safety performance.

Training in basic electrical safety is now delivered through assessment rather than a formal classroom approach. On an on-going basis, UUE maintains its regular review meetings with its contractors to review health and safety performance standards.

European Week for Safety and Health in October 2005 gave a valuable opportunity to work jointly with contractors to share common issues around the theme of 'Noise'.

In **ScottishPower Energy Networks** all potential contractors are required to put themselves through the contractor vendor rating systems of Achilles and Verify prior to the award of any contract. Monthly meetings take place with the main key Energy Network contractors' representatives and Health & Safety performance is the first item on the agenda. This monthly meeting is supported by a quarterly meeting chaired by an executive Director and again Health & Safety is the first item on the agenda.

All Energy Networks authorised contractors were invited to a contractor seminar at the companies training establishments, one in Cumbernauld, Scotland and the other in Hoylake, on the Wirral. The main topics were as follows:

- Roles and responsibilities of their training mentors,
- Operational audits requirement and discussion on previous issues identified;
- Operational incident review and learning point for both Energy Networks and contractors working on our behalf;
- Training and competency requirements for authorisations.

Energy Networks also held separate seminars for third party contractors. These contractors are contractors who do not work for Energy Networks but either damage or come into contact with the electrical network. The aim of these seminars is to provide Health & Safety information on Overhead and Underground networks and the avoidance of injury.

Audits are carried out on the top thirty contracting companies who hold authorisation on the Energy Networks Authorisation database (i.e. highest number of staff authorised).

Provision of support is provided to the contracting companies' main auditing person (i.e. visit site and review existing audit processes with management and auditor, and complete dual site audits with contractors' auditors to ensure a consistent approach is adopted). On completion of audits any actions are discussed directly with contracting company management and actions assigned. All audits are collated and quarterly reports compiled to allow identification of trends and comparison of contractors and Energy Networks staff.

Within **Central Networks** the External Service Providers forum has been extended to accommodate all direct contractors working for all company businesses. The forum remains a two way platform to discuss and share initiatives, compare safety performance, discuss recent incidents and learning points and challenge poor performance. The forum is attended by the safety professionals from each organisation and is fully focussed upon safety and environmental issues, stripping away the 'politics of business'.

CE Electric UK organised a safety conference, attended by managers, supervisors, Trade Union safety representatives and senior staff of contract service providers. Regular contractor safety forum meetings continued to be held.

Model Distribution Safety Rules

Target:

The target is to ensure that the suite of distribution safety rules documentation is reviewed as fit for purpose and is maintained as best practice, and part of the Industry's safe systems of work.

Progress:

A Task Force was established comprising employer and trade union membership which reviewed the rules. A revised version of the guidance was issued in January 2005 and was issued to all ENA Member Companies.

The introduction of the revised version in **CE Electric UK** was accompanied by a revised Operational Practice Manual which aligned operational practices, in Northern Electric Distribution Limited and Yorkshire Electricity Distribution Limited. There will be future integration of detailed procedures as part of an ongoing process to align practices for work on an operation of the Company's distribution system.

High Voltage Overhead Line Live Working Committee

Target:

Companies will commit to continue to share best practice to maintain and improve the existing high safety standards. Guidance will be issued and implemented on PPE and the justification for live line working.

Progress:

This long standing Committee was established to facilitate the sharing of information and good practice with regards to 'Hot Glove Working'. The scope of this Committee was enlarged during 2005 to include all short and long stick working.

The Committee has revised and rationalised the SHEC Notes of Guidance on high voltage live working on overhead networks and has started to produce a number of information sheets to capture the 'corporate knowledge' of the Committee.

Information on defects and incidents is freely circulated between members and formally reviewed at Committee meetings.

Tower Working

Target:

Member Companies will commit to sharing best practice, and lessons learned from near misses. The SHE Committee Task Force will be asked to consider and suggest if there are any specific initiatives and targets in this area to improve safety performance. The existing guidance will be reviewed.

Progress:

In **National Grid** following a review of risk assessments, work practices on climbing certain towers have been further improved. The introduction of new equipment has also improved safe working. For example, a 'pladder' (a cross between a platform and a ladder) has been introduced for working on insulators on overhead lines, and the trolley used for work on conductors has been redesigned to reduce manual handling issues. It is half the weight of the previous trolley and has improved handrails.

Wood Pole Working

Target:

Member Companies will commit to continue to share best practice, and lessons learned from near misses. The SHE Committee Task Force will be asked to consider and suggest if there are any specific initiatives and targets in this area to improve safety performance.

Progress:

In **Scottish & Southern Energy** there was a review of pole access equipment and as a result improved harnesses and choke devices introduced and users trained. Specific pole access risk assessment introduced as part of the Injury Prevention Process.

The "Climbsafe" fall prevention system was fully implemented in **Northern Ireland Electricity** for all wood pole climbing.

In **ScottishPower Energy Services** the Wood Pole Overhead Line Manual was Introduced during 2005 for all wood pole linesmen and contains general instruction and guidance for Energy Networks staff and contractors constructing wood pole overhead lines up to 33kV. Examples of contents include:

- Site Access & Preparation
- Excavation & Reinstatement
- Erection
- Pole Climbing
- Conductor Erection
- Stay Arrangements
- Anti Climbing Measures

Accident Reporting Arrangements

Target:

The ultimate aim is to achieve comprehensive consistent reporting within the Industry, including accidents involving contractors.

The Trade Union side of HESAC will report any specific problems that are brought to their attention. Contractors themselves should similarly be encouraged to report issues and concerns.

Progress:

National Grid believes that all injuries, occupational illness and environmental incidents in the workplace are preventable and has set itself a goal of zero.

To encourage reporting of near misses and hazards, a Charity Challenge was extended to the electricity side of the business in July last year having operated successfully in the gas side of the business for several years. The Challenge rewards not only the reporting of safety near misses and hazards but the reporting of health, environment and security near misses and hazards as well. A donation of £1 for every hazard and near miss goes to the charities chosen by each business unit. Data shows an increase of 15% in hazard reporting from the UK Transmission business following the relaunch of the Charity Challenge.

In **Northern Ireland Electricity** in addition to accident report forms, an Incident Analysis is conducted by a safety officer. The benefits of near-miss reporting has been promoted which now includes a system for submitting anonymous reporting.

Within **ScottishPower Energy Networks** all accidents and incidents are reported to the Health and Safety team and are recorded on the SHE 2000 reporting System. A formal process has been established to ensure the close out of all recommendations from Panels of Inquiries and other accident investigations. A person has been appointed to manage this process and the output from this process is reported to the Energy Networks Executive Directors. The Managing Executive Director and Health & Safety Director personally scrutinise, validate and approve all recommendations from any Panel of Inquiry or Accident Investigation.

In **Central Networks** work continued through 2005 to promote the Central Networks 'Accident Hotline'. All accidents are reported to the hotline, which is a 24/7 service and a report is raised on a centralised (EON UK wide) system. Completion of the accident book, and escalation to the respective management team and safety adviser then occurs at this time, along with any necessary reporting under RIDDOR to the HSE.

It is clear from the reports received, that most accidents are reported and in a timely manner. A new EON UK accident investigation course ran through 2005, developing the skills of line managers, many of whom were new into the role. The philosophy of not attributing "blame" to accidents has enabled us to grow a more open reporting and investigation culture.

Work at Height on Plant and Structures

Target:

ENA Member Companies will consider initiatives to achieve improvements in line with the headline Industry Targets:

- Aim to reduce rate of major injuries from falls from height by at least 5% by 2004 and at least 10% by 2010;
- Aim to reduce rate of reportable injuries from falls from height by at least 15% by 2004 and at least 30% by 2010.

Progress:

During the HSE 'Ladders week' in November the **National Grid** company intranet and HSE leaflets were used to raise awareness of ladder safety at work and at home. Following the introduction of the Work at Height Regulations in April, new working practices were introduced and all field staff received training in line with the new requirements.

'Working at Height' is the subject of one of the eight Golden Rules introduced in National Grid in October. The Golden Rules focus on critical areas of the business where safe behaviours by employees and contractors are essential. They cover behaviours that will prevent the most serious injuries, The Golden Rule on 'Working at Height' is: *We ALWAYS use the required safety equipment to protect against a fall from any height.*

In **United Utilities Electricity** a new policy, procedure and working guide on working at height were issued which reflect the ENA guidance in this area. Updated guidance on inspection of harnesses is currently in development.

In **ScottishPower Energy Networks** a forum was established comprising training engineers, Health and Safety professionals and Overhead Linesman (transmission and distribution). New working practices and procedures have been developed through this forum which also specified and introduced new tools, equipment and PPE. Examples of new working processes, tools, equipment and PPE introduced as a result includes:

- Safe working at height on overhead service equipment;
- Safe access to and working on Roof's;
- Specification and introduction of Towable MEWPS;
- Wood pole permanent attachment – Pole choker/lanyard.

A new policy document produced by the forum detailing the safe systems for fitters and other staff working at height on switchgear and similar apparatus is due to be published in early 2006.

In **Central Networks** an exercise was undertaken to evaluate the current standards for work at height between the East (ex EME) and West (ex MEB) areas of the business, examining the training provision, working codes of practice and the PPE, fall arrest and restraint equipment that is in use. The current position has largely been established which has revealed significant differences between east and west practice. A working party consisting of safety advisors, business and procurement representatives and users has been set up to examine standards and evaluate equipment and technology currently on the market. Work will continue through 2006 to develop a common standard for equipment, practice and the development of our training to supplement this. All work at height related incidents reported through the ENA were briefed to staff together with learning points

Central Networks has been working with the access company Safety Technology trialling a stabilised ladder system with a fall arrest arrangement. Trials have been undertaken at the company Learning & Skills Centre at Tipton West Midlands and a number of suggested modifications are under consideration at present. It is hoped that this product may provide a solution for the issue of working from ladders in situations such as mural wiring works on domestic properties.

Occupational Road Risk

Target:

To work alongside RoSPA and other relevant parties to share best practice inside and outside the Electricity Industry.

Progress:

An updated procedure on safe driving was introduced in **National Grid** in December, and a number of hour-long winter safety driving seminars were held. Part of the suite of Golden Rules introduced in October, the Golden Rule on Safe Driving is: *We NEVER endanger others or ourselves by driving unsafely or without authority.*

In **Scottish & Southern Energy** “observation and anticipation” training was introduced as part of driving skills development. Speeding offences recorded and followed up by the drivers manager.

In **Northern Ireland Electricity** a transport policy is currently being developed to integrate the management of occupational road and site transport risks and incorporate all existing policies and procedures for specific plant and vehicles.

United Utilities Electricity has now completed a four-year programme to assess the risks to all employees that drive on company business. Any employees found to be in high-risk categories are invited to attend both theory and practical driver training as appropriate. Supporting initiatives currently running are aimed at reducing the number of road traffic accidents and the total miles driven by employees.

Last year saw the implementation within Energy Networks of the **ScottishPower** Policy on the Management of Road Risk. All employees have received and acknowledged receipt of a personal copy of the policy. Driving Licences have been scrutinised.

With around 1,500 Energy Networks vehicles on public roads daily drivers need to be aware of the importance of driving and parking. An interactive driver training package is currently in development and will be delivered “road show style” in 2006/07.

The Energy Networks Transport Compliance Section liaise with the ScottishPower Fleet Business and the Health & Safety department on transport issue in particular issues effecting health and safety of staff. There is a regular forum that meets to discuss issues relating to fit for purpose vehicles including ergonomic requirements.

Vehicles from the Energy Networks fleet took part in the national truck display, Truckfest held in Edinburgh in August 2005. Specialist vehicles (fully kitted out Movano and Hi Lux) were on display along with vehicles from the Police Fire Brigade and Ambulance service.

In **Central Networks** this has been a significant area of focus. A series of briefing presentations were given to all staff on issues of road risk. Training was delivered to key staff in defensive driving skills and off road vehicle driving.

A new strategy and code of practice for vehicle use and control of occupational road risk was developed through the year. This addresses and gives clarity to many key areas such as:-

Responsibilities of all employees:

- Mobile phone use policy;
- Carriage of passengers;
- Towing;
- 'O' Licence requirements;
- Carriage of LPG and fuel;
- Requirements for new, young and returning drivers;
- Policy for ongoing refresher training of all drivers.

Within their connections activity, **EDF Energy** ran a successful pilot driver assessment scheme during 2005. The online assessment tool has been used to highlight drivers who may be at higher levels of risk. The outputs have been reviewed and at risk staff have undertaken for practical advanced driver training. This programme is being rolled out to all other parts of the Networks Branch during 2006.

CE Electric UK records and investigates all vehicle accidents in the company. A programme of driving assessments has been developed, initially focussing on those drivers involved in accidents. A number of briefing notes were issued to staff and these were supplemented with a briefing programme which was targeted at reversing and slow manoeuvring.

Slips, Trips and Falls

Targets:

ENA Health and Safety Group will be asked to analyse the slips, trips and falls accidents from the last 10 years to discover whether any root causes can be identified. One aim will be for Member Companies to share best practice, including any novel initiatives introduced. A Task Force will be established to facilitate this sharing of best practice and the setting of numerical targets to meet the headline Industry Targets:

- Aim to reduce rate of major injuries from slips, trips and falls by at least 5% by 2004 and at least 10% by 2010;
- Aim to reduce rate of reportable injuries from slips, trips and falls by at least 15% by 2004 and at least 30% by 2010.

Progress:

In **National Grid** following identification that slips, trips and falls represented the highest cause of Lost Time Injuries in the field force, a local campaign was used to raise awareness of the behaviours that could prevent this type of injury, such as spotting hazards, cleaning up spillages and gritting roads and paths.

In **Scottish & Southern Energy** specific topics focused on during safety week included a link developed to home safety regarding stair use and slips and trips.

Included as a key topic throughout the year in our “Think What If ...” safety campaign targeted at behaviour when moving around. SSE used a stunt man used at their Safety Conference to help delegates appreciate the impact of a fall on stairs.

In **Northern Ireland Electricity** the PPE Forum have trailed and assessed new safety footwear for the various work activities,

A business-led working group within **United Utilities Electricity** continues to meet regularly to identify and deliver focused initiatives to reduce the numbers of slips, trips and falls (STF). A spot audit was carried out this year to identify typical STF areas and recommendations for improvement were briefed out to all managers.

In **ScottishPower Energy Networks**, **START** – an enhanced version of the on site risk assessment process was implemented. It encourages all operational staff to **Stop Think Act Record and Talk**. This new safety check process was developed in a partnership between safety representatives and the health and safety team. START is a technique that systematically identifies hazards on site with the aim of checking that suitable and sufficient controls are in place. One key area all staff are encouraged to concentrate on is the potential for slip trip and fall hazards that may exist on the work site. START was rolled out across Energy Networks during the autumn of 2005 through a series of road show presentations.

In **Central Networks** a series of team brief presentations on the subject of slips, trips and falls were run throughout the year. Particular attention was paid to the issue of good housekeeping and hazard spotting. A short DVD was produced collectively by a group of meter operator companies which was shared with Central Networks.

In **EDF Energy** a number of focus group workshops were held with staff, mainly on the topics of stress and slips, trips and falls. In addition, EDF Energy have produced a video specifically targeting a reduction in slips, trips and falls.

Occupational Health Targets

Stress

Targets:

Targets are to be achieved by:

- Documenting and sharing best practice initiatives across the Electricity Industry;
- Defining approaches for dealing with and minimising the impact of stress problems in the workplace.

Progress:

Following two pilot studies the ‘Protection of Mental Health at Work’ Standard will be introduced across **National Grid UK** during 2006. It contains information on the HSE management standards and provides tools for group and individual risk assessment. The standard also contains a Stress Toolbox, containing various support sources.

Scottish & Southern Energy provided information on the HSE management tool to managers and continued to provide staff access to confidential help lines. The issue was addressed in the staff personal health questionnaire which included personal feedback to each staff member.

In **Northern Ireland Electricity** management of stress workshops were held for managers to raise awareness in order to enable early symptoms to be identified among employees.

In **United Utilities Electricity** in line with the HSE Stress Management Standards, a bespoke online pressure management system (X-Press) is available to all employees to assess their sources of workplace pressure. Managers receive training to facilitate team-led solutions and also to help them support individuals suffering from the effects of workplace pressure.

In **ScottishPower Energy Networks** the 2004-05 Road show focussed on the removal of the “imaginary blindfold”. Last year’s road show was a natural follow on. It saw the Executive Directors and other Senior Managers, visit various locations throughout England, Wales & Scotland, taking the opportunity to meet the staff, conduct site safety inspections and discuss Health & Safety issues and see if staff had truly removed the “imaginary blindfold”. Supporting the programme was a team of Stress Counsellors and Alternative Therapy Professionals who conducted surgeries at all locations. Plasma screen presentations were also situated in every location – sometimes in office foyers, depot restaurants etc and these promoted Health and Safety matters such as DSE requirements, Falls from Heights, Slips Trips & Falls and prevention of Musculo-skeletal disorders.

Central Networks has continued to provide free access to an independent counselling service. Management training packages include development of coaching and counselling skills.

EDF Energy carried out a number of stress focus groups and are awaiting the results.

Musculo-Skeletal Disorders

Targets:

Targets are to be achieved by:

- Identifying high risk areas for the Electricity Industry;
- Documenting and sharing best practice initiatives across the Electricity Industry.

Progress:

In **National Grid** the development of a director-led Health Improvement Team has seen the development of a programme of initiatives focusing on both home and work factors that impact on MSDs. Many of these initiatives were delivered during National Back Care Week in October.

Within **Scottish & Southern Energy** information from HSE’s backs campaign was used during manager briefings to staff. On site exercise classes were introduced on main sites and references to any MSD problems were included in the staff health questionnaire.

Within **Northern Ireland Electricity** a programme of DSE workstation assessments were conducted. Discussions have been held with Plant Maintenance Electricians regarding best methods and equipment to assist the movement of oil drums both within vehicles and on site.

In **United Utilities Electricity** work is underway to deliver manual handling more effectively to the business. Whilst skills-based training will still be given by their own in-house trainers to those employees at high risk, an online training and assessment tool is in development which will complement it.

A new passport scheme has been introduced into **ScottishPower Energy Networks** to help reduce occupational health risks. Under the new occupational health passport scheme operational staff are being provided with a document that advises them of the health risks associated with their activities. The passport will also contain details of the health monitoring they will receive. This will support the occupational health monitoring and ensure staff are not exposed to hazards that can damage health. Health monitoring appointments referred to as One Stop Shop appointments are available for all staff identified via risk assessment for statutory surveillance to identify whether any employees are suffering from any work place ill effects due to their work activities.

A small Occupational Hygiene team has been created to strengthen the **ScottishPower Energy Networks** H&S department. The objectives of the hygienists are to identify all areas where Energy Networks is deficient in occupational Health related to occupational hygiene, for example areas such as, vibration, ergonomics, and others.

In **Central Networks** the existing manual handling training programme was completely revised in 2005. The standard package has been replaced with trade specific training which is largely practically based using the tradesman's own tools and equipment in realistic situations. This provides practical and meaningful solutions for some of the difficult on site handling situations. Work has been undertaken to evaluate a better vehicle for use by operational engineers who have traditionally used conventional cars to travel to site often carrying heavy equipment such as HV test sets or test plugs etc. As a result a 'sports 4x4' type vehicle has been on trial and will become generally available as a selection option on the company vehicle lists. The benefit of this vehicle other than the 4x4 off road properties, is that it provides a separate cab and load area. The load area is totally flat to the edge of the door and is such a height that it eliminates most of the lifting movements during loading or unloading.

Occupational Health Data

Targets:

The target is to provide the development of better systems for collecting occupational health data and is to be achieved by:

- Documenting and sharing best practice;
- Contributing positively to Government and HSE initiatives.

Progress:

In **United Utilities Electricity** the levels and causes of sickness absence are reported monthly to the Board as a key performance indicator with target reductions set at both company and local levels.

Rehabilitation

Targets:

The target is to develop initiatives for improving rehabilitation and is to be achieved by:

- Documenting and sharing best practice across the Electricity Industry;
- Contributing positively to Government and HSE initiatives.

Progress:

In **Scottish & Southern Energy** a structured approach is taken to helping employees back to work. Specific guidance issued to staff regarding managing back problems.

Northern Ireland Electricity works in close consultation with the occupational consultants regarding all ill health and incident related conditions.

In **United Utilities Electricity** a Rehabilitation/Redeployment Forum made up from a group of senior managers from across the business meets regularly to review long term absence cases, the skill set of the absentees and to maximise opportunities for redeployment. In appropriate cases, a “Return to Work” course is offered to help facilitate a successful return to work and/or redeployment. In addition, the need for managers to carry out return to work interviews for all occasions of sickness has been reinforced.

ScottishPower Energy Networks implemented the group policy on rehabilitation. From an Energy Networks perspective this issue will be addressed and improvements made to policy during 2006/07.

In **Central Networks** when employees are off work either due to illness or after an injury at work, contact is maintained as far as possible with the individual concerned and, where appropriate, the family, to provide support and to alleviate work related concerns. Employees returning to work after protracted periods of illness are actively supported by the occupational health team and the line manager and a return to work plan is developed to manage the individual back into the workplace, taking into account any adjustments that are necessary.

EDF Energy have set up regular tripartite meetings between business managers, Occupational Health and Human Resources. These meetings focus on driving best practice absence management and rehabilitation of staff.

Other SAFELEC 2010 Initiatives

Last October, **National Grid** introduced eight Golden Rules, which focus on areas of activities where there is risk of serious injuries. Whilst they clearly have an operational focus they are equally applicable to offices, stores, mailrooms and all other places and areas of work. The Golden Rules reinforce existing safety procedures. They do not introduce any new rules but help business units and teams focus on specific activities and put actions in place to improve safety for all. By reinforcing the existing safety rules they help employees to choose the safe way to do things, each time and every time.

During one week in May, National Grid used 'Learning at Work Day' as a platform for promoting health. All employees received a CD Rom with advice, information and quizzes on various health topics. Events at National Grid sites included diet and exercise seminars, back care sessions and lifestyle checks.

A review of health risks across National Grid operational employees has resulted in further development of the Health Surveillance and Health Assessment Programs. Each program is risk focused but will also now include an element of cardio vascular risk and health promotion.

Scottish & Southern Energy ran a programme focusing on behaviour. This has been based on the "Think What If... not If Only" approach to risk assessment. Each month a new topic has been introduced such as moving and handling, driving safety, slips & trips and looking out for each other. SSE also introduced the concept of Engagement Day to help improve managers' communications with staff and contractors at site level and inspire staff and contractors to work safely.

United Utilities Electricity maintained its approach to health and safety management first introduced in 2002 through the Strategic Risk Reduction model. In support of the programme, a further 20 initiatives were introduced in 2005 in addition to those introduced in the previous three years. Some examples of these include:

- Management of Occupational Road Risk – building on earlier initiatives to assess all drivers a further initiative was introduced to analyse vehicle usage and reduce business mileage;
- Site Lighting – review of assets and inspection plan set out;
- Lone Working – review of effectiveness of existing processes and recommendations for improvement;
- Management of Fire and Fire Precautions – completing fire assessments for operational sites;
- Safety at Road Works improving arrangements for site safety for employees and members of the public.

UUE is also working closely with the HSE on two projects. One on the behavioural aspects of employees in the operation of codes of practice and safe operations on site. The second is working on a research project examining the link between health & safety management and performance.

As with 'Safety', specific initiatives have been introduced this year in UUE to further reduce the harm to health from occupational risk, examples of which include:

- Asbestos – policy and procedure has been reviewed and briefed to all employees and systems developed for the management of asbestos;
- Control of Substances Hazardous to Health – a review of the management system has taken place and a new COSHH IT database has been implemented and over 60 assessors from the business trained;
- Health Screening and Lifestyle Assessment – a comprehensive programme enables the pro-active management of occupational health risks;
- Wellbeing Strategy – aimed at developing employee lead programmes to develop a fitter more motivated workforce.

In **ScottishPower Energy Networks** 2005 saw the introduction of the HEALTHWISE programme.

The Healthwise initiative will increase the awareness of the Occupational Health Service available within Energy Networks. The programme will include interactive initiatives that staff up and down the UK can take part in. It includes events that will focus on specific topics such as healthy eating physical activities and male and female health checks. A calendar of events/promotions has been identified for the first six months of 2006 and they are as follows:

Jan - Slips Trips and Falls / Feb – Smoking Cessation / Mar – First Aid / April – Stress and other mental problems / May – Healthy Eating / June – Holiday Health & Safety.

The introduction and implementation of this programme has culminated with Energy Networks being awarded the Scottish Health at Work Standard (SHAW) Bronze Award. The 2006 Target is silver.

2005 has also seen the Introduction of several family friendly policies – Energy Networks is committed to tackling the causes of stress and providing appropriate support to try and have a balanced lifestyle. There are a number of family friendly policies, which have been implemented to help reduce stress in employees.

Examples of the family friendly policies include:

- **Policy on adoption** – this policy sets out the support offered to employees who are adopting a child, to help them adjust to their new family responsibilities;
- **Dependency Leave** – sets out the support offered to employees when they need time off work due to sudden emergencies involving dependants;
- **Caring Break** – provides an opportunity for employees to integrate their career with raising a family or caring for dependants.

EDF Energy launched an additional safety action plan mid year to help to focus the business on safety. Key elements of this were:

- The three rules - Three simple rules, no unsafe acts, no untidy sites and no sloppy dress;
- One in ten - All Directors and managers to carry out site visits every 10 days;
- Noise – EDF Energy supported the HSE Safety week with a road show on Noise at Work, this gave presentations at all major sites and included the establishing of a Physical Agents Specific Action Team, which is identifying activities and locations that will now fall within the new levels;
- Health – EDF Energy now require all our people who have a lost time accident to have a consultation with our Occupational Health team;
- Individual Objectives – All staff are now set a SHE related target as part of their annual appraisal;
- Staff Briefing – a new intranet based briefing system was introduced called “face to face” with a dedicated engineering section which carries key SHE messages every month;
- Operational Compliance – EDF Energy conducted a number of confidential workshops with staff to determine levels of compliance and attitudes and reasons behind any non-compliance.

Next Steps

As highlighted in the forewords to this Report, the reduction of 'absence' is one of the priority areas we will be concentrating on throughout the remainder of the SAFELEC 2010 programme. We will be looking to work closely with HSE and the Trade Unions to achieve this.

With regard to the safety targets, we are not complacent. As proof of this, ENA's SHE Managers Group have agreed to expand the national collation and sharing of information to include details of "all unplanned events" rather than limiting this work to lost time and major accidents. This will enable ENA companies to develop an accurate picture of where efforts should be targeted to improve the industry's management of health and safety risks. Based on an initial analysis of the available data, the SHE Managers Group has identified nine main event types to focus on during 2006.



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