

SCP

SHE Checklist Principals



SAFETY HEALTH ENVIRONMENT



The Netherlands	Belgium
The following names shall be used in the wording for Belgian application:	
Dutch Accreditation Council (RvA)	Belcert Bureau Systemen (Belcert)
Central Committee of Experts SCC (CCE-SCC)	Executive Committee of Experts SCC (ECE-SCC)
Foundation Cooperation for Safety (SSVV)	<i>Vereniging zonder winstgevend doel</i> vzw-BeSaCC-VCA non-profit organization
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General

The SCP is a private certification scheme, and is not governed by accreditation. Dutch certification is supervised by the CCE-SCC, and Belgian certification is supervised by the ECE-SCC.

The procedure for SCP certification is explained below. Please refer to the relevant SCC practice and the CCE-SCC Quality Manual for details relating to certification issues not reviewed in this document. The CCE-SCC or ECE-SCC takes the ultimate decisions on any uncertainties in this procedure, where relevant subsequent to discussions with the interested parties.

Procedure

I INTRODUCTION

The SHE Checklist Principals (SCP) has been developed as a result of the increasing awareness of the Central Committee of Experts (CCE-SCC) that an appropriate relationship (interaction) between the principal and the contractor is of great importance to the suitable performance of the safety-management systems of contractors with SCC certification, and to the safe performance of the contractor's work.

The implementation of the SCC is based on the assumptions that the principal supervises the work carried out by the contractor in a high-risk environment on the principal's site, and creates the conditions required for the safe performance of those high-risk tasks. Now the SCC has been implemented on such a large scale it has become apparent that these assumptions are no longer generally applicable. This is in part due to the occasional absence of a clearly identifiable workplace and a local organization entrusted with the supervision of the work and the specification of the requisite regulations. Changes in the manner in which the SCC is implemented, such as its implementation for project bureaus and consulting engineers adopting the role of the managing contractor, also gave cause to the development of a supplementary SCP.

However, contractors with SCC certification will be able to achieve an optimum performance only when the principal implements appropriate procedures that are compatible with the contractor's SCC system. Experience has revealed that the safety-management systems (of the contractor and the principal) will need to be compatible if the maximum degree of safety is to be achieved.

The CCE-SCC has drawn up the SHE Checklist Principals in an endeavour to specify the requirements to be met and the conditions that will need to be created by principals in rendering their policy and safety-assurance systems compatible with those of contractors with SCC certification and, consequently, jointly achieve an optimum degree of safety during the work. In all instances the ultimate objective is to achieve and retain the greatest possible degree of safety, thereby minimizing the risk of accidents.

2 OBJECTIVE

The objective of the SCP is to prevent accidents at the workplace and to promote the SHE protection of contractors' employees. This objective is to be achieved by means of the structure shown in the following diagram:

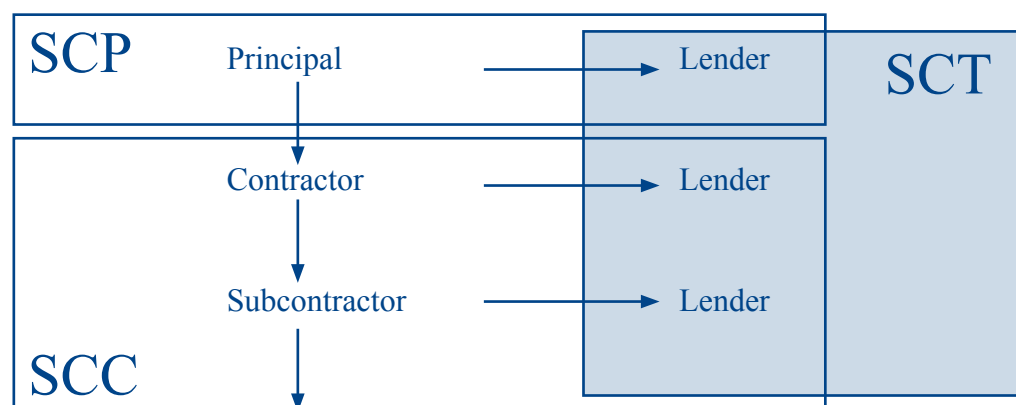
PRINCIPALS	CONTRACTORS
SHE protection for third party employees	SHE protection for the contractor's employees (working for the principal)
←→	
SCP	SCC

The design of the SCP is compatible with the SCC to provide for an optimum relationship between principals and contractors with SCC certification, thereby ensuring for the provision of an added value to the SHE protection of contractors' employees who work at the principals' site.

To this end the SCP is comprised of a transparent system that is based on an inventory of the best practices of major principals within the (petro) chemical sector. The adoption of and compliance with the requirements imposed by the SCP will enable principals to quantify and improve the level of the SHE protection they provide to third parties.

3 RELATIONSHIP BETWEEN THE SCC, SCT, AND SCP; DEFINITIONS

The following diagram indicates the relationship between the SCC, SCP and SCT, and the requisite parties involved. The diagram also indicates those who are regarded as third parties.



The following definitions are applicable to this diagram:

- Principal (Client): the party that awarded the contract involving the performance of the high-risk work, or acting on his behalf (a project bureau, or consulting engineers);
- Contractor: the party carrying out the high-risk work;
- Lender: the party supplying temporary staff to the client and/or contractor;

Third parties: all parties in the above diagram other than the employees of the principal (those on the principal's payroll) and temporary staff contracted directly by the principal.

4 TARGET GROUP

The SCP is intended for implementation by principals wishing to create the appropriate conditions for contractors with SCC certification carrying out work for the principal or on the principal's site require if they are to be able to achieve an optimum SHE performance. The SCP imposes requirements on and supplements the management tasks the principal will need to carry out in such a situation.

The SCP is intended for principals (or the parties representing them) who arrange for the performance of high-risk work by contractors with SCC certification on the principals' permanent premises (factory/grounds, construction sites) pursuant to the principals' regulations and supervision, and for principals (or the parties representing them) who arrange for the performance of high-risk work by contractors with SCC certification at temporary or varying locations.

5 OWNERSHIP

The SCP checklist is the intellectual property of the CCE-SCC, the holder of the copyright.

6 THE ROLE OF THE CCE-SCC AND ECE-SCC

The CCE-SCC and the ECE-SCC are responsible for the supervision of the audit process and issue of certificates in their respective countries. The CCE-SCC and ECE-SCC or their representatives (bodies or persons) can take the actions or request the information required to carry out this supervision in the appropriate manner at any time such measures are deemed to be necessary. To provide for appropriate supervision the CBs are required to store the requisite information in files, and to make those files available for inspection when so requested.

7 ROLE OF THE CERTIFICATION BODIES

The certification bodies are required to possess substantial SCC experience; this is necessary to guarantee the maintenance of an appropriate relationship between the SCP and SCC systems.

The certification bodies are also required to comply with the provisions laid down in the agreement concluded the SSVV granting them authorization to issue of SCP certificates. The SCC website lists the certification bodies authorized to issue SCP certificates.

Pursuant to the provisions of the aforementioned agreements, the certification body is required to include the SCP logo on all SCP certificates issued by that body. The CCE-SCC tests the certification bodies' compliance with the procedures as stipulated and specified in the following procedure and other procedures.

The certification body's SCP auditor is responsible for the content of the audit (see Section 12.8 and Appendix A) and for the decision as to the potential for the principal's certification. It is assumed that the auditors possess the necessary expertise, and that they can operate in autonomy when deciding if certification can be recommended. The competent officer of the certification body then takes the decision as to whether certification will be granted. In contrast to the customary procedure for SCC certification, the appointment of an SCP Coordinator is not mandatory. However, CBs can exercise their discretion as to the appointment of an SCP Coordinator.

8 COMPOSITION OF THE CCE-SCC

This Committee is comprised of equal numbers of representatives from trade/sectorial organizations of client companies and contractors.

9 USE OF THE SCP

The SCP is comprised of a checklist which principals can use to assess and, where relevant, further develop their SHE policy. The assessment criteria are based on the best practices of a number of major principals in the (petro) chemical sector, and are highly compatible with the SCC requirements imposed on contractors. Compliance with these criteria will provide for the creation of the conditions required for contractors with SCC certification to carry out their work in safety.

10 SCORING METHOD AND CERTIFICATION LEVELS

The SCP contains questions with objectives and minimum requirements that give an insight into the principal's SHE efforts. In the event of compliance with the stipulated requirements the company can then be issued of an SCP certificate.

The SCP is comprised of compulsory questions (C) and supplementary questions (S). The questionnaire contains 53 questions, of which 14 are compulsory questions and 39 are supplementary questions.

The company complies with a question when the auditor is of the opinion that all minimum requirements stipulated for the relevant question are met.

A distinction is made between two levels of SCP certification:

Certificates with a 1-year period of validity

The certificate can be granted when the auditor establishes that the company complies with at least the compulsory questions.

Certificates with a 1-year period of validity cannot be renewed. On the expiry of the 1-year period a 3-year certificate will be issued provided that the company complies with the requisite requirements.

Certificates with a 3-year period of validity

The certificate can be granted when the auditor establishes that the company complies with at least the compulsory questions and a minimum of 20 supplementary questions. On the expiry of this first 3-year period the certificate can be renewed solely when the company complies with all the compulsory questions and at least 24 supplementary questions.

II CERTIFICATION PROCESS

II.1 Application

All companies employing a SHE management system in accordance with the SCP can request a SCP-accredited certification body to issue SCP certification. This is governed by the procedure laid down in this document.

For the purposes of the issue of an official quotation (approach, number of man-days, costs, etc.) the certification body shall request the necessary information from the company, such as:

- The structure of the company
- The organizational chart
- The number of projects in progress (please refer to the definition)
- The average number of locations at which the company works
- Technical/engineering activities requiring a specific expertise
- The scope of the requested certification

The certification body will submit an audit programme to the company in good time.

This programme shall at least include the following information:

- The date(s) on and the place(s) at which the audit will be held
- The scope
- The organizational units (departments) where the audit will be carried out, together with a statement of the expected duration
- A visit to project(s), together with a statement of the expected duration
- The composition of the audit team (the auditor, and where relevant, an expert) who will carry out the certification investigation, whereby the company will be provided with the opportunity to lodge an objection against the choice of one or more members of the audit team. Any such objection shall need to be accompanied by the reasons for the objection

11.2 Man-days table

It is recommended that the following (minimum) number of man-days is assigned to SCP audits:

Documentation assessment	1 day
Implementation test	1 day
Visits to locations	To be determined in consultation ¹
Reports	1 day

11.3 Number of locations to be visited

During the verification audit the auditor shall visit locations at which contractors are carrying out work pursuant to the principal's instructions. The number of locations to be visited is determined in consultations between the principal and the auditor.

11.4 Consulting agencies

Consulting agencies do not play an active role in the verification audit. The auditor must make this clear to the company, and inform the company that the audit will be terminated in the event that consultants play an active role. Any consultants present during the audit may do no more than listen.

N.B.: The aforementioned limitation of the role played by consultants is not applicable to situations in which an external expert performs the duties of the company SHE Officer on a part-time basis as laid down in a contract.

11.5 Auditor

Qualifications

In principle all auditors shall possess a level of training/experience equivalent to Occupational safety and health, higher level (HVK)²/Level 1 (Niveau 1). They also need to possess a thorough experience and knowledge of the relevant sector, and certainly when high-risk activities and workplaces are involved.

Notification

The relevant CBs shall submit the names of their SCP auditors to the CCE-SCC or ECE-SCC. Audits may be conducted by these auditors solely once the CCE-SCC or ECE-SCC has confirmed their appointments. The CCE-SCC or ECE-SCC reserve the right to reject auditors submitted by the CBs. In such instances they shall inform the relevant CB accordingly, together with the reason(s) for their decision.

¹) The number of days to be allocated to visits to locations is determined in consultations between the principal and the auditor. The number of days is in part dependent on the number of locations to be visited.

²) Middelbare Veiligheidskunde (MVK) of Hogere Veiligheidskunde (HVK), toegelaten door de Stichting voor de Certificatie van Vakbekwaamheid. Voor België betekent deze deskundige ondersteuning minimaal Niveau II of Niveau I Veiligheidskunde.

11.6 The audit

The audit is comprised of two parts: (1) a documentation assessment and (2) an implementation test.

Documentation assessment (Phase 1)

The documentation assessment is carried out at least one month before the implementation test.

For the purposes of this documentation assessment the principal will be requested to supply the certification body copies of the documentation containing a specification of the SHE management system. This assessment also extends to an evaluation of the results from an internal audit conducted by the relevant company. This report needs to be signed by the author of the report and the company's management board stating that the report is a truthful record.

The auditor will assess the documentation supplied by the company. The audit will extend to a thorough investigation of the documentation containing a specification of the principal's SHE management system. Within this context the auditor can request the principal to supply supplementary information.

All activities of relevance to the required level of certification shall need to have come into force at least 6 months prior to the implementation test.

After assessing the documentation the auditor decides whether the performance of an implementation test would serve a purpose.

The certification body officially notifies the principal of its findings from the documentation assessment. These findings form the basis for the agreements on the following stages of the investigation.

The minimum interval between the documentation assessment and the implementation test is at least one month. During this month the company can correct any minor nonconformities established during the documentation assessment.

In the event of nonconformities that (could) cause a serious threat to the achievement of the required certification level the interval between the documentation assessment and the implementation test shall amount to at least 6 months. This longer interval is designed to enable the company to correct any nonconformities in the documentation, and take the necessary measures.

Implementation test (Phase 2)

The auditor conducts the implementation test to assess whether the principal's SHE system as used by the company complies with all requirements imposed on the issue of the required SCP certificate.

During this implementation test the auditor makes an assessment of the company's efforts. This verification of the efforts is made on the basis of:

- (1) relevant company documentation
- (2) relevant records of activities carried out by the company and/or by third parties
- (3) interviews of relevant persons (in the company, and third parties), and
- (4) observations during visits to locations (projects)

The auditor shall make notes of the verification method and the persons, documentation and/or observations that were involved.

11.7 Reports

Subsequent to the audit the auditor draws up a report of his or her findings and motivation for the decision as to the potential for the issue of a certificate. The report and any information submitted with the report shall be of a nature such that the CCE-SCC or ECE-SCC (or their representative) can assess whether the issue of the certificate was justifiable.

In addition to the necessary factual information relating to the company, locations and persons interviewed, etc., the report shall also contain the following information:

- Motivation for the number of locations that were visited (in part on the basis of the total number of locations) and for the number of days devoted to these visits to the locations.
- Substantiation for the company's conformity/nonconformity with each minimum requirement.

The assessment of the documentation specifying the principal's SHE management system and the implementation of that system is concluded and reported by means of a report in accordance with Appendix A.

11.8 Certification

The SCP auditor decides on the principal's potential for certification. The competent officer of the certification body takes the decision as to whether certification will be granted. The date of issue stated on the certificate shall be the first date on which the auditor established or could have established that the company complied with all requirements to be met for the issue of the relevant certificate.

11.9 Appeals procedure

The certification body's appeals procedure is applicable to appeals lodged by the applicant; as the occasion arises the certification body must inform the CCE-SCC or ECE-SCC of the appeal.

12 PERIOD OF VALIDITY/INTERIM AUDITS/RENEWAL OF CERTIFICATION

The period of validity:

SCP certificates are valid for a period of 1 or 3 years. The period of validity comes into force on the date of issue stated on the certificate. The ultimate period of validity depends on the (favourable) results from the interim audits, which are in principle carried on a periodic basis (at least once a year).

Interim audits

Interim audits are conducted every year, at 1-year intervals, whereby the first interim audit is conducted one year after the issue of the certificate.

Interim audits are conducted in accordance with an audit plan drawn up by the auditor during the initial audit.

The certification body shall inform the principal of the intention to conduct an interim audit at least 7 days in advance.

Interim audits are based on the version of the SCP that was applicable at the time of the audit that resulted in certification.

Man-days for interim audits

It is recommended that the following man-days are assigned to interim audits:

Interim audit (inclusive of visit to a location)	1 day
Reports	½ day

During the interim audit the auditor carries out an assessment on the basis of the internal audit conducted by the company since the previous visit (see SCP Question 1.5, issue for attention) and makes the necessary verifications by reviewing a selection from the questionnaire as based on questions, objectives and minimum requirements deemed to be of importance by the auditor.

Should the auditor come to the conclusion that the situation is not in agreement with the SCP certification standards then this conclusion will be stated in the auditor's report. In such instances the principal shall need to submit proposals for appropriate corrective measures to the CB, and will need to reach agreement with the CB on a period of time within which the corrective measures shall be implemented. Failure to implement the corrective measures within the stipulated time (a maximum of 3 months) will result in the suspension of the certification until such time as it can be demonstrated that the SCP requirements are met.

In the event of nonconformities with issues of relevance to the certificate it shall be necessary to make a distinction between at least two categories of nonconformities:

- Category 1 (major nonconformity) – serious nonconformities, as a result of which the efforts fall short of the level required for certification. Maximum period for correction 3 months.

- Category 2 (minor nonconformity) – serious nonconformities which, if not corrected, could place the certification level in jeopardy. Any such nonconformities must be corrected before the next (interim) audit (in the event of failure to do so then the minor nonconformity shall be assigned the major nonconformity status).

Recertification:

In the event that the principal wishes to continue the certificate at the end of the certification period then the certification body shall be required to carry out a full certification investigation (as though a first application for certification had been received).

N.B.: in the event that a certification body conducts its first audit at a specific company then the body shall always conduct an initial audit, even when the company has already been granted SCP certification.

13 SUSPENSION AND REVOCATION

The certification body is entitled to suspend, revoke or nullify the SCP certificate at any time during the certification period. The certification can be suspended in the event that the principal does not implement the corrective measures within the agreed time (of a maximum of 3 months), or in the event of the misuse of the certification body's logo or brand name.

The certification will be revoked in the event that the corrective measures have not been implemented within a three-month period subsequent to the suspension of the certificate.

14 CONDITIONS ATTACHED TO THE USE OF THE CERTIFICATE AND LOGO

Certificate layout

The layout of the SCP certificate shall be the same as the layout of the SCC certificate. The certificate must include an explicit statement indicating that it relates to an SCP certificate. The certificate must also bear the "SCP" logo and the logo of the relevant certification body. The certificates must make an explicit distinction between 1-year and 3-year certificates. SCP certificates make no mention of the Dutch Accreditation Council (RvA), since the RvA is not a party to SCP certification.

Conditions attached to the use of the certificate and logo

The conditions attached to the use of the SCP certificate are the same as the applicable conditions attached to the SCC certificate.

(See also the regulations governing the use of the SCC logo in the CCE-SCC Quality Manual and the SSVV website. and the ECE-SCC Quality Manual and the vzw VCA-BeSaCC website.)

15 INFORMATION CITED ON SCC CERTIFICATES

SCP certificates shall at least cite the following information:

- a. particulars about the company with SCP certification:
 - the full company name, registered offices, head office or regional offices
 - in the event that the company has a number of branches within one city or municipality then a statement of the address must be included so as to provide for the unique identification of the organizational unit/branch that has been awarded certification
- b. particulars about the certification body:
 - name
 - registered offices
 - logo/brand name
- c. other information on the certificate:
 - an explicit statement of the type of certificate
 - the wording must indicate that “the company complies with the requirements stipulated in the SCP version 2007/02”
 - the period of validity: “valid from...” / ”valid until...”
 - the signature of the competent officer of the certification body
 - the SCC brand name and logo

16 CONFIDENTIALITY

The certification bodies, the CCE-SCC and the ECE-SCC will treat all information bound by professional secrecy as strictly confidential, Consequently they will not disclose this information to any institutions whatsoever without prior written permission from the principal, subject to the proviso that non-disclosure is not in violation of the national legislation. It will be self-evident that the information stated on the SCP certificate is made public.

17 NOTIFICATION OF CERTIFICATION, ACCIDENT FREQUENCY, AND AMENDMENTS

Notification of certification:

The SSVV shall receive notification of certification. This procedure is governed by the same requirements applicable to SCC certification.

Pursuant to the agreement between the certification body and the SSVV, acting jointly on behalf of the CCE-SCC, the certification body is under the obligation to submit notification of the issue of SCP certificates to the SSVV immediately subsequent to their issue, and in any case within one month.

The following information shall be supplied with each notification:

- the name of the company
- the address of the registered offices
- the type of certificate
- the date of issue
- accident figures for the last three years prior to the year of certification

Notification of the accident figures:

The certification body shall submit annual notification of the accident figures of the relevant company with SCP certification.

Notification of amendments:

The certification body is under the obligation to publish lists – at very frequent intervals and at least once a quarter – of revoked and suspended certification, as well as of certificates that are no longer valid, together with the reasons for the revocation or suspension of the certification.

The vzw VCA-BeSaCC and ECE-SCC play equivalent roles to those of the SSVV and the CCE-SCC.

SHE Checklist Principals

Checklist for the principals' SHE protection provided to contractors carrying out work for the principals.

The following document lists:

- the objective of each section and question
- the minimum requirements for each question

The auditor shall determine whether the objective of the question is satisfied. This assessment shall at least extend to the minimum requirements.

The minimum requirements pertain to the specification of the SHE efforts and the documents resulting from those efforts. Consequently they constitute the framework for the performance of the document review, and for the assessment of the efforts specified in those documents. During the implementation audit the auditor will also need to verify that the SHE endeavours specified by the company's documents are put into practice. To this end the auditor shall compile a checklist on the basis of the minimum requirements specified in this document.

CHAPTER I – POLICY AND CULTURE

Objective

The implementation of an explicit policy focused on continual improvement of the SHE and a culture within which this is feasible.

I.1 Has the company drawn up a SHE policy (statement) relating to working with third parties? (S)

Objective

To specify the policy pertaining to the work of third parties in explicit terms.

Minimum requirements

- All relevant SHE issues (injury, material damage, environmental incidents) are incorporated in the statement
- the statement includes the Management Board's favourable standpoint with respect to the company's SHE policy
- the statement is signed by the most senior officer of the organization
- the company's personnel is aware of the policy statement
- the declaration has been made known to third parties within the company
- the policy statement is part of contracts awarded by the company
- the policy statement is evaluated at yearly intervals, and amended where necessary

I.2 Is there a target for the reduction of the number of accidents incurred by third parties? (S)

Objective

The reduction of the number of accidents incurred by third parties by means of targets and an evaluation.

Minimum requirements

- where applicable (in the event of the long-term use of third parties): multi-annual target
- annual target for the frequency of accidents incurred by third parties
- the target is known to the company's employees and to the relevant third parties
- the target is evaluated at least once a year, and amended as necessary

I.3 Is an annual SHE plan of action drawn up relating to third parties? (S)

Objective

The improvement of third party SHE performance by means of planned measures.

Minimum requirements

- SHE plan in accordance with the targets referred to in 1.2
- SHE plan with specific points for action
- targeted efforts (what, who, how, where, and when) to complete the points for action

I.4 Is there an appraisal system for the safety of work carried out by third parties? (S)

Objective

The promotion of safe work by third parties.

Minimum requirements

- an appraisal system has been implemented
- specific assessment criteria (drawn up by the principal) have been communicated to the relevant third parties
- an official owner and manager/coordinator has been assigned to the system (within the principal's organization)
- the results from appraisals are communicated to the management (of the principal's company) and the third party/parties involved

I.5 Are the principal's SHE efforts pertaining to third parties working at the company subjected to periodic evaluations? (S)

Objective

The retention of an up-to-date and requisite level of SHE efforts pertaining to third parties, and the implementation of any necessary improvements.

Minimum requirements

- the responsibility for the evaluation has been laid down
- annual evaluation of all relevant SCP issues
- evaluation reports stating any anomalies, measures to be implemented, and the follow-up

CHAPTER 2 – ORGANIZATION AND REGULATIONS

Objective

Support for the SHE policy of third parties by means of regulations and organizational measures.

2.1 Has an officer been assigned the responsibility for SHE coordination pertaining to work by third parties? (S)

Objective

Coordination of all SHE issues of relevance to third parties.

Minimum requirements

- an SHE Coordinator has been appointed for the preparatory and construction phase
- SHE coordinators have been appointed for each project, and an overall SHE Coordinator has been appointed
- job description inclusive of duties, powers and responsibilities
- the relevant expertise has been established (at least SOS-SCC or equivalent and, depending on the nature of the work, either MVK or HVK³)
- control measures are implemented for other activities that could interfere with the work
- a communications structure is in place that ensures for effective coordination
- each third party has assigned the requisite responsibility for SHE issues

2.2 Have general safety instructions and regulations been implemented at the location(s) where third parties (will) carry out work? (C)

Objective

The promotion of an appropriate SHE conduct by third party employees by means of regulations and instructions.

Minimum requirements

- the general SHE regulations and instructions are relevant and explicit
- third party employees who carry out the work are aware of the SHE regulations and instructions (which have been drawn up for that purpose and are formulated in language that will be comprehensible to the relevant employees)

³) ‘Occupational safety and health, intermediate level’ (MVK) or ‘Occupational safety and health, higher level’ (HVK) certificate approved by the Stichting voor de Certificatie van Vakbekwaamheid (‘Certification of Professional Competence Foundation’). In Belgium ‘expert support’ relates to a person with at least a Level II or Level I Occupational safety and health (Veiligheidskunde) certificate.

2.3 Are procedures in place for the safe removal of (hazardous) waste, material, machinery and equipment? (S)

Objective

The safe removal of waste, material, machinery and equipment, whereby any (residual) risks are known.

N.B.: This question does not extend to the transport of raw materials, consumables, or side, semi-finished or finished products from the principal's site.

Minimum requirements

- identification of hazardous substances, materials, etc.
- regulations for the transport of (hazardous) waste, materials, machinery, equipment and consumables relating to or used by third parties
- an officer (within the principal's organization) has been assigned the responsibility for (the supervision of) compliance with the regulations
- the determination of any (residual) risks and their communication to the relevant recipients of the aforementioned products

2.4 Has the company implemented a system with regulations for third party reporting of their safety performance, improvement issues, and nonconformances? (S)

Objective

The accountability of third parties with respect to their individual safety performances during the projects.

Minimum requirements

- regulations for the preparation of periodic reports of third parties' SHE performance
- specifications of the SHE issues to be addressed in the reports (toolbox meetings, inspections, incidents, etc.), inclusive of the monitoring of compliance with working hours
- third parties have assigned the responsibilities for the preparation of the reports

2.5 Has a policy been implemented to prevent employees of third parties from transgressing the permitted working hours? (S)

Objective

The prevention of a transgression of the permitted working hours.

Minimum requirements

- policy to prevent the transgression of working hours
- the policy has been communicated to the relevant third parties

CHAPTER 3 – RISK INVENTORY AND EVALUATION (RIE)

Objective

An inventory and evaluation of the risks required for the implementation of adequate control measures pertaining to:

- *the installation and the workplace where third parties will carry out their work*
- *the work to be carried out by third parties*

3.1 Are the risks associated with the installation or workplace where third parties will carry out their work determined and control measures implemented before third parties start their work? (C)

Objective

The provision of a safe workplace to the employees of third parties by means of the implementation of control measures based on an inventory of the risks.

Minimum requirements

- arrangements have been made for the responsibility for the performance of the risk inventory
- the risk inventory and evaluation is carried out by an officer with sufficient expertise and experience
- the risk-inventory methodology is relevant to the specific work involved
- account is taken of the relevant legislation
- account is taken of other work that may interfere with the work involved in the relevant project
- account is taken of (foreseeable) emergencies
- account is taken of the permitted languages
- control measures (inclusive of task or work procedures) for accepted (residual) risks
- arrangements have been made for the responsibility for the supervision of the implementation of the control measures
- identified SHE risks and the requisite control measures are incorporated in the technical specifications issued to contractors

3.2 Does the principal assess RIEs drawn up by third parties that are of relevance to the work they are to carry out for the principal? (S)

Objective

To determine whether the RIEs of third parties take sufficient account of high-risk work and the relevant control measures.

Minimum requirements

- an officer with SHE expertise has been assigned the responsibility for the performance of the assessment
- the high-risk work has been identified by third parties, and control measures have been implemented

3.3 Are task-risk analyses (TRAs) carried out prior to the performance of high-risk tasks by third parties? (C)

Objective

The elimination/control of risks associated with high-risk work.

Minimum requirements

- the responsibility for the preparation of TRAs has been laid down
- TRAs for standard high-risk tasks to be carried out by third parties
- TRAs for specific high-risk tasks involved in the work

CHAPTER 4 – ADMISSION POLICY

Objective

Admission to the principal's site is restricted to those companies and their employees who are familiar with the SHE regulations and instructions on the principal's site and who comply with the SCC/SCT requirements imposed on the performance of high-risk work.

4.1 Are solely third parties with SCC certification permitted to carry out high-risk work? (C)

Objective

The performance of high-risk work solely by companies in the possession of the requisite SCC certification.

N.B.: In the event that it is not possible to comply with this requirement then measures shall be implemented which ensure that the risks at the relevant workplace are controlled.

Minimum requirements

- a policy that stipulates that solely companies with SCC certification shall be contracted for the performance of high-risk work
- specifications have been drawn up of work that constitutes high-risk work
- procedures have been implemented that ensure that requests for the performance of high-risk work are issued solely to companies with SCC certification
- in the event that the N.B.: is applicable: measures that ensure that the relevant risks are controlled

4.2 Has a policy been introduced to ensure that solely temporary employment agencies with SCT certification are requested to supply personnel for the performance of high-risk work? (C)

Objective

The contracting of temporary employees for the performance of high-risk work solely from temporary employment agencies with SCT certification.

Minimum requirements

- a policy which stipulates that solely temporary agencies with SCT certification shall be contracted for the performance of high-risk work
- specifications have been drawn up of work which constitutes high-risk work, together with the requisite training and experience requirements applicable to the persons who carry out that work (see also Question 5.2.)
- procedures have been implemented which ensure that temporary employees for the performance of high-risk work are sourced solely from temporary employment agencies with SCT certification

CHAPTER 5 – INFORMATION AND INSTRUCTIONS

Objective

The provision of the SHE knowledge and information to third party employees that they need to carry out their work.

5.1 Is general SHE information issued to employees of third parties before they are granted access to the project/location of the work? (C)

Objective

Solely employees of third parties who are familiar with the prevailing general SHE regulations and instructions are granted access to the location where the work is (or will be) carried out.

Minimum requirements

- the existence of a programme for the provision of information to newcomers (“gate instructions”), inclusive of the general SHE regulations and instructions
- the issue of the relevant documentation to the participants
- suitable measures have been implemented (such as a test) to ensure that solely those employees of third parties who are familiar with the prevailing general SHE regulations and instructions are granted access to the location of the work

5.2 Do individual plants/departments/workplaces issue information and instructions of relevance to their specific SHE risks and measures? (S)

Objective

The provision of SHE knowledge and information to third party employees pertaining to the specific workplace where the work will be carried out.

Minimum requirements

- a programme for the provision of information about SHE issues of relevance to the department/installation/workplace where the work will be carried out, inclusive of the approach to hazardous chemicals
- the relevant documentation has been issued to the participants
- the relevant third party employees have been issued (written) SHE information about the hazardous chemicals
- where applicable: instructions for the use of specific personal protective equipment have been issued on the basis of the identified risks
- records are made of the third party employees who have received the information
- procedures are in place to ensure that solely third party employees who have received the information are admitted to the workplace

5.3 Are specific schooling/training/instruction requirements imposed on third party employees who are to perform high-risk tasks? (C)

Objective

Third party employees are in the possession of adequate schooling/training/instruction for the performance of high-risk tasks.

Minimum requirements

- a list of tasks is available together with the requisite schooling/training/instruction
- the list has been communicated to third parties
- procedures are in place to ensure that tasks for which specific schooling/training/instruction is required are carried out third parties who have (received) the specific schooling/training/instruction

5.4 Is the use of a Personal Safety Logbook by third parties a mandatory requirement? (S)

Objective

The ability to verify that the personnel involved are qualified for the performance of high-risk work.

Minimum requirements

- a policy – communicated in writing to the relevant third parties – which stipulates that solely persons who are in the possession of a Safety Logbook shall be deployed for the performance of high-risk work
- specifications have been drawn up of work that constitutes high-risk work
- procedures are in place which ensure for the appropriate completion of the Safety Logbook of the relevant personnel

5.5 Are third parties offered an opportunity to participate in the internal SHE schooling, training, and instructions provided by the company? (S)

Objective

Employees of third parties are able to participate in SHE schooling/training/instructions provided to the principal's employees.

Minimum requirements

- a policy which states that the employees of third parties are invited to attend the internal SHE courses/training programmes
- demonstrable proof of invitations to take part in these programmes is available
- demonstrable proof that employees of third parties have taken part in internal SHE schooling/training/instructions

5.6 Are the principal's staff that manage or work closely with third parties in the possession of an adequate knowledge of (general) safety issues? (S)

Objective

Assurance that the principal's personnel entrusted with the management of contractors are in the possession of sufficient relevant knowledge of SHE issues.

Minimum requirements

- employees responsible for the management of third parties are in the possession of at least a valid Safety for Operational Supervisors SCC (SOS-SCC) certificate or an equivalent qualification

CHAPTER 6 – SHE COMMUNICATIONS AND CONSULTATIONS

Objective

Regular communications to and consultations with third parties pertaining to progress and developments in SHE issues.

6.1 Are SHE consultations conducted with third parties at all (relevant) hierarchical levels? (S)

Objective

Agreement on mutual SHE expectations, and the achievement of the targets.

Minimum requirements

- structure for consultations between the principal and individual contractors (third parties)
- where applicable: structure for consultations between third parties and the principal
- regular communications/consultations at all levels prior to, during and on the conclusion of the work relating to risks, control measures, anomalies, and the resultant measures
- minutes of meetings demonstrate that SHE was an important point on the agenda
- measures have been implemented to correct any nonconformities

6.2 Are regular SHE campaigns organized which focus on work carried out by third parties? (S)

Objective

The organization of campaigns focused on the improvement of specific SHE issues.

Minimum requirements

- campaigns addressing specific SHE issues
- campaigns are prepared by a working party led by a manager
- third parties are represented in the working parties
- the campaigns are imparted with adequate substance
- the degree to which knowledge has been imparted to third parties has been established

CHAPTER 7 – THE WORKPLACE

Objective

A safe workplace on the commencement, performance, and conclusion of the work.

7.1 Has the company implemented a work-permit system? (C)

Objective

Assurances that the employees of third parties have taken cognizance of the risks at the work place, and that adequate control measures have been implemented on the commencement and performance of the work.

Minimum requirements

- a work-permit system for the work to be carried out
- responsibilities have been laid down for the issue and acceptance of permits
- on-location inspections and discussions are held (between the officer issuing the permit and the applicant) to verify that all SHE requirements are met prior to the issue of the permit and the commencement of the work
- adequate transfer of permits to third parties (by means of signatures from both the applicant and the officer issuing the permit)
- records are kept of permits pertaining to work in progress
- arrangements are made for the supervision of compliance with the stipulations laid down in the permit

7.2 Do the preparations for the work take account of potential specific risks, inclusive of combinations of those risks? (S)

Objective

Preparations for the work encompass the identification of specific risks, potential combinations of those risks, and the formulation of control measures.

Minimum requirements

- procedure/methodology for the determination of risks during the preparations for the work
- account is taken of other work that may interfere with the work involved in the relevant project
- the implementation of control measures for the risks that have been identified

7.3 Are third parties incorporated in the occupational-hygiene programme? (S)

Objective

Determination of the levels of third party exposure to harmful chemicals/physical agents.

Minimum requirements

- a list of harmful chemicals/conditions is available, inclusive of occupational-hygiene measurement programmes
- third parties are incorporated in the measurement programme
- the results are communicated to third parties

7.4 Are there procedures in place that ensure that the installation/equipment on which or in which third parties are to carry out their work is safe? (C)

Objective

To ensure that installations are safe prior to the commencement of work on those installations.

Minimum requirements

- procedures are in place to render equipment, installations or workplaces safe for the work
- a person or persons have been appointed and given the necessary authorization to render equipment or installations safe prior to the commencement of the work

7.5 Are there procedures in place that ensure that the area in which work is to be carried out is safe? (S)

Objective

To ensure that the area in which work is to be carried out is safe prior to the commencement of the work at that location.

Minimum requirements

- procedures are in place to render the area in which the work is to be carried out safe
- a person or persons have been appointed and given the necessary authorization to render the area safe prior to the commencement of the work

7.6 Are LMRAs (Last Minute Risk Analyses) carried out before the commencement of the work? (S)

Objective

To ensure that the relevant third party employee(s) at the workplace is (are) aware of the risks and of the appropriate approach to those risks.

Minimum requirements

- a procedure is in place for the performance of LMRAs with the relevant third party employees prior to the commencement of high-risk work
- specification of the equipment on which the work is to be carried out

7.7 Is a procedure in place for the retention of a safe workplace and working area both during and subsequent to the completion of the work? (S)

Objective

The retention of a safe workplace and working area in the entire period in which the work is carried out and during the conclusion of the work.

Minimum requirements

- a procedure is in place for the retention of a safe workplace and working area during the performance of the requisite work
- the responsibility for the retention of a safe workplace and working area has been laid down
- suitable arrangements have been made for the supervision of the performance and conclusion of the work

CHAPTER 8 – INSPECTIONS AND OBSERVATIONS

Objective

The retention/improvement of an appropriate SHE level pertaining to the conduct of third parties, their working environment, and the tools and equipment they use.

8.1 Are regular inspections held (by the principal) of the work carried out by third parties? (C)

Objective

The improvement of third party work areas.

Minimum requirements

- responsibilities have been laid down for the execution of the procedure pertaining to work carried out by third parties, and for the implementation of any necessary follow-up to those inspections
- the responsibility for the performance of the inspections has been laid down
- inspections are held at least once a month
- the inspection is based on an adequate and relevant checklist, and extends to an inspection of the use of approved tools and equipment
- reports are drawn up of any nonconformances
- any necessary corrective and/or preventive measures are implemented, inclusive of the necessary follow-up and the assignment of the requisite responsibilities

8.2 Has the company implemented a system for the periodic inspection/ approval of materials and equipment made available to third parties for the performance of high-risk work? (S)

Objective

Assurance that the material and equipment made available to third parties complies with the relevant SHE requirements.

N.B.: This answer can be answered in the affirmative in the event that no material and/or equipment is made available to third parties.

Minimum requirements

- a procedure is in place for the execution of periodic inspections of the material and equipment placed at the disposal of third parties, inclusive of a specification of the responsibility for the inspections and for any follow-up to those inspections
- a list of the material/equipment supplied to third parties is available
- procedures are in place to ensure that solely approved materials are placed at the disposal of and used by third parties

8.3 Has a programme been implemented (by the principal) for the improvement of third party employees' safety conduct by means of observations of their work and any necessary interventions during their work? (S)

Objective

To promote the exhibition of an appropriate SHE conduct by third party employees.

Minimum requirements

- an observation programme, inclusive of a specification of the responsibilities for the performance of that programme
- the training of observers
- the scheduling of observations
- records of observations, inclusive of measures that have or are to be implemented, together with the follow-up
- the results are communicated to the management and the third party/parties involved

CHAPTER 9 – COMPANY EMERGENCY PLAN

Objective

The availability of a plan or plans, personnel and equipment for the implementation of an effective response to a threatened emergency.

9.1 Has the company drawn up an emergency plan to maintain control of emergencies that could occur at locations where third parties carry out work? (C)

Objective

The availability of a plan or plans, procedures and instructions for the deployment of personnel and equipment in the event of an emergency.

Minimum requirements

- an inventory has been made of potential/foreseeable emergencies at the relevant location
- adequate notification, warning and alarm systems are available
- clear indications of escape routes, collection points, and an evacuation area
- a coordinator has been appointed for the implementation of measures in the event of an emergency
- third party employees are aware of the emergency plan

9.2 Is the performance of the company emergency plan tested in drills which extend to third parties? (S)

Objective

Regular tests of and improvements to the effectiveness of the company emergency plan.

Minimum requirements

- responsibilities for emergency-plan practices have been laid down
- a schedule is available for emergency-plan drills organized at least once a year
- arrangements have been made for the involvement of third parties in these emergency-plan drills
- evaluation reports are drawn up of the completed drills, together with the measures that have been implemented and the necessary follow-up

9.3 Is there an organization for the provision of first aid to third party employees? (S)

Objective

The provision of first aid to third party employees.

Minimum requirements

- sufficient appropriately-qualified staff are available for the provision of first aid
- the staff can be contacted readily, and are both accessible and available to third party employees

CHAPTER 10 – NOTIFICATION, REGISTRATION, AND INVESTIGATION OF INCIDENTS

Objective

The investigation of incidents/accidents for the subsequent implementation of the appropriate preventive measures.

10.1 Has the company implemented a procedure for the notification, registration and reporting of third party incidents/accidents? (C)

Objective

The acquisition of the information required to prevent a recurrence of incidents.

Minimum requirements

- procedure for the notification of incidents/accidents
- system for the registration of all notifications of incidents and accidents
- periodic reports (at least quarterly) of the numbers and categories of accidents/incidents (frequency rates)

10.2 Are notified accidents and incidents investigated, and are measures implemented to prevent the recurrence of similar incidents/accidents? (C)

Objective

The determination of the causes of incidents, and the implementation of preventive measures to preclude a recurrence of those incidents.

Minimum requirements

- procedure for the notification of incidents/accidents
- responsibilities for the performance of the investigations have been laid down
- a risk-classification system is employed for the further approach to the investigation (such as the methodology, the management levels to be involved, etc.)
- where applicable: the involvement of others from the principal's organization and third parties has been specified
- an appropriate form and/or methodology for the investigation of incidents/accidents
- the follow-up of immediate corrective and preventive measures to be implemented
- communications of relevant experiences to specified target groups

10.3 Has the company implemented an accident-registration system that incorporates data relating to accidents incurred by third party employees and the principal's employees? (S)

Objective

The acquisition of an insight into the current SHE performance.

Minimum requirements

- a procedure and a system are in place for the storage of data, inclusive of the requisite responsibilities
- analysis of the data and the communications of the results from those analyses to the company's employees and third party employees

CHAPTER 11 – EVALUATION OF SHE PERFORMANCES

Objective

The periodic evaluation of the SHE performance of both third parties and the principal so as to determine and implement (and supervise the implementation of) any improvement measures that may be required.

11.1 Are third party SHE performances subjected to a formal assessment at periodic intervals or subsequent to the completion of a project? (C)

Objective

The specification of measures to improve third party SHE performance.

Minimum requirements

- the implementation of a standard evaluation system
- the responsibilities for the performance and coordination of the evaluations have been assigned
- a scheduling for the performance of the evaluations
- reports of the findings that are communicated to the third parties and to the principal's management
- the results from the evaluations are used in the future selection of third parties

11.2 Does the principal carry out a structural inspection of the improvement measures implemented by third parties, inclusive of the stipulation of any corrective measures that may be required? (S)

Objective

Implementation of the specified improvement measures

N.B.: In principle, this Question is applicable solely to third parties who have a long-term business relationship with the principal.

Minimum requirements

- the responsibilities for the (management of the) implementation of the improvement measures have been assigned
- scheduling of periodic follow-up meetings to determine the current status of and progress in the implementation of improvement measures
- the performance of an effectiveness test with respect to improvement measures notified as having been implemented

11.3 Are third parties offered an opportunity to evaluate the principal's SHE performance at periodic intervals, or subsequent to the completion of the project? (S)

Objective

The specification of measures to be implemented by the principal for the improvement of the principal's SHE efforts pertaining to work third parties carry out on the principal's request.

Minimum requirements

- the implementation of a standard evaluation system
- a scheduling for the performance of the evaluations
- report of findings is submitted to the principal
- actions for correction/improvement (drawn up by the principal)

11.4 Are improvement measures implemented by the principal subjected to structural inspections, and are corrective measures taken as required? (S)

Objective

Implementation of the specified improvement measures.

Minimum requirements

- the responsibilities for the (management of the) implementation of the improvement measures have been assigned
- scheduling of periodic follow-up meetings to determine the current status of and progress in the implementation of improvement measures
- the performance of an effectiveness test with respect to improvement measures notified as having been implemented

CHAPTER 12 – MANAGEMENT AND COORDINATION OF THIRD PARTIES INVOLVED IN MAJOR PROJECTS AND MAJOR MAINTENANCE WORK TO PREVENT SHE INCIDENTS

Objective

The control of the risks associated with major projects.

N.B.: The application of Chapter 12 is governed by the criteria laid down in the Bouwbesluit ('Buildings Decree') (NL) or the KB Tijdelijke of mobiele bouwplaatsen (Temporary or mobile construction site Decree') (B).

12.1 Does the principal set up a project organization for projects and maintenance work? (S)

Objective

The promotion of specific attention to and provisions for SHE issues involved in projects and maintenance work.

Minimum requirements

- an explicit organization is in place, which has been assigned the requisite duties, powers, and responsibilities
- explicit specifications are drawn up of the scope of projects and maintenance programmes
- the organization and scope are communicated to all relevant third parties and the principal's employees
- specifications have been drawn up of the SHE consultative structure for each project

12.2 Is there sufficient coordination of SHE issues during the preparatory phase of the project? (S)

Objective

Assurance that efficient and effective coordination of the SHE issues involved in each project is in place from the preparatory phase onwards.

Minimum requirements

- a general SHE plan for the preparatory/design phase has been drawn up
- an SHE coordinator has been appointed for the preparatory/design phase, and has been assigned specified duties, powers, and responsibilities

I2.3 Are all projects preceded by an inventory of the SHE risks and the specification of the requisite control measures required for those risks? (See also Question 3.1.) (S)

Objective

Control of all SHE risks associated with projects.

Minimum requirements

- arrangements have been made for the responsibility for the performance of the risk inventory
- the inventory and evaluation is carried out by an officer with sufficient expertise and experience
- the risk-inventory methodology is relevant to the specific work involved
- account is taken of other work that may interfere with the work involved in the relevant project
- account is taken of the relevant legislation
- account is taken of (foreseeable) emergencies
- account is taken of the permitted languages
- control measures (inclusive of task or work procedures) for accepted (residual) risks
- arrangements have been made for the responsibility for the supervision of the implementation of the control measures
- identified SHE risks and the requisite control measures are incorporated in the technical specifications issued to contractors

I2.4 Are selected contractors required to draw up a specific SHE plan (inclusive of an RIE) for their work prior to the commencement of a project? (S)

Objective

The timely recognition and control of project risks by third parties.

Minimum requirements

- safety plans (inclusive of an RIE) drawn up by third parties for the performance of their work
- approval of the safety plans by the principal's SHE expert

I2.5 Are SHE criteria an important factor in the selection of contractors for the award of contracts? (S)

Objective

The deployment of contractors complying with the stipulated SHE requirements in the projects.

Minimum requirements

- SCC/SCT certification (where applicable: regulation governing exceptions – see also the N.B.: accompanying Question 4.2)
- supplementary requirements applicable to specific risks (inclusive of training)

I2.6 Has the company implemented a system with regulations for the third parties' reporting of their safety performance, improvement issues, and departures from the requirements? (S)

Objective

The accountability of third parties with respect to their individual safety performances during the projects.

Minimum requirements

- regulations for the preparation of periodic reports of third parties' SHE performance
- specifications for the SHE issues to be addressed in the reports (toolbox meetings, inspections, incidents, etc.), inclusive of the monitoring of compliance with working hours
- third parties have assigned the responsibilities for the preparation of the reports

12.7 Is a consultative meeting of the (third parties') managements held before the commencement of work by third parties? (S)

Objective

Assurance that the management of the relevant third parties are aware of and appreciate all risks identified in connection with the project and the requisite control measures, and that they convey the project's safety objectives to their personnel in an appropriate manner.

Minimum requirements

- consultations take place prior to the commencement of the work
- minutes of the meetings of the managements of the third parties reviewing the SHE issues that were discussed are available
- third parties have specified the responsibility for the provision of SHE reports to the principal
- a project declaration of intent has been drawn up and signed by the managements

12.8 Is a SHE kick-off meeting with third party employees organized prior to the commencement of the relevant (third party) employees' work on a project? (S)

Objective

The discussion of the SHE risks associated with the project and the requisite control measures to ensure that all operational staff of the relevant third parties are aware of and appreciate those risks and control measures.

Minimum requirements

- meetings prior to the commencement of the work
- minutes of the kick-off meetings are available
- SHE issues and control measures of relevance to the projects are discussed
- the availability of a communications package incorporating all SHE issues

12.9 Are SHE issues coordinated during the construction phase? (S)

Objective

Coordination of SHE issues during the work, with particular attention to other activities, which could interfere with the work.

Minimum requirements

- an overall SHE plan is available for the construction phase
- a coordinator has been assigned, and issued a job specification
- control measures are implemented for other activities that could interfere with the work
- a communications structure is in place that ensures for effective coordination
- each third party has assigned the requisite responsibility for SHE issues

12.10 Are the SHE plans drawn up for the project employed for inspections during the course of the work and the implementation of any measures that may be necessary? (S)

Objective

The retention of an appropriate SHE performance by the exhibition of leadership by the managements and the project management.

Minimum requirements

- inspections and observations are carried out in accordance with the project plans; any necessary improvement measures are then implemented, inclusive of the follow-up
- all elements of the SHE plan have been implemented and are being carried out
- the project's SHE targets (inclusive of the IF) are included in the inspection and the implementation of any necessary corrective measures
- the implementation of the control measures is included in the inspection and the implementation of any necessary corrective measures
- reports of the inspections and the implementation of any necessary corrective measures are available

SHE Checklist Principals

Appendix

Appendix A

REQUIREMENTS IMPOSED ON SCP REPORTS

Principals seeking SCP certification are entitled to receive complete and transparent reports of the findings from their SCP audit. In particular, the company is entitled to appropriate motivation and substantiation for the assessment of all questions that ultimately result in the decision either to grant a certificate or to refuse a certificate as a result of the company's failure to fulfil with the requirements.

For this reason the report shall at least contain the following information:

- General information
- Audit results
- Accident figures and tables
- Assessment of and substantiation for each question/minimum requirement

General information

Including information such as:

a. particulars about the company:

- the name of the company
- the address of the registered offices
- the name of the organizational unit that has received certification if other than the name of the company
- the names of the members of the management board, the name of the officer with the final responsibility for the company or the organizational unit which has received certification
- the version of the SCP on which the audit was based
- the number of operational employees
- the number of supervisors of the operational employees
- the number of other (administrative) employees

b. Information about the audit plan and the actual course of the audit.

Audit results

Table of the results listing the scores for the compulsory questions and supplementary questions, arranged by chapter/minimum requirement and stating the subtotal for each chapter. An example is given in the enclosed TABLE 1.

Accident statistics and personnel turnover

Tables of accident figures for the past five years:

- number of employees (inclusive of temporary employees)
- number of hours worked
- accidents resulting in 1 or more days lost time
- accidents resulting in modified duties
- accidents requiring medical treatment by a physician
- accidents requiring first aid
- number of occupational accidents (3+4+5)
- frequency
- severity rate (SR)

An example is given in the enclosed TABLE 2.

Table with personnel turnover during the past three years, which contains three columns:

- total workforce at year-end
- employees who joined the company in that year
- employees who left the company in that year

An example is given in the enclosed TABLE 3.

Assessment of and substantiation for each question/minimum requirement

The report must state the assessment of each question/minimum requirement, together with the requisite substantiation, for all questions – i.e. both conforms or does not conform (both “yes” and ‘no” scores).

The SCP auditor must date and sign the report.

(See also the SCC Quality Manual and SCC website)

**TABLE I:
MODEL / FORMAT FOR SCP REPORTS PER QUESTION/MINIMUM REQUIREMENT**

Chapter Question	Type		Minimum requirements	Assessment & substantiation	Documents	Total final result
	Comp.	Supp.				
I.1 Has the company drawn up a SHE policy (statement) relating the work of third parties?		x	<ul style="list-style-type: none"> • all relevant SHE issues (injury, material damage, environmental incidents) are incorporated in the statement • the statement includes the Management Board's standpoint with respect to the company's SHE policy • the statement is signed by the most senior officer of the organization • the company's personnel is aware of the policy statement • the declaration has been made known to third parties within the company • the policy statement is part of contracts awarded by the company • the policy statement is evaluated at yearly intervals, and amended where necessary 		Present: yes/no* Approved yes/no*	favourable/ unfavourable *
I.2 etc., through I2.10						
						Total score for questions:

* Delete whichever is not applicable.

N.B.: to be dated and signed by the SCP auditor (name).

TABLE 2
ACCIDENT STATISTICS FOR THE PAST 5 YEARS

Company:	2003	2004	2005	2006	2007	2008
1. Number of employees (inclusive of temporary employees)						
2. Number of hours worked						
3. Accidents resulting in 1 or more days lost time						
4. Accidents resulting in modified duties						
5. Accidents requiring medical treatment by a physician						
6. Accidents requiring first aid						
7. Number of occupational accidents (3+4+5)						
8. Frequency (a)						
9. Severity rate (SR)						

Average injury frequency rate for the past 3 years: $IF_{avg} = (IF1 + IF2 + IF3) / 3 =$

$$a. IF = \frac{\text{number of occupational accidents (3+4+5)} \times 1,000,000}{\text{number of hours worked (2)}} =$$

$$b. SR \text{ (Severity Rate)} = \frac{\text{number of lost working days}}{\text{number of lost-time accidents (3)}} =$$

TABLE 3 PERSONNEL TURNOVER

Figures for the past 3 years:

Year	NUMBER OF COMPANY EMPLOYEES		
	Total workforce at year-end	Joined	Left
2003			
2004			
2005			
2006			
2007			
2008			

Appendix B

DEFINITIONS

Incident:

An undesirable occurrence, possibly resulting in damage and/or injury

Lost-time accident (NL) – Industrial accident (B):

An accident with injury resulting in lost time/absenteeism of more than 1 day

Accident resulting in modified duties:

An accident accompanied by injury which results in the loss/absenteeism of more than one day and gives cause to the assignment of temporary duties to the victim

Accident not resulting in lost time:

An accident not resulting in the loss/absenteeism of more than 1 day

Near miss:

An undesirable occurrence which could, in different circumstances, have resulted in physical injury

Project:

A project to be defined as such by the principal; activities which meet one or more of the following criteria shall, by definition, be regarded as a project:

- a duration in excess of 30 working days and involving at least 20 employees (inclusive of the employees of any subcontractors)
- in excess of 500 man-days
- in excess of € 350,000 _____

Employees:

- the company's employees
- temporary employees: staff from temporary employment agencies, staff on secondment, trainees, job students ...

Operational staff:

Employees carrying out work within the scope of the activities for which SCC certification has been requested, at the principals or at their own workplace

Operational supervisors:

Employees responsible for the management of operational staff

Principal (Client):

The party that awarded the contract involving the performance of the high-risk work or acts on the principal's behalf (a project bureau, or consulting engineers)

Contractor:

The (legal) person commissioned to carry out the work by the principal, and who arranges for the completion of the work on the principal's premises by the contractor's employees operating under the contractor's responsibility and supervision

Subcontractor:

The (legal) person commissioned to carry out part of the work/project by a contractor, and who carries out the work on the principal's premises under the contractor's responsibility and supervision

Location of the work:

The location at the principal's premises at which the contractor carries out a contract

Workplace:

The location at which the contractor's employees are physically engaged in the work

Assurance:

The organization of the work in a manner such that it is possible to demonstrate that it is being carried out in the required manner. This pertains to:

- procedures
- responsibilities for the performance of the procedures
- traceability/demonstrability

IF (Injury Frequency Rate)

This pertains to the number of lost-time accidents per 1,000,000 man-hours, expressed in terms of the Injury Frequency Rate.

$$IF = \frac{\text{Number of occupational accidents} \times 1,000,000}{\text{number of hours worked}}$$

N.B.:

- The occupational accidents of the entire company, or of all employee activities for which SCP certification has been requested, inclusive of temporary staff.
- In the event that no information is available about the total number of hours worked then the number of hours worked per employee (FTE) is assumed as 1800 hours.

[illegible]

