



**NJC GUIDE TO
HEALTH, SAFETY AND WELFARE**

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Foreword

The National Joint Council for the Engineering Construction Industry is concerned to ensure the provision of the safest possible working arrangements and environment for all employees engaged on NAECI sites and projects.

To that end the NJC Safety, Health and Environmental Committee has been instrumental in developing and agreeing policies and guidance to meet the NJC objectives.



To ensure greater clarity and to re-emphasize the importance of the guidance, the NJC has decided to publish this information as a free standing booklet.

I know that we all recognise the importance of safe working and that we can never be complacent. I recommend that this NJC approved booklet is revisited with regularity and we commit to the sound practices and guidance contained in it.

A handwritten signature in black ink that reads "Jock Simpson". The signature is written in a cursive style with a horizontal line underneath the name.

Jock Simpson
NJC Executive Chairman

1: INTRODUCTION

- (a) The purpose of this Guide is to provide guidance for employers and their workforces on practical measures for achieving good practice health and safety standards on engineering construction sites. Whilst it concerns issues addressed by legal requirements it is not intended to substitute for the law of the land.
- (b) Both employers and employees have rights and responsibilities:
- **Employers** have a responsibility to provide healthy and safe working conditions to their employees. They have a right to expect cooperation and compliance from their employees in achieving this.
 - **Employees** have a responsibility to cooperate with employers in maintaining healthy and safe working conditions. They have a right to healthy and safe working conditions including the provision of necessary PPE and welfare facilities.
- (c) Whilst the ultimate aim is zero accidents, risk is inevitable - which is why it needs to be managed and controlled. Effective risk management depends on genuine cooperation between employers and employees. The NAECI anticipates that both employers and employees will seek to resolve health and safety issues in a genuine spirit of cooperation.
- (d) This Guide is not a health and safety manual. It cannot, does not and will not attempt to define every precaution for every circumstance. The NAECI is an agreement about employment terms and conditions. To reflect that, this Guide focuses on the relationship between employers and employees in resolving risk, rather than the details of particular risks.

2: INFORMATION AND TRAINING

- (a) Good practice and legislation require that employers provide the following to their employees:

INFORMATION AND (WHERE NECESSARY) TRAINING ON INITIAL EMPLOYMENT

This should include information on risks likely to be encountered whilst working for the employer and the arrangements in place to deal with them.

Training as well as information is appropriate when an otherwise informed and competent tradesman could not carry out employers' health and safety requirements without it.

INDUCTION INFORMATION AND (WHERE NECESSARY) TRAINING AT SPECIFIC SITES

This should provide employees with necessary site specific information that they otherwise could not be expected to know, including site specific health and safety rules.

Training as well as information is appropriate when an otherwise informed and competent tradesman could not carry out site specific health and safety requirements without it. This is particularly relevant for unfamiliar risks and processes, such as training employees in specific client permit-to-work systems for high risk work.

INTRODUCTION OF NEW EQUIPMENT, TRANSFER TO NEW WORK AND/OR CHANGES TO SYSTEMS OF WORK

Where either new equipment or systems of work are introduced, or employees are moved to different work, employers will consider the need for information, and if necessary training, and ensure that whatever is necessary is provided.

Information is adequate where changes are simple easy to understand and involve low risk. Training may be appropriate where changes are complex, more difficult to understand and present higher risks.

CHANGING RESPONSIBILITIES

Changes of responsibility must be clearly explained so that the individuals concerned know:

- What their new duties are;
- What the extent of their authority is to exercise them; and
- Where they can, if necessary, find management support in applying it.

TRAINING AND INFORMATION FOR NON-ENGLISH SPEAKING EMPLOYEES

Training and information required for an English speaking employee to be able to work safely and without risk to health must also be provided to a non-English speaking one carrying out the same work in the same circumstances. The employer must ensure that the non - English speaker is provided with the necessary information and training in a form that he can understand.

(b) Employees are required to:

- Make themselves available for health and safety training provided for their benefit;
- Not absent themselves from such training without reasonable cause;
- Work in accordance with the information and training they receive; and
- Report to their employers if there is any reason why this is not possible.

3: CESSATION OF WORK ON HEALTH & SAFETY GROUNDS

- (a) If individuals are exposed to **an imminent risk of serious personal injury** (see NOTE below) or their work is generating such risk for others, they can and shall stop carrying out the work that gives rise to it until such time as the risk is no longer imminent and serious.

NOTE:

'Imminent' means a risk that is immediate i.e. unless the work stops now people are being put at serious risk.

'Serious' means something that could reasonably be expected to cause death or a major injury requiring urgent hospital treatment, or involves critical health risks such as direct personal exposure to damaged asbestos insulation.

- (b) Individuals who stop carrying out any activity genuinely exposing them or others to an imminent risk of serious personal injury will not be liable to any disciplinary action as a result.
- (c) If an individual stops an activity because he has a reasonable belief that it poses serious and imminent danger, he must report the matter to his supervisor or manager without delay as a matter of urgency and remain on site in a safe place.
- (d) If an individual reports an imminent risk of serious personal injury the employer will investigate and resolve the matter without delay as a matter of urgency.
- (e) If an individual encounters risk that does not present an imminent risk of serious personal injury, he should not stop work but take appropriate precautions and report the matter to his supervisor or other appropriate manager which should be dealt with in accordance with established procedures.

4: CONSULTATION WITH EMPLOYEES

- (a) Good practice and legislation require that **employers**:
- Ensure that there is compliance with the Safety Representatives and Safety Committees Regulations 1977 (SRSCR);
 - Provide, as requested by Safety Representatives appointed under SRSCR, any facilities and information for them that are required by SRSCR;
 - Pay Safety Representatives the amount they would have been paid, for any time taken away from their normal duties in order to fulfil their legal functions under SRSCR;

NOTE:

To ensure effective appointment of appropriate safety representatives the following criteria need to be satisfied:

- Local full time officers of Signatory Trades Unions shall discuss with the employer the number and names of Safety Representatives to be appointed in the light of the numbers and groups of employees to be represented. By agreement a Safety Representative may represent members of another Trades Union on the Employer's contract;
- Safety Representatives will normally have a minimum of two year's adult experience in the industry;
- The Trades Union(s) shall issue credentials to Safety Representatives on appointment;
- The Trades Union(s) shall notify the Employer in writing of each appointment made, indicating the group or groups of employees covered by the arrangement (which is also a legal requirement of SRSCR);
- The Employer shall confirm acceptance of the appointment in writing within seven days of receipt

of the Trades Union(s) notification, and shall indicate the name(s) and designation(s) of the member(s) of management to whom the Safety Representative should refer;

- The Trades Union(s) shall inform the Employer of relevant training already received by the appointee and as soon as possible the location, duration and content of any approved Safety Representative training course the appointee is intended to attend. The number of Safety Representatives attending a course at any one time shall be a matter for agreement taking account of the availability of courses and the Employer's operational needs.

Employers should:

- Ensure that there are positive arrangements in place to seek the views of employees on site specific health and safety issues, whether or not this takes the form of committees or representatives appointed under SRSCR; and
- Ensure that site specific Safety Representatives' identity and role are clarified in site inductions, which may include a contribution from the representative(s) concerned.

(b) **Employees** should:

- Use the SRSCR or other arrangements to bring site specific health and safety issues to the attention of employers; and
- The same arrangements should not be used to raise non-health and safety issues with employers, for which there are grievance procedures established elsewhere in the NAECI.

Further reading:

Approved Code of Practice: Safety Representatives and Safety Committees

www.tuc.org.uk/sites/default/files/BrownBook2015.pdf

5: PERSONAL PROTECTIVE EQUIPMENT

- (a) Good practice and legislation require that **employers**:
- Ensure the following are provided for all employees on all sites at all times (see NOTE below):
 - An appropriate safety helmet;
 - Boiler suit/overalls;
 - Safety boots;
 - Gloves;
 - Light eye protection safety glasses;
 - Identify the need for additional PPE and ensure that it is provided to employees whenever it is required;
 - Make provision for any replacement of PPE necessary to ensure the above standards are maintained;
 - Take measures to ensure that PPE remains in effective condition and that it is replaced when it is not;
 - If necessary to achieve the above condition, provide or arrange for laundering of soiled or contaminated PPE (employees should not normally be required to launder their own PPE);
 - Ensure that appropriate storage arrangements for PPE are provided at the site;
 - Ensure that assessment of PPE needs takes into account any need for appropriate inclement weather clothing.
- (b) **Employees** are required to:
- Report for work suitably dressed in working clothes;
 - Use the PPE provided to them for their use;
 - Use PPE in accordance with information and training they have received;

- Take proper care of the PPE issued to them (including keeping it in the correct storage facilities when not in use);
- Report defects in PPE promptly to their employer.

NOTE:

- (c) The following are specific minimum requirements for provision and replacement of boiler suits/overalls and safety boots (as described in and subject to paragraph (a) above):

INITIAL ISSUE ON COMMENCEMENT AT SITE:

- One boiler suit/overalls one pair of safety boots

SECOND ISSUE:

- A second boiler suit/overall to be provided no more than 8 weeks after initial employment (and subject to continuity of employment)

ANNUAL ISSUE:

- Subject to continuity of employment each individual is entitled to further free issue of 2 boiler suits/overalls and one pair of safety boots with further issues at 12 months intervals.

NOTICE OF TERMINATION:

- Employees under notice will not be entitled to further free issue of boiler suits/overall or safety boots.

TRANSFER OF EMPLOYMENT:

- On multi-contractor projects, employees whose employment ceases with one contractor and who are then employed by another on the same project will not be entitled to further free issue of boiler suits/overalls or safety boots until the next issue from the previous employer would have been due.

6: COMPLIANCE AND REPORTING BY EMPLOYEES

- (a) Good practice and legislation require that **employers**:
- Ensure that all employees are provided with clear information on site rules and requirements;
 - Give clear indication of the potential disciplinary consequences if they are breached;
 - Respond to health and safety matters reported to them by employees.
- (b) **Employees**:
- May be potentially liable to disciplinary action if they indulge in gross industrial misconduct or breach site rules or requirements;
 - When faced with simple and obvious faults which they can deal with without putting themselves or others at risk, should deal with them themselves rather than requiring others to; and
 - Must report apparent health and safety faults to their supervisor, or otherwise in accordance with any specified reporting procedures.

7: WELFARE PROVISION

- (a) Good practice and legislation require that **employers**:
- Ensure that their employees are provided with suitable and sufficient welfare facilities throughout their presence on the site concerned (which should include consideration of contingency arrangements likely to be necessary for the reliable provision of welfare requirements in accordance with this Guide);
 - Ensure that the following minimum requirements are provided in all cases:

- Readily accessible, well lit and ventilated washing facilities comprising suitable basins, hot and cold running water, towels and soap or other suitable alternatives;
- Adequate numbers of toilets located near to washing facilities;
- A supply of drinking water from a readily available and (if necessary) conspicuously marked source;
- Facilities for changing from work clothes to the employee's own which:
 - Includes clean and ventilated clothing storage, including where necessary separate storage for work and own clothing to prevent potential cross contamination with hazardous substances;
 - Provides enclosed shelter from prevailing weather conditions;
 - Is secure and suitably located;
 - Is where necessary provided with facilities for drying clothing;
 - Is provided with heating during cold weather.
- Facilities to enable all employees to take drinks and meals in a safe healthy and hygienic manner.
- Ensure that all the above are maintained in effective working order and kept in a clean and hygienic state (including the provision of suitable access arrangements to reduce the amount of mud and/or similar entering the facilities);
- Assess the need for additional welfare facilities and if necessary provide and maintain them;
- Identify where employees who are working away from home without access to their own GP can obtain medical help or advice and inform them of it.

(b) Employees:

- Are required to take reasonable care of the welfare facilities that are provided for their benefit;
- Must promptly report defects to their employer; and
- May be liable to disciplinary action if they grossly or wilfully abuse welfare facilities.

8: INCIDENT REPORTING

- (a) On all sites regulated in accordance with NAECI 20, accident records of individual contractors will be reported monthly to the auditor or a nominated signatory employer on a prescribed NJC Form (see NAECI Part 4: NAECI Forms on the NJC website: www.njceci.org.uk). The auditor or nominated signatory employer will collate this information and send a consolidated return for the project as a whole to the PJC or local forum where it exists and to the NJC where agreed locally between the parties.
- (b) Employers should ensure that clear arrangements are in place for all incidents, including 'near misses', to be reported to them and to respond positively when such reports are made to them.
- (c) Employees should report any such accidents or incidents using the arrangements provided by the employer as soon as practicable and before leaving the site.
- (d) Employers' review of health and safety performance should take account of the information received in reports.
- (e) Employers Associations will encourage their members to provide them with accident and ill health data to supplement data provided to NJC.
- (f) The NJC Safety, Health and Environmental Committee will receive an annual accident data report from employer associations.

Appendix I

NATIONAL JOINT COUNCIL FOR THE ENGINEERING CONSTRUCTION INDUSTRY - AWARD FOR SAFETY IN ENGINEERING CONSTRUCTION

The Award is given in recognition of health and safety excellence and is aimed particularly at promoting innovation. The judges on the NJC's Safety, Health and Environmental Committee will expect to see convincing evidence of more than standard expected norms in engineering construction.

Successful applicants are required first to show that they have achieved exacting statistical targets. These are set out in more detail in the attached sheets. If these targets are not met then an award cannot be given.

The NJC will examine in more detail how the applicant achieved the performance they did and how this reflects excellence and innovation. The NJC does not prescribe particular actions which applicants are expected to have taken. Instead it requires applicants to show how they have addressed a number of issues, namely

- Worker representation and engagement
- Organising for Safety, Health and Environment
- Risk Management and planning
- Behavioural change

The attached sheets indicate in more detail the type of issues that the NJC anticipates that applicants should address in response to these categories. However, these issues are not intended to be definitive. They are not an inflexible 'tick list'. If applicants have addressed similar issues in different ways or in different combinations, or if other issues are identified that were instrumental in

delivering excellence, then the applicant's account of them will be equally welcome.

The NJC require convincing documentary evidence (and photographs are particularly welcomed) not only of what has been set out to do, but also, crucially, that it was consistently achieved in practice. Mere collections of photocopied blank pro forma documents that contain no meaningful indications for an external observer of what really happened will not suffice (and creates an unfavourable impression amongst the judges). Applicants should think of their submission as a reasoned journal, setting out how SH&E goals were decided and met, detailing in particular how problems were faced and resolved.

Appendix II

NJC AWARD FOR SAFETY IN ENGINEERING CONSTRUCTION

NJC SAFETY, HEALTH & ENVIRONMENTAL COMMITTEE APPLICATION GUIDE

Applications should take the form of a detailed typed report based on the following headings and questions. It is essential that supporting documents referred to within the report are provided.

- 1. PROJECT**
- 2. SITE**
- 3. CLIENT**
- 4. NAMES OF CATEGORY 1 PROJECT / 2 SITE JOINT CHAIRMEN**
- 5. MANHOURS & ACCIDENT STATISTICS**
 - a) How many hours has the project achieved without an accident?
 - b) How many hours has the project left to complete?
 - c) How many hours have elapsed since the last accident?
 - d) If concluded, what were the total in-scope man hours completed on the project?
 - e) What was the peak in-scope workforce (actual)?
 - f) Provide a breakdown of First Aid and Minor Injuries.
 - g) How many Reportable accidents have there been on the Project?
- 6. PROJECT HEALTH AND SAFETY PLAN**

7. WORKER REPRESENTATION & ENGAGEMENT:

- ✓ Level of active worker representation in H&S
- ✓ Involvement of workforce in risk assessment, and delivery of method statements etc.
- ✓ Active participation of workers in safety committees/management meetings/safety forums etc
- ✓ Engagement in promotional campaigns
- ✓ Timing of engagement of workforce and safety representation
- ✓ Involvement of worker and worker representation in monitoring of site SH&E standards etc.
- ✓ Hazard reporting and closing out structures/procedures

8. ORGANISING FOR SH&E:

- ✓ Management and supervisory structure clearly defined and visible
- ✓ Direction of programme with strong leadership and commitment
- ✓ Raising of awareness and promotion of intent towards SH&E
- ✓ Organising and engaging for active involvement
- ✓ Continuous consultation and the raising of awareness

9. RISK MANAGEMENT & PLANNING:

- ✓ Application of SH&E planning strategy who was involved, timing, consultation, briefing and training
- ✓ Monitoring of the works, how, when, who, and feedback/delivery of action plans etc.
- ✓ Identification and mitigation of risks

- ✓ Monitoring of the works for hazard management and ownership of risk
- ✓ Taking SH&E into the planning and design process
- ✓ Work site planning and briefing processes

10. BEHAVIOURAL CHANGE:

- ✓ Establishing an environment for innovation and reward
- ✓ Modifying behaviour through proactive interventions
- ✓ Raising of enthusiasm through involvement in SH&E management at a worker/supervisory level
- ✓ Delivery of expectations in terms of Occupational Health & Welfare
- ✓ Significant interventions & innovation with SH&E management and programmes

11. WHAT WERE THE KEY FEATURES IN ACHIEVING THIS DEGREE OF HEALTH & SAFETY PERFORMANCE?

- ✓ Senior Management View
- ✓ Trade Union Safety Representative View

NOTE:

For your convenience a Questionnaire has been created to help you with your decision to make an application and can be found on the NJC website www.njceci.org.uk in the Health and Safety section.

Appendix III

THE NJC AWARD FOR SAFETY IN ENGINEERING CONSTRUCTION

The NJC Award for Safety In Engineering Construction was introduced in 1994 to recognise outstanding Safety Management on NAECI Projects and Sites. When merited the Award is issued, not to individual contractors but to projects/sites as a whole, to reflect the efforts of the client, the contractors and the workforce.

The Awards issued to date are as follows:

PROJECTS	DATE AWARDED
1. Mobil, St Fergus Scottish Area Gas Evacuation (SAGE) "B" Project	21.04.94
2. PowerGen, Ratcliffe Flue Gas Desulphurisation (FGD) Project	17.11.94
3. National Power, Deeside CCGT Power Station Project	17.02.95
4. National Power, Didcot "B" CCGT Power Station Project	22.10.96
5. BNFL Sellafield Site Construction	22.10.96
6. Solvay Interlox CAPA Expansion Project	07.07.97
7. PowerGen Connah's Quay CCGT Power Station Project	19.08.97
8. Humber Power Ltd, South Humber Bank CCGT Power Station (Phase 1)	19.08.97
9. Intergen / Bechtel Ltd, Rocksavage CCGT Power Station Project	25.09.97
10. CATS Terminal Project	22.01.98

11. EVC VC3 Rejuvenation Project	19.11.98
12. BP Amoco, Grangemouth, PEX & PP3 Projects	25.11.99
13. CDC Ltd, Cottam CCGT Power Station Project	25.11.99
14. Entergy / Raytheon E & C UK Ltd Saltend Cogen Project	21.12.00
15. BP Chemicals, VAM / EtAc Project	19.04.01
16. TXU Europe Ltd Shotton CHP Project	16.08.01
17. BP Grangemouth, e4 Project	08.10.01
18. RRPE Port of Liverpool CHP Project	13.05.03
19. Immingham CHP LLP Project	18.12.03
20. Shell Exploration / FWEL Goldeneye Project	19.08.04
21. BNFL / AMEC Sellafield (Technology Centre)	21.10.04
22. Novartis B150/SPP100 Project	14.12.07
23. Scottish Power Longannet FGD Project	18.02.09
24. South Hook LNG Terminal Project	03.09.09
25. Vivergo Biofuels Project, Saltend	10.11.10
26. Severn Power / Siemens CCGT Project, Uskmouth	25.07.11
27. Pembroke CCGT/RWE & Alstom	14.06.13
28. Carrington CCGT	03.02.16

REPAIR AND MAINTENANCE SITES

1. EPCo, Fawley Refinery	25.09.97
2. Shell, Stanlow	28.01.99
3. BP, Hull	13.05.03
4. Ineos Grangemouth	26.01.07
5. BP Forties Pipeline System Grangemouth	22.02.07

Appendix IV

NJC SAFETY, HEALTH & ENVIRONMENTAL COMMITTEE TERMS OF REFERENCE

To keep under review all aspects of health, safety and environmental issues in the Engineering Construction Industry.

To meet these objectives the Safety, Health and Environmental Committee will:

- (i) Deal with any matters related to safety, health and environmental issues referred to it by the Council and/or the Executive Committee.
- (ii) Monitor the NAECI quarterly Accident Report and compile annual statistics for submission to the National Joint Council.
- (iii) Support effective co-operation and participation between employer and employee representatives at all levels throughout the industry by promoting and recommending best practice on safety, health and environmental matters.
- (iv) Receive reports and keep abreast of safety, health and environmental matters for the industry, with the aim of influencing improvements.
- (v) Prepare safety newsletters, as appropriate.



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