



**South Tees  
Site Company**

# **CONTRACTOR INFORMATION PRESENTATION**

## **WELCOME TO TEESSIDE**



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# **AGENDA**

- 1. CONTRACTOR APPROVAL PROCESS**
- 2. SUB-CONTRACTORS**
- 3. RISK ASSESMENT CATEGORY**
- 4. 360° JOB/CONTRACT REVIEW**
- 5. ROAD TRAFFIC RULES**
- 6. CCTV**
- 7. COMAH**
- 8. DO'S & DONTs**
- 9. BE AWARE**
- 10. TAKE 2**
- 11. NEAR MISS REPORTING**
- 12. INDUCTION INFORMATION**
- 13. ADDITIONAL INFORMATION**
- 14. SITE MAP**



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# Sub-Contractors

Any company engaging  
Sub-Contractors on STSC  
Teesside Site,

**Must** ensure that

The Sub-Contract Company is

**Approved**

Prior to Working On Site





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# Risk Assessment Category

STSC utilises a risk assessment matrix for each contract approval based upon number of estimated man days, against worst case scenario for the activity the contractor carries out.

## STSC RISK ASSESSMENT MATRIX

Risk Assessment Matrix		Company Name:			Risk Rating:					Date:	
		Risk Assessed by:			<5 Man Days	6 - 10 Man Days	11 - 20 Man Days	21 - 50 Man Days	> 50, Man Days		
					A	B	C	D	E		
Harm to People - P	Environmental Impact - E	Asset Damage - A	Reputation Impact - R	Severity Rating	Never heard of in the industry	Heard of in the industry	Occurs several times per year in the industry	Occurs several times per year in the company	Occurs several times per year at the site		
No injury or damage to health	Zero effect	Zero damage	No impact	0	LOW	LOW	LOW	LOW	LOW		
Slight injury or health effect, not effecting work performance or	Slight effect: Local environmental damage within Works area	Slight damage: No disruption to process (costs less than £10,000 to repair)	Slight impact: Public awareness but no public concern	1	LOW	LOW	LOW	LOW	LOW		
Minor injury or health issues effecting work performance e.g.	Minor effect: Contamination, single complaint, no permanent effect	Minor damage: Brief process disruption (costs less than £100,000 to repair)	Limited impact: Local public concern (e.g. may include media/political)	2	LOW	LOW	LOW	MEDIUM	MEDIUM		
Major injury or health effect (e.g. prolonged work absence,	Local effect: Limited loss of discharges of known toxicity, beyond fence	Localised damage: Partial shutdown (costs up to £1,000,000 to repair)	Considerable impact: Regional public or slight national media/political attention	3	LOW	LOW	MEDIUM	MEDIUM	HIGH		
1-3 fatalities or permanent total disability from injury or	Major effect: Severe environmental damage	Major damage: Partial operation loss e.g. 2 weeks shutdown (Costs up to £10,000,000)	National impact: National public concern. Mobilisation of action groups	4	LOW	MEDIUM	MEDIUM	HIGH	HIGH		
Multiple fatal injury or occupational illness	Massive effect: Persistent severe environmental damage	Extensive damage: Substantial or total loss of operations (costs in excess of £10,000,000)	International impact: Extensive negative attention in international media	5	MEDIUM	MEDIUM	HIGH	HIGH	HIGH		

J:\RiskAssessment.xls

# 360° Job/Contract Review

STSC Operates a 360° Job/Contract review procedure based upon 6 categories in order to develop customer relationships and foster an environment of continuous improvement

## 360° JOB/CONTRACT REVIEW SHEET



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FEEDBACK SHEET

This sheet should be completed after each job, or after each contract review meeting

Plant Area:

Task/Job:

Date:

Name of Owner/Assessor:

Order number:.

General Guidelines	Attributes	Category (A, B, C)	AREAS FOR IMPROVEMENT	ACTION PLAN
			List any favourable comments along with any adverse	To be agreed jointly with the STSC Contract Owner & the contractor (Action Owners and timescales should be included)
A: No recorded infringements	Safety			
B: Minor safety infringements				
C: Major safety infringements				
A: Should be within agreed and accepted quality standards	Quality			
B: Contractor required to make minor rectifications				
C: Unacceptable performance				
A: Agreed start & Finish times met	Programme			
B: Avoidable delays to start or finish times				
C: Unacceptable				
A: Good understanding and execution of requirements	Specification			
B: Some minor aspects of work incorrect, but little or no adverse effects on operations				
C: Unacceptable performance				
A: No recorded incidents	Environment			
B: Minor incident (e.g. small spill contained and cleared up)				
C: Major incident (e.g. oil spill into waterway)				
A: Detailed costings & financial Information Provided	Commercial			
B: Basic costings & financial information Provided				



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# Road Traffic Rules

Maximum speed is **30mph** with some lower speed restrictions which are signed.

There are mobile speed cameras in operation throughout the site.



STSC **do not permit the use hands free mobile phones**, you must park up and turn off your engine before using a mobile phone.

Rail crossings usually have red flashing lights; though not in all cases....take care.

Please note **that RAIL traffic has priority** in all areas.







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**CCTV**



**CCTV**

**These premises  
are under CCTV  
surveillance**

**For the purpose of:**

**SITE SAFETY & SECURITY**

# Control of Major Accident Hazards Regulations 1999 (COMAH)

STSC on Teesside is a top tier COMAH Site

## What are the COMAH Regulations all about?

The Control of Major Accident Hazards Regulations ensures that businesses “Take all necessary measures to prevent major accidents involving dangerous substances. Limit the consequences to people and the environment of any major accidents which do occur” and to prevent industrial sites having incidents such as Flixborough, Piper Alpha or major environmental incidents such as Seveso (significant air pollution disaster in Italy). The Teesside Site is a top tier COMAH Site, primarily due to the presence of large quantities of flammable and toxic gases in the iron, steel and cokemaking processes, although there are other major hazards on Site.

## COMAH – What does it mean to you?

Any person, who comes onto the Teesside Site, may potentially be exposed to major accident hazards. Equally, dependent on the nature of the activity, contractors also may have the potential to cause a major accident.

## COMAH Duties

It is a key requirement for the top tier COMAH sites to demonstrate that they have taken “all measures necessary” to prevent major accidents and to limit the consequences to “people and environment” of any that do occur.

The Health & Safety Executive recognises that there are three key risk control systems, in particular, which are essential in order to achieve this:

1. **Operations:** operational control including procedures, safety during maintenance, control of contractors, inspection test and maintenance Permits to Work and decommissioning.
2. **Management of Change:** organisational, plant, process, design, process variables, materials, equipment, procedures, software, design changes etc.
3. **Planning for Emergencies:** internal emergency plans, mitigatory measures, inspection, test and maintenance of mitigatory measures, emergency response training, testing of emergency plans.

Contractor activity is a key activity and it is, therefore, essential that contractor companies and their employees know what their roles and responsibilities are to prevent and/or mitigate in the event of a major accident. Contractors must be aware of the relevant hazards. How they may cause them, be affected by them and what to do in an emergency. They must comply with works procedure, rules, permits etc and be aware that deviation from these must be assessed (management of change).





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# **DO'S & DON'T'S**

## **Health & Safety Awareness**

Being aware of the hazards and risks around you is vital to being safe. You owe it to yourself, your colleagues, friends and family to act responsibly and implement the appropriate control measures.

### **THE DO'S:**

- **Ensure** that you report near misses and/or incidents that have the potential to cause harm.
- **Ensure** that you know the correct procedure in case of an emergency.
- **Ensure** that you are aware of emergency assembly points and containment areas within any location in which you work.
- **Ensure** that you apply the same degree of importance to health and safety as you do to work
- **Ensure** that you consider the implications of your actions on the environment.
- **Ensure** that you understand and comply fully with health and safety requirements

### **THE DON'TS**

- **Do not** undertake any work unless you have had a Site & Plant Induction
- **Do not** undertake a task or activity that you are NOT competent to do
- **Do not** start work without the necessary equipment to complete the work safely
- **Do not** make changes to the original scope of work/activity unless appropriate risk assessments have been undertaken

**IF IN DOUBT, ASK**



# BE AWARE

- **Material handling:** We use a wide range of lifting equipment including cranes, lifting devices, forklift trucks. We must be vigilant at all times. Keep clear of suspended loads. Keep out of the line of fire.
- **Workplace transport:** Observe the rules of the road and speed limits and keep alert to pedestrians and others in your vicinity. When on Site the same rules apply as on public road. All of us must be alert and give vehicles plenty of room.
- **Working at height:** Any work at height requires the provision of adequate protection. This includes work at heights below two meters. Stay within the protection provided by scaffolds and barriers.
- **Machinery:** Our machines have the capability to seriously injure or kill you. Stick to the procedures and permits and make sure the machine is effectively and securely isolated before starting any repair.
- **Electricity:** The essential use of electricity in our lives means risk is ever present. Risks include electrocution, fire and explosion. All equipment should be maintained through regular inspection and only personnel trained to work on electrical systems should carry this out.
- **Asbestos:** Asbestos location records must be consulted before working in any area that may be affected. Always assume suspect material is asbestos and take the relevant precautions until tests prove otherwise.
- **Slips, trips and falls:** Slips, trips and falls on slippery floors, obstructions and uneven ground are a common hazard. Ensure a clean, clear well-ordered workplace and use the handrail on stairs to minimise the risks.
- **Noise:** Although it won't kill you, consistent exposure to noise will damage your hearing. Observing the mandatory PPE requirements will ensure that you are effectively protected from any threat of damage that may be present.
- **Confined space:** There may be unknown or unexpected contaminants and oxygen deficiency in areas where there is restricted access or egress and specialised equipment may be required for emergencies. Ownership of any confined space activity and risk analysis, including permit to work, is required.
- **Fire:** The three elements of fire – oxygen, fuels and source of ignition - are abundant at our facilities. Suitable risk assessments are required to ensure that control measures are in place and fire-extinguishing equipment is maintained and regularly tested.





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# 'TAKE 2'

## Minutes For Safety

### The Assessment of Risk in the Workplace

'Take 2' is a simple point of work risk assessment system applied by all individuals prior to the commencement of works activities and revolves around a pocket size pad issued during plant inductions.

Prior to conducting your activities take 2 minutes to ask yourself the following questions:-

- a) What hazards do I need to consider?.
- b) Will my work affect others?
- c) Has my environment changed

Each sheet contains 11 assessment questions to be completed prior to the task being conducted - these require a yes/no answer:-

- 1) Have you been briefed on the task.
- 2) Do you understand the hazards involved and steps to be taken to minimise the risk.
- 3) Are control measures in place.
- 4) Are you in possession of the relevant permits.
- 5) Has the plant been isolated.
- 6) Has the plant been immobilised.
- 7) Have you placed your personal danger board.
- 8) If scaffolding is being used, is it fit for purpose and scaffoldtag fitted.
- 9) If lifting equipment is being used, is it fit for purpose and correctly tagged.
- 10) Are you wearing the correct PPE.
- 11) Do you have a valid licence for the equipment being used.

Should this process identify any immediate task safety requirements, these must be addressed before the activity is conducted.

The assessment sheet remains in the book and on completion of work two final questions require attention:-

- a) Is the work area in a safe condition.
- b) Is the work area clean and tidy.

The assessment sheet should be retained for the working day, this is to allow system demonstration as required, at the end of the working day activity assessment sheets can be removed. The assessment pad also contains 'Follow up action required' slips, these should be utilised to record details of arising task actions, when a slip is completed with the required detail it should be removed and handed to the identified owner for action.

The pad cover incorporates detailed guidance on matters for consideration including:-

- a) Examples of hazards to consider.
- b) Permits to consider.
- c) PPE





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# NEAR MISS

A **Near Miss** is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.

STSC Operates A Near Miss Reporting process and actively encourages all employees and contractors to report any near miss.

All Near Miss incidents **Must** be reported to the STSC Contract Manager or Local Area Management

## Near Misses

Reference Number:	BNIN-949D65	Date:	<input type="text" value="16"/>
Originator:	<input type="text" value=""/>	Status:	Live
Originator's Company: (if applicable)	SSI UK <input type="text" value=""/>	Plant Area:	<input type="text" value=""/>
Plant:	<input type="text" value=""/>		
Type of Near Miss:	<input type="text" value=""/>		
Brief Description:	<input type="text" value=""/>		
When Did It Happen?	<input type="text" value=""/>		
What Happened?	<input type="text" value=""/>		
Where Did It Happen?	<input type="text" value=""/>		
Feedback Required?	<input checked="" type="radio"/> Yes <input type="radio"/> No		
Action Owner	<input type="text" value=""/>		
Root Cause:	<input type="text" value=""/>		
Severity Code:	<input type="text" value=""/>		

Feedback:

None

Additional Info / Attachments:

You should include any additional information below in the form of pictures, electronic reports, etc. Feedback text should only be added by clickin on the **Add Feedback** or **Replace Feedback** buttons.



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# Teesside Visitor Centre Inductions

Please call the number below or email details to the facilities email address to book site inductions. These inductions are carried out at the main security gate (further plant specific inductions may be required).

The induction session typically takes around 20 minutes

Visitors/contractors wishing to regularly drive on site must register their vehicle. In order to do this a valid driving license and insurance certificate must be produced.

In conjunction with the Site Inductions various specific Plant Area Inductions will need to be completed to allow working on a particular site

## **For Further advice & Assistance:**

**Tel:**

Teesside Visitor Centre Tel :- Int 8771, Ext :- 01642 408771

**Email:**

facilitieshelpdesk@[ssi-steel.co.uk](mailto:facilitieshelpdesk@ssi-steel.co.uk)





# **Additional Information**

- 1. It is mandatory as a minimum requirement that all contractors working on the STSC Site Hold a Recognised Safety Passport such as CCNSG /ECITB. STSC will also accept the EMSS Safety Passport which can be obtained on line. (See Link for Details)  
[www.nationalsafetypassport.com](http://www.nationalsafetypassport.com) or [www.emssonline.org](http://www.emssonline.org).**
- 2. Permit Requirements**  
**Contract companies working on the STSC site are required to be issued with the appropriate permits providing the necessary controls for the work in hand. These controls will vary according to the nature, location and type of work. All permits are required to be issued and authorised by a responsible person for the work area where the work is to be carried out.**
- 3. Personal Danger Boards**  
**It is a requirement that where necessary, for isolation & immobilisation purposes Contractors are required to provide personal danger boards. The exact style and procedure must be agreed with the local contract or Job owner**

**Please use this information pack as a Tool Box Talk to provide vital information to your employees before they visit the STSC Teesside Site**



# STSC TEESSIDE SITE

