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SAFETY, ENGINEERING AND OPERATION ENGINEERING SAFETY BULLETIN DISTRIBUTION

PURPOSE AND SCOPE

This procedure defines the process by which Safety, Health, Environment, Security & Quality (SHESQ), Lessons Learned and Best Practice bulletins are generated by the Construction Delivery Units (CDU) and shared by Construction Technical Assurance. It also defines the means by which National Grid SHESQ Bulletins, Operation Engineering Bulletins (OESB), Technical Specifications (TS), Electricity Transmission Construction Engineering Bulletins and Third Party Bulletins are distributed.

PART 1 - PROCEDURAL

1 RESPONSIBILITIES

1.1 All SHESQ Bulletins, Best Practices & Lessons Learned Bulletins

The key responsibilities associated with this procedure are summarised as follows:

- a) SHESQ Managers will review bulletins generated by their Delivery Unit for relevance and suitability for circulation within the Construction Delivery Units and National Grid.
- b) Bulletins will be emailed to Business Systems Officer (BSO) and Project Assurance & SHES Manager (PASM) of Construction Technical Assurance for loading within the Communications;SHES area on Livelink.
- c) All other bulletins which come into National Grid from external sources will be collated by the SHES Registrar and circulated to parts of the business determined by the circulation list. Those that affect Construction will be sent to the BSO and BSM.
- d) SHES personnel in the Construction Delivery Units, Technical Assurance and the National Grid SHES departments and receiving mailbox **.BOX.SHES.reports** are responsible for enabling 'Notification' on Livelink in order to receive automatic email links to uploaded SHES bulletins.
- e) Bulletins are saved within one of the following SHE Bulletin headings within the Safety Bulletin area on Livelink:
 - (i) Cables
 - (ii) Civil Works
 - (iii) Environmental
 - (iv) Excavations
 - (v) General
 - (vi) Lifting Operations/Equipment
 - (vii) OHL
 - (viii) PPE
 - (ix) Substations
 - (x) Transport/Road Traffic Accidents
 - (xi) EDF