G.I.P.G Safety Co-ordinator Training notes:

Training Guidance Overview:

The Good Industry 'best Practice' Guide (GIPG) package has been developed by a group made up of Generators, DNO's & TLs and is based on Grid Code OC8 Issue 4 revision 1; 24th June 2009.

The guidance contained within this document and the associated presentation slides does not provide an exhaustive training manual for the safety co-ordinator role. It provides guidance for the minimum standards to instil a common approach and to assist in the training process for safety co-ordinators.

Users have the accountability to provide competent individuals to carry out their company's Grid Code responsibilities. It is the Users responsibility to interpret this guidance to meet their person requirements to ensure individual are adequately trained.

Recommended Minimum Standards for Training 'Safety Co-ordinators':

This 'Training guidance note' has been produced to provide guidance for the training of Safety Co-Ordinator's. It is the User's responsibility to interpret this guidance note to ensure they meet the standards required by grid code OC8.

For the purposes of authorisation, it is recommended that a mentoring system be adopted throughout the training process and this document gives guidance to both the candidate and mentor on completing the objectives.

Introduction

The role of the Safety Co-ordinator is a key function within the management of HV Safety at connection sites.

The individual nominated to this position should be of the right calibre and disposition, being able to discharge the responsibilities confidently and in a highly professional manner.

This document interprets and gives guidance on aspects of the "appropriate training" along with suggested courses and procedures that are recommended to ensure compliance with the minimum standards.

The candidate must be able to demonstrate competence and be able to provide documented evidence of the training carried out.

The candidate's mentor (who should preferably be someone immediately available to the candidate, with the required knowledge and experience) and assessor will use these objectives to monitor the candidate's progress.

Recommended Criteria:

Appropriate training shall be given which will include both practical and theoretical elements based on the duties and responsibilities of the Safety Co-ordinator role (as defined in grid code OC8).

Candidates must be able to demonstrate competence in the following areas:

- Duties and responsibilities of the Safety Co-ordinator role relevant to their individual company local procedures.

- Duties and responsibilities of the Safety Co-ordinator role relevant to OC8A/B (as required).

The training should include a practical/ theory test that covers a range of activities as suggested in the 'Safety Co-ordinator Objectives' form detailed below.

A visit to the associated Transmission Licensee's control centre/ cross boundary interface user is also recommended (as a sign off criteria) and will provide further appreciation of Safety Co-ordination across Control Boundaries.

Assessment forms:

Safety Co-ordinator Objectives:

These are to be completed by the candidate and assessed by the appropriate trainer/ mentor. On completion of each section the candidate shall complete a final assessment with the mentor and/or the appropriate officer who should then sign to register satisfactory completion of each objective.

Assessment Summary:

This is a summary of the completed objectives, which should be signed/ approved by the appropriate Manager/Team Leader. It is a ready reference indicating that the specified Safety Co-ordinator Objectives have been completed and that the individual is suitably experienced to under take the role of a Safety Co-ordinator.

It is the user's responsibility to ensure an adequate authorisation has been completed for each candidate. The user may wish to opt for two separate interviews, one based on the Trainer/ mentor & candidate and the other based on the manager/ Team Leader & candidate.

The following assessment forms are designed to provide guidance on suggestive training objectives for Safety Co-ordinators. They can be used or modified to suit, by each company as required to assist in the training/ authorisation stages of a safety co-ordinator.

Safety Co-ordinator Objectives

Candidate name: …………………………........   Mentor/ Trainer Name: …………………………………….

CRITERIA FOR ASSESSMENT	EVIDENCE REFERENCE	ASSESSOR'S SIGNATURE	DATE
Understands the differences between Control Person (Operations) and Control Person (Safety).			
Understands the use of Site Responsibility Schedules, Operational Diagrams and the associated change management structures.			
Understands the responsibilities of the Safety Co-ordinator role at the control boundary interface with TL / Third Parties. **Can explain the processes for establishing and maintaining safety precautions across boundaries. This should include 'holding' safety precautions where appropriate.**			
Understands how to enact the role of Safety Co-ordinator for the RISSP process. Covering both Implementing and Requesting Safety Co-ordinator roles – including RISSP prefixes/ suffix codes.			
Managing safe systems of work during testing across control boundaries. Understanding the Sanction for test/ work safety documentation process and providing evidence of practical / theoretical knowledge.			
Understands where a proximity PFW is required and what processes are used between safety co-ordinators to ensure safety is maintained at all times.			
Shows good knowledge of OC8A and/or OC8B as dictated by the company's requirements.			
Shows good knowledge of local policy/ procedures for safety management across control boundaries as dictated by the company's requirements.			
Recommendation: A visit to a TL Control Centre/ cross boundary interface user.			

Assessment Interview with regards to the Objectives:
During this assessment the candidate has demonstrated a thorough understanding of the elements defining the role of a Safety Co-ordinator.

Confirmation of Objectives completed:

…………………………………….. (Mentor/ Trainer) Signature   Date: ……………………………..

Safety Co-ordinator assessment objective summary

Company Name: …………………………   **Candidate's Name:** …………………………………………

Designation: ……………………………........

Specific Area of Responsibility: …………………………………………………………

These objectives should be formatted to reflect the specific requirements of the location.

ASSESSMENT OBJECTIVE SUMMARY			
Description	Reference	Assessment comments & Signature:	Date
Understanding and enacting the role of the Safety Co-ordinator in accordance with company's local procedures.	Local Management Instructions. Local procedures on Safety Co-ordination across Control Boundaries as dictated by user.		
Understanding and enacting the role of the Safety Co-ordinator in accordance with Grid code OC8.	Site Responsibilities Schedules. Local procedures on Safety Co-ordination across Control Boundaries. OC8A and/or OC8B knowledge.		

I can confirm that (Name): …………………………… has satisfactorily completed the appropriate objectives and has reached the required standard to be considered for appointment as Safety Co-ordinator.

Signed: ……………………………….. Manager/Team Leader   Date: …………………………………………

Print: …………………………………. Manager/Team Leader

Summary of Grid Code OC8 (RISSP process)

Suggested Course Structure for Training Safety Co-ordinators:

Sessions	Objective	Structure	Material Requirements	Duration
Session 1 Introduction	Welcome and introduce speaker/s. Local SHE requirements as required. Round the table introduction of attendees. Objectives of the day. Distribute required handouts.	General discussion	GIPG presentation slide/ notes (as dictated by the user). Appropriate paper handouts (as dictated by the user)	15 minutes
Session 2 Safety Co-ordinator training	To ensure each delegate fully understands the additional responsibilities when enacting the role of Safety Co-ordinator. Understanding the minimum standards required as Safety Co-ordinators.	GIPG presentation covering definitions and the minimum standards.	GIPG presentation. Pause as required to discuss additional speaker notes. Appropriate paper handouts (as dictated by the user)	30 minutes
Session 3 Control and Safety Rule Boundaries	Understanding the Site Responsibilities schedule, its layout and what it contains. Each member to utilize copies of their own schedules.	Continue with GIPG presentation. From slide 13.	Copies of a Site Responsibilities Schedule. Appropriate paper handouts (as dictated by the user)	30 minutes
Break				
Session 4 RISSP Procedure	To fully understand how to implement and manage the RISSP Procedure in different scenarios.	GIPG presentation slides start at slide 32.	GIPG presentation. Grid Code OC8 Document for reference.	1.5 hours or as dictated by the user.
Lunch				
Session 5 RISSP Procedure continued	To ensure each course member is comfortable enacting the role of Safety Co-ordinator, uses the correct trigger phrases and follows the correct procedure.	Role-play through the RISSP process.	Blank RISSP Documents and case studies or from OC8A/B.	1.5 hours or as dictated by the user
Break				

Session 6 When things go wrong	Covering past near misses and understanding what went wrong.	GIPG & discussion of slides 85 to end.	GIPG presentation and other near miss details. Recent ones are preferable. Appropriate paper handouts (as dictated by the user)	1 hour
Assessment	End of Course Questionnaire	Question Paper	Question Papers	1 hour
Summary of Day	Any questions answered and anomalies clarified.	Discussion	Course evaluation Paper.	15/30 minutes
End of session				

Suggested Assessment Questions for Safety Co-ordinator course

1: What is the definition of a Safety Co-ordinator?

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2: Name the four types of Boundary?

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3: List the responsibilities of the Safety Co-ordinator Role?

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4: What is the purpose of the Site Responsibility Schedule?

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5: What is the purpose of Grid Code OC8?

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6: What is the purpose of a RISSP?

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7: There is a RISSP I & RISSP R form. What does the 'I' & the 'R' mean?

I=………

R=……

8: There can be more than two Safety Co-ordinators interfacing across a Control Boundary. True/False

TRUE? ....   FALSE? ....

9: Who provides the RISSP reference number and what is our prefix code?

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10: Where are Safety Precautions required under a RISSP recorded?

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11: Who is responsible for establishing and maintaining Safety Precautions?

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12: Where should the RISSP form be kept?

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13: When can the Safety Precautions be removed?

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14: Explain what RISSP linkage is.

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15: Other than National Grid who are Transmission Licensees?

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16: When safety is required for proximity work on another party's system how is safety managed?

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