# **Appendix 1**

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## Information to the Contractors performing the works at the facilities of "Latvenergo"AS

Latvenergo AS is one of the most environmentally friendly and secure energy companies in Europe. Safe working environment is an integral part of the key business of our company.

Having started work as our contractor you are also responsible for meeting the requirements of occupational health and safety, environmental protection, and fire safety in our company. All work shall be performed in accordance with occupational health and safety, environmental protection and fire safety requirements as stated by the laws and regulations of the Republic of Latvia, as well as the requirements of Latvenergo AS for execution of particular work, if such requirements are defined. Your qualifications shall comply with the work to be carried out.

All issues shall be addressed to the contact persons of Latvenergo AS mentioned in the Contracts.

In case of Contractor’s violation of the law and regulation requirements the guilty employees may be held liable for the offence in accordance with the existing legal provisions of the Republic of Latvia.

**Management systems (MS):**

The management systems have been introduced and are maintained in Latvenergo AS. They contain the following: environmental management system in accordance with standard LVS ISO 14001 "Environmental management systems. Requirements with guidance for use", occupational health and safety management system in accordance with standard ISO 45001 "Occupational health and safety management systems. Requirements and guidance for use", and energy management system in accordance with standard ISO 50001 "Energy management systems – requirements with guidance for use".

In addition, at the structural units of Generation and at the competent authority established within Environmental and Occupational Health and Safety the quality control system has been introduced and is maintained in accordance with standard LVS ISO 9001 "Quality management systems. Requirements".

The basic principles of Latvenergo AS Policy, Project Management Policy, Environmental and Work Safety Policy, Energy Management Policy as well as Generation division Quality Policy are available on the information boards at TEC-1, TEC-2, Pļaviņas HPP, Ķegums HPP, Riga HPP or on Latvenergo AS website.

**Energy efficiency:**

All work shall be carried out in accordance with the following basic principles:

* *The recommended microclimate parameters for buildings and rooms shall be considered as far as possible.*
* *It shall be followed that lighting is turned off in the buildings, rooms and territories, whenever not needed.*
* *All types of instruments and equipment consuming different types of energy shall be maintained in good operating condition and instruments shall be used effectively by consuming energy usefully.*
* *In order to save energy, the most effective working methods shall be used, and work organization shall be planned.*

**Environmental protection**:

During the performance of work at the facilities of Latvenergo AS it is important to follow the requirements of environmental protection regulations and to avoid negative impact to the environment:

* *to store chemical substances and mixtures duly packed, to provide for their proper marking and availability of safety data sheets;*
* *to avoid exposure of chemical substances and mixtures to environment (soil, ground, groundwater, open water bodies);*
* *the line manager shall be immediately notified in case of environmental pollution (leak of chemical substances/ mixtures into the environment, presence of soil/ground pollution, etc);*
* *to collect separately municipal, hazardous and industrial waste, to store waste in the specified area, in resistant and safe packaging, to provide for the marking of containers, and to deliver waste to the certified companies that have permits for the management of a respective kind of waste. Not to use the containers for hazardous or industrial waste owned by Latvenergo AS or by other contractors without preliminary approval;*
* *to use equipment and technologies that do not create increased noise or other type (dust, etc.) of pollution to the environment;*
* *to exclude excessive consumption of water resources and getting of untreated wastewater into environment or draining of improper wastewater into the sewerage system.*

The line manager shall be immediately notified in case of leak of chemical substances/mixtures into the environment.

**Safety at work and working environment risks:**

Prior to starting the work at the facilities of Latvenergo AS the Contractor’s employees shall receive safety instructions on safety at work.

The Contractors shall be responsible for work environment risk assessment in particular workplaces and shall inform their employees and subcontractors about risks found, as well as shall ensure that particular works are performed by qualified and skilled employees.

The working environment risk factors encountered at the facilities or areas possessed by Latvenergo AS are:

* *physical factors (environmental conditions, lighting, exposure to electric power, electromagnetic radiation, noise, etc.);*
* *physical factors (working for long periods in a forced position, local muscular tension, manual handling of loads);*
* *biological factors (bites of ticks and other insects, animal bites, transmission of animal diseases, different viruses, etc.);*
* *chemical factors (exposure to chemical substances and products, dust, asbestos dust, sprays, engine exhaust gasses and other toxic substances, etc.);*
* *traumatic factors (improper technical condition of constructions, sharp edges, uneven surfaces, possibility of falling, stumbling, bruising, falling objects, falling from height, improper equipment or improper use of equipment, mechanisms in motion, possibility of landslide at the workplace, possibility of burning, scalding at the workplace, possibility of flood at the workplace, possibility of drowning at the workplace, explosive environment, etc.);*
* *psycho-emotional factors (stress at work, exhaustion, tense dates of completion, conflicts, drawbacks in the work organization), and other factors that may exist at a particular workplace.*

In order to reduce or to prevent the risks of working environment the Contractor or his subcontractors shall:

* *identify particular risks of working environment prior to starting the work;*
* *take all necessary organisational and technical measures in order to reduce or prevent risks in a particular workplace;*
* *comply with the requirements of laws and regulations, and instructions on safety at work;*
* *comply with the manufacturers’ maintenance instructions or manuals;*
* *obligatory use individual protection means given by the Employer;*
* *observe warning and safety signs placed at the workplace.*

*During the movement within the facility or the territory, the influence of particular meteorological conditions, technical condition of the existing surfaces in the route shall be considered, as well as activities which may expose to danger the employees and other people health and safety are forbidden.*

**Fire safety and actions in case of emergency:**

Prior to starting the work at the facilities possessed by Latvenergo AS the Contractor’s employees shall receive fire safety instructions, shall be informed about fire safety measures, fire-fighting equipment and evacuation routes.

In order to reduce or prevent fire risks the following shall be considered:

* *fire safety requirements of the particular facility;*
* *conditions for the execution of fire hazardous works;*
* *safety signs located at the facilities.*

In case of emergency (accident, fire or other emergency situation), each person working at the facilities of Latvenergo AS shall be responsible for his/her own and other people’s safety and shall immediately inform responsible employee of the respective generation facility and subsequently follow his instructions.

When the public address system alarm signal or warning is activated, the Contractor shall follow the public address system instructions.

In case of an accident, the work shall be immediately stopped, first aid shall be given to the injured person (if necessary, emergency service shall be called by phone 112), and it shall be notified to the line manager. The Contractor’s work supervisor shall inform the respective contact person of Latvenergo AS about the accident.

Environmental, safety at work and fire safety issues at the facilities of Latvenergo AS shall be addressed to the environmental and safety at work specialist by phone 25495190 or e-mail: [darba.aizardziba@latvenergo.lv](mailto:darba.aizardziba@latvenergo.lv).

**Pass system:**

The territories of the facilities may be fenced or fitted with barriers, and alarm system and video surveillance cameras are installed all around the perimeter of the fenced territories.

The entrance and exit of the contractors into/out of the territories of generation facilities (including time after regular working hours) are determined by responsible employees working at the respective facility according to the regulations of Latvenergo AS pass system. At the weekends and on holidays the contractors may enter the respective facilities only with a written request by the Contractor being submitted for each specific case separately.

**If the Contractor’s action has resulted in the offence of regulations thus endangering health or life of the staff, causing potential environmental threat or risks of material damage, the responsible employees of Latvenergo AS are entitled to suspend the performance of works by drawing up a statement.**