|  |  |
| --- | --- |
|  |  |

**Appendix 6**

*\*The Contractor using this template Work Performance Program shall put the Contractor's company name in all parts of the WPP text where "Contractor" is given. When submitting the WPP for approval this text in grey colour shall be deleted.*

**Project title**  Contract No. **xxxxxx/xx-xx** of xx.xx.xxxx.

**work performance program**

**for work execution**

**in TPP-1/TPP-2/PHpp/kHpp/RHpp/AHpp/AWpp**

**Revision: \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**

**Approved by:**

Latvenergo AS:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project manager** |  |  | **Name Surname** |

Contractor's responsible persons:

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor's project manager** |  |  | **Name Surname** |
| **Contractor's construction work/ work manager** |  |  | **Name Surname** |
| **Contractor's safety coordinator** |  |  | **Name Surname** |

\*Building Design developer's responsible persons:

|  |  |  |  |
| --- | --- | --- | --- |
| **Designer's (company name) Author's supervisor** |  |  | **Name Surname** |

(date) (signature)

*\*Building Design developer's responsible person shall approve the WPP, if stated in the Contract or in the respective building design, as well as in the case when the WPP includes detailed drawings or other information that shall be approved by the Author's supervisor.*

*WPP has been coordinated in electronic form and registered in Latvenergo AS document system ELDIS under No. \_\_\_ on \_\_ \_\_\_\_, 202\_.*

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# WORK ORGANISATION PLAN

## Work organisation and communication chart

Contractor's

Project manager

Name Surname

Phone no

e-mail

Latvenergo AS

Project manager

Name Surname

Phone no

e-mail

Contractor's

Work /construction work manager

Name Surname

Phone no e-mail

Latvenergo AS

Technical supervisor / Construction work supervisor

Name Surname

Phone no, e-mail

Contractor's

Assistant work/ construction work manager

Name Surname

Phone no, e-mail

Latvenergo AS

Other person assigned

Name Surname

Phone no

e-mail

Contractor's

Work safety coordinator

Name Surname

Phone no

e-mail

Building Design developer's

Author's supervisor

Name Surname

Phone no

e-mail

Sub-contractor's

Responsible work / construction work manager

Name Surname

Phone no, e-mail

*\*- the Contractor specifies the required responsible employees according to the nature of the works to be performed*

## Time schedule and planned number of personnel on Site

Graphical user interface, table

Description automatically generated

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number of personnel on Site** |  | **2** | **3** | **6** | **6** | **4** |  |  |

*\*- The Contractor shall prepare and submit the time schedule depending on the scope of works to be performed and anticipated timing of each stage of the Works as appendix to the work performance program by including in the time schedule preparation works and works outside the Site. Time schedule details (stages of the works) shall be agreed with Employer's project manager. Time schedule shall show actual progress at the moment of work performance program approval. Machinery time schedule shall be included in the work performance program if it is binding for performance of the respective works.*

*\*- Time schedule* *may be added to the WPP in the Appendix by giving reference about it in this clause.*

## The list of responsible specialists for the execution of work

Before commencement of the works the Contractor shall submit the list of all personnel for arrangement of access cards and permit to work, in accordance with Latvenergo AS procedure K233 "The procedure of performance of work carried out by the contractors at the Generation facilities" and Regulations of Latvenergo AS Pass System.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name, Surname** | **Area of responsibility** | **Certificates and term of validity** |
| 1. | Jānis Bērziņš | Manager of construction work | Construction practice certificate No. xx, DD/MM/YYYY (incl. termless) |
| 2. | Juris Kalniņš | Work safety coordinator | SC-DA xxx/xx (DD.MM.YYYY) |
| 3. |  |  |  |
| 4. |  |  |  |

*\*- as a minimum the following responsible employees on Site shall be specified –Contractor's project manager, work manager, work safety coordinator, responsible for electrical safety, responsible for fire safety, welder, rigger, crane operator, responsible for safe scaffolding installation, responsible for safe scaffolding during their use and other responsible employees based the nature of the work to be performed.*

## The list of machinery, technological and erection equipment

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Description, technical parameters** | **Quantity** | **Owned by** |
| 1. | Caterpillar excavator JCB JS220LC | X pcs | Contractor |
| 2. | Scaffold | X sets | Rental |
| 3. |  |  |  |
| 4. |  |  |  |

*\*- in the list the Contractors shall specify only special machinery, which will be used on Site during execution of the work, and which are related to environment and work safety risks, for example scaffolding, ladder, lifting tools, electrical parameter measuring devices and other equipment.*

## Site plan

*\*- In the Site plan the Contractor shall specify the following:*

* *work execution area (if the work is going to be executed at various elevations or floors, the Site plans shall be prepared for each elevation or floor separately);*
* *access roads and access to the workplaces, as well as evacuation routes;*
* *location areas of equipment, machinery, construction products, materials and waste (including outside normal working hours – for example, watercraft, soil digging tools, and others), by specifying its weight and dimension conformity to permissible values;*
* *storage areas for hazardous and harmful materials (hazardous waste storage area shall be specified separately and not together with location of standard waste);*
* *firefighting, rescue and first aid kit location (particular location of each fire extinguisher at the work execution place shall be specified in the Site plan); smoking area;*
* *location of temporary Site offices (containers), WC or bio-toilet;*
* *location of temporary communications (pipelines, electrical wires, electrical cabinets, etc.);*
* *other important information according to the nature of the works.*

*\*- The Site plan shall be added as a figure to this clause, as well as it may be added* *to the WPP in the Appendix by giving reference about it in this clause.*

* + 1. Temporary communications

Temporary communications, connected to the resources provided by the Employer, that are required for the performance of work are given in the Site plan and in the table below. Prior to connecting to respective communications, the Contractor shall submit a letter to the Employer (in accordance with Procedure K233) giving in it the persons responsible for technical condition of equipment to be connected and, if necessary, specifying the information below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Required services from the Employer** | **Technical parameters** | **Connection point of Employer's equipment** | **Contractor's person responsible for technical condition** | **Due dates of connections** |
| 1. | Power supply | xx kW; xx A | Switchgear No. xx (see the Site plan) | Jānis Bērziņš, certificate No. xxx | DD.MM.YYYY-DD.MM.YYYY |
| 2. | Water supply |  |  |  |  |
| 3. | Compressed air |  |  |  |  |
| 4. | Lifting mechanism |  |  |  |  |
| 5. | … |  |  |  |  |

*\*- The services are rendered by the Employer if it is provided in Terms of the Contract. If temporary communications are required for the execution of work, but it is not provided in Terms of the Contract, it shall be coordinated with the Employer, considering technical facilities of connection at the work execution site. The Employer is authorized to claim a payment for the use of these resources, by having coordinated it with the Contractor in advance.*

## Waste management procedure

The Contractor shall be responsible for proper management of waste generated during the work, *(if not otherwise stated in the Contract on the performance of work).*

Types of the waste are defined in the Waste Management Law (28.10.2010) and in the Packaging Law (20.12.2001).

During the performance of work the Contractor shall ensure that:

* construction waste and other waste generated during project implementation is collected in special waste containers provided by the Contractor that are located in the area agreed with the Employer. Waste container location shall be shown in the Site plan;
* separate collection of municipal, construction, packaging, hazardous, electrical and electronic equipment waste in Contractor's containers or in other safe packaging which location is agreed with the Employer;
* hazardous waste corresponding to different categories is not mixed as well as hazardous waste shall not be mixed with municipal waste or production waste;
* labelling of containers or packages shall be ensured;
* hazardous waste or other waste containers owned by Latvenergo AS or other Contractors or shall not be used without previous agreement;
* waste shall be delivered to the companies that have permits for the management of respective type of waste;
* waste registration (accounting) shall be done in accordance with the requirements of Cabinet regulation No.113 "Procedures for accounting the waste and its transportation" adopted on February 18, 2021;
* the Contractor shall periodically submit to the Employer copies of card*-*bill of ladingorother documentation that certifies the quantity of the waste delivered to the waste management company.

If clean used packaging occurs during the project implementation, it may be placed in the Employer's containers that are located in each power plant upon previous agreement with the Employer.

Waste will be sorted as much as possible. The Contractor shall ensure that it will be performed in accordance with laws and regulations, and that improper types of waste will not be put in the respective containers. If the waste is collected in the Employer's containers, they will be sorted in accordance with procedures established in each power plant.

**During the performance of work the following waste will be generated at the facility:**

|  |  |  |
| --- | --- | --- |
| **Type of waste** | **Location of containers or collection point at the facility** | **What company it will be delivered to for utilization?** |
| Municipal waste | See Appendix No …. | … |
| Production waste: |  |  |
| * debris | See Appendix No …. | … |
| * waste of electrical equipment assembling |  | … |
| * …… |  |  |
| Hazardous waste: |  |  |
| * oil not suitable for further use | See Appendix No …. | … |
| * absorbents and booms used for sweeping oil products |  |  |
| * packing of chemical substances and mixtures polluted with hazardous substances |  |  |
| * used oil filters |  |  |
| * soil polluted with oil products | See Appendix No …. |  |
| * emptied packing of dry construction mixtures |  |  |
|  |  |  |
| Electrical and electronic waste | See Appendix No …. |  |
|  |  |  |
| Clean sorted packing: | See Appendix No …. |  |
| * cardboard |  |  |
| * polythene |  |  |
| * wood |  |  |
| * metal |  |  |

## 1.6.1. Municipal waste

Municipal waste is collected and stored in specially equipped area, in a container preventing it getting wet or blowing away by wind. Small size municipal waste may be placed in the Employer's containers located in each power plant upon previous agreement with the Employer.

The Contractor will participate in the system of sorted collection of municipal waste established in the Employer's facilities, considering the following:

* information given on the containers;
* cardboard boxes should be broken apart before throwing away;
* only clean packaging shall be thrown into sorted waste containers.

## 1.6.2. Hazardous waste

Hazardous waste is classified in accordance with the requirements of Cabinet regulation No.302 “Regulations regarding waste classification and properties rendering waste hazardous” adopted on April 19, 2011.

During the performance of work the Contractor shall ensure that:

* hazardous waste (including waste electrical and electronic equipment, if such is generated during the performance of work) is collected and stored in a specially equipped area (on a waterproof surfacing, if possible);
* hazardous waste shall be stored in closed, durable and safe packaging (containers, tanks, etc) considering its hazards and amount, not to cause harm to environment, human health and property;
* the package shall have the name of waste and warning signs on it;
* hazardous waste shall be stored for no longer than three months since it was generated, and after a short-term storage it will be delivered to the companies involved in the collection and recovery of respective waste and have received respective permit;
* management of waste containing asbestos shall be organized in accordance with the requirements of Cabinet regulation No.301 “Regulations regarding environmental pollution from production of asbestos and asbestos based products and management of asbestos waste” adopted on April 19, 2011.

## 1.6.3. Scrap metal

The Contractor after dismantling shall transport the metal waste (scrap metal) to the area in the power plant territory specified by the Employer. Scrap metal shall be sorted (separately ferrous metal, aluminium, copper). Contractor's work manager shall prepare scrap metal handing over deed where the place of origin, quantity and weight of scrap shall be specified and submits to the Employer's construction work/technical supervisor. Regarding the management of scrap metal the Contractor shall follow the Employer's procedure K248 “Procedure for acquisition and distribution of ferrous and non- ferrous metal cuttings and scrap in Latvenergo AS".

## Collective and personal protective means and hygiene in the power plant

*\*- In this chapter the Contractor shall specify what will be provided to the personnel:*

*1) changing rooms for personnel before and after the working day;*

*2) toilets for personnel use on Site;*

*3) drinking water for employees;*

*4) personal protective equipment (PPE);*

*5) collective protective equipment (CPE).*

The Contractor will ensure that hygiene requirements defined in the State shall be followed during the execution of the works in accordance with the Cabinet regulations and other laws and regulations.

The Contractor will provide the personal protective equipment to the employees according to the nature of the work to be performed, will take measures to ensure that the personal protective equipment is properly used in compliance with hygiene requirements according to the manufacturer's instructions (for example, storage of protective equipment, inspection, cleaning, disinfection, repair). Protective equipment will be used only for purposes specified in the manufacturer's instructions and safety requirements defined in these instructions. The Contractor will ensure that instructions are understandable and available for the employees. Each personal protective equipment will be intended for one employee. If several employees use the same protective equipment, the Contractor will take appropriate measures to ensure that hygiene requirements are met, and the users' health will not be adversely affected.

|  |  |  |
| --- | --- | --- |
| **No** | **Work description** | **PPE/CPE assigned to the employees** |
| 1 | Work from the boat or pontoon | Life vests, lifebuoy |
| 2 | Work at a hight in high dangerousness (steeplejack work) | Safety systems with safety rope to prevent falls (with energy absorber) |
| 3 | … |  |

*\* for performing specific work (e.g., divers' work) a detailed description may be added to the* *WPP in the Appendix by giving reference about it in this clause.*

The Contractor will ensure the portable bio toilet supply and installation, if required. The location of the bio toilet shall be specified in the Site plan and approved by the Employer.

The Contractor will provide for employees the drinking water, changing and rest rooms, and other measures related to hygiene in the amount specified by the existing laws and regulations.

## Dust restriction and collection measures

In order to reduce or completely prevent the occurrence and spread of dust and smoke during the execution of the works the Contractor will take necessary measures to restrict and to collect the dust and smoke by avoiding contamination of the environment and adjacent equipment. A description of steps to be taken in detail is included in the technological description of the work execution.

During the execution and after completion of the work the Contractor will clean the rooms and adjacent constructions (equipment) if pollution (e.g. construction of other type of dust) is established due to the execution of work.

## Fire safety measures in working zone. Procedure for fire hazardous works

The Contractor shall follow the requirements of Cabinet regulation No.238 “Fire safety regulations”, as well as Latvenego AS fire safety instructions in particular working place in the power plant. During commencement of the works in TPP-1/TPP-2/PHPP/KHPP/RHPP/AHPP/AWPP the Contractor shall follow and acquaint his employees with the following Employer's instructions\*:

* IU024 instruction for fire hazardous work execution in the thermal power plants;
* IU003 instruction for fire hazardous work execution in the hydro power plants;
* IU068 fire safety instruction for instructing the Contractor's personnel for work in Latvenergo AS support facilities;
* IU069 fire safety instruction for instructing the Contractor's personnel for work in Latvenergo AS generation facilities.

*\* only the instructions shall be given that are related to particular facility where the works are performed.*

When preparing the WPP it shall be specified what kind of fire hazardous work will be performed.

Smoking is allowed only in a specially arranged and indicated areas. Smoking areas are indicated with a fire safety mandatory sign "Smoking area" (applied standard LVS 446-2003). At the smoking areas ashtrays and fire extinguishers shall be placed.

During the performance of work the following fire hazardous works will be performed:

* Cutting of reinforcement wore with angular grinder;
* Melting of bitumen roofing with naked flames;
* …

*\* Fire hazardous works - works in which a naked flame is used or in which sparks occur, as well as other works which may cause ignition.* *Fire hazardous works include all kinds of electric welding, gas welding, making pitch and bitumen, making a fire and other works where naked flame, also heating parts up to the flashpoint of material or construction. Fire hazardous works also include work with angular grinder as a result of which sparks occur.*

Fire hazardous works shall be performed in the working zone according to the work assignment in accordance with Cabinet regulations No. 238 "Fire safety regulations", or if such work assignment is issued by the Employer's personnel in accordance with the established procedure. During execution of fire hazardous works the Contractor shall place required number of fire extinguishers in visible location, fireproof cover and first aid kit. After the fire hazardous works are completed the responsible Contractor's representative shall observe the area for four hours.

## First aid procedure

The Contractor shall ensure that his employees are trained in first aid and are informed about procedure how to act in the event of emergency. The Contractor's construction/work manager is responsible to carry out safety induction to the Contractor's employees by informing then about possible risks and consequences during execution of the works on Site.

In the event of an accident with an employee on Site the Contractor's (or respective subcontractor's) personnel shall immediately provide first aid by taking into consideration all required safety measures and by using first aid kit. If necessary, emergency shall be called immediately by dialling 113, and the power plant dispatcher and Latvenergo AS Security Management and Control Centre shall be notified about the accident.

Emergency phone numbers:

* Emergency medical assistance, rescue service – 113 or 112;
* Security Management and Control Centre – 67728112;
* Unified HPP dispatchers' phone – 67726112'
* Pļaviņas HPP, Aiviekste HPP dispatcher – 67724431 or 67724434;
* Ķegums HPP-1 dispatcher - 67723311 or 6723310;
* Ķegums HPP-2 dispatcher - 67723320 or 6723322;
* Rīga HPP dispatcher – 67724352 or 67724321;
* TPP-1 dispatcher – 67722367;
* TPP-2 dispatcher – 67723353.

*\* Only the phone numbers of particular power plant shall given.*

The workplace must be maintained in a condition such as it was at the time of accident occurred, if it does not endanger the life of the injured person or does not constitute emergency hazard.

The nearest place for the emergency medical assistance (emergency service) – xxx hospital. Address: xxx, phone number xxx.

## Emergency suspension, people and machinery evacuation procedure in the event of fire, accident

Prior to start the works the Contractor shall instruct the employees about the measures to be taken in the event of an emergency and evacuation. The Contractor shall inform about assembly points, evacuation routes, alarm initiation, operational instructions and other in accordance with power plant evacuation plan. All persons working on Site are responsible to know information necessary for employee evacuation in the event of an emergency. All persons shall be responsible and shall know about possible obstacles in entry and exit routes for evacuation, route planning by taking into consideration the location of fire extinguishers. All evacuation routes must be free from construction materials or machinery to ensure that everyone can easily leave the Site in the event of fire or other danger.

After alarm signal is activated the Contractor's (and subcontractors) personnel must immediately stop the works, shut down machinery, disconnect power supply and leave the workplaces via escape routes specified in the Site plan and go to safe assembly points or follow the instructions given by the Employer's responsible persons.

In case of setting in the emergency, every Contractor's (and subcontractors) employee shall inform it to their responsible construction/work manager or his assistant who is constantly present at the facility. The respective responsible employee shall assess what has happened and shall inform the dispatcher of the power plant by giving precise information.

**Possible emergency at the facility:**

|  |  |  |
| --- | --- | --- |
| **Emergency** | **Location of event** | **Cause of event** |
| Fire | At the facility | Wrong action of the contractor at performing fire work |
| Explosion | At the facility | Wrong action of the contractor at performing work with chemicals |
| Accident at the workplace | At the facility |  |
| … |  |  |
| Events outside the facility that may affect the performance of work | At the facility and territory |  |
| Alarm signal activated | At the facility and territory | Any emergency has set in at the facility |
| Road accident on the way next to the facility | Territory and road | Event of external effect |

## Description of work execution technologies, quality control

## …

*\*- The Contractor shall provide a detailed and clear description of work execution technologies which will indicate how the works will be performed, how possible environmental protection measures (such as prevention of dust generation and spreading measures) will be ensured. The description of work execution technologies shall include for example cable laying technology, cable bobbin location, plan or concreting technology, or piping assembly technology, or steel structure anti-corrosion protection technology, or welding WPS and WPQR, or similar. References to normative enactments (Laws, Cabinet regulations, etc.) and standards (IEC, LVS, LEK) based on which the work commencement process will be arranged shall be also specified in the WPP.*

*\*- If such technology has been described in the building design or technical solution, and the work is going to be performed according to it, it may not be repeated in the WPP. Instead of that reference to respective part of the respective document shall be included in the WPP.*

## Description of quality control procedures

Quality control during commencement of the works shall be ensured by Contractor's responsible personnel, as well as the employees within the scope of their competence. To ensure high quality of the work performance the Contractor shall provide all necessary equipment and measuring devices to assess the quality of the performed works. All equipment and measuring devices shall be of good quality, tested and certified according to the normative enactments. All applied materials and equipment shall have quality documentation present.

The Contractor shall ensure the Employer's responsible person and construction/technical supervisor right of access to the Site at any time. If access to the Site is technologically difficult, then the Contractor and Employer shall agree on sufficient measures to determine the scope and quality of the works. The Contractor is responsible to duly notify the Employer's construction/technical supervisors about time and place for acceptance of hidden works. If the hidden works are not accepted by the Employer's construction/technical supervisor the Contractor is not permitted to continue further steps of work until the defects are eliminated or corresponding quality certificates presented.

*\*- Description of the necessary quality assurance measures shall be included in the WPP that would allow the supervising Employer's representatives to evaluate the quality of each stage of the works in sequential and possibly objective manner. The work quality control includes: work performance documentation, preliminary control of delivered products and constructions, devices, machinery and similar equipment; technological control of separate work activities or work processes; final control of completed work type (to be handed over) / stage (structural elements).*

## Quality control plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Type of work** | **Technical requirements** | **Quality inspection methods and scope** | **Control performed by** | **Approving documents** |
| 1. | Hammering of concrete | Strength of hammered surface shall not be less than 1,5 N/mm2. | Inspection of surface pull strength according to LVS EN 1542.  1test for each prepared surface (3 measure bodies):   * + wall No. X vertical surface above el. Z;   + wall No. X vertical surface under el. Z;   + between axis A-B horizontal surface at el. Z.   If repair grout on any mentioned surface is planned in stages, then 1 test (3 measure bodies) for each stage prepared surface before putting repair grout | Responsible manager of construction work,  Construction supervisor,  Author's supervisor | Construction logbook,  Test protocol,  SDA |
| 2. | Installation of anchors and wire screen | Building design x. volume x. part x. clause and x. clause  Purification of wire screen level – Sa2,5 (ISO 8501). | Measuring of area of existing wire screen – wiring shall be replaced if wire is corroded for more than x %.  Visual inspection of the cleaned wiring | Responsible manager of construction work,  Construction supervisor,  Author's supervisor | Construction logbook,  SDA |
| 3. | Filling up of foundation pit | Foundation pit shall be filled up in layers not thicker than 20 cm, compacting till 96% of Proctor compactness. | Check of compactness level for each layer by using ground penetrometer (Beldornii). Number of inspections according to the situation and necessity, minimum 4 tests for each layer. | Responsible manager of construction work,  Construction supervisor,  Author's supervisor | Construction logbook,  SDA |
| 4. | ... |  |  |  |  |

*\*- Quality control plan is required in the WPP only if it has not been previously developed in another document (e.g. in the Building Design). If a valuable quality control plan has been developed in another document in the WPP work performance technologies description shall be reference to it.*

*\*- In the part "Technical requirements" there shall be exact accessible numerical values given or precise reference to laws and regulations, Building design, technical solutions (precise part, clause, page). In the part "Quality control methods and scope" there shall be control methods, control value, scope of control, frequency and other necessary information in order to perform valuable quality control.*

# LABOUR PROTECTION PLAN

## Required limits of power plant working condition for safe work execution

To execute the works the following limits of power plant working conditions are required:

* Pļaviņas HPP Unit No.2 shutdown from xx.xx.xxxx till xx.xx.xxxx, every week day from xx:xx till xx:xx o'clock;
* TPP-2 2nd Unit shutdown from xx.xx.xxxx till xx.xx.xxxx;
* Overhead line No.102 disconnection from voltage from xx.xx.xxxx till xx.xx.xxxx;
* Transformer No.2 disconnection from xx.xx.xxxx till xx.xx.xxxx.

The Contractor shall submit to the Employer a written application on the required limits of the power plant working conditions (depending on the work to be performed) at least 3 (three) days prior to start the respective works.

*\*- the Contractor in the WPP shall specify the date and time for required limits of power plant working conditions,*

*\* - during the performance of the contract it possible to coordinate with the Employer other conditions and information exchange procedure regarding* *the required limits of the power plant working conditions, it depends on the specific character of work to be performed and the scope of the required limits.*

## Required documents for the works to be performed in protective zones, as well as for earthworks deeper than 0.3m

In protective zone areas belonging to third party, the Contractor shall prepare required documentation and shall obtain approval from institutions responsible for respective communications or objects.

*\*- the Contractor shall specify in the WPP what kind of document will be prepared, document approval period and by whom it shall be approved prior to start the works in the protective zone not belonging to the Employer.*

*\* - By handling the lifting of loads with mechanisms in maintenance protective zones the lifting along electrical transmission, the mechanism operation zone plan shall be added to the WPP.*

Prior to start the earthworks the earthwork permit shall be issued and approved by the Employer in accordance with Employer's procedure K163 “Procedure on how the earthworks shall be performed in Latvenergo AS TPP technical management power plants”, K076 “Procedure on how the earthworks shall be performed in Latvenergo AS HPP technical management power plants”.

For safe executing the earthworks it shall be assessed if the sides of the trench walls against the soil sliding shall be supported by using the trench shoring equipment.

## Slinging schemes of heavy and bulky loads and lifting and handling rules

Responsible persons for load lifting and handling are specified in clause 1.3 of the WPP. Load slinging will be carried out in accordance with slinging schemes. Lifting of the load will be carried out by using slings corresponding to the weight and characteristics of the load to be lifted, by taking into account the number of load attachment points and the angle of inclination. Only tested and certified slings in accordance with regulations will be used.

*\*- In the WPP there shall be specified slinging schemes, as well as technical parameters of lifting mechanisms (cranes, auto cranes, basket hoists, hydraulic hoists etc.), including maximum lifting capacity at the respective boom length and angles of the load cranes and other related information. This information may be added in the Appendix by giving reference about it in this clause.*

* + 1. **Lifting and handling of loads over the equipment in operation.**

The load will be lifted and handled over the following equipment in operation - ….. .

During the lifting and handling of loads the following additional safety measures will be taken for the protection of equipment - … .

## Using of crane owned by the Employer

During the execution of the work, it will be necessary to use the cranes (dangerous equipment) owned by the AS Latvenergo:

In order to obtain the permit for Contractor's crane operator to use the power plant crane, an official letter supplemented with crane operator certificate shall be submitted to the Employer's project manager. Prior to start the works with the crane owned by Latvenergo AS, the crane operator must undergo induction and training provided by the specialist responsible for crane technical condition and safe operation in accordance with labour protection instruction IDA163 "Labour protection instruction in crane operation" and operation and maintenance instruction for particular crane with periodicity not less than once per every 6 months. Instruction shall be registered in labour protection instruction logbook.

The Contractor shall determine the procedures for the works to be executed, how the assignments shall be issued for the works to be performed in conditions of increased danger (in accordance with 14.06.2022 Cabinet Regulation No.341 "Procedure for crane technical supervision" Clause 44.1 requirements) and shall assign certified and instructed slingers from his personnel not less than once per 6 months.

Regarding receipt of crane keys, the crane operator shall make an entry in the logbook for receipt/handing over of the crane keys for crane operation handling the cranes and the entry must be signed. After receipt of the keys and prior to start to operate the crane the Contractor's crane operator shall ensure that the crane has no visual or technical damages and shall make an entry in the crane operation logbook. The Contractor's crane operator is prohibited to start crane operation if the crane operation logbook has not been filled in. It is prohibited to leave the controls of the crane unattended. In cases if the crane operation to be temporarily stopped the Contractor's crane operator must ensure that the access to the crane is limited.

At the end of work the Contractor's crane operator must arrange the workplace and shall make an entry (with signature) in the crane operation logbook that the crane operation works are complete, and the entry must be signed. After the crane operation has been completed the Contractor's crane operator must notify the responsible TPP or HPP specialists, or during their absence the operations personnel that the crane operation works have been completed. The Contractor's crane operator shall hand over the crane keys to the TPP or HPP technical management specialists responsible for the cranes or during their absence to the operations personnel and the entry about key handing over is made in the logbook. If the specialist responsible for a particular crane has been notified the works will be performed outside normal working hours the responsible specialist shall notify the operations personnel in due time. After the crane operation works are completed the crane keys shall be handed over to the operations personnel in the control room and the entry about key handing over is made in the logbook.

*\*- If the use of crane owned by the Employer is required for a short term, the Employer's crane operator may be ensured upon previous agreement with the Employer. In such a case it shall be mentioned in this clause of the WPP, and all actions of the crane operator are mandatory for the Employer's crane operator, and they shall not be specified in the Contractor's WPP.*

## Scaffolding to be used (scaffold pedestals, towers, ladders, platforms), procedure for installation, acceptance, taking over, use and inspection

When using scaffolding the Contractor shall assign a duly trained responsible specialist in the safe use of scaffolding – see clause 1.3 of the WPP "The list of responsible specialists for the execution of work".

The works by using scaffolding will be performed in accordance with Cabinet regulation No.526 „Labour protection requirements when using work equipment’’ and No.143 „Labour protection requirements when working at a height’’ and other binding laws and regulations.

The use and installation of scaffolding will be done in accordance with scaffolding manufacturers installation and user manual (see manual in annex No. xxx). Installation of scaffolding shall be done by trained personnel. Scaffolding shall be assembled, used, disassembled and maintained in accordance with the manufacturer and lessor requirements, instructions for use, technical documentation and scaffolding plan.

*\* Taking into consideration the degree of complexity of the scaffolding to be used, the specialist responsible for the scaffolding shall prepare the plan for assembly, disassembly and the use of the scaffolding (hereinafter - scaffolding plan) which may be prepared in the form of a standard plan by including information about the scaffolding structure top and side view, scaffolding structure location on Site (scaffolding location at the building or other object), scaffolding structure dimensions (length, width, height, stair landing position, diagonal position, anchorage location and fasteners) and restriction of use. The plan may be supplemented with specific details of particular scaffolding parts. Scaffolding plan may be agreed both in the WPP or out of the WPP, in such a case the WPP shall include the information on the location and scope of the planned scaffolding, and it shall be mentioned that a detailed scheme of assembly will be agreed later.*

Before the use or repeated use of scaffolding after the impact of unfavourable weather (e.g. rain, storm, intensive snowfall) the responsible employee shall inspect the scaffolding constructions to assure they are not damaged, and, if necessary, will perform the replacement of the damaged parts by following the manufacturer's instructions. It is prohibited to use damaged scaffolding that may cause risk to the employees' safety and health.

Assembled scaffolding that are higher than 1,5 m prior to use shall have indicating and warning signs that shall be placed so that they are visible. Signs shall contain at least the following information:

- Name and the address of the Site;

- responsible specialist for scaffolding name, surname, contact details;

- safety signs,

- permissible load on the scaffold pedestal.

## Assessment of work environment risks and determination of measures.

The Contractor in accordance with the requirements of Cabinet regulation No.660 "Procedures for the Performance of Internal Supervision of the Work Environment" shall carry out assessment of the existing and potential risks, by taking into consideration the works, that creates increased risks to the safety and health of employees where the employees are exposed to such risks:

* + cover by ground during landslides;
  + water flooding;
  + drowning;
  + fall from 1,5 m and higher;
  + immersion in unstable soil;
  + works where the employees come into contact with harmful chemical or biologicl substances, that causes the risk to the safety and health of the employees or are subject to special supervision in accordance with regulatory enactments;
  + works where the employees are exposed to ionising radiation risk and the fulfilment of which is regulated by the regulatory enactments regarding radiation protection;
  + works in high voltage power line protection area;
  + underground works (for example in wells, tunnels);
  + works where the air supply system is required for employees;
  + works where the employees are exposed to increased atmospheric pressure (for example, in caissons);
  + blasting works;
  + works related to assembly, disassembly of constructions, construction elements or equipment;
  + …

*\* The risk assessment documentation shall be added to the WPP. It may be added in the Appendix by giving reference about it in this clause.*

## Actions to be taken with chemical substances and chemical substance mixtures, in the event of leakage and/or environmental contamination

When working with chemicals and mixtures, material safety data sheets (SDS) must be provided at the workplace. During the performance of work the requirements of the Employer's procedure K310 "Procedure for activities with chemical substances and mixtures" as well as instruction IDA200 "Labour protection instruction in works with asbestos or asbestos containing materials” shall be met.

In Annex No. … to the WPP the storage place of chemical substances and mixtures is given.

In Annex No. … to the WPP the storage place of absorbents and other environment protection equipment is given.

The following chemicals, mixtures and materials are planned to be used in the course of the work:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Materials used for works that are harmful to the health and environment** | **Maximum possible amount at the facility** | **Potential health and environment risk factors** | **Labour and environment protective actions** | **Actions to be taken in case of environment pollution** |
| 1 | Oil and other oil products:  -oil  -diesel  -petrol E10  -agent WD-40  -mould oil  -leaks from transport and machinery | 25000 l  40 l  10 l  5x200g | Leaks on solid surface  Leaks on soil, ground  Leaks into water body | -Assess amount of oil products and work specifics, provide for absorbing materials reserve and collection equipment.  -Daily inspection of storage  -Tanks in closed rooms  -Oil product collection materials and absorbents at site | Stop leak of oil products, collection of pollution  Stop leak of oil products, collection of pollution with booms |
| 2 | Liquid chemical substances and mixtures:  -paint of marking  -paint jotamatic  -solvent | 5x500 g  250 kg  5 l | Leaks on solid surface  Leaks on soil, ground  Leaks into water body | .. | … |
| 3 | Dry mixtures for construction in sacks | 15 t | Leak on the soil, ground | … | Stop leakage, collection of leak material |
| 4 | Transport concrete | 150 m3 | Leak into water body | … | Stop leakage, collection of leak material |
| 5 | ….. |  |  |  |  |

*\* In this clause other labour and environment protection measures during the work performance shall be given depending on specific character of work (e.g. if work is planned on water or close to water).*

# LIST OF PERSONS WHO HAVE BEEN ACQUAINTED WITH THE WORK PERFORMANCE PROGRAM

The Contractor is responsible for acquainting the persons involved in the performance of work, incl. subcontractors, with the Work Performance Program

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Name, Surname** | **Signature** | **Date** |
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