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1. **Purpose and scope of** **instruction**
	1. The instruction is intended for briefing the contractor and its employees before the commencement of work and repeatedly once a year during the period while they are performing works at Latvenergo AS facilities.
	2. The instruction defines the occupational safety requirements, as well as environmental protection and fire safety conditions, which the contractor must comply with at Latvenergo AS facilities. The instruction indicates the possible risk factors of the working environment at Latvenergo AS facilities, which the contractor and its employees must familiarise themselves with.
2. **General requirements**
	1. Conditions for the work of contractors at Latvenergo AS facilities
		1. Persons over the age of 18, who have passed the required mandatory health check-up (MHC) and received an occupational disease doctor's opinion that their health condition is suitable for the work to be performed are allowed to work at Latvenergo AS facilities.
		2. During the performance of the work, the contractor's staff must have valid certificates for the assignment of the electrical safety group (if necessary), for the right to perform work with dangerous equipment or other work, the performer of which must have the appropriate qualification.
		3. The Contractor’s staff is not allowed to start work if it does not feel well or is very tired, there are medications that can cause drowsiness, due to impairment of visual acuity, mental ability and coordination of body parts.
		4. It is forbidden for the contractor's staff to be on the company's territory and facilities if they are under the influence of alcohol, narcotic or toxic substances.
		5. In addition to this instruction, the Contractor’s staff at the workplace must know and follow the work order established by the company, the requirements of the occupational safety instructions related to the work to be performed and the requirements of the fire safety instruction of the specific facility.
		6. If the Contractor uses the Latvenergo AS dangerous equipment, machinery or other devices during performing works at the company’s facilities, the use of which is provided for by the terms of the contract, and its staff has appropriate evidence of qualification for performing the specified works, in accordance with the laws and regulations, before starting the work, the contractor's staff must receive additional briefing (training) from the responsible employee (responsible specialist) of Latvenergo AS on the technical condition and safe operation of the dangerous equipment.
	2. In the territory, one should move carefully along the footpaths (where there are any), taking into account their technical condition, the fences placed, and observe the safety signs placed at the facility and on the equipment.
	3. When moving on the drivable roads of the territory, move on the left side of the drivable part closer to the curb, and also take into account the condition of the drivable part of the road.
	4. When moving through unequipped areas in the territory, be careful and watch out for low obstacles, raised parts of structures, open hatches and objects on the ground.
	5. A portable flashlight should be used when moving around the building, facility or territory during the dark hours of the day or through unlit areas (rooms) of the facility.
	6. It is necessary to avoid the operational areas of the working mechanisms in the facility territory.
	7. If the facility, structure or territory borders the road on which vehicles move, and during site visits or inspection walk downs, they have to be crossed, the employees must wear reflective signal vests.
	8. When climbing the stairs, employees must hold on to the handrail, do not run along the stairs.
	9. The employee must be able to independently assess the situation in the facility or territory, taking into account the existing or potential risk to their safety and health.
	10. Harmful to health and dangerous work environment risk factors:

| **Work environment risk factors** | **Measures** |
| --- | --- |
| Physicalagent | Environmental conditions (low or high temperature of air and structures, air humidity, air flow speed, etc.). Indoor microclimate. | Do not start and stop work during thunderstorms, heavy rain, fog and snowfall when visibility is impaired. Use PPE appropriate for the season and the nature of the work. |
| Insufficient lighting in the workplace or glare | Do not start and stop work with insufficient lighting. Use appropriate additional light sources. |
| Exposure to electric current  | At the workplace, use electricity sources with a voltage that meets the safety requirements. Be careful. Make sure of what actions can be taken to avoid entering the electrical danger zone. Use appropriate protective equipment. |
| Electromagnetic radiation (antenna equipment, electrical equipment, etc.) | Do not stay in the direct radiation zone of the device. If possible, switch off the equipment or reduce the power of the equipment for the duration of the work. Familiarise yourself with electromagnetic field measurements before starting work. |
| Ultraviolet radiation (solar radiation, electric welding) | Use appropriate collective and PPE. |
| Noise | Use appropriate PPE. |
| Laser radiation | Observe the requirements of the equipment's operating instructions. Be careful, do not direct the radiation source towards yourself, other people and reflective surfaces. |
| Increased vibrations  | Use appropriate PPE. |
| Physicalfactors | Prolonged being in a forced position, local muscle tension | Change working postures. Use appropriate PPE, as well as additional equipment to reduce muscle tension. |
| Lifting and moving heavy items. | Periodically conduct training, where possible, use aids and mechanisms. To the extent possible, reduce the need to lift and move heavy items with physical strength.  |
| Chemicalfactors | Toxic impact of various chemicals and products, dust, asbestos dust, various aerosols, engine exhaust gases, etc. | Observe the requirements specified on the packaging and/or safety data sheet. Observe personal hygiene after contact with chemical products. Do not stay in places where there may be an increased concentration of aerosols or exhaust gases from internal combustion engines. Ensure aeration or ventilation. Use appropriate PPE. |
| Biological factors | Bites of infected ticks and other insects, animal and snake bites, diseases transmitted by birds and animals, hepatitis and other viral infections, etc. | Be careful. Get vaccinated. Use appropriate work clothes and PPE. Choose safer ways of moving. After the work is done, carry out an inspection. Observe personal hygiene. |
| Injuryfactors | Inadequate technical condition of structures, equipment fasteners | Do not start or stop work. Report to the direct manager, responsible persons of the facility. |
| Sharp items, uneven surfaces, falling, tripping, hitting against things | Be careful. When moving, timely assess the possible danger. Choose safer travel routes or work methods. Use appropriate PPE. |
| Falling objects, materials, ice from frozen structures | Be careful. Use protective helmets. Do not stay in the danger zone unnecessarily. |
| Fall from height | Be careful. Use appropriate equipment, PPE. When moving and doing work, use safe work techniques. Conduct periodic training and equipment inspections specified in laws and regulations. |
| Injuries caused by equipment used. Improper equipment or improper use thereof. | Be careful. Use appropriate PPE. Use safe work techniques. Conduct periodic training and equipment inspections specified in laws and regulations. Do not exceed the usage limits specified in the manufacturer's documentation. |
| Mechanisms in motion | Be careful. Use appropriate PPE. Observe safety signs and signal colours. Choose safer ways of moving. |
| Carelessness, distracted attention | Be careful when moving and doing work. Do not use headphones if they are not PPE or communication equipment intended for work. |
| Possibility of spillage or landslide at the workplace | Assess the possible danger and prepare the workplace according to the requirements. Be careful during work, strictly comply with occupational safety requirements.  |
| Possibility of burns, scalds in the workplace | Be careful. Observe the safety signs. Use appropriate PPE. |
| Possibility of flooding in the workplace | Assess the possible danger and prepare the workplace according to the requirements. Use the prescribed collective and personal protective equipment. If necessary, prepare rescue equipment before starting work. |
| Possibility of sinking (unstable ground) at the workplace | Assess the possible danger and prepare the workplace according to the requirements. Use the prescribed collective and personal protective equipment. If necessary, prepare rescue equipment before starting work. |
| Possibility of drowning at the workplace | Assess the possible danger, the readiness of the staff to perform the work and prepare the workplace, protective equipment and aids (including rescue equipment) according to the requirements. Use appropriate collective and personal protective equipment. Be careful, strictly comply with occupational safety requirements. |
| Explosive environment | Strictly comply with occupational safety and fire safety requirements. Observe the safety signs. Be careful.  |
| Psychosocial risk factors | Stress at work, fatigue, tight work deadlines, conflict situations, deficiencies in work organisation. | Evaluate and take measures to prevent or reduce risks. |

* 1. Collective and personal protective equipment and use thereof
		1. In order to reduce the risk to the safety and health of employees, preference is given to collective protective equipment. Personal protective equipment is used when exposure to the risk factor of the work environment cannot be avoided or it is impossible to reduce it by using collective protective equipment, If necessary, both types of occupational safety equipment can be combined.
		2. Collective protective equipment – occupational safety equipment designed to protect the safety and health of more than one employee (for example, safety signs, fencing, opening covers, scaffolding, safety lines, anchor points, ventilation, etc.).
		3. Personal protective equipment – devices, products, equipment and systems that the employee wears or otherwise uses at work to protect his/her safety and health from exposure to one or more risk factors of the work environment.
		4. Work clothes and uniforms, which are not intended to guarantee the safety or health protection of the employee, are not personal protective equipment.
		5. At the Latvenergo AS facilities, it is only allowed to use appropriate and tested (if such tests are specified in regulatory documents) occupational safety equipment.
	2. Fire safety requirements

The main causes of fire are:

* unauthorised or inappropriate use of an open flame, violations in the performance of other fire-hazardous works;
* smoking in unauthorised places;
* violations in the operation during maintenance of heating equipment;
* violations during maintenance in the operation of electrical networks, electrical equipment and electrical devices;
* improper storage and use of chemicals;
* inadequate storage of oily wipeable materials and combustible substances and materials;
* inappropriate use of mechanisms, equipment and tools;
* reckless, inappropriate or illegal behaviour of individuals.
	+ 1. Smoking is only allowed in smoking areas.
		2. The used cleaning materials must be collected and stored in the containers provided for this purpose.
		3. Combustible waste (dust, shavings, etc.) must not be allowed to accumulate in workplaces.
		4. Cleaning of dust from technological equipment, production premises, and their building structures must be carried out regularly.
		5. Cleanliness and order must be ensured in the territory and premises. At the end of the work, combustible waste and flammable liquids must not be left in the room (workplace). Rubbish must be taken to collection points.
		6. Access to fire extinguishers and fire-fighting equipment must always be free.
		7. It is forbidden to use fire extinguishers and fire extinguishing equipment for other purposes.
		8. It is forbidden to move fire extinguishers and fire extinguishing equipment to another place without coordination with the person responsible for fire safety, if it is not related to extinguishing the fire.
		9. Evacuation exits, stairwells and evacuation routes must be free, the width of evacuation routes specified in the regulations must be ensured.
		10. Combustible materials should not be placed closer than 0.5 m from the luminaires.
		11. Monitor the condition of heating devices, ventilation system and electrical equipment and immediately report to the employer on any damage that may cause a fire.
		12. If automatic fire detection, alarm and emergency notification systems are installed in the facility, these systems can be triggered during execution of unauthorised works causing a false alarm, therefore prior to start the works the execution of the works must be coordinated with the person responsible for the facility, or the person responsible for the operation of the fire protection system and security of the facility.
		13. If necessary, the contractor's staff must be additionally instructed in fire safety, in accordance with the requirements of fire safety regulations and the facility's fire safety instructions.
		14. Fire-hazardous works may be carried out in the temporary locations of the facility after the preparation of the assignment “Assignment for the performance of fire-hazardous work” and taking the established measures.
	1. Additional requirements when performing work at the Latvenergo AS facility:
		1. **In electrical installations** - work is organised and carried out in accordance with the requirements of the Cabinet Regulations of the Republic of Latvia “Regulations on the mandatory energy standard that determines the organisational and technical safety requirements for the operation of electrical supply facilities” and the energy standard LEK 025 “Safety requirements when performing work on electrical installations”.
		2. **In hydro power plants** - work is organised and carried out in accordance with the requirements of LEK 037 – “Safety requirements when performing work in hydrotechnical structures and hydraulic devices of hydroelectric power stations”.
		3. **In thermal power plants** - work is organised and carried out in accordance with the requirements of LEK 036 – “Safety requirements when carrying out work in heat and gas installations”.
	2. The contractor is responsible for non-compliance with the requirements of occupational safety, fire protection, environmental protection and other regulatory documents and instructions in force at the facility in accordance with the procedure provided by the laws and regulations of the Republic of Latvia.
1. **Occupational safety requirements when starting work**
	1. Before starting work, the Contractor shall:
* conduct an assessment of the risks of the work environment at a specific workplace and introduce its employees to possible risks in the facility and at the specific workplace;
* examine the existing and install the necessary (in accordance with projects, plans, risk assessment, etc.) collective protective equipment. If necessary, attract specialists;
* ensure PPE and its use in accordance with the risk assessment of the work environment at a specific workplace;
* familiarise itself with the procedures for handover or acceptance of work;
* prepare the workplace in accordance with occupational safety, environmental protection and fire protection requirements, instructions, standards in force at the facility, the occupational safety plan, the work execution project.
	1. Upon arrival at the site, the Contractor's staff shall:
* familiarise itself with the safety signs installed in the facility and the use of PPE that meets the specified requirements;
* make sure that the workplace and the equipment used in the work are suitable for its safe performance, if the detected deficiencies cannot be eliminated, do not start the work and inform the direct manager or the responsible staff about it;
* if necessary, get acquainted with the technological process and the operation of their equipment, devices;
* get acquainted with the safe movement routes, permitted parking places for equipment, cargo unloading and placement places, evacuation routes and exits, designated workplace boundaries, hygiene and rest areas, permitted smoking areas, first aid reception place or the location of the nearest first aid kit.
	1. It is forbidden to start work and immediately must report to the direct manager and persons in charge of the facility if inconsistencies are discovered, new risk factors or a dangerous situation are detected, which may cause an accident, fire, environmental pollution, injury or accident.

1. **Occupational safety requirements while performing work**
	1. Every employee, when performing work or moving in the premises or territory of the facility, must be careful, take care of his/her own safety and health, as well as the safety and health of the persons who are affected or may be affected by his/her work.
	2. It is forbidden to change the workplace or expand the boundaries of the workplace without permission.
	3. When using work equipment (machinery, tools, etc.), the contractor must know and follow the occupational safety instructions binding on this equipment.
	4. The contractor is responsible for complying with the requirements for the safe operation of the transport, lifting devices and mechanisms used in the work process and for the appropriate use of PPE throughout the work process.
	5. The work shall be stopped, and the direct manager and persons in charge of the facility are immediately advised if non-conformities, new risk factors or a dangerous situation that may cause an accident, fire, environmental pollution, injury or accident are found.
	6. The contractor is responsible for maintaining the workplace in order, as well as collecting and storing production waste (unless otherwise stipulated in the contract).
	7. The employer's staff must comply with the occupational safety, environmental protection and fire safety requirements specified at the facility and also work performance project and the occupational safety plan.
2. **Occupational safety requirements, when ending work**
	1. Disconnect the electrical equipment used for work from the electrical network.
	2. Place the equipment and materials used for work in their designated places.
	3. Collect the waste derived from the work process and place it in the designated storage areas.
	4. Arrange the workplace.
	5. If necessary, remove self-installed safety signs and barriers.
	6. Close and lock the doors of rooms, containers, etc., gates of the territory fence.
	7. Notify the responsible persons about the completion of the work.
3. **Occupational safety requirements in emergency situations**
	1. If a dangerous situation has arisen that can cause an accident, significant environmental pollution, fire, injury or accident, stop work immediately, leave the workplace, warn other workers and report to the direct manager, the person in charge of the facility or, if there is any at the facility – to the operational staff, etc. Take measures to prevent other persons from entering the danger zone. If necessary, call the rescue service by dialling **112.**
	2. If an accident occurred at the workplace:
		* stop work immediately, free the victim from exposure to dangerous factors, if this does not threaten own health and life, and give first aid;
		* call emergency medical assistance (if necessary) by dialling **113** or **112**;
		* the workplace must be kept in the same condition as it was at the time of the accident, if it does not endanger the life of the victim or other employees or cause an accident.
	3. In the case of ignition or fire:
		* evacuate in the case of fire;
		* call the State Fire and Rescue Service, phone number **112**;
		* after evaluating the risks, in the event of a fire, start extinguishing with suitable fire extinguishing agents, if this does not threaten own safety and life.
	4. The incident must be reported to the direct manager, but also to the plant dispatcher in the production area facilities in person or by calling:

- Riga CHPP-1 67723353 (23353);

- Riga CHPP-2 67722367 (22367), 67722353 (22353);

- Pļaviņas, Aiviekste HPP 65110352 (59352), 65110321 (59321);

- Ķegums HPP-1, Ainaži WPP 65010321 (50321), 65010352 (50352);

- Ķegums HPP-2 65010221 (50221), 65010341 (50341);

- Riga HPP 67724352 (24352), 67724321 (24321).