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# Information for Contractors Performing Works at Latvenergo AS facilities

Latvenergo AS is one of the most environmentally friendly and safe power supply companies in Europe. A safe working environment is an integral part of the core business of our company.

When taking up work as our contractor, you are also responsible for compliance with the environmental, occupational safety and fire safety requirements at the company. All the works to be performed must comply with the environmental, occupational safety and fire safety requirements of the laws and regulations of the Republic of Latvia, as well as with Latvenergo AS requirements, if any, for the performance of the specific works. Your qualifications must be in accordance with the work to be performed.

All issues are solved with the help of the contact persons of Latvenergo AS specified in the contracts.

Employees in breach of the requirements of laws and regulations may be held liable in accordance with the applicable laws of the Republic of Latvia.

**Management Systems:**

Latvenergo AS has implemented and maintains management systems, which include an Environmental Management System in accordance with the standard LVS ISO 14001 “Environmental Management Systems. Requirements with Guidance for Use”, Occupational Health and Safety Management System according to the standard OHSAS 18001 “Occupational Health and Safety Management Systems. Requirements” and Energy Management System according to the standard LVS ISO 50001, “Energy Management Systems. Requirements with Guidance for Use”.

A Quality Management System in compliance with the standard LVS ISO 9001 “Quality Management Systems. Requirements” has been additionally introduced in the units of the Generation Segment.

Project Management, Environmental, Occupational Safety, Energy Management policies of Latvenergo AS and the basic principles of the Generation Segment Quality Policy are available at CHPP-1, CHPP-2, Riga HPP, Ķegums HPP and Pļaviņas HPP information stands or on the Latvenergo AS website.

**Energy Efficiency:**

The following basic principles must be complied with while carrying out daily work:

* *The recommended microclimate parameters for buildings and premises should be followed as far as possible;*
* *It should be ensured that no lighting is left on in buildings, premises and the territory without need;*
* *Any type of equipment and machinery using various types of energy must be kept in working order, and efficient use of such equipment must be followed as far as possible, without wasteful use of energy;*
* *Working methods must be used and works must be planned to save as much energy as possible.*

**Environmental Protection:**

At the Latvenergo AS facilities, processes that have a significant impact on the environment are related to the production of electricity and thermal energy. The impact of such processes is related to the operation of equipment and buildings (both under normal conditions and in emergency situations), their maintenance, servicing and repair.

The important environmental aspects of Latvenergo AS (elements related to work processes that have a significant impact on the environment) are:

* *generation of waste;*
* *generation of polluted wastewater;*
* *pollutant emissions as a result of burning and storing fuel;*
* *contamination of soil, groundwater and river water with chemical substances and mixtures in the event of an emergency;*
* *noise generation;*
* *use of natural resources;*
* *use of chemicals and mixtures;*
* *river bank erosion and the impact on fish stocks resulting from the operation of hydropower plants.*

When performing work at Latvenergo AS facilities, it is important to:

* *store chemical substances and mixtures in the intended packaging, ensure appropriate labelling and the availability of safety data sheets, prevent leakage of chemical substances and mixtures in the environment;*
* *collect household, hazardous and industrial waste separately, store waste in dedicated places, ensure labelling of the containers, deliver waste only to companies authorised to manage the relevant types of waste. Containers for dangerous or industrial waste of Latvenergo AS or other contractors shall not be used without prior agreement;*
* *prevent increased consumption of water resources and leakage of untreated waste water in the environment or draining of waste water of improper contents into sewerage systems.*

**Occupational Safety:**

Before starting work at Latvenergo AS facilities, the contractors’ employees are instructed on occupational safety. Employees performing works at facilities in the possession of Latvenergo AS may be subject to the impacts of various risk factors present in the working environment.

The contractors shall be responsible for the risk assessment of the working environment at specific workplaces and for informing their employees about the risks identified, as well as for ensuring that the employees are qualified and properly trained for the performance of the specific works.

Working environment risk factors encountered in the facilities in possession of Latvenergo AS:

* *Physical factors (environmental conditions, lighting, exposure to electricity, electromagnetic radiation, noise, etc.);*
* *Physical factors (prolonged work in forced positions, local muscular tension, lifting and moving weights);*
* *Chemical factors (tick and other insect bites, animal bites, animal borne diseases, hepatitis viruses, etc.);*
* *Chemical factors (exposure to various chemical substances and products, dust, asbestos dust, aerosols, engine exhaust emissions and other effects of toxic substances);*
* *Traumatic factors (inadequate technical condition of structures, rough edges, uneven surfaces, falling, tripping over, hitting against something, falling objects, falling from height, inadequate equipment or its improper use, mechanisms in motion, burying or landslide possibility at the workplace, burning, scalding possibility at the workplace, flooding possibility at the workplace, drowning possibility at the workplace, explosions, etc.);*
* *Psycho-emotional factors (stress at work, fatigue, tight deadlines, conflict situations, work organisation imperfections);*

*and other factors that may be present at the specific workplace.*

In order to reduce or eliminate the risks of the working environment, the Contractor must:

* *Identify the specific working environment risks prior to starting work;*
* *Take all required organisational and technical measures minimising or preventing the risks in the specific workplace;*
* *Comply with the requirements of external laws and regulations and occupational safety instructions;*
* *Comply with the operation and maintenance or user instructions by equipment manufacturers;*
* *Mandatory use of personal protective equipment (PPE) issued by the employer;*
* *Comply with the warning signs placed in the facilities and safety signs at the workplace;*

*The impact of the specific meteorological conditions, and the technical condition of the road along the route must be taken into account while moving within the company’s territory, and no activities shall be taken that could endanger your own safety and safety of other employees.*

**Fire Safety and Actions in Emergency Situations:**

Before starting work at the facilities in possession of Latvenergo AS, employees of the contractors are instructed on fire safety and informed about fire safety measures, extinguishing equipment and escape routes at the relevant facility.

In order to reduce or prevent fire risks, the following must be complied with:

* *Requirements of fire safety instructions on the relevant facility;*
* *Conditions for the performance of fire hazard work;*
* *Safety signs located at the facility.*

In the event of emergency (accident, fire or any other emergency situation), each person working at the facilities of Latvenergo AS is obliged to take care of his or her own safety and the safety of the people around, and to immediately inform the person in charge of the relevant facility, and proceed according to his instructions.

When the emergency communication system alarm or warning is heard, the contractor must act pursuant to the system instructions.

In the event of an accident, stop work immediately, give first aid to the victim (call urgent medical assistance at 112, if necessary), and notify the direct manager. The contractor’s work supervisor shall notify the relevant contact person of Latvenergo AS about the accident.

***Please contact the environment and occupational safety specialist by calling 25495191, 25495190 or by email at vide@latvenergo.lv regarding environmental, occupational safety or fire safety issues at the facilities of Latvenergo AS.***

**Pass System:**

Facility areas may be fenced or equipped with barriers; the fenced areas are equipped with a security alarm and video surveillance cameras along the perimeter.

Driving in and out and arriving at or leaving generation facility areas (including outside the specified working hours) by the contractors is controlled by the staff in charge at the facility pursuant to the arrangements for the issue of Latvenergo AS passes. On weekends and holidays, access of contractors to the relevant facilities is allowed subject to a written request of a contractor regarding each individual case.

**If the activities of a contractor result in a violation of rules, thus causing a threat to the health and life of the personnel, a potential environmental risk, or a risk of material damages, the responsible persons of Latvenergo AS are entitled to suspend the work by drafting an inspection protocol.**