# Annex 3

# Content of the work performance program

1. Work organization plan
	1. Work organization structure: responsible persons (including for occupational safety), division of their duties, telephone numbers;
	2. Detailed work performance schedule, including preparatory work and off-site work. If the work is done intermittently, indicate in what state and where the mechanisms and auxiliary devices will be located during the time when the main equipment is in operation.
	3. The employee timesheets according to the work performance schedule.
	4. List of required specialists for work performance.
	5. List of mechanisms to be used, their main technical parameters and ownership (contractor or employer).
	6. The plan of the facility to be repaired, restored, reconstructed, modified, which must indicate:
* work performance place;
* access roads and approaches to work performance place;
* locations of repair equipment, mechanisms, materials and waste, indicating the compliance of their weights and dimensions with permissible sizes;
* places of storage of dangerous and harmful materials and waste;
* location of temporary communications (pipelines, electrical cables, distribution boards, etc.);
* location of fire extinguishers, rescue equipment and first aid kits;
* evacuation routes;
* equipment and communications at the work sites or near them, which for some reason have not been switched off or disconnected.
	1. Procedures for waste removal and unloading places, taking into account the need to sort household and hazardous waste.
	2. Hygiene requirements.
	3. Dust and smoke removal procedure.
	4. Fire safety measures in the work area. Procedure for performing fire-hazardous works.
	5. First aid procedure .
	6. Procedures to stop the work, evacuate the people and machinery in case of fires, accidents, as well as during emergency preparedness.
	7. Description of applied technologies, quality control. If these issues are described in other documents attached to the contract, reference should be made to the relevant sections of the contract.
1. Occupational safety plan:
	1. Necessary restrictions on the facility operating modes for safe performance of work (stopping equipment, disconnecting voltage, closing roads or restricting transport movement, etc.).
	2. Necessary documents when performing work in protective zones, including performing earthworks deeper than 0.3m.
	3. Stages of work to be performed in accordance with the requirements of LEK025, LEK036, LEK 037 or other applicable standards for assignments issued.
	4. Sling schemes and rules for moving heavy and bulky loads. Rules for moving loads over equipment in operation.
	5. Scaffolds to be used, the procedure for their assembly, acceptance, use and inspection.
	6. Assessment of the work environment risks for the work to be performed, as well as the relevant occupational safety measures.
	7. Possible risk factors that may arise in the process of performing work due to materials harmful to health or the environment and the corresponding work and environmental protection measures. Action in case of environmental pollution.
2. An explanatory article, which presents other issues not covered in the above, but which, at the discretion of the contractor, need to be presented in the work performance program in order to ensure timely, high-quality and safe performance of the work.