**Table of contents:**

[1. Purpose of the document 2](#_Toc138839698)

[2. Definitions 2](#_Toc138839699)

[3. General Conditions 2](#_Toc138839700)

[4. Organisation of access for work in support facilities 4](#_Toc138839701)

[5. Additional information about the works to be performed 5](#_Toc138839702)

[6. Allocation of Duties 5](#_Toc138839703)

[7. Work performance program 6](#_Toc138839704)

[8. Work performance procedure 7](#_Toc138839705)

[9. Organisation of unplanned or urgent work 9](#_Toc138839706)

[10. Control of the fulfilment of organisational and security requirements 9](#_Toc138839707)

[11. Emergency situations 9](#_Toc138839708)

[12. Annexes 10](#_Toc138839709)

1. **Purpose of the document**

To determine how the performance and control of the work by the contractors at Latvenergo AS support facilities is organised*.*

1. **Definitions**
   1. **The responsible person of the** **Latvenergo AS** **structural unit** is the person who is responsible for the execution of the work task or the concluded contract.
   2. **Support Facilities** – electrical installations, protective areas, structures, premises or territories owned or leased and in the possession of Latvenergo AS, where contractors perform work on behalf of the structural units of Latvenergo AS and/or on the basis of the concluded contract, with the exception of Production Facilities.
   3. **Production Facilities** – Pļaviņu HPP, Ķegums HPP, Riga HPP Aiviekste HPP, Ainaži HPP, Riga TPP-1 and Riga TPP-2.
   4. Contractor – a legal entity or a performer of individual work, or an association of such persons in any combination thereof who perform work at the Latvenergo facilities based on the concluded contract for the performance of construction works, provision of services, delivery of goods or rental of premises.
   5. **Regulations of Pass System** – the Latvenergo Regulations AS NOP 020 “Regulations of Latvenergo AS Pass System”.
   6. **Work Area** (**work in a separated area)** – work in individual premises of a separated territory delivered to the Contractor for the duration of the work based on a deed, if construction, repair and assembly works related to modernisation or reconstruction are carried out.
   7. **Contractor’s Safety Instruction** – a safety instruction provided by Latvenergo AS before the start of work, or repeated safety instruction for the Contractor’s staff in the cases and to the extent specified in this procedure, on occupational safety and fire safety issues at the Latvenergo AS.
   8. **Work Manager** – a person authorised by the Contractor, who is responsible for carrying out the work and who has the right to manage the relevant work.
   9. **Contractor** – a legal entity or a performer of individual work, or an association of such persons in any combination thereof, who perform work at the Latvenergo facilities based on the concluded contract for the performance of construction works, provision of services, delivery of goods or rental of premises.
   10. **Contractor’s Employee** – an employee of the Contractor or an employee of the Contractor’s subcontractors who perform the work and are present at the Latvenergo facilities to ensure the performance of the work.
   11. **E-viesis** – the Latvenergo AS electronic pass application system.
   12. **Assignment** – a document intended for the safe organisation and performance of high-risk works with a deadline of work not exceeding 30 days. Prepared on a special form or in an electronic work organisation system intended for that purpose, it determines the employees involved in the execution of the assignment and responsible for the safe performance of the work, the work to be performed, the changing risks of the work environment, the time of work performance, measures for the preparation of the workplace. In the assignment, permission for the preparation of the workplace, admission to work, daily admission to work, completion of work, as well as changes in the composition of the team is recorded.

1. **General Conditions**
   1. This procedure applies to all types of work carried out by Contractors at the Latvenergo AS support facilities.
   2. Persons over 18 years of age are allowed to perform work at the Latvenergo AS support facilities.
   3. The Contractor can be allowed to work if:
      1. a letter of authorisation and pass application has been submitted with a list of employees involved in the performance of the work (the allocation of duties of the Information Technology and Telecommunications (ITT) is specified in Annex 6);
      2. the Work Performance Program (if required) has been approved,
      3. safety instruction of the Contractor’s employees has been carried out,
      4. the Contractor’s pass or a Guest Card has been issued in accordance with the Regulations of the Pass System (if it is necessary to enter the facility for the performance of work).

The Contractor’s pass is issued for the duration of the concluded contract or a shorter period of time specified in the letter of authorisation and pass application. For short-term work – up to 2 calendar weeks – the Contractors’ passes are not issued, but based on the Contractors’ pass application registered in E-viesis which has a mark of a valid safety instruction period, the Guest Cards are issued (if it is necessary to enter the facility to perform the work).

* 1. Contractors’ passes are issued within 5 working days after receiving the application at the Pass Office, taking photos of the Contractors’ employees, and the responsible Latvenergo employee’s confirmation of the received initial safety instruction, as determined by the requirements of Section 16 of the Labour Protection Law.
  2. The Contractors’ passes are issued by the Pass Office or the security of the relevant facility. The pass is issued to the Contractor’s employee upon presentation of an identity document. On receipt of the pass, the Contractor’s employee signs the Pass Record Log.
  3. The safety instruction of the Contractor’s employees is valid for one year; after this period the safety instruction of the Contractor’s employees is repeated. Safety instruction of Contractors’ employees on occupational safety and fire safety issues is carried out by the Environment and Occupational Safety Unit of the Latvenergo AS at the facilities specified in Paragraph 3.7, and outside these facilities - by the responsible person of the Latvenergo AS structural unit. The occupational safety and fire safety instruction is carried out in accordance with the occupational safety instruction IDA117 “Instructing contractors on work at the facilities of Latvenergo AS", the fire safety instruction of the respective facilities and the information mentioned in K263 Annex 1. If an accident has occurred to the Contractor’s employee during the execution of the work, or if the Contractor’s employee has committed a violation at the workplace, the Contractor shall provide the unplanned safety instruction of its employees in accordance with Cabinet Regulation No. 749 “Regulations Regarding Training in Labour Protection Matters”, and the Contractor’s employee must undergo an extraordinary safety instruction of the Contractor’s employees, if it is stipulated in the deed on the investigation of an accident or a violation. (Allocation of the ITT duties is defined in Annex 6)
  4. The safety instructions of the Contractor’s employees are organised:

|  |  |  |
| --- | --- | --- |
| **Facility** | **Phone No.** | **Working hours** |
| Latvenergo AS, Pulkveža Brieža Street 12  Riga, LV-1230 | 67728125; 25495191 | Mondays  Tuesdays  Thursdays  Fridays  at 08:00 – 12:00 |
| Riga CHPP-2  Granīta Street 31, Acone, Salaspils Parish, Salaspils Municipality | 67722548; 25495190 | Mondays  Tuesdays  Thursdays  at 09:00 – 12:00 |
| Plaviņas HPP, Enerģētiķu Street 2, Aizkraukle | 65110348 | Thursdays  at 10:00 – 12:00 |

Additional safety instructions can be organised if they are applied for in time to the relevant Occupational Safety Specialist.

* 1. The situations when safety instructions are conducted by the responsible person of the Latvenergo AS structural unit (allocation of ITT duties is set out in Annex 6), and the Contractor’s employees are allowed to perform the work, are recorded in the log “Safety instruction Log of the Contractors’ Employees”, which is kept by the responsible person of the Latvenergo AS structural unit and, if necessary, a note on the safety instruction is recordedelectronically in E-viesis.
  2. Work in the protection zones of electrical networks, communication lines, highways, as well as other objects must be carried out in accordance with the requirements of the laws and regulations and must be coordinated with the owner or possessor of the respective protection zone.
  3. When organising work in electrical installations, protection areas of overhead lines or cable lines, the Contractor must comply with the Cabinet Regulation “Regulations on the mandatory energy standard that determines the organisational and technical safety requirements for the operation of power supply facilities”.
  4. When the Contractor’s employees are in the territory of the support facility, they must have a document with them confirming their personal data (for example, passport, identification card, driving licence, Contractor’s pass) and, when performing work - valid qualification documents in accordance with the requirements of the laws and regulations.
  5. The Contractor’s employees must use personal protective equipment (safety helmets, hearing protection equipment, etc.) in the territory of the support facility, in accordance with the occupational safety requirements and the instructions of the safety signs.
  6. The entry of the Contractor’s employees, as well as the entry/exit of the transport used by them to/from the support facilities, is carried out in accordance with the Regulations of the Pass System.

1. **Organisation of access for work in support facilities**
   1. The responsible person of the Latvenergo AS structural unit must inform the Contractor about (allocation of ITT duties is defined in Annex 6):
      1. documentation to be submitted for receiving a pass (see “Regulations of Latvenergo AS Pass System”
      2. recipients of the “Letter of Authorisation and Pass Application” and other documents to be submitted;
      3. submission deadlines;
      4. making changes.
      5. The responsible person of the Latvenergo AS structural unit must organise or conduct the safety instruction of the Contractor’s staff specified in the “Letter of Authorisation and Pass Application” before starting work.
      6. After receiving the “Letter of Authorisation and Pass Application”, the responsible person of the Latvenergo AS structural unit must prepare the Contractor’s pass application in accordance with the “Regulations of Latvenergo AS Pass System”.
      7. If necessary, the responsible person of the Latvenergo AS structural unit must request additional information from the Contractor.
      8. The instructor records the safety instruction on the Contractor’s safety instruction log sheet (these safety instruction sheets must be kept for one calendar year) and, if necessary, records the note on the safety instructionelectronically in E-viesis.
   2. The Contractor may assign to work at the Latvenergo AS support unit facilities, only the persons indicated in the “Letter of Authorisation and Pass Application” or “Letter of Application for Work at Latvenergo AS Facilities” and instructed.
   3. The Contractor is responsible for the deadlines of the employee safety instructions.
   4. It is the Contractor’s responsibility to ensure that all employees receive an occupational safety instruction before starting work.
2. **Additional information about the works to be performed**
   1. In order to prevent the risk of technological disruption in the facility, as well as to reduce the possible impact of the Contractor’s activities on the work environment of others working in the facility, the responsible person of the Latvenergo AS structural unit must request at least the following additional information from the Contractor (allocation of ITT duties is specified in Annex 6):
      1. on the organisational and technical support necessary for the execution of the work (e.g., on special requirements for connecting equipment and electrical instruments to the facility’s electrical network, possible electrical network load, necessary electrical equipment shutdowns, etc.);
      2. on the Contractor’s measures that may affect the work of others working at the facility (e.g., movement restrictions, fencing, restrictions on the use of engineering communications, etc.);
      3. on the Contractor’s planned excavation works, works with involvement of lifting and other mechanisms, etc.;
      4. on the risks that could arise during the execution of the works (e.g., planned fire-hazardous works, possible noise, dust, fumes, etc.).
   2. The responsible person of the Latvenergo AS structural unit must familiarise itself with the work execution design and the occupational safety plan, if such have been developed, and, if necessary, involve appropriate specialists in the evaluation of the work performance program.
3. **Allocation of Duties**
   1. When preparing the work place for the Contractor, organising its admission to work or separating the work area, the responsible person of the Latvenergo AS structural unit is responsible for (the allocation of the ITT duties is set out in Annex 6):

* the sufficiency, completeness and correctness of the performed safety measures for the preparation of the workplace, the separation of the work area (disconnecting the equipment, stopping its operation, installation of earthing, setting up fencing, conducting safety instructions for the Contractor’s staff, etc.);
* coordination of working hours and work location of the working crews and contractors;
* completeness, accuracy and quality of the Contractor’s safety instruction at the workplace.
  1. The Contractor is responsible for:
* within the allocated work area - for the completeness, accuracy and quality of the fire safety and target safety instruction of the Contractor’s employees who perform work at a specific workplace, by recording it in the Contractor’s occupational safety and fire safety instruction logs, as well as the Contractor’s project manager must ensure the availability of these logs;
* the staff’s compliance with the instructions received in the safety instructions and during the execution of the work process;
* the staff being familiarised and complying with the requirements of the Work Performance Program (WPP), technical design and building design, if such has been developed;
* the sufficiency, completeness and correctness of the self-determined security measures specified in the assignment, if it is necessary according to the requirements of regulatory documents;
* the technical condition, adequacy and correct use of work equipment and devices, collective and personal protective equipment;
* maintaining workplace fences, grounding, posters and closing devices during the performance of the employment contract;
* the quality of work performance and compliance with deadlines;
* equipping the workplace with information plates, which indicate the following information: Name of the contractor, name of subcontractor, work to be performed, name, surname, mobile phone number of the responsible Work Manager, if these requirements apply to the specific contract;
* sending the previous notice to the State Labour Inspection in accordance with the procedure specified in the laws and regulations;
* compliance with environmental protection requirements, including proper waste management;
* appropriate qualification of the staff for the performance of the work, which is confirmed by documents on the compliance of the staff with the given rights and electrical safety groups.
  1. The responsible person of the Latvenergo AS structural units, the employer’s project manager, technical supervisor or construction supervisor, the head of the Inspection unit may stop work if violations are detected in the field of occupational safety, fire safety or environmental protection, which may result in disruption of the normal operation of the working equipment, staff health and life-threatening conditions or material losses to Latvenergo AS. (Allocation of the ITT duties is defined in Annex 6)
  2. The occupational safety specialists and environmental engineers of Latvenergo AS may control compliance with occupational safety, environmental protection and fire safety requirements at the place of work performance, as well as to request documentation related to work performance and staff training (e.g., WPP, safety instruction logs, etc.). It is necessary to inform one of the persons specified in Paragraph 6.3 about the detected inconsistencies, who will make the decision to suspend the works in accordance with the delegated rights.

1. Work performance program
   1. Repair, restoration, reconstruction, construction or dismantling works must be organised and carried out in accordance with the building design, technical design or technical solution and WPP.
   2. WPP is not necessary for:

* daily repair and maintenance of buildings and premises,
* daily maintenance of equipment,
* warranty repairs,
* urgent work,
* technical survey works, if it is not necessary to deploy and use special equipment, machinery, devices etc.;
* project technical supervision and project management works;
* development of building designs and technical designs;
* programming works;
* works that are carried out outside the support facilities.
  1. Latvenergo AS may also request WPP in the situations mentioned in Paragraph 7.2, if it is stipulated in the contract.
  2. Depending on the scope, complexity and duration of the repair, renovation, reconstruction, construction or dismantling works, the WPP is developed for the entire work or a separate part thereof.
  3. The Contractor is responsible for the timely preparation of the WPP.
  4. The WPP can be submitted for approval in two counterparts (as well as in electronic form) to the responsible person of the Latvenergo AS structural unit.
  5. The Occupational Safety Project Coordinator of the Contractor must be involved in the development of the WPP (the WPP must be coordinated with an endorsement on the WPP) and his qualifications must meet the requirements set forth in Paragraph 8 of Cabinet Regulation No. 92 “Labour Protection Requirements in Performing Construction Work”.
  6. WPP is coordinated by (the breakdown of ITT duties is defined in Annex 6):
     + a responsible person of the Latvenergo AS structural unit,
     + a technical supervisor or construction supervisor,
     + an engineer of the environmental management department of the environmental and occupational safety unit, if the work is included in the annual environmental programme;
     + an occupational safety specialist of the environmental and occupational safety unit if the WPP has an occupational safety section included therein;
     + other specialists (if necessary).
  7. The WPP must be reviewed within 5 working days after receiving it. Comments by the Latvenergo AS specialists are summarised or approvals are received by the responsible person of Latvenergo AS structural unit and delivered to the Contractor. If corrections are necessary, the Contractor must make them within a week and re-submit the Work Performance Program to the Employer's project manager. The WPP is approved by the responsible employee of the Contractor with the right to sign.
  8. The content of the WPP is attached in Annex 3.
  9. In some cases, when it is stipulated in the contract and technical specifications, the content of the WPP can be changed, taking into account the specifics of the work to be performed and the requirements of the technical specifications, or a work programme (WP) with different content is developed (e.g., research, consulting services).
  10. The responsible person of the Latvenergo AS structural unit, depending on the specific features of each facility, the scope and complexity of the work to be performed, may instruct the Contractor to supplement the content and scope of the specific WPP with additional conditions.
  11. If changes to the WPP are necessary during the execution of the works, they must be coordinated with the responsible person of the Latvenergo AS structural unit. Before starting the work, the Contractor must submit one agreed and approved copy of the WPP to the responsible person of the Latvenergo AS structural unit, the second copy of the WPP must be kept at the place of work performance or with the responsible Work Manager.

1. **Work performance procedure**
   1. When handing over the facility’s territory, building, room, or a part thereof to the Contractor, the nature of the work to be performed, the local conditions, the cooperation experience with the particular contractor and the qualification of its staff must be taken into account
   2. Access to the handed over facility territory, structure, room, a part thereof must be ensured without crossing the territory or rooms of electrical installation in operation.
   3. If the Contractor has to perform work in the Latvenergo AS electrical installations in operation, in the protection areas of overhead lines or cable lines, or has to cross the premises or territory of electrical installation in operation, the Contractor’s work must be organised in accordance with the requirements of the Latvian energy standard LEK 025 “Safety requirements when performing work in electrical installations”.
   4. When performing work in the territory of the support facility, building, room, or a part thereof, the Contractor is responsible for:
      1. compliance of workers’ qualifications for the work to be performed;
      2. staff safety instruction;
      3. compliance with occupational safety, fire safety and environmental protection requirements and fulfilment of the responsible person instructions;
      4. the fencing of the territory, structure, room, or parts thereof handed over to the Contractor, unauthorised access restrictions and safety signs;
      5. the technical condition, sufficiency and application of work equipment, collective and personal protective equipment;
      6. assessing the risks of the work environment before starting work;
      7. the sufficiency of safety measures taken;
      8. keeping order.
   5. If it is necessary to carry out technical, organisational or other occupational safety measures for the performance of work, handing over the facility’s territory, structure, room, or a part thereof to the Contractor must be documented in the deed of handover-takeover of the work area, and the responsible person of the Latvenergo AS structural unit and the Contractor’s authorised persons must prepare it according to the form in Annex 2. (Allocation of the ITT duties is defined in Annex 6)
   6. If the Contractor is allowed to work in accordance with the assignment or order, it must follow the procedure specified in the Latvian electric standards (LES). If the place of work performance is handed over to the Contractor with the deed of handover-takeover e of the work area, the requirements specified in this procedure and LEK025, as well as the laws and regulations must be complied with. (Allocation of the ITT duties is defined in Annex 6)
   7. The section “The following work safety measures must be taken by the start of work” of the deed of handover-takeover of the work area must contain the necessary equipment shutdowns, places and types of fencing of the work area and other conditions of work performance. A diagram indicating the movement paths of the Contractor’s staff in the company may be attached to the deed of handover-takeover of the work area.
   8. If the work performance technology applied in the Contractor’s work area may create a work environment risk for the employer’s staff, the Contractor must provide measures to prevent or reduce this risk, as well as inform the employer about the risk factors not eliminated in the deed of handover-takeover of the work area (see Annex 2).
   9. When separating the work area, 3 ways of determining the boundaries of the work area are possible:
      * setting up fences – in places where it is necessary to prevent other workers from entering the work area;
      * marking with restrictive marking tape – in places where other employees must be warned about the boundaries of the work area;
      * determination of boundaries in the plan with reference to permanent landmarks – in places where there is no equipment or facilities nearby.
   10. The separate territory or room (a part of the room) of the electrical installation which has been offhanded over to the Contractor (work area), must be fenced off, and there must not be uninsulated exposed live parts under electrical voltage. The fencing must be arranged in accordance with the requirements of LEK 025.
   11. Electrical installations in operation located in the work area must be de-energised and all connections / wiring disconnected until the work area is handed over, so that the electrical installations in the work area cannot be energised by switching the equipment.
   12. The following may be located in the work area:
       * 1. electrical installations in operation up to 1000V in the following situations:

- if it is necessary to ensure the operation technology of the support facilities and if their current-conducting parts are fenced with continuous fencing, the distribution board doors are closed and there is a warning sign on them, as well as cables, if their disconnection is not required by the nature of the work to be performed;

- at the separate request of the Contractor, voltage may be supplied to the work area for equipment commissioning works;

* + - 1. Existing pipelines and equipment under pressure, if it is necessary to ensure the operation technology of the support facilities and if their disconnection is not required by the nature of the work to be performed.
  1. Anti-fall protection (fencing) must be installed in places where there is a distance of two metres or less from the border of the work area to the place where there is a possibility of falling from a height greater than 1.5 m, and in all cases, regardless of the height, if a fall to the lower base is associated with particularly hazardous conditions.
  2. The deed of handover-takeover of the working area is prepared in two copies – one is kept by the responsible person of Latvenergo AS structural unit, the other – by the representative of the Contractor. A copy of the Contractor’s deed must be available to the responsible Work Manager during the performance of the work. (Allocation of the ITT duties is defined in Annex 6)
  3. Handing over of the work area to the Contractor takes place in the presence of the responsible person of the relevant Latvenergo AS structural unit, who prepared the deed of handover-takeover of the work area and the representative of the Contractor. The responsible person of the Latvenergo AS structural unit must instruct the Contractor’s representative about the measures taken to prepare the work area, show the boundaries of the allocated area and indicate the places that are prohibited to approach. (Allocation of the ITT duties is defined in Annex 6)
  4. The deed of handover-takeover of the work area can be extended for the time necessary for the execution of the work on the basis of a separate letter. The deed of handover-takeover of the work area can be extended by the representative of the Latvenergo AS, who handed over the work area. (Allocation of the ITT duties is defined in Annex 6)
  5. The new deed of handover-takeover of the work area must be drawn up if the boundaries of the allocated area change or the conditions of safe performance of work or other conditions of work performance change in the allocated work area. (Allocation of the ITT duties is defined in Annex 6)
  6. The representative of the Contractor must notify the responsible person of the Latvenergo AS structural unit about the completion of the work. (Allocation of the ITT duties is defined in Annex 6)

1. **Organisation of unplanned or urgent work**
   1. If, due to the specifics of the work to be performed (services provided) (accident prevention, provision of irregular or urgent services, etc.), the entry of the work performer (service provider) into the facility is not organised in accordance with the requirements specified in Paragraphs 3-5 of the procedure, the responsible person of the Latvenergo AS structural unit must ensure the preliminary safety instruction of the work performer (service provider), target safety instruction, access to the workplace and must be responsible for compliance with the occupational safety, environmental protection and fire safety requirements during the performance of work (providing services), as well as, in accordance with regulations, must ensure workplace supervision after performing fire-hazardous work in temporary locations. (Allocation of the ITT duties is defined in Annex 6)
2. **Control of the fulfilment of organisational and safety requirements**
   1. At the Contractor’s workplaces, including in the facility territories, premises, parts thereof handed over based on the deed, compliance with the occupational safety, fire safety and environmental protection requirements is monitored on a daily basis by the responsible person of the Latvenergo AS structural unit (the allocation of ITT duties is set out in Annex 6), in addition to organising unplanned controls by the specialists of the Environment and Occupational Safety function, which are documented in accordance with Annex 4.
3. **Emergency situations** 
   1. 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.
  1. 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 responsible person of the relevant site, and proceed according to his or her instructions.
  2. When the emergency communication system alarm or warning is heard, the Contractor’s employees must act pursuant to the system instructions.
  3. 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 must notify the contact person of Latvenergo AS about the accident.

1. **Annexes**

Annex 1 – Information for Contractors Performing Works at the Latvenergo AS facilities;

Annex 2 – Deed of handover-takeover of the Work Area (form)

Annex 3 – Content of the Work Performance Program

Annex 4 – Inspection Protocol (form)

Annex 5 – Allocation of Duties of the Employer and the Contractor in Occupational Safety (diagram)

Annex 6 – Allocation of Duties of Latvenergo AS in the area of Information Technology and Telecommunications (ITT)