



## HEALTH AND SAFETY PLAN (HASP)

Prepared on: 26 October 2022

# HEALTH AND SAFETY PLAN

Construction site name:

Address:

Employer:

Employer's address:

Site Manager:

Full name

Date

Signature

Design Engineer

Full name

Date

Signature

Person preparing  
the HASP

Full name

Date

Signature

### ARRANGEMENTS.

Position

Full name

Date

Signature

OHS Officer

Environmental Protection  
Officer

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## INTRODUCTION

The **Health and Safety Plan** includes the basic procedures, rules and practices applicable at the construction site. All participants in the construction works process, regardless of the type of works carried out or the basis of employment, are required to comply with the recommendations set out in this document. The obligation to comply also applies to guests and visitors at the site.

The aim of the Construction Management is to implement the investment task while maintaining safe and hygienic working conditions.

This aim can be achieved when all participants in the construction process follow the procedures and instructions set out in the health and safety plan, and comply with health and safety rules as well as fire protection regulations.

The basis for cooperation and interaction between participants in the construction process is respect for their own and others' health and lives. The Construction Management declares a zero-tolerance attitude towards activities which may result in a risk to their own or others' health and lives.

**The Health and Safety Plan has been prepared on the basis of:**

**Article 21a section 1 of the Act of 7 July 1994 – Construction Law (consolidated text: Journal of Laws 2006, No. 156, item 1118, as amended),**

**Ordinance of the Minister of Infrastructure of 23 June 2003 on information concerning safety and health protection and the health and safety plan (Journal of Laws 2003, No. 120, item 1126).**

**HASP REVISION SHEET TEMPLATE***Where appropriate, the Site Manager shall revise the HASP.*

HASP REVISION SHEET TEMPLATE		
Date of revision	Annex No. implementing the revision	Revision effective date
Revision contents		
Revision justification		
Site Manager's signature		

## DEFINITIONS

**Contractor** – the entity performing a procurement, under a contract concluded with the Employer, the subject of which consists of construction works.

The Contractor of the task is: .....(enter the name of the investment task)..... is .....(enter the name of the Contractor).....

**Subcontractor** – the entity (natural person / legal person / organisational unit without legal personality) that has entered into a Contract or acts under a procurement with the Contractor.

**Entity organising the works** – the companies carrying out the work. The entity organising the works may be the Contractor or a Subcontractor company, the employer under Article 3 of the Labour Code. The entity organising the works shall include:

- providing organisational and technological means to carry out the task in such a manner as to minimise the risks involved, in accordance with OHS regulations and rules,
- stating that personnel with the appropriate knowledge, skills, qualifications and professional licences are allowed to work,
- stating that personnel who hold valid medical certificates without contraindications are allowed to work to carry out specific works,
- ensuring that personnel are provided with work clothing, collective and personal protection equipment.

**Direct supervision** – the person who directly supervises the performance of the works, designated for this purpose by the hiring employer as a representative under Article 31 §1 of the Labour Code. The direct supervisor's responsibilities include:

- being in charge of the works,
- instructing subordinate personnel on the hazards of the works to be carried out and the methods adopted to minimise them,
- supervising the provision and proper use of collective and personal protection equipment,
- responding immediately to emergencies and taking immediate action to minimise risks,
- fulfilling the obligations arising from Article 212 of the Labour Code.

**Employee** – a person employed by the entity organising the works under a contract of employment or other civil law contract to perform the tasks specified by the organising entity.

## 1 Information on the project to be implemented

### 1.1 Scope of works for the entire contemplated construction project

*A concise description of the investment task shall be provided, giving basic information on the scope of the construction works and the sequence in which they are to be carried out. The information shall be drawn up in such a manner as to include the elements relevant to work safety.*

### 1.2 Sequence of individual components of the project

*Subsequent elements or stages of the construction process shall be described. At this stage of planning the safe performance of the works, critical situations shall be identified. These are situations where simultaneous works, at the same time and in the immediate vicinity, create additional risks. Such circumstances require special attention on the part of those responsible for coordinating the works. Attention should also be paid to all phases of construction, i.e. from the surveying of the site and the organisation of the site back-up facilities, to its completion, i.e. clean-up work and removal of the site back-up facilities. An example list of the sequence of works is provided below.*

#### **Preparatory Works:**

- *Survey staking out of the facility*
- *Sapper clearing in the area*
- *Felling trees and shrubs*
- *Demolition and dismantling*
- *Organising of office, welfare, warehouse, production back-up facilities*
- *Installing cranes and construction site fencing*
- *Preparing access roads and entrances/exits*

- *Implementing temporary traffic organisation*
- *Removing/alternating water supply, drainage, telecommunications, gas, electricity and rainwater and sanitary sewerage systems*
- *Stripping topsoil*

**Right-of-Way (Road/Railway/Track) Works:**

- *Excavations*
- *Soil stabilisation: piling, jet grouting, drilling*
- *Embankments*
- *Road structure*
- *Bitumen works*

**Right-of-Way and Bridge Works**

- *Earthworks – excavations and soil reinforcement*
- *Foundations (subconcrete, reinforcement, formwork, concreting, stripping of formwork)*
- *Abutments/pillars (substructure, reinforcement, formwork, concreting, formwork strutting)*
- *Load-bearing structure of reinforced concrete structures (formwork, reinforcement, concreting, stripping of formwork)*
- *Load-bearing structure of steel structures (erection of the structure, formwork, reinforcement, mating slab concreting)*
- *Retaining structures*
- *Backfills, transition slabs with insulation*
- *Insulation, impregnating*

**Right-of-Way and Discipline-Related Works**

- *Construction of electrical system*
- *Construction of rainwater sewerage system*
- *Construction of sanitary sewerage system*
- *Construction of central heating , gas system*

**Right-of-Way and Erection Works**

- *Road traffic safety devices*
- *Noise barriers*
- *Steel structures, expansion joints, bearings, drainage*
- *Equipment, lighting*
- *Vertical signs*

**Right-of-Way and Finishing Works**

- *Paving works*
- *Reinforcing embankment cones*
- *Greenery planting and topsoiling*
- *Road surface markings*
- *Structural landscaping*
- *Cleaning works*
- *Removal of site back-up facilities*

**Large Volume and Structural Works**

- *Earthworks, foundation works, reinforcement works*
- *Carpentry works*
- *Concrete works*
- *Masonry works*

**Large Volume and Discipline-Related Works**

- *Removing conflicts between systems*
- *Relocating systems*
- *Constructing external and internal systems: central heating, gas, water, energy, lighting, fire protection, BMS*

### **Large Volume and Erection Works**

- Steel structures
- Skylights, joinery, windows, doors, final railings
- Installing roofing, parapet, flashings, façades
- Installing lifting equipment
- Installing facility equipment, etc.

### **Large Volume and Internal Finishing Works**

- Insulation works
- Plastering, flooring works
- Suspended ceilings and gypsum walls, painting, facility site signage
- Cleaning works

### **Large Volume and External Finishing Works**

- Paving works
- Road surface markings
- Greenery and structural landscaping
- Cleaning works

### **AUXILIARY WORKS (carried out throughout the duration of the construction)**

- Laboratory services
- Land surveying services
- Waste disposal
- MMA and concrete production
- Mines, prefabrication
- Environmental supervision, active nature conservation

## **1.3 List of existing facilities to be adapted or demolished**

*The actual state existing at the construction site before development shall be described. It is important to bear in mind that existing facilities may present specific hazards due to their design, purpose or materials of construction. Works related to civil structures require the same planning for safe work as the construction process itself.*

*A list of these facilities and their parameters shall be provided in as much detail as possible, i.e. if it is a building, its location in relation to a reference point, e.g. in kilometres, axis, and indicate its cubic capacity; if it is a power grid, indicate its type (LV, MV, HV) and its route, span, etc. If it is a gas pipeline, indicate the type (medium pressure and low pressure) and the route, etc.*

*As the point described above is listed as a mandatory item in the HASP in the event that there are no listed facilities in the land plot, an appropriate annotation shall be made:*

***There are no facilities subject to adaptation or demolition at the construction site.***

## **1.4 Indication of development elements of the land plot or area which may pose a hazard to human safety and health**

*Based on the site visit, analysis of the documentation and information from the design engineer, any site development elements that may pose a risk to human health and safety shall be identified.*

*A list of these components and their parameters shall be provided in as much detail as possible, i.e. if it is a building, its location in relation to a reference point, e.g. in kilometres, axis, and indicate its cubic capacity; if it is a power grid, indicate its type (LV, MV, HV) and its route, span, etc. If it is a gas pipeline, indicate the type (high pressure, medium pressure and low pressure), the route, etc.*

*The site development elements may also include the existing road network, rail network, watercourses.*

*When indicating a hazard, it is also important to remember to describe how to protect personnel from a possible accident in the next part of the Health and Safety Plan*

## **2 Hazards to health and life occurring in the construction process and related preventive measures**

The Contractor shall provide information on the expected hazards occurring during the course of the construction works, specifying the scale and types of hazards and where and when they occur (Task Risk Assessment).



	HASP: .....	Contract No.:
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All Subcontractors are required to familiarise themselves with the following information and to take it into account when preparing the implementation of the assigned tasks, including the preparation of Safe Works Instructions and the training of personnel and persons working at the construction site.

*This section indicates the expected risks with guidelines on how to address them. This is one of the very important pieces of information for the further planning of collective and individual protection costs and the preparation of the Safe Work Instructions. This is included in the Task Risk Assessment. This supplements the occupational risk assessments for individual works with the variable factor being the construction environment. The information described in this point shall be provided to Subcontractors and their personnel during the information training.*

*It is crucial to plan collective safeguards in advance. By considering this topic at the planning stage, it is possible to choose a method that is convenient in terms of the technology adopted and the optimum cost. Please note that many of the safety measures require preparatory works at an earlier stage of construction, e.g. the use of anchor blocks for attaching safety barriers to edges, which must be prepared at the slab fabrication stage, etc.*

*Note!*

*The information in the table below shall be a mandatory part of the HASP. It provides a suggestion (an open catalogue of hazards) for the HASP author to use in order to identify risks at the construction site and select appropriate prevention. When using the tool below, it is important to bear in mind that every construction site is different and the risks present at the site might possibly differ quite a bit from the suggestion presented.*

*In one case, the catalogue shall be narrowed down, while in another case it shall be expanded to include items that may not be included in the catalogue below. Any other form of redacted information is acceptable, but it must be presented in a clear and legible manner.*

**Table 1. Hazards to health and life occurring at the construction site and related preventive measures**

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
1)	Moving machines/vehicles	Place of occurrence:	<b>HIGH</b>	<p><b>ORGANISATIONAL:</b></p> <ul style="list-style-type: none"> <li>⇒ Information training for personnel</li> <li>⇒ Developing and familiarising personnel with Safe Works Instructions,</li> <li>⇒ Establishing and implementing a temporary traffic organisation,</li> <li>⇒ Providing and appointing licensed operating personnel for the machines/vehicles to be operated,</li> <li>⇒ Providing and appointing operating personnel for the machines/vehicles in accordance with the O&amp;M Manual,</li> <li>⇒ Providing and designating main pedestrian routes with a minimum width of at least 0.75 [m],</li> <li>⇒ Providing and designating main routes for vehicular traffic with a minimum width of 3.0 [m] for a one-way road and 6.0 [m] for a two-way road,</li> <li>⇒ Setting a speed limit ..... [km/h] for vehicles circulating at the site,</li> <li>⇒ Complying with traffic rules (traffic code) for moving machines/vehicles,</li> <li>⇒ Ensuring that traffic is controlled by persons with professional licenses when it is necessary to involve oversize transports and continuous deliveries of materials directly to the public road or when it is necessary for construction vehicles to occupy the lane for long periods of time,</li> <li>⇒ Ensuring that the machines are placed on a stable load-bearing subgrade at a distance of min. 0.6 [m] from the wedge of natural soil detachment,</li> <li>⇒ Ensuring that the work zone of the crawler crane is demarcated and marked with permanent barriers and warning boards,</li> <li>⇒ Providing and demarcating construction entrances and exits,</li> <li>⇒ Providing and designating dangerous zones in places where works are carried out with mechanised equipment.</li> </ul> <p><b>COLLECTIVE:</b></p> <ul style="list-style-type: none"> <li>⇒ Marking of the designated:               <ul style="list-style-type: none"> <li>✓ Main pedestrian routes and main routes for vehicular traffic,</li> <li>✓ Temporary traffic organisation, construction site entrances/exits,</li> <li>✓ Hazardous zones in places where works are carried out with mechanised equipment.</li> </ul> </li> <li>⇒ Protecting exits from rooms leading to process routes with railings.</li> </ul> <p><b>PERSONAL:</b></p> <ul style="list-style-type: none"> <li>⇒ Use a protective helmet in accordance with EN 397,</li> <li>⇒ Using workwear and/or high-visibility warning vests in accordance with EN 471 (this also applies to drivers),</li> <li>⇒ Using footwear with hard toecaps in accordance with EN 345-1, min. class S3.</li> </ul> <p><b>TECHNICAL:</b></p> <ul style="list-style-type: none"> <li>⇒ Maintaining pedestrian routes in good condition,</li> <li>⇒ Maintaining service roads for vehicular traffic in good condition,</li> <li>⇒ Keeping signage clean and in good condition of the following:               <ul style="list-style-type: none"> <li>✓ Main pedestrian routes and main routes for vehicular traffic,</li> <li>✓ Temporary traffic organisation, construction site entrances/exits,</li> <li>✓ Hazardous zones in places where works are carried out with mechanised equipment.</li> </ul> </li> <li>⇒ Using operational yellow warning lights and audible reverse beacons on machines,</li> <li>⇒ Using technically sound equipment,</li> <li>⇒ Maintaining the vehicle and its accessories for entering and leaving the loading area (ladders and steps) clean and in good working order.</li> </ul>
		Time of occurrence:		



HASP:

.....

Contract No.:

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
2)	Location of the workstation at a level different from the surroundings – work at height:	Place of occurrence:	<b>HIGH</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Providing the necessary amount of resources to protect dangerous edges, ⇒ Prohibiting the use of wooden ladders and stepladders for regular work, ⇒ Providing and appointing licensed persons to design, erect and accept scaffoldings, ⇒ Ensuring and implementing periodic inspections of scaffoldings. <b>COLLECTIVE:</b> ⇒ Using complete engineered system platforms, ⇒ Using engineered system railings protecting dangerous edges in accordance with EN 13374, ⇒ Using a cover for service openings with a material capable of bearing the expected load or protecting it with engineered system railings, ⇒ Using double protection for lift and installation shafts (vertical edge protection using engineered system railings and horizontal protection such as platforms or safety nets), ⇒ Protecting steel structures during erection with safety nets in accordance with standard EN 1263-1 ⇒ Using engineered system scaffoldings or specifically designed scaffoldings, ⇒ Marking protected/covered service openings. <b>PERSONAL:</b> ⇒ Using safety harnesses in accordance with EN 361, ⇒ Using a horizontal anchor rope or temporary anchor points in accordance with EN 795, ⇒ Using a lifeline with a self-locking device for work in confined spaces in accordance with EN 353, ⇒ Using self-locking devices in accordance with EN 360. <b>TECHNICAL</b> ⇒ Maintaining the cleanliness and proper condition of the technical markings of the covered service openings, ⇒ Maintaining personal protection equipment in good condition, ⇒ Installing railings, scaffoldings and platforms according to the O&M Manual or a specific design, ⇒ Maintaining scaffoldings in good technical condition (periodic inspections).
		Time of occurrence:		
3)	Falling objects	Place of occurrence:	<b>HIGH</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Ensuring that hazardous areas are designated and cordoned off, ⇒ Maintaining tidiness at worksites located at height, ⇒ Ensuring that the material storage area is designated and cordoned off, ⇒ Ensuring that materials are stored in accordance with the following rules: ✓ stacking small materials in piles ≤ 2.0 [m] high, appropriately to the type and strength of these materials, ✓ stacking bagged materials in cross layers up to a maximum height of 10 layers, ✓ keeping the stacks ≥ 0.75 [m] away from the fencing or buildings, ✓ Keeping the stacking at a distance ≥ 5.00 [m] – from the regular workstation. ⇒ Ensuring that works are carried out in accordance with the excavation protection plan for excavations > 4.0 [m] deep, ⇒ Ensuring a safe slope of the excavation walls appropriate to the soil category,

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
		Time of occurrence:		<ul style="list-style-type: none"> <li>⇒ Securing engineered system railings protecting the edges of excavations located directly adjacent to vehicular traffic routes with dense netting,</li> <li>⇒ Storing excavated material outside the natural soil wedge zone,</li> <li>⇒ Positioning the excavator at a distance of min. 0.6 [m] from the wedge of natural soil detachment,</li> <li>⇒ Providing licensed personnel for the position of rigger and signalman,</li> <li>⇒ Providing licensed operating personnel for cranes,</li> <li>⇒ Ensuring that the work zone of wheeled cranes is demarcated and marked with warning tape, textile tape and warning boards,</li> <li>⇒ Ensuring that the work zone of wheeled cranes is demarcated and cordoned off with textile warning tapes, and marking with warning boards.</li> <li>⇒ Ensuring the development and implementation of: <ul style="list-style-type: none"> <li>✓ work instructions for cranes in collision conditions,</li> <li>✓ instructions – “lifting plan” for transported items &gt; 10.0 [Mg],</li> </ul> </li> <li>⇒ Providing radio communication between signalmen and operator service when working in collision conditions and in situations requiring a “lifting plan” to be prepared,</li> <li>⇒ Providing a person for constant observation of the operation of cranes in collision conditions, the so-called “crane coordinator” authorised to stop the operation of individual cranes or all cranes at the same time,</li> <li>⇒ Using hand signals/communication is only permissible when working with mobile cranes or HDS in situations where there is good visibility and no lifting plan is required, and in emergency situations,</li> <li>⇒ Providing transport slings: <ul style="list-style-type: none"> <li>✓ rope slings in accordance with EN 13414,</li> <li>✓ chain slings in accordance with EN 818,</li> <li>✓ belt slings in accordance with EN 1492,</li> </ul> </li> <li>⇒ Providing lighting during works at dusk and at night.</li> </ul> <p><b>COLLECTIVE:</b></p> <ul style="list-style-type: none"> <li>⇒ Using complete engineered system railings protecting dangerous edges in accordance with EN 13374,</li> <li>⇒ Using safety nets on scaffoldings</li> <li>⇒ Using shoring/engineered system formwork for narrow-space excavations extending at least 0.3 [m] above the edge of the excavation,</li> <li>⇒ Using safe entrances/exits for the excavation, spaced every 20.00 [m],</li> <li>⇒ Using excavation fencing located at a minimum distance of 1.00 [m] from the edge of the excavation with railings (railing board, middle and edge board).</li> </ul> <p><b>PERSONAL:</b></p> <ul style="list-style-type: none"> <li>⇒ Use a protective helmet in accordance with EN 397,</li> <li>⇒ Using workwear and/or high-visibility warning vests in accordance with EN 471,</li> <li>⇒ Using footwear with hard toecaps in accordance with EN 345-1, class S3.</li> </ul> <p><b>TECHNICAL:</b></p> <ul style="list-style-type: none"> <li>⇒ Maintaining excavation lighting at dusk and at night,</li> <li>⇒ Using cranes with an approval decision issued by the Office of Technical Inspection (UDT),</li> <li>⇒ Maintaining transport slings in good working order (periodic inspections),</li> <li>⇒ Maintaining cranes in good working order (periodic inspections and maintenance),</li> <li>⇒ Using directional ropes when transporting materials,</li> <li>⇒ Ensure effective drainage of the excavation.</li> </ul>

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
4)	Moving parts of machines	Place of occurrence:	<b>HIGH</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Mandatory operator licenses for the machines operated, ⇒ Operating machines in accordance with O&M Manuals and workstation instructions, ⇒ Appointing persons licensed to operate the table saw who are familiar with the O&M Manual of the machine, ⇒ Equipping the table saw station with a first aid kit and fire extinguisher, ⇒ Demarcating and cordoning off danger zones with fixed barriers around machines. <b>PERSONAL:</b> ⇒ It is forbidden to use gloves when operating table saws, ⇒ Using personal protection equipment for chainsaw operators: <ul style="list-style-type: none"> <li>protective helmet in accordance with EN 397,</li> <li>protective earmuffs in accordance with EN 352,</li> <li>face shield (mesh type) in accordance with EN 1731,</li> <li>protective gloves in accordance with EN 338,</li> <li>protective clothing for chainsaw operators in accordance with EN 381-2, EN 381-5, EN 471,</li> <li>safety footwear with cut-resistant insoles in accordance with EN 345-2.</li> </ul> <b>COLLECTIVE:</b> ⇒ Using factory-made guards on moving and rotating machine parts. <b>TECHNICAL</b> ⇒ Using operational machines, ⇒ Using pushrods when operating table saws.
		Time of occurrence:		
5)	Slippery and uneven surfaces	Place of occurrence:	<b>MODERATE</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Designating and cordoning off circulation routes, ⇒ Maintaining circulation routes in good condition according to the prevailing weather conditions, ⇒ Marking of protected service openings. <b>PERSONAL:</b> ⇒ Using protective footwear with a high upper in accordance with EN 345-1, class S3, ⇒ Using a protective helmet in accordance with EN 397. <b>COLLECTIVE:</b> ⇒ Using engineered system railings to protect the dangerous edges of large service openings in accordance with EN 13374, ⇒ Using a cover for service openings with a material capable of bearing the expected mass and/or protecting it with engineered system railings. <b>TECHNICAL</b> ⇒ Maintaining circulation routes clear of obstacles, ⇒ Installing railings in accordance with the O&M Manual, ⇒ Carrying out periodic technical inspections of railings, ⇒ Providing site lighting at dusk, at night and in hard-to-reach areas (e.g. works in basements), ⇒ Maintaining the cleanliness and proper condition of the technical markings of the covered service openings.
		Time of occurrence:		

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
6)	Sharp, rough edges	Place of occurrence:	<b><u>MODERATE</u></b>	<b>ORGANISATIONAL:</b> <ul style="list-style-type: none"> <li>⇒ Information training for personnel</li> <li>⇒ Developing and familiarising personnel with Safe Works Instructions,</li> <li>⇒ Complying with OHS workstation instructions,</li> <li>⇒ Marking of protruding, sharp edges,</li> <li>⇒ Operating equipment in accordance with the O&amp;M Manual.</li> </ul> <b>PERSONAL:</b> <ul style="list-style-type: none"> <li>⇒ Using footwear with hard toecaps in accordance with EN 345-1, class S3,</li> <li>⇒ Use a protective helmet in accordance with EN 397,</li> <li>⇒ Using protective gloves against mechanical hazards in accordance with EN 388,</li> <li>⇒ Using goggles/glasses/protective helmets in accordance with EN 166 with a protection level of at least "1F".</li> </ul> <b>TECHNICAL</b> <ul style="list-style-type: none"> <li>⇒ Using functioning equipment and tools,</li> <li>⇒ Using guards on equipment and tools,</li> <li>⇒ Performing periodic inspections of equipment, tools,</li> <li>⇒ Using protective caps on protruding sharp parts.</li> </ul>
		Time of occurrence:		
7)	Electric shock	Place of occurrence:	<b><u>HIGH</u></b>	<b>ORGANISATIONAL:</b> <ul style="list-style-type: none"> <li>⇒ Information training for personnel</li> <li>⇒ Developing and familiarising personnel with Safe Works Instructions,</li> <li>⇒ Complying with OHS workstation instructions,</li> <li>⇒ Operating equipment in accordance with the O&amp;M Manual,</li> <li>⇒ Electrical systems designed, constructed and maintained by persons with professional licenses,</li> <li>⇒ Power cables protected against mechanical damage,</li> <li>⇒ Checking the condition of wiring, tools and electrical equipment before work begins,</li> <li>⇒ Keeping a distance between switchgear and consumers of max. 50 m,</li> <li>⇒ Prohibiting the use of defective power tools,</li> <li>⇒ Construction site switchgears locked to prevent unauthorised access,</li> <li>⇒ Arranging Safe Works Instructions with the power line owner in the proximity of an operational line (work based on a on written order),</li> <li>⇒ Ensuring that works in the vicinity of the operational power grid are supervised at all times in consultation with the line owner (works based on a written order),</li> <li>⇒ Manual digging to identify the exact routes of electrical cables</li> <li>⇒ It is forbidden to organise workstations, store materials and park vehicles under operational overhead lines in the designated danger zone.</li> </ul> <b>PERSONAL:</b> <ul style="list-style-type: none"> <li>⇒ Using anti-static clothing in accordance with EN 1149-5 for personnel carrying out installation works under live conditions,</li> <li>⇒ Using protective footwear with a high upper in accordance with EN 345-1, class S3,</li> <li>⇒ Use a protective helmet in accordance with EN 397,</li> <li>⇒ Using protective gloves against mechanical hazards in accordance with EN 388.</li> </ul> <b>TECHNICAL</b> <ul style="list-style-type: none"> <li>⇒ Using functioning equipment and tools in accordance with the O&amp;M Manual,</li> <li>⇒ Using voltage indicators,</li> <li>⇒ Providing periodic inspections of the efficiency of the electrical system,</li> <li>⇒ Using gates to limit the dimensions of moving vehicles,</li> <li>⇒ Using signage where the construction site crosses overhead power lines.</li> </ul>
		Time of occurrence:		



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No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
8)	Fire hazard	Place of occurrence:	<b>HIGH</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Operating equipment in accordance with the O&M Manual, ⇒ Providing unobstructed access to firefighting equipment, ⇒ Protecting fire hazardous works with fire extinguishing equipment, ⇒ Designating and cordoning off storage areas for flammable materials, ⇒ Removing or protecting combustible materials from the fire hazardous work zone, ⇒ Monitoring the concentration of flammable or explosive gases, ⇒ Direct supervision of fire hazardous works. <b>PERSONAL:</b> ⇒ Using protective footwear with a high upper in accordance with EN 345-1, class S3, ⇒ Use a protective helmet in accordance with EN 397, ⇒ Using protective gloves against mechanical hazards in accordance with EN 388, ⇒ Using goggles/glasses/protective helmets in accordance with EN 166 with a protection level of at least "1F", ⇒ Using flame-retardant protective clothing for welding works in accordance with ISO-EN 11612. <b>TECHNICAL</b> ⇒ Providing operational hand-held firefighting equipment, ⇒ Using technically sound equipment, ⇒ Periodic inspections of firefighting equipment.
		Time of occurrence:		
9)	Explosive substances and materials	Place of occurrence:	<b>HIGH</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Sapper clearing at the site, ⇒ Carrying out earthworks with sapper supervision, ⇒ Marking the area with discovered unexploded ordinance, ⇒ Suspending works until neutralisation by sapper services, ⇒ Exercising extreme caution when carrying out earthworks, ⇒ Safely storing and operating cylinders with industrial gases – in accordance with the instructions, ⇒ Smoking in the designated area, ⇒ Marking explosion hazard zones, ⇒ Ensuring coordination with other works, ⇒ Marking of the work site on the fencing, ⇒ Fencing off the work site, ⇒ Monitoring the concentration of flammable or explosive gases,



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No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
		Time of occurrence:		<ul style="list-style-type: none"><li>⇒ Ensuring that security is in place so that there is strict control of people and vehicles entering and leaving,</li><li>⇒ Protecting the danger zone during blasting from access by third parties, in particular by means of checkpoints, patrols or blockades,</li><li>⇒ Securing destructive impact zones from public access,</li><li>⇒ Using warning signals as defined by mining and geological regulations,</li><li>⇒ Marking personnel carrying blasting agents with a yellow warning band on their right arm,</li><li>⇒ Storing blasting agents at the construction site only in an amount corresponding to the daily demand.</li></ul> <b>PERSONAL:</b> <ul style="list-style-type: none"><li>⇒ Using anti-static clothing in accordance with EN 1149-5,</li></ul> <b>COLLECTIVE:</b> <ul style="list-style-type: none"><li>⇒ Fencing off the area of blasting works in progress.</li></ul> <b>TECHNICAL:</b> <ul style="list-style-type: none"><li>⇒ Providing radio communication between members of the blasting team,</li><li>⇒ Using Ex-designed equipment.</li></ul>
10)	Noise hazard	Place of occurrence:	<b><u>MODERATE</u></b>	<b>ORGANISATIONAL:</b> <ul style="list-style-type: none"><li>⇒ Information training for personnel</li><li>⇒ Developing and familiarising personnel with Safe Works Instructions,</li><li>⇒ Complying with OHS workstation instructions,</li><li>⇒ Operating equipment in accordance with the O&amp;M Manual,</li><li>⇒ Periodic rotations when operating equipment.</li></ul> <b>PERSONAL:</b> <ul style="list-style-type: none"><li>⇒ Using hearing protectors in accordance with EN 352 with an attenuation efficiency of up to 75-80 [dB].</li></ul> <b>TECHNICAL:</b> <ul style="list-style-type: none"><li>⇒ Using functional equipment, machines and devices.</li></ul>
		Time of occurrence:		
11)	Dust and spatter hazard	Place of occurrence:	<b>HIGH</b>	<b>ORGANISATIONAL:</b> <ul style="list-style-type: none"><li>⇒ Information training for personnel</li><li>⇒ Drawing up and familiarising personnel with the Safe Works Instructions including an asbestos removal work plan (if applicable),</li><li>⇒ Complying with OHS workstation instructions,</li><li>⇒ Operating equipment in accordance with the O&amp;M Manual,</li><li>⇒ Periodic rotations when operating equipment,</li><li>⇒ Using work methods that limit exposure (spraying),</li><li>⇒ Dedicated training for personnel working in asbestos removal and the related supervisory staff,</li><li>⇒ Cordoning off and marking the asbestos work zone.</li></ul> <b>PERSONAL:</b> <ul style="list-style-type: none"><li>⇒ Using protective gloves against mechanical hazards in accordance with EN 388,</li></ul>



No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
		Time of occurrence:		⇒ Using goggles/glasses/protective helmets in accordance with EN 166 with a protection level of at least "1F", ⇒ Using respiratory protection in accordance with EN 133 – masks, half masks and full face masks with a minimum filter class P3. <b>COLLECTIVE:</b> ⇒ Isolating high dusty jobs from the environment, ⇒ Packing the removed asbestos in sealed containers/bags, ⇒ Vacuuming the area, ⇒ Using safety nets on scaffoldings ⇒ Using nets on waste containers or using containers with covers. <b>TECHNICAL:</b> ⇒ Using slow-speed tools when cutting asbestos, ⇒ Sprinkling, wetting, varnishing of asbestos parts that may generate excessive dust.
12)	Vibration hazard	Place of occurrence:	<b><u>MODERATE</u></b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Operating equipment in accordance with the O&M Manual, ⇒ Job rotation when operating equipment. <b>PERSONAL:</b> ⇒ Using gloves that protect against vibrations that occur when operating machines and equipment in accordance with EN 10819. <b>TECHNICAL:</b> ⇒ Using functional equipment, machines and devices.
		Time of occurrence:		
13)	Hot surfaces	Place of occurrence:	<b>MODERATE</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Operating equipment in accordance with the O&M Manual. <b>PERSONAL:</b> ⇒ Using protective clothing for welders in accordance with ISO-EN 11612, ⇒ Using protective gloves for welders in accordance with ISO-EN 12477, ⇒ Using personal protective equipment for welders in accordance with EN 175. <b>TECHNICAL:</b> ⇒ Using functioning equipment in accordance with the O&M Manual, ⇒ Equipping the workstation with hand-held firefighting equipment
		Time of occurrence:		
14)	Chemicals	Place of occurrence:	<b>MODERATE</b>	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Using substances in accordance with the recommendations set out in the Safety Data Sheet,

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
		Time of occurrence:		⇒ Specifying the method of storage and transport of hazardous materials, products, substances and formulations at the construction site, ⇒ Warning signage for storage areas. <b>PERSONAL:</b> ⇒ Use of PPE according to the provisions of the Safety Data Sheets. <b>TECHNICAL:</b> ⇒ Storing chemicals in their original packaging or labelling non-original packaging/containers (legible information including i.e.: identification of the substance (name) and information on hazards (pictograms)).
15)	Variable weather conditions	Place of occurrence:	MODERATE	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Providing shelter from the weather, ⇒ Supplying hot/cold drinks depending on weather conditions, ⇒ Organising work so as to guarantee recovery breaks. <b>PERSONAL:</b> ⇒ Using protective clothing to keep out the cold and rain. <b>TECHNICAL:</b> ⇒ Providing earthing and lightning protection systems for steel structures and outdoor scaffoldings. ⇒ Measurements of earthing resistance.
		Time of occurrence:		
16)	Psychophysical hazards	Place of occurrence:	MODERATE	<b>ORGANISATIONAL:</b> ⇒ Adhering to standards and regulations for physically demanding work, ⇒ Organizing work so as to guarantee recovery breaks, ⇒ Supplying personnel with recovery meals. <b>TECHNICAL</b> ⇒ Using auxiliary transport equipment.
		Time of occurrence:		
17)	<b>Risk of drowning:</b> ⇒ Works near reservoirs and watercourses	Place of occurrence:	HIGH	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions. <b>PERSONAL:</b> ⇒ Using safety harnesses in accordance with EN 361, ⇒ Using a horizontal system anchor rope (temporary anchor point in accordance with EN 795), ⇒ Using a lifeline with a self-locking device for work in confined spaces in accordance with EN 353. <b>COLLECTIVE:</b> ⇒ Using complete engineered system platforms for reinforcement and concrete works in accordance with the Contractor's standards, ⇒ Using engineered system railings protecting dangerous edges in accordance with EN 13374, ⇒ Protecting, permanently covering service openings with a material capable of bearing an employee's weight, ⇒ Using engineered system scaffoldings or specifically designed scaffoldings. <b>TECHNICAL:</b> ⇒ Equipping workplaces near reservoirs and watercourses with rescue gear: boat, lifebelt, rescue throw bag with rope.
		Time of occurrence:		

No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
18)	Viruses, bacteria, fungi	Place of occurrence:	MODERATE	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Drawing up and familiarising personnel with Safe Works Instructions with an emphasis on keeping contact time with wastewater to a minimum, ⇒ Complying with OHS workstation instructions, ⇒ Marking areas of particular exposure to biological agents with signs warning of the existing biohazard, ⇒ Strictly adhering to basic personal hygiene (washing hands before every meal), ⇒ Washing workwear in at a dedicated dry cleaner's, ⇒ Using disposable protective clothing, ⇒ Preventive vaccinations. <b>PERSONAL:</b> ⇒ Using protective clothing in accordance with EN 14126 to protect against biological hazards, ⇒ Using protective footwear of category S5 in accordance with EN ISO 20345, ⇒ Using protective gloves in accordance with EN 374-2 to protect against biological hazards, ⇒ Using goggles, visors and protective shields in accordance with EN 166, ⇒ Using respiratory protection in accordance with EN 133 – masks, half masks and full face masks with a minimum filter class P3 <b>TECHNICAL:</b> ⇒ Equipping the welfare amenities with pass-through changing rooms: dirty changing room – washroom – clean changing room, ⇒ Equipping the back-up facilities with footwear disinfectant mats, ⇒ Providing germicidal soaps in sanitary facilities.
		Time of occurrence:		
19)	Radiation (e.g. ionising, optical)	Place of occurrence:	MODERATE	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Designating and labelling zones of exposure to ionising radiation, ⇒ Supervising the danger zone against unauthorised access, ⇒ Holding relevant qualifications and professional licenses. <b>PERSONAL:</b> ⇒ Using safety glasses, goggles and visors, ⇒ Using respiratory protective equipment, ⇒ Providing an individual meter to measure the intensity of ionising radiation. <b>TECHNICAL:</b> ⇒ Ensuring that radioactive material is transported and stored in dedicated containers, ⇒ Monitoring the intensity of ionising radiation in the hazardous area, ⇒ Using welding curtains/shields to protect bystanders from optical radiation.
		Time of occurrence:		



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No.	Hazard type	Place and time of occurrence	Scale of hazard High/Moderate/ /Low	Preventive measures
20)	High pressure	Place of occurrence:	High	<b>ORGANISATIONAL:</b> ⇒ Information training for personnel ⇒ Developing and familiarising personnel with Safe Works Instructions, ⇒ Complying with OHS workstation instructions, ⇒ Designating and marking the affected zone in case of unsealing of the pressure-tested facility, ⇒ Supervising the danger zone against unauthorised access, ⇒ Providing direct supervision during pressure testing – appointing a test manager, ⇒ Checking that the facility has been completed in accordance with the documentation, ⇒ Designating a storage area for pressurised containers, e.g. away from heat sources, ⇒ Familiarising personnel with the safety data sheet (for hazardous mixtures). <b>PERSONAL:</b> ⇒ Using safety glasses, goggles and visors, ⇒ Using protective helmets. <b>TECHNICAL:</b> ⇒ Protecting cylinder valves from damage, ⇒ Protecting cylinders against tipping over, ⇒ Handling cylinders with a trolley designed for this purpose, ⇒ Sealing/closing any manholes, valves, openings in the facility to be tested.
		Time of occurrence:		

## 2.1 Particularly hazardous works

### 2.1.1 List of particularly hazardous works

Pursuant to § 80.2 of the Ordinance of 26 September 1997 on general regulations of occupational health and safety (Journal of Laws 2003, No. 169, item 1650, as amended) in connection with Article 21a section 2 of the Act of 27 March 2003 – Construction Law (Journal of Laws 2003, No 80, item 718, as amended), a list of particularly hazardous works occurring at the construction site has been established:

- works at height,
- works where there is a risk of people being buried by earth or other bulk materials, including earthworks associated with narrow and wide-open excavations,
- works where there is a risk of contact with chemical or biological substances hazardous to human safety,
- work carried out in the immediate vicinity of power and gas lines,
- works carried out in the immediate vicinity of vehicular traffic,
- works related to the erection and dismantling of heavy prefabricated units,
- works requiring the presence of an employee in the immediate vicinity (work zone) of self-propelled construction machines,
- works carried out in lift shafts, installation shafts and other places where access is restricted or difficult for process-related reasons,
- transport works involving stationary and mobile cranes and hoists,
- works carried out with containers/baskets acting as work platforms,
- works with the use of explosives,
- works on the banks of watercourses.

*In this section, the site management shall specify the catalogue of particularly hazardous works that will occur as part of the construction. This section is crucial because of the consequences of whether or not a particular works or is considered particularly hazardous.*

*To identify a work as particularly hazardous implies the implementation of a rigorous procedure for the preparation and conduct of such works, which includes the preparation of Safe Works Instructions (SWI), preparation of personnel for such tasks, preparation and acceptance of the workstation and provision of qualified direct supervision (holding professional licences).*


*Failure to recognise works as particularly hazardous, even though they meet the criteria set out in the regulations, may be interpreted as an omission and give rise to criminal and disciplinary consequences for those responsible for not preparing and carrying them out properly.*

*Given the above, site managers should include in the list all works which meet the requirements of the regulations and internal arrangements (Construction Law, General Health and Safety Regulations and the Employer's List of Particularly Hazardous Works) and extend it to include project-specific hazardous works.*

### 2.1.2 Organisation of particularly hazardous works

Before commencing particularly hazardous works, the Subcontractor shall:

- prepare the Safe Works Instructions (SWI) in accordance with current regulations and in accordance with the model Safe Works Instructions (SWI) as per **Appendix No. 1**.
- submit a copy of the Safe Works Instructions to the Employer's Representative in accordance with Appendix 2 OHS, fire protection and environmental protection requirements.
- provide the Site Manager with a copy of the Safe Works Instructions; this obligation also applies if changes or updates are made to the document,
- ensure that anyone carrying out particularly hazardous works is provided with work or protective clothing as well as work or protective footwear appropriate to the work being carried out,
- provide collective protection equipment or, if this is not possible for process-related reasons, provide personal protection equipment appropriate to the type of hazard for all exposed personnel during the entire time they are present in the danger zone; in any case, the subcontractor shall be guided by the principle of priority of collective protection equipment over personal protection equipment,

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- ensure effective enforcement of the use of personal protection equipment and collective protection equipment by those carrying out the assigned works,
- ensure that particularly hazardous works are supervised at all times by a licensed and suitably qualified person,
- provide machines, equipment and technical means appropriate to the type of work to be carried out, which are fully operational and meet all the formal requirements laid down by regulations for such machines, equipment and technical means,
- designate, protect and mark the danger zone for hazards arising during the works,
- carry out an instruction training for personnel by covering the assumptions in the Safe Works Instructions,
- obtain approval/written permission to commence particularly hazardous works and to inspect workstations and equipment on a daily basis before works are allowed to proceed; this consent is given by a representative of Construction Management,

*The above requirements shall be supplemented by specific requirements arising from the specific nature of the site or which the site management deems necessary to ensure that particularly hazardous works are properly organised. Depending on the specific characteristics and size of the site, these may include requirements such as:*

- *obtaining consent/written permission to commence particularly hazardous works,*
- *daily/weekly reporting on the progress of these works,*
- *carrying out inspections of workstations and equipment before the works are allowed to proceed, etc.*

### 2.1.3 Rules of direct supervision over particularly hazardous works

Direct supervision of particularly hazardous works and construction works shall be exercised by the appointed and licensed Lead Discipline Engineer or Construction Foreman. Depending on the contract between the Contractor and the Subcontractor, this may be a personnel designated by the Contractor or the Subcontractor of the works. In any case, it shall be a named person **listed in the Contractor's or Subcontractor's construction organisation chart**.


The person appointed to exercise direct supervision shall:

- enforce the works to be carried out in accordance with the requirements set out in the HASP, Safe Work Instructions (SWI) and other documentation, e.g. Technical Specification (TS), Quality Assurance Plan (QAP), Work Method Statement (WMS), O&M Manuals of machines, devices and equipment used at the workstation,
- enforce the complete provision of materials, equipment and devices at workstations, as specified in Safe Works Instructions, as necessary for safe performance,
- enforce the use of personal protection equipment and collective protection equipment on those carrying out the work,
- immediately notify the Contractor of any irregularities or problems concerning the safety of the works in progress,
- stop work if there is a hazard to the health and life of those carrying out the work or others in connection with the work.

*In line with the regulations in force, direct supervision of occupational health and safety at workstations organised as part of the construction works is carried out by the lead discipline engineer and the construction foreman, respectively. Therefore, Construction Management shall bear this obligation in mind when selecting a subcontractor. The subcontractor with its own authorised supervision in the form of a Lead Discipline Engineer should be included in the organisational structure of the construction site, together with the delegation of a catalogue of duties and authorisations (this should be regulated in the contract). If the subcontractor does not have such persons, consideration should be given to the need for direct supervision duties to be carried out by the Employer's authorised personnel. Thus, this need should be taken into account when planning the composition of the team performing the contract.*

#### **NOTE!!!**

***Given the above, supervision should not be confused with work organisation.***

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#### **2.1.4 Rules for the instruction training to be provided to personnel before allowing them to carry out particularly hazardous works**

The subcontractor of the works is obliged to ensure that the works it is to carry out are provided in compliance with occupational health and safety regulations and rules. One of the prerequisites for safe performance is adequate preparation of the persons who will carry them the works. The basis for the instruction training shall be the Safe Works Instructions (SWI).

The subcontractor is obliged to provide the instruction training by following the principles below:

- the instruction training must be provided before works commence,
- the instruction training shall be documented by obtaining a written confirmation from each participant,
- a document confirming that personnel have been trained to carry out particularly hazardous works shall be available at all times during the performance of the work and shall be presented at the request of an authorised person on behalf of the Contractor,
- a copy of a document confirming the training of personnel in particularly hazardous works shall be submitted to the Lead Discipline Engineer responsible for the works in accordance with the Contractor's organisation chart,
- the instruction training is a prerequisite for allowing a person/employee to carry out particularly hazardous works,
- it is the liability of the Subcontractor of the works, irrespective of the grounds of employment (employee/person), to allow an employee/person to carry out particularly hazardous works without prior training.

The instruction training before allowing particularly hazardous works to be carried out shall include the following:

- division of work by name;
- sequence of tasks to be carried out;
- occupational safety requirements for individual activities,
- overview of the rules for the use of personal protection equipment,
- overview of the rules for using collective protection equipment,
- overview of the rules of direct supervision over the works with the indication of the person designated to conduct this supervision,
- overview of the rules for transporting materials, devices and equipment,
- overview of the rules to be followed in the event of an accident or near miss or other hazard to health and life,
- overview of hazards and safety requirements relating to the location of workstations and those arising in connection with works carried out in the vicinity by other subcontractors,
- overview of the rules to be followed and the requirements arising from the coordination of the works.

*These points are the basic requirements. This catalogue shall be expanded to include specific requirements arising from the needs of the construction site or in accordance with the experience of the Construction Management.*

### **3 Technical and organisational measures to prevent hazards arising from construction works in or adjacent to particular hazardous zones**

*This section shall include guidelines for organising safe performance of works that will occur during the construction. Some of these guidelines are constant and other are specific to a particular type of construction (large volume, road, etc.). There may also be circumstances specific to the project which need to be taken into account when planning and coordinating the works, such as overhead power lines, utilities, operational railways, water reservoirs, etc. In this section of the HASP, the Construction Management shall specify which safety rules are to be taken into account during the performance of the individual works. This is some of the information that will be the basis for the preparation of Safe Works Instructions. The guidelines presented below are the necessary mandatory minimum on the basis of which works at the construction site shall be carried out.*

Participants in the construction process shall cooperate with each other with regard to occupational health and safety in the preparation and implementation of construction works.

Priority must be given to the use of collective protection equipment over the use of personal protection equipment.

Mandatory personal protection equipment at the construction site is listed in section 4.2. This applies to all persons at the construction site.

Depending on the workstation and the hazards present, additional personal protection equipment selected according to the hazards present is required together with the applicable personal protection equipment.

Direct supervision of occupational health and safety shall be exercised by the lead discipline engineer, master, foremen, respectively, according to their areas of responsibility.

All works must be carried out on the basis of written Safe Work Instructions including an assessment of the occupational risks for the task, which are kept as appendices to the HASP.

All personnel at the construction site must be familiarised during information training with the HASP and Safe Works Instructions appropriate to the task to be carried out.

Records of completed OHS information training sessions should be kept with the HASP as appendices.

### 3.1 Guidelines for works at height

Organisational guidelines:

- fall hazard areas are subject to protection by means of fixed system barriers or safety nets, barriers according to a specific design, and where it is not possible to use them, the use of personal fall protection equipment is obligatory (these areas are subject to graphic markings informing about the obligation to use safety harnesses).

Technical guidelines:

- The fall protection systems used must meet the following requirements:
  - ✓ essential requirements of the Machinery Directive 2006/42/EC (formerly 98/37 and 89/392) and safety standards, in particular EN 13374 for collective safeguards,
  - ✓ minimum requirements for work equipment in Tool Directive 2009/104/EC (formerly 89/655 + 95/63 + 2001/45) when working from scaffolding,
  - ✓ requirements of European Directive 89/686/EEC, the so-called "PPE Directive" and the resulting harmonised standards for personal protection equipment against falls from height.

### 3.2 Guidelines for works carried out in the zones at the risk of falling objects

Organisational guidelines:

- hazardous areas at risk of falling objects shall be cordoned off using fixed barriers,
- it is necessary to maintain tidiness at workstations located at height,
- storage of materials shall be in line with the following rules:
  - ✓ demarcate and cordon off material storage areas,
  - ✓ stack small materials in piles  $\leq 2.0$  [m] high, suitably for the type and strength of these materials,
  - ✓ stack bagged materials in cross layers up to a maximum height of 10 layers,
  - ✓ keep the stacks  $\geq 0.75$  [m] away from the fencing or buildings,
  - ✓ keep the stacks at a distance  $\geq 5.00$  [m] – from the regular workstation,
- excavations shall be in line with the following rules:
  - ✓ excavations  $> 4.0$  [m] deep should be in line with the excavation slope protection plan,
  - ✓ ensure a safe slope of the excavation walls matching the soil category for excavations without shoring with a depth of  $\leq 4.0$  [m],
  - ✓ ensure that the walls of the excavations are protected with engineered system shoring,
  - ✓ it is prohibited to store excavated material at a distance of  $\leq 0.6$  [m] from the edge of the excavation,
  - ✓ it is prohibited to place an excavator  $\leq 1.0$  [m] from the edge of the excavation,
  - ✓ ensure that excavations are marked with warning signs and provided with lighting at night,
- vertical transport shall be carried out in accordance with the following rules:
  - ✓ provide licensed personnel for the position of rigger and signalman,



- ✓ provide licensed operating personnel to operate the cranes,
- ✓ ensure that the work zone of stationary cranes is demarcated with permanent barriers and marked with warning boards,
- ✓ ensure that the work zone of wheeled cranes is demarcated and cordoned off with textile warning tapes and marked with warning boards,
- ✓ draw up and implement instructions for the work of cranes in collision conditions, instructions – “lifting plan” for transported items > 10.0 [Mg], to be approved by the site management,
- ✓ provide radio communication between signalmen and operating personnel,
- ✓ provide persons for constant observation of the operation of cranes in collision conditions – a “crane coordinator” authorised to stop the operation of individual cranes or all cranes at the same time.
- provide lighting during works at night.

#### Technical guidelines:

- the machines and auxiliary equipment used must meet the essential requirements of the Machinery Directive 2006/42/EC (formerly 98/37 and 89/392) and safety standards, in particular PN-EN 13331-1:2004 for excavation shoring, for transport slings: rope slings EN 13414, chain slings EN 818, belt slings EN 1492,
- the cranes used must be accompanied with a valid approval issued by the Office of Technical Inspection (UDT) and be maintained in good working order,
- transport slings shall be maintained in good working order (periodic inspections),
- the use of directional ropes is required when transporting materials,
- excavation lighting must be provided at night.

### 3.3 Guidelines for works carried out in the zones at the risk of moving machines/vehicles

#### Organisational guidelines:

- The Contractor shall establish and implement the following organisation of vehicular and pedestrian traffic at the construction site:
  - ✓ the Contractor shall provide main pedestrian routes with a minimum width of at least 0.75 [m] to be used for moving,
  - ✓ the Contractor shall provide main traffic routes for vehicular traffic with a width of at least 3.0 [m] for a one-way road and 6.0 [m] for a two-way road where only vehicular transport takes place,
  - ✓ the Contractor shall establish a speed limit of ..... [km/h] for vehicles travelling at the site and traffic rules (traffic code) for moving machines/vehicles,
  - ✓ the Contractor shall provide and designate the entrance/exit gates for the construction site,
  - ✓ where necessary, traffic must be directed by persons with professional licences,
  - ✓ each Subcontractor shall provide and appoint licensed operators for the operated machines/vehicles moving on site,
  - ✓ operating personnel of machines are obliged to ensure that the machines are positioned on a stable load-bearing subgrade at a distance of at least 1.0 [m] from the edge of the excavation,
  - ✓ each Subcontractor shall provide and demarcate danger zones in areas where works are carried out with mechanised equipment at a minimum distance of 6 [m] from the reach of the equipment being operated.

#### Technical guidelines:

- ✓ Operating personnel of machines are required to operate machines/vehicles in accordance with the O&M Manual,
- ✓ the Contractor shall provide lighting for the main traffic routes at night.

### 3.4 Guidelines for works carried out in the work zones with at the risk of electric shock

Organisational guidelines:

- it is prohibited to locate workstations, product and material storage areas or construction machines and equipment directly under live overhead power lines or at a horizontal distance from the outermost cables of less than:
  - ✓ 3 [m] – for lines with rated voltage up to 1 [kV],
  - ✓ 5 [m] – for lines with rated voltage from 1 [kV] to 15 [kV],
  - ✓ 10 [m] – for lines with rated voltage from 15 [kV] to 30 [kV],
  - ✓ 15 [m] – for lines with rated voltage from 30 [kV] to 110 [kV],
  - ✓ 30 [m] – for lines with rated voltage exceeding 110 [kV].

Where it is necessary to carry out works without maintaining the above distances, the line must be switched off or works must be carried out on the basis of Safe Works Instructions agreed with the line administrator.

- before the crossing of roads with overhead power lines, at a distance of not less than 15 m, it is required set up marked gates, illuminated in conditions of limited visibility, marking the permissible dimensions of passing vehicles,
- all cables of the temporary power system must be protected against mechanical damage and weather conditions,
- excavations carried out with mechanised equipment in the locations of expected existing power grids shall be preceded by manual inspection digging,
- the exposed cables should be protected with a split casing pipe and marked.

Technical guidelines:

- mechanised equipment operating in the vicinity of live power lines must be equipped with voltage indicators.

### 3.5 Guidelines for works carried out in the zones at the risk of explosive substances and materials

Organisational guidelines:

- the Contractor shall designate and provide smoking areas away from explosion hazard zones,
- storage of flammable materials and materials capable of forming explosive mixtures is permitted only in the designated areas,
- explosion hazard zones shall be marked with safety signs,
- blasting may only be carried out in coordination with other works with a written permit from the site management,
- the blasting area must be fenced off and supervised in such a manner that it is possible to control the number of authorised personnel entering and leaving the area,
- during the detonation of the charges, protect the debris danger zones from access by third parties, in particular by means of checkpoints, patrols or blockades,
- before the charges can be detonated, the debris danger zone must be checked and an audible and optical warning signal must be given,
- personnel carrying blasting agents must wear a yellow warning band on their right arm,
- storage of blasting agents at the construction site is only permitted in the amount corresponding to the daily demand.

Technical guidelines:

- there should be constant radio communication between members of the blasting team.
- Using Ex-designed equipment.

## 4 Preparation of personnel and persons carrying out works or staying at the construction site

The construction site shall be an area secured against unauthorised access. All persons at the construction site, for whatever purpose, i.e. carrying out works, visits or inspections, shall comply with the rules laid down by the Contractor.

## 4.1 Information training

Authorisation to enter the construction site before work begins is based on attendance at the Information Training. During the training, participants shall be provided with information and requirements on the rules for the safe use of the construction site, procedures to be followed in the event of hazards to health and life, and duties as well as professional licenses related to the carrying out of particularly hazardous works.

A detailed information training programme is set out in the table below.

**Table 2. Specific information training programme**

No.	Specific issues
1.	<b>Safety regulations and rules of the Veolia Group in Poland:</b> <ul style="list-style-type: none"> <li>Local OHS documentation</li> <li>HRMS Safe Work Standards</li> <li>Basic requirements for subcontractors</li> </ul>
2.	<b>Overview of the most important points of the HASP</b> <ul style="list-style-type: none"> <li>Hazards associated with the construction surroundings</li> <li>Hazards at the construction site</li> <li>Organisation of particularly hazardous works</li> <li>Collective occupational safety</li> <li>Using personal protection equipment</li> </ul>
3.	<b>Site development plan:</b> <ul style="list-style-type: none"> <li>Rules of circulation at the construction site, passage and escape routes, entrances/exits</li> <li>Hygiene, sanitary and office facilities, vehicle parking areas</li> <li>Storage areas for materials and tools</li> <li>Waste collection areas</li> <li>Order and tidiness at the construction site</li> <li>Information points at the construction site</li> <li>Designation and marking of special danger zones and fire hazard zones</li> </ul>
4.	<b>Presentation of the method of supervision, cooperation and coordination of works</b> <ul style="list-style-type: none"> <li>Information about the OHS coordinator at the construction site (name, phone number), scope of authority and responsibilities</li> <li>Information on the person to be notified about the intention to start particularly hazardous works</li> <li>Information on the person to be contacted for OHS matters,</li> <li>Scope of authority and responsibilities of persons in charge of personnel.</li> </ul>
5.	<b>Compliance with the provisions and rules of occupational health and safety</b> <ul style="list-style-type: none"> <li>Scope of authority and responsibilities for personnel employed in worker positions</li> <li>Information on the absolute obligation to comply with occupational health and safety rules and regulations and the consequences of violating the same</li> <li>Information on the absolute prohibition of bringing and consuming alcohol and intoxicants at the construction site, as well as starting work under the influence of alcohol or intoxicants.</li> </ul>
6.	<b>Accidents and near-misses, environmental emergencies</b> <ul style="list-style-type: none"> <li>Obligation to inform site management immediately of accidents and near misses occurring at or in connection with the construction site.</li> <li>What to do if: <ul style="list-style-type: none"> <li>✓ you have had an accident</li> <li>✓ you have witnessed an accident</li> <li>✓ you have noticed a situation that could lead to an accident</li> </ul> </li> <li>What to do when an environmental emergency occurs</li> </ul>
7.	<b>First aid</b> <ul style="list-style-type: none"> <li>Obligation to provide first aid</li> <li>Persons appointed and prepared to provide first aid and how to contact the persons appointed</li> <li>Location of first aid stations</li> <li>Emergency phone numbers</li> </ul>
8.	<b>Fire</b> <ul style="list-style-type: none"> <li>Fire-fighting measures</li> <li>Arrangement of fire-fighting equipment</li> <li>Location of the fireman's switch and the main gas valve</li> <li>Emergency phone numbers</li> </ul>
9.	<b>Evacuation</b> <ul style="list-style-type: none"> <li>Obligation to evacuate</li> <li>Behaviour during evacuation</li> <li>Evacuation signals</li> <li>Escape routes</li> <li>Assembly point in case of alarm or evacuation</li> </ul>
10.	<b>Environmental protection:</b> <ul style="list-style-type: none"> <li>Waste management rules</li> <li>Waste collection areas</li> <li>Conservation of natural resources</li> </ul>

The information training shall apply to every employee and every person who carries out professional tasks at the construction site, regardless of the grounds and type of employment.

Confirmation that the information training has been carried out shall be based on the list of participants – A template of the list of participants together with the training topics is attached as Appendix No. 2.

*In this section, the Construction Management should specify how the information training will be provided. The information training is provided by the Contractor.*

The Subcontractor shall ensure the participation of personnel and any person carrying out professional tasks well in advance. Participation in the training shall be confirmed on the basis of a named list of personnel provided in advance by the Subcontractor.

Participation of the personnel/person in the information training is one of the conditions for obtaining permission to enter the construction site, i.e. obtaining a pass/identification card.

#### 4.2 Personal equipment – protective equipment

All persons (including those with independent technical functions in the construction industry) working at the construction site are required to use:

- workwear covering arms and legs,
- warning vest in accordance with EN 471 (visibility class II), with marking that identifies the Subcontractor,
- safety footwear with high uppers in accordance with category S3 in accordance with PN-EN ISO 20345,
- safety helmet in accordance with EN 397, (colours to be used: supervisors – white, riggers/signalmen – red),
- safety goggles of at least class 1F in accordance with EN 166.
- *Other requirements at the discretion of the Construction Management.*

Depending on the type of hazards present at each workstation, the personal protection equipment (PPE) assigned by the entity that organises the work should be used, as specified in the Safe Works Instructions, the occupational risk assessment, the clothing and PPE allocation table.

All personal protection equipment must comply with the requirements of the European Directive 89/686/EEC, the so-called “PPE Directive” and the resulting harmonised standards.

All Personal Protection Equipment used at the construction site must:

- be provided with a visible CE mark and protection class,
- be used within the validity/durability period stipulated by the manufacturer,
- be accompanied with the manufacturer's maintenance records,
- be in good working order,
- be kept properly clean.

Exclusions:

- personnel wearing protective clothing with reflective elements that meet the requirements for high visibility clothing according to EN 471 are not required to wear warning vests.
- personnel working on asphalt paving works and carrying out these works outside areas exposed to falling objects are not required to wear safety helmets.


The use of the necessary personal protection equipment is mandatory for all persons at the construction site.

*This section could also include a section on the obligation to equip subcontractor personnel with marks and symbols identifying the company.*

Each person at the construction site shall have (carry) a badge issued by the Contractor authorising them to be at the construction site. Failure to show the badge will result in the personnel/person being dismissed from the site. The exception to this applies to visitors who are accompanied at the construction site by persons authorised by the Contractor.

#### 4.3 Medical examinations

The Subcontractor is obliged to ensure that personnel performing work in connection with the completion of assigned tasks have valid medical certificates confirming that there are no contraindications to perform the work entrusted to them, issued by a doctor entered in the register of doctors carrying out preventive examinations, kept by the regional

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occupational medicine centre (it is acceptable for medical certificates to be translated by a sworn translator in the case of foreign workers from EU countries).

This obligation applies to all persons performing work in connection with the completion of the works entrusted to the Subcontractor, throughout the period when such works are to be carried out.

The Subcontractor is obliged to confirm in the Declaration (included in Appendix 2 Requirements for OHS, fire protection and environmental protection, which is part of the contracts with contractors (subcontractors) of the Veolia Group in Poland) that it has medical certificates for all personnel carrying out work at the construction site before the personnel undergo the information training, and to present them whenever requested by authorised persons.

If work is carried out at height, the medical certificate must state that there are no contraindications.

#### **4.4 Additional qualifications**

Any works requiring additional qualifications may only be carried out by persons holding these qualifications.

Persons whose work may be performed only if they have additional qualifications shall be required to have documents proving such qualifications at the place of work and to show such documents whenever requested by authorised persons. Instead of the original documents, the employee/person performing work may present copies certified as true to the original to the authorised person.

The above qualifications/professional licenses must be issued by an EU Member State.

#### **4.5 Conditions for allowing an employee to work at the construction site**

In order to ensure work safety for all persons working at the construction site, the Construction Management authorises only persons who meet the following conditions to be present at the construction site:

- valid medical certificate stating that there are no contraindications to work at the position taken,
- valid mandatory hygiene and safety training no older than 1 year for personnel employed in worker positions,
- valid mandatory occupational health and safety training not older than 5 years for employers and persons in charge of personnel,
- Confirmation of attendance in the information training concerning the construction to be carried out,
- declaration of the Subcontractor employing personnel or persons to carry out the works subcontracted that they have been informed of the occupational risks involved in the work and confirmed that they have been familiarised with the Safe Works Instructions relating to the scope of the works to be carried out (declaration attached to the contract as an appendix).

#### **4.6 Construction site visitors – visitors, officials of authorities supervising working conditions, etc.**


Exceptions to the above rules apply to site visitors and guests, as well as to officials of labour supervisory authorities. These persons shall be entitled to enter the Construction Site upon notice to the Construction Management. These persons may only be present at and move around the site when assisted and supervised by a person appointed by the Construction Management.

The condition for entering and moving around the construction site is:

- prior notification to the Construction Management of the planned visit and obtaining consent, (not applicable to inspectors from the State Labour Inspection, District Construction Inspectorate, Voivodeship Construction Supervision Inspectorate that are entitled to inspect the construction site without obtaining any consent of the entity to be inspected),
- appointment of a person to assist during site visits by the Construction Management,
- provision for the guest of personal protection equipment, i.e. protective helmet, warning vest, work boots and other means if necessary (if the guest does not have their own),
- participation in the information training.

Once the above requirements have been met, the visitor shall be issued with a temporary pass entitling them to enter and stay at the construction site.

The Construction Management shall authorise all Lead Discipline Engineers, Construction Managers on behalf of the Contractor, the OHS Coordinator on behalf of the Contractor and the Supervisors to bring Visitors to the construction site, while obliging them to assist during the visit.

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#### NOTE!!!

*If there are Employer's back-up facilities at the construction site and Employer's representatives are stationed permanently, rules for their access to the construction site and rules for moving around the construction site shall be established.*

### 5 Construction equipment (machines and technical equipment used at the construction site)

All Subcontractors carrying out works at the construction site using machines and technical equipment shall comply with the following rules:

- ensuring that machines and technical equipment brought in and operated at the construction site comply with the essential requirements of the Machinery Directive 2006/42/EC (formerly 98/37 and 89/392) and safety standards, bear the CE marking and have the EC declaration of conformity in the Polish language,
- maintaining machines and equipment in good working order, carrying out ongoing inspections, maintenance and overhauls in accordance with the manufacturer's guidelines (including accessories such as slings),
- carrying out an ongoing inspection of the condition of the machines and technical equipment and immediately rectify any faults or failures and, if this is not possible, taking the machine/equipment out of service and removing it from the site,
- assessing the risks and preparing Safe Works Instructions for all works carried out with machines and equipment operated at the construction site and, in the case of asphalt mixing plants, concrete mixing plants and prefabrication plants located at the construction site, prepare a Plant Safety and Operational Plan ("Operational Plan"),
- providing operating personnel to operate machines and technical equipment who have the necessary knowledge and have the professional licences required by law and who meet the requirements set out in section 4 of this document,
- provide access to the following machine-related documents at the construction site: Operation and Maintenance Manual, operator's manual, EC Declaration of Conformity, documents confirming that the machine is in good working order, operator's professional licences, operating permits issued by the Office of Technical Inspection or Transport Technical Inspection (if the machine is subject to technical inspection),
- ensure that self-propelled machines moving around the site have an operational yellow warning light, an audible reverse or motion indicator.

#### Exclusion:

- The Contractor shall allow the Subcontractor to use machines and equipment without CE marking and EC declaration of conformity provided that the Subcontractor provides a documented assessment of compliance with the minimum requirements for working equipment contained in the Tool Directive 2009/104/EC (former 89/655 + 95/63 + 2001/45).

The condition for allowing machines and technical equipment to be used for the works at the construction site is that the Subcontractor submits a written declaration of machines and equipment – a template list of machines and equipment is attached as **Appendix No. 3**, and the Subcontractor's successful audit of the documentation and preparation of the works with the use of machines and technical equipment.


### 6 Site organisation – collective occupational safety

#### 6.1 Information on the demarcation and marking of the place of construction works according to the type of hazard

*The method of protecting the construction site, including securing the construction site against access by third parties, depends to a large extent on the type of works being carried out, the location of the construction site, etc. However, regardless of these circumstances, it is necessary to take action to secure dangerous sites effectively, communicate risks, restrict or prevent access, etc.*

*When designing how to protect the construction site, it is important to be guided by the objective to be achieved and not just the fulfilment of a formal obligation. This applies in particular to construction sites that are located in the vicinity of places where potential inquisitive onlookers can gather, e.g. schools, allotment gardens, etc. In such cases, access is restricted by using permanent (hard-to-remove barriers) and by signage and information. Any*



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*method is good. Permanent barriers are not only engineered system solutions such as fences and partitions, but also other solutions such as wooden structures. For solutions that are not engineered system solutions, a specific design is needed.*

*Depending on the needs during the implementation of a single project, different means of demarcating and marking the hazardous area can be used. However, this needs to be planned in each case. Solutions should not be left to chance in this regard.*

In order to protect the construction site from unintentional intrusion by third parties, the construction site shall be fenced off and security guards shall be in place at all times.

The Subcontractor of the works shall take care of the safety of personnel and persons carrying out the works and other persons at the construction site during the planning and performance of the assigned works. To this end, it is required to identify the hazards and to define and demarcate their impact zone.

The purpose of demarcating and marking the danger zone is:



















- providing all persons at the construction site with information about the hazard and the areas where there is a risk of exposure,
- preventing persons from accidentally entering the danger zone.

The Contractor shall establish the following rules for the designation and marking of danger zones:


- works that requires the designation and marking of hazardous areas shall be identified in this document, the Safe Works Instructions and on an ongoing basis during the performance of the works in accordance with process-related and organisational requirements,
- the location of the signs and the boundaries of the danger zone shall be determined by the Subcontractor in the Safe Works Instructions or, if necessary, at the place where the works are carried out, in compliance with the regulations and rules in force in this regard,
- the zone shall be demarcated each time prior to the commencement of works involving a hazard necessitating the demarcation and marking of the zone,
- the person who organises and is in charge of the works in question shall be responsible for designating, demarcating and marking the danger zone. When work is carried out by an authorised employee or person alone, it is the responsibility of that employee or person to designate, demarcate and mark the danger zone,
- for the demarcation of danger zones, the following rules shall be applied: *The construction management shall decide how the danger zones are to be demarcated and protected. The most commonly used demarcation measures are in the form of foil tape (red and white, or black and yellow). However, this is usually ineffective in practice due to the low durability of the tape. It is therefore suggested to consider the use of textile tapes, or other more durable barriers. Any solution can be used, including carpentry fences, but it is essential to use safety colours and warning signs and inscriptions. When assessing such safeguards, the primary criterion is effectiveness.*
- the manner in which danger zones are delimited should be adapted to the conditions of the works and the specific hazards involved. In any case, however, permanent barriers are preferred to portable and less durable solutions,
- in addition to zone demarcation, a sign with inscriptions and information and warning signs should be placed in the immediate vicinity of the zone,
- as soon as the hazard that necessitates the demarcation of the danger zone has ceased, the marking must be removed. To remove the marking is the responsibility of the same person who is responsible for setting it up.

Marking of the location of construction works according to the type of hazard is included in the table below.

**Table 3. Places of marking of construction works in accordance with the hazard**

Place of marking	Marking method
Construction site entrance and exit	  
Excavation areas	 
Places exposed to falling objects	 
Operating range of cranes	 
Danger zones	 
Machine operation zones	 
Location for storage of hazardous substances	  <p>g according to the properties of the substances)</p>
Work zones in close proximity to an overhead power line	  



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Ionising radiation – controlled zone	
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## 6.2 Indication of the location where construction documentation and documents necessary for the proper operation of machines and other technical equipment are stored

Construction documentation and documents necessary for the proper operation of machines and equipment provided by the Contractor (certificates, attestations, measurements, inspections, etc.). – shall be located in the Construction Management office in....., at ul. .... at the construction site. The most important documents shall be as follows:

**Table 4. List of locations where construction documentation is stored**

No	Document name	Location	
1	Construction Logbook	Contractor: Site Manager	.....
2	Building permit	Contractor: Site Manager	.....
3	Building permit design, Detailed engineering design, Workshop designs	Contractor: Site Manager	.....
4	Site development plan	Contractor: Site Manager	.....
5	Health and Safety Plan (HASP)	Contractor: Site Manager	.....
6	Safe Works Instructions	Contractor: OH&S Coordinator	Subcontractor: on site
7	Occupational health and safety reports and inspection records	Contractor: Site Manager	.....
8	Specific designs of scaffoldings, Acceptance and inspection records of construction scaffoldings	Contractor: Site Manager	.....
9	Test and measurement records for electrical systems and equipment	Contractor: Site Manager	.....
10	Operation and Maintenance Manuals for machines and equipment provided by the Contractor	Contractor: Site Manager	.....
11	Operation and Maintenance Manuals for machines and equipment provided by the Subcontractor	.....	Subcontractor: on site
12	Contractor's occupational health and safety documentation	Contractor: OH&S Coordinator	.....
13	OHS documentation (including professional licenses) of the Subcontractor's personnel	.....	Subcontractor: on site
14	Records of completed information training sessions	Contractor: OH&S Coordinator	Subcontractor: on site
15	Safety Data Sheets for hazardous substances	Contractor: OH&S Coordinator	Subcontractor: on site
16	Other		

*Depending on the needs, the Construction Management may indicate the location of specific documents.*


## 6.3 Electrical systems and equipment


### 6.3.1 Rules for using the temporary electrical system

The Contractor shall provide access to use the temporary electrical system at the construction site. Where this is technically impossible, the use of power generators is expected. The temporary electrical system shall be designed and implemented by persons with the relevant knowledge, experience and qualifications in this regard in order to provide sufficient electricity for the construction works. This design is subject to update with the progress of the works. For power distribution, construction site switchboards shall be used in an insulated enclosure to ensure restriction of access by unauthorised persons (not qualified to operate and supervise power grids).

The Contractor shall establish the following rules for the use of the temporary electrical system:

- operation, maintenance, inspection and measurement (works that affect changes in the operating parameters of equipment and systems, protecting and maintaining the technical condition of equipment and systems, assessing the technical condition and operating parameters of equipment and systems), may be carried out by persons who meet the qualification requirements for operation and supervision of power grids,

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- unqualified persons are not permitted to intervene in the electrical systems (with the exception of connecting/disconnecting the consumer plug), or otherwise there will be a financial penalty,
- to the construction site switchboards, it is possible to connect current consumers of protection class I – a device with full basic insulation with earthing, used in construction conditions, and protection class II – devices with double insulation and/or enhanced insulation, without earthing option, marked with the symbol 
- It is forbidden to use wires with a degree of protection lower than IP 44, damaged wires, jointed wires and wires insulated with tape at joints,
- power cables must be routed and protected in such a manner that they are protected from mechanical damage and contact with water,
- works at electrical equipment and systems must be carried out after they have been de-energised, after protection against unintentional energisation of the working circuits and after checking that voltage is present across the parts of the system at which work is to be carried out. Equipment and systems must be de-energised in such a manner as to ensure an isolation gap in the supply circuits.

### 6.3.2 Inspections of electrical equipment and systems

Electrical equipment and systems at the construction site are subject to constant inspection. The timing and extent of the inspections are shown in the table below.

**Table 5. Scope and frequency of inspections of electrical systems**

No	Scope of inspection	Inspection frequency
1	Measurement of: <ul style="list-style-type: none"><li>▪ insulation resistance of the electrical system,</li><li>▪ continuity of protective conductors, including main and additional (local) equipotential bonding connections</li><li>▪ resistance of earthing, short-circuit loop impedance</li><li>▪ checking the functioning of protective residual current devices</li></ul>	Before the system can be put into operation
2	Condition of stationary electrical equipment in terms of safety	1 x month
3	Functioning of residual current devices	Each time before starting work
4	Condition and insulation resistance of electrical equipment	1 x 6 months
		Each time after repair, intervention
		After a break in work lasting more than 1 month
		Each time after relocation
<b>NOTE!!!</b> <i>Acceptance and periodic tests of electrical equipment at the construction site shall be documented and original records of measurements and tests shall be kept by the Site Manager. Measurement and test records must be accompanied with a valid calibration certificate for the measuring instrument and with certified copies of documents confirming the qualifications of the persons carrying out the test.</i>		
<b>NOTE!!!</b> <i>The person taking the protective measurements as part of the inspection of the technical condition of the system and signing the records of these measurements should have D and E professional licenses to take protective measurements. When the measurements are taken by a person with an E qualification certificate, the record must be checked and signed by a person with a D qualification certificate. These persons should hold qualification certificates not older than 5 years.</i>		

## 6.4 Transport and moving around the construction site

### 6.4.1 Pedestrian and vehicular traffic organisation at the construction site

In drawing up the site development plan, the Contractor shall designate routes for vehicular and pedestrian traffic, as well as walkways and access to workstations. In order to ensure the safety of all persons at the construction site, the Construction Management shall lay down the following rules for moving around the construction site:

- moving about the construction site is only permitted along the designated routes and passageways; it is forbidden to move outside the designated circulation routes,
- as a rule, separation of pedestrian and vehicle traffic is desired; however, where this is not possible along pedestrian and vehicle paths, priority is given to vehicular traffic. This does not release drivers and machine operators from exercising greater vigilance and caution,

- persons moving around the site are required to take special care when moving along common roads including the following: making sure it is safe to enter and move along the road and keeping a safe distance from moving machines and equipment,
- any person talking on a mobile phone is obliged to stay in a safe place until the conversation has ended; it is strictly forbidden to move around the site while talking on the phone,
- all vehicles and self-propelled machines and equipment shall be provided with an audible indication of reverse gear or movement in the case of crawler machines; if this indication fails, any manoeuvring may be carried out with the assistance of a person giving hand signals,
- the permissible speed of vehicles, machines and equipment at the construction site shall be ..... km/h (*recommended permissible speed at the construction site is 10 [km/h]*)

*In section 6.5.1, the Construction Management shall specify all requirements and rules to make moving on the roads of the construction site safe for all persons at the construction site; the marking of roads, intersections, including places where vehicular and pedestrian traffic is combined, shall be marked accordingly. Also, consideration should be given to setting up obstacles to prevent pedestrians from entering the vehicular road. The traffic organisation should be governed by the drawing part of the HASP.*

#### **6.4.2 Safety rules when transporting with specialised machines and equipment (construction crane, wheeled cranes, etc.).**

The transport of materials, equipment and devices necessary for the construction works shall be carried out primarily by means of specialised transport equipment. In order to ensure the safety of all persons carrying out works at the construction site, the Contractor shall establish the following safety rules when carrying out transport:

- organisation and operation of vertical transport is the responsibility of persons with the appropriate professional licenses, qualifications and training, including: equipment operator (crane operator) and rigger/signalman,
- in order to ensure proper communication between the manual handling operator and the rigger/signalman, they shall be equipped with communication devices called walkie-talkies. The use of hand signals/communication is only permitted during works using mobile cranes or HDS in situations where there is good visibility and no lifting plan is required, and in emergency situations,
- To ensure that the manual handling operator and other personnel can easily identify the rigger/signalman, the following visual identification system is established:
  - ✓ protective helmet in red colour,
  - ✓ warning vest of a different colour ("different from the rest of the construction process participants") ..... with the inscription "RIGGER" or "SIGNALMAN",
- detailed rules for manual handling, including collisions of transport equipment with each other, collisions with machines with variable extension, site development elements and the surrounding area shall be laid down in detail in the collision instructions,
- transport may only be carried out using equipment and accessories which are technically sound, meet the requirements of the technical standards and are suitable for the item or material to be transported,
- if the mass of the material to be transported exceeds 10 [t] and in the case of transport operations using more than one crane, it is mandatory to draw up a Lifting Plan and have it approved by the respective Lead Discipline Engineer, OHS Coordinator or Site Manager acting on behalf of the Contractor.

#### **6.4.3 Safety rules to be applied during manual handling**

When planning the works, including the preparation of Safe Works Instructions, the Subcontractor shall observe the principle of reducing manual handling to a minimum with preference to mechanised transport. This means that all transport, whenever possible, should be carried out with specialised equipment and appliances. However, as it is not possible to completely eliminate manual handling, the Contractor shall establish the following rules for the planning and performance of manual handling works:

- when planning manual handling, it is essential to comply with the standards for the permissible mass of items to be handled and lifted,

- where transport in a team is necessary, it must be planned and organised in accordance with the rules and regulations in force,
- personnel must be trained in the rules of safe lifting and carrying before being allowed to work,
- personnel must be provided with the necessary aids, tools and personal protection equipment before being allowed to work.

## 6.5 Hygiene and sanitary facilities

### 6.5.1 Changing rooms, canteens, toilets, rooms for personnel to warm themselves in the winter period and rooms for drying clothes

The Contractor shall organise standardised back-up facilities in the form of office, storage as well as hygiene and sanitary rooms, i.e. changing rooms, canteens, washrooms, toilets and rooms for warming up for personnel during the winter or shall allow Subcontractors to set up, meeting the Contractor's standards, temporary changing rooms, canteens and rooms for warming up for personnel – if necessary.

The type and equipment as well as arrangement of hygiene and sanitary facilities should be adapted to the work conditions and the number of persons working at the construction site.

In addition, the Contractor shall provide portable TOI TOI type toilets at the designated locations at the construction site. The toilets shall be rearranged according to the jobsite and the location of the workstations.

*According to the assumptions made when planning the site back-up facilities and the contracts with the subcontractors, hygiene and sanitary facilities must be planned while taking into account the regulatory requirements in this regard. It is important not to forget here the toilets that must be provided in the vicinity of the workstations. When determining the number and location of hygiene and sanitary facilities, the number of personnel and the location of workstations should be taken into account.*

### 6.5.2 Smoking areas

Smoking is prohibited at the construction site, except in the designated areas. The Contractor shall demarcate and mark the areas where smoking is permitted.

## 6.6 Order and tidiness in the workplace

In order to ensure work safety for all personnel and persons performing work at the construction site, the Contractor shall establish the following rules for maintaining order and tidiness at the work place:


- The Subcontractor shall be responsible for maintaining order and tidiness at the workstations organised in connection with the assigned works,
- every time the works are completed, the materials, equipment, devices and waste at and around the workstation must be cleaned up and stored in the designated areas,
- if it is necessary to remove guards or safety devices in order to carry out the work, the work is considered completed when the necessary safety devices are reinstalled,
- maintaining order and tidiness at and around the workstations is the responsibility of the person in charge of the personnel that is appointed and authorised by the Subcontractor to be in charge of and supervise the works,
- everyone who notices the workstation and its surroundings being left in disorder and untidiness is obliged to notify the Contractor.

*In this section, the Construction Management may specify additional responsibilities or indicate other solutions adopted to maintain order and tidiness at the construction site.*

## 7 Planning actions in the event of an accident, failure or near miss

### 7.1 First Aid System

The Contractor shall organise and ensure the operation of a first aid system to provide assistance to all persons injured as a result of accidents occurring at the construction site.

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The first aid system is based on the cooperation of the Contractor and the individual Subcontractors of the works. All Subcontractors carrying out works at the construction site are required to engage in the organisation and provision of first aid. All persons working at the construction site are required to participate in first aid accordingly to their knowledge and skills.

Therefore, each Subcontractor shall:

- ensure that, when the works are carried out, persons appointed and trained to provide pre-medical first aid are present at all times, along with the materials and equipment necessary to provide this aid,
- familiarise personnel carrying out the works assigned to the Subcontractor with how to conduct themselves in the event of an accident at work or any other hazard to health and life,
- inform personnel about persons appointed and trained to provide first aid when the works are carried out,
- ensure that personnel carrying out works assigned to the Subcontractor have access at all times to information about persons appointed and trained to provide first aid and carry out rescue operations, acting on behalf of the Contractor. A list of persons appointed and trained to provide first aid and carry out rescue operations, i.e. "Chain of Response", shall be made available to the Subcontractor by the Contractor together with the HASP,
- ensure that personnel carrying out works assigned to the Subcontractor have access at all times to information about the plan for the most convenient access for the emergency services to the construction site.
- keep escape routes clear and workstations organised so that they are accessible.

As part of the first aid system, the Contractor shall provide:

- First aid stations equipped with first aid materials labelled in accordance with the Polish standard with an information sign – a white cross against a green background:



**Figure 2. Model sign of the first aid point station**

First aid stations are located:

- ✓ at the construction site office in ..... at ul. .... in room .....
- ✓ warehouse back-up facilities next to facility No . ....
- persons trained to provide first aid.
- escape routes and the organisation of the construction site so that a rescue operation can be carried out; in order to facilitate access by the emergency services called, a description of the optimum access to the construction site shall be made available to the personnel.

## 7.2 Handling accidents at work and near misses

In connection with efforts to create a safe working environment, the Contractor shall record and analyse the causes and circumstances of all accident and near misses occurring at the construction site. Therefore, the following rules for handling accidents at work and near misses are established:

- everyone noticing an accident or near miss at the construction site is obliged to notify the Contractor immediately. The Contractor shall provide a list of persons trained and certified in first aid, "Chain of Response", together with phone numbers, to persons carrying out works at the construction site.
- The Construction Management is obliged to:
  - ✓ provide first aid to injured persons,
  - ✓ secure the place of the accident in such a manner that bystanders are not allowed to enter the place of accident,

- ✓ prevent the repositioning of machines and technical equipment as well as the repositioning of other objects that caused the accident/near miss or allow its circumstances to be reconstructed,
- ✓ notify the Occupational Health and Safety Service of the Employer of the accident occurred,
- ✓ prepare photo documentation of the place of incident;
- where an accident at work involves the Employer's personnel, the Construction Management and the Employer's OHS Services shall take further action to:
  - ✓ find out the circumstances and causes of the accident,
  - ✓ notify the Labour Inspector and the Public Prosecutor immediately of a fatal, serious or collective accident at work,
  - ✓ draw up proper accident documentation as provided for by law or procedures,
  - ✓ implement appropriate measures to prevent similar accidents.
- Where an accident occurs to an employee or other person working for the Subcontractor, the Subcontractor is obliged to take immediate action to find out the causes and circumstances of the accident at work or near miss.

Regardless of the investigation conducted by the Subcontractor, the Contractor reserves the right to conduct its own investigation of the incident by hearing witnesses, the injured party, the Subcontractor's supervisor. The Subcontractor declares its full cooperation regarding the activities carried out by the Contractor.

### 7.3 Fire safety

In order to ensure fire safety at the construction site, the Contractor shall lay down the following rules regarding how to carry out fire hazardous work and fire safety at the construction site:

- all works involving open flame, liquids, gases and dust, where explosive mixtures may be formed and sparks are generated, are classified as particularly hazardous works. Therefore, preparing, carrying out and supervising the works shall be in line with the requirements specified for such works and on the basis of the Safe Works Instructions,
- the Contractor reserves the right to introduce a procedure for issuing written permits for fire hazardous works if it considers that the work being carried out at the current stage of construction poses a particularly high risk of fire,
- when using flammable materials and flammable substances, the rules for their storage, transport and use in accordance with fire safety regulations apply,
- produced flammable waste must be disposed of on an ongoing basis with particular care,
- the Contractor shall arrange and equip standardised fire protection stations and areas with hand-held firefighting equipment marked as follows:



**Figure 3. Model marking of the fire protection station**

- Fire protection stations are located at .....
- The Contractor shall arrange fire roads and escape routes. These roads and routes shall be marked with signs and information boards,
- it is prohibited to block or obstruct escape routes or fire roads; the Contractor must be notified immediately if an escape route or fire road is obstructed or blocked; this is the responsibility of anyone staying or working at the construction site,
- each Subcontractor is obliged to have its own operational hand-held fire-fighting equipment in sufficient quantities to extinguish an outbreak of fire depending on the scale of the hazard,
- each vehicle/machine or self-propelled machine of the Subcontractor at the construction site must be equipped with at least 1 working fire extinguisher with a minimum capacity of at least 6 [kg] fire extinguishing agent,



- any person who notices a fire or hazard of fire at the construction site shall immediately notify the Contractor in accordance with the "Chain of Reaction" and fellow workers and initiate rescue and fire-fighting measures if possible.

#### 7.4 Handling failures or disasters that pose a risk to many people

Although every effort has been made to make the construction site safe for all participants in the construction process and for third parties, the possibility of a large-scale hazard endangering many people cannot be ruled out. For such a situation, the Contractor shall establish the following rules of conduct:

- The Contractor shall, as part of the site development plan, designate escape routes and an assembly point in the event that persons at the construction site need to be evacuated,
- the evacuation assembly point shall be marked as follows:



**Figure 4. Model marking of the evacuation assembly point**

- The Contractor shall provide personnel with a list of persons trained in first aid and authorised to carry out evacuations, together with contact phones – Chain of Response,
- every Subcontractor is obliged to appoint a person responsible for organising and carrying out evacuation for its personnel; this person is obliged to cooperate closely with the Construction Management in this respect,
- all persons at the construction site are obliged to comply with the instructions given by the persons appointed and authorised to carry out the evacuation, as listed in the "Chain of Reaction", and to follow the established instructions in this respect.

## 8 Environmental protection

### 8.1 Waste management

The Contractor shall, in view of the negative effects on the environment and human health resulting from the production of waste, make every effort to prevent and reduce these effects. Given the above, the Construction Management shall introduce the following waste handling hierarchy:

- waste prevention,
- reuse at the construction site and outside the site,
- recycling and recovery at the construction site and outside the site,
- treatment outside the construction site.

Notwithstanding the contractual regulations between the Contractor and the Subcontractor with regard to fees for waste disposal and the provision of containers for waste collection, the Contractor shall establish the following rules for the management of construction waste:

- The Contractor shall establish a Waste Management Plan for the construction, which specifies the types of waste expected to be produced during the entire construction process,
- prior to commencing the works, the Subcontractor shall specify, in the Safe Works Instructions, the type and quantity of hazardous waste expected to be produced and the method of waste management in accordance with the Construction Waste Management Plan accordingly to the scope of its works,
- all waste must be collected selectively in a manner consistent with the established HASP,
- waste produced as a result of the Subcontractor's works shall be removed from the construction site on an ongoing basis,
- it is prohibited to mix hazardous and non-hazardous waste,
- The Contractor shall provide collection stations for the following hazardous waste classified under 15 01 10\* and 15 01 11\* and ensure that they are emptied on a regular basis,

- the Contractor shall provide containers for the collection of municipal waste and empty them on a regular basis,
- the Subcontractor is obliged to keep at the construction site documents confirming waste management (Waste Transfer Sheets in the Database of Products and Labelling system) in accordance with the regulations in force in this respect and to show them whenever requested by authorised persons. The Subcontractor may submit certified copies to an authorised person as an alternative to the original documents.

*The Waste Management Plan aims to introduce uniform rules for the management of waste produced at the construction site and can be modified by removing or adding waste types depending on the specifics of the project. However, the method of waste collection and management cannot be changed as the above is in line with legal requirements. In order to determine the final form of the Waste Management Plan for the construction site, the environmental protection officer shall hold a meeting with the construction site management to determine the types of waste expected to be produced and any management options permitted by law. Since environmental issues are addressed in the HASP, it is also subject to the approval of the **Employer's environmental protection officer**.*

**NOTE!!!**

***Waste management at the construction site must not be limited only to the production of municipal waste and mixed waste from construction and overhauls.***

## 8.2 Nature conservation

Given the sensitivity of the natural features exposed to negative impacts as a result of the construction works, the Contractor shall make every effort to conserve, use sustainably and restore natural resources and features such as soil, water, vegetation, animals and landscape. When planning nature conservation measures, the Contractor shall bear in mind national legal requirements related to nature conservation and local laws, including the provisions of the environmental decision for the project to be implemented.

Therefore, the Contractor shall implement the following rules of conduct in relation to animate and inanimate nature features included in the Environmental Task Plan for the construction site and oblige all Subcontractors to carry out their works in accordance with its provisions in terms of measures to minimise environmental impact.

### Rules for handling environmental hazards

Any occurrence of an environmental hazard, that is:

- Failures during the operation of machines, equipment, devices and systems which endanger the environment
- Action of the elements
- Construction/environmental disasters
- Others having a negative impact on the environment

shall be reported immediately to the site manager or supervisor, who shall decide whether corrective or preventive actions are to be taken,


In order to determine the final form of the Environmental Task Plan for the construction site, the environmental protection officer shall hold a meeting with the site management to determine the types of environmental measures that are expected and can be implemented. Since environmental issues are addressed in the HASP, it is also subject to the approval of the Employer's environmental protection officer.

## 8.3 Protection of cultural heritage

Bearing in mind the protection of cultural heritage, the Contractor shall impose an obligation on all persons working at the construction site who, in the course of construction works or earthworks, discover an object presumed to be a historical monument to:

- suspend any works that may damage or destroy the discovered object,
- secure, using the available means, that object and the place of its discovery,



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- notify immediately the Construction Management that shall notify the Archaeological Supervision for the construction (if established) and the competent voivodship conservation officer or, if this is not possible, the competent commune head (mayor, city president).

The continuation of the works shall be decided by the Construction Management upon receipt of approval from the competent voivodship conservation officer, or the expiry of statutory time limits.

## 9 OHS coordination

### 9.1 Site HSE Coordinator – authority and responsibilities

The Site Manager shall appoint the HSE Coordinator to be entrusted with the coordination of the performance of tasks to prevent safety and health hazards and the coordination of environmental protection activities during the construction process.

**The HSE Coordinator shall be ..... in ..... in the position .....**

The Coordinator shall perform duties on behalf of the Site Manager and, as part of the tasks, the Coordinator is obliged to:

- participate in developing and updating the HASP,
- participate in the organisation of the construction site for ensuring collective occupational safety and environmental protection,
- become familiar with the Safe Works Instructions prepared for the planned and ongoing works,
- coordinate the performance works, in terms of HSE, to be carried out simultaneously, in close vicinity or at the same time, thus contributing to risks for participants in the construction process and the environment,
- keep the Site Manager informed of any failure to comply with the obligations set out in the HASP or other irregularities in the said scope,
- participate in consultations and meetings on collective work safety and environmental safety at the construction site, in accordance with the rules set out in the HASP,
- document activities undertaken in relation to HSE coordination,
- cooperate with the site staff in bringing in the Subcontractor and its personnel at the construction site, provided that the requirements set out in the Contract and HASP are met,
- carry out inspections regarding the fulfilment of obligations concerning the provision of collective work safety and environmental protection and the obligations set out in the HASP and the Contract, making recommendations for the rectification of any irregularities identified.

The HSE Coordinator is authorised to:

- request the Site Manager to supplement or amend the HASP,
- refuse to allow the Subcontractor and its personnel to enter the construction site if the requirements set out in the Contract and HASP are not met,
- refuse to allow the Subcontractor to carry out works in the event of failure to comply with the obligations set out in the HASP and the Contract,
- suspend construction works or works where there is a possibility of a hazard to health, life and the environment and notify the Site Manager of the same without delay,
- make recommendations for the elimination of identified hazards to health, life and the environment to the Subcontractors and the Contractor's personnel directly supervising them,
- request that liquidated damages be applied to persons and entities that violate HSE regulations or HASP arrangements,
- carry out sobriety checks on persons at the construction site,
- inspect the Subcontractor's OHS and environmental protection documentation (e.g. medical examinations, OHS training, waste transfer sheets).

Should it be necessary to resolve any disputes arising between the HSE Coordinator and the Subcontractor or any other person working at the site, the final decision shall lie with the Site Manager.

## 9.2 Induction meeting

The HSE Coordinator and the lead discipline engineer responsible for the scope of works shall arrange an induction meeting for the Subcontractor that has entered into a Contract with the Contractor for the works to be implemented at the construction site. The meeting shall take place before it is commenced to perform the subject of the contract at the construction office. Attendance at the introductory meeting is one of the conditions for allowing the works to proceed.

It is mandatory to attend the introductory meeting for:

- contractually authorised representative of the Subcontractor who performs the duties of employer and entity organising work in relation to persons employed to perform the subject matter of the contract with the Contractor,
- person responsible for cooperation with the Subcontractor, acting on behalf of the Contractor,
- HSE Coordinator,

The person responsible for cooperation with the Subcontractor, acting on behalf of the Contractor, is obliged to notify the HSE Coordinator well in advance of the intention to bring in the Subcontractor at the construction site.

The purpose of the induction meeting is to:

- provide the Subcontractor with the Contractor's OHS and environmental requirements including: HASP and the information necessary for the proper organisation of the works and the functioning at the construction site,
- provide the rules for cooperation and coordination of works in terms of OHS and environmental protection,
- obtain a declaration from the Subcontractor on compliance with the requirements set out in OHS regulations, environmental protection regulations and HASP,
- obtain a list of persons responsible for the organisation and safety of work, acting on behalf of the Subcontractor, from the Subcontractor.

The induction meeting is followed by minutes to be signed by all participants in the meeting:

a. The minutes shall be kept in the Subcontractor's documentation kept by the Construction Management. A template of the induction meeting minutes with the list of persons responsible for the organisation and safety of work, acting on behalf of the Contractor, is attached as **Appendix No. 4**. A template of the Contractor's (Subcontractor's) OHS declaration is attached as **Appendix A to the contract**.

NOTE!!!

The list of persons responsible for the organisation and safety of the work on behalf of the Subcontractor must be in accordance with the organisation chart provided by the Subcontractor in the Contract with the Contractor.

## 9.3 Coordination meeting

A coordination meeting is a periodic meeting between Subcontractors and the Contractor to ensure that the works are carried out safely for all persons working at the construction site. The Contractor shall establish the following rules and agenda for coordination meetings:

- coordination meetings are held every ..... at ..... in the construction site office,
- the meeting shall be arranged by the Construction Manager or, in its absence, by the Contract Manager,
- attendance at the HSE Coordinator's coordination meeting is required and necessary,
- the attendance at the meeting of the person responsible for the jobsite provided by the Subcontractor on behalf of the Contractor is also absolutely mandatory,
- the coordination meeting shall end with the drawing up and signing of the minutes of the coordination arrangements,
- the minutes shall be signed by all participants in the coordination meeting,
- the minutes are kept in the construction documentation.

A template of the minutes of the meeting with the Contractor is attached as **Appendix No. 5**.

## 9.4 Inspection regarding occupational health and safety

### 9.4.1 OHS inspection at workplaces

All workstations arranged as part of the construction are subject to occupational health and safety inspections. This inspection shall be carried out by each Subcontractor in relation to the workstations arranged as part of the assigned works and by the Contractor.

Every Subcontractor carrying out works at the construction site shall:

- ensure that workstations are inspected for occupational health and safety,
- document inspection findings each time, including a description of the irregularities found and how and when they were remedied, indicating the persons responsible for carrying out these actions,
- report in an agreed manner on OHS hazards, irregularities or deficiencies occurring at the construction site and in connection with the construction process,
- implement recommendations to rectify irregularities and deficiencies noted by Site Management, Site Staff or the HSE Coordinator,
- implement the recommendations, rectify irregularities and deficiencies identified by the Contractor's OHS Services,
- provide the HSE Coordinator with information on the rectification of irregularities and deficiencies identified during OHS inspections.


As part of its obligations, the Contractor is entitled to:

- carry out occupational health and safety and environmental inspections at the workstations arranged by the Subcontractor,
- issue recommendations to the Subcontractor to remedy deficiencies and irregularities,
- stop the works carried out by the Subcontractor if a hazard to health and life or to the environment is identified,
- demand an increase in the frequency of OHS inspections or the permanent presence of an OHS Services employee when the Subcontractor fails to comply with its obligation to arrange works and workstations safely,
- enforce rectification of irregularities and deficiencies in occupational health and safety and environmental protection, including the application of liquidated damages.

### 9.4.2 Inspection of the technical condition of devices, accessories and equipment

In order to ensure workstation safety, including the safe operation of power tools and electrical accessories such as extension cords as well as accessories and equipment used for transport, the Contractor shall require Subcontractors to carry out periodic monthly inspections of their technical condition. The Contractor shall establish the following rules for carrying out the periodic inspection:

- all equipment and appliances that are supplied electrically are subject to technical efficiency checks,
- All ladders, apart from engineered system ladders that are provided as part of the formwork and scaffoldings, are subject to a technical efficiency check,
- inspection of equipment and appliances supplied electrically by a qualified electrician acting on behalf of the equipment owner,
- ladder inspections carried out by the Subcontractor's employee exercising direct occupational health and safety supervision, listed by name in the Safe Works Instructions,
- if the Subcontractor is not in a position to arrange for an adequate overhaul on its own, the Contractor may, at the Subcontractor's request, arrange for an inspection of the equipment at the Subcontractor's expense,
- once the inspection has been carried out and the result is satisfactory, the equipment, appliance or ladder must be marked, e.g. with the appropriate colour code in accordance with the table below,
- unmarked equipment shall be deemed technically unsound and decommissioned,
- documents confirming the inspection shall be kept at the construction site and shall be shown to the Contractor whenever requested.

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**Table 6. Example marking of the inspected equipment**

Month	Colour	Month	Colour
JANUARY	<i>Signature + date</i>	JULY	<i>Signature + date</i>
FEBRUARY	<i>Signature + date</i>	AUGUST	<i>Signature + date</i>
MARCH	<i>Signature + date</i>	SEPTEMBER	<i>Signature + date</i>
APRIL	<i>Signature + date</i>	OCTOBER	<i>Signature + date</i>
MAY	<i>Signature + date</i>	NOVEMBER	<i>Signature + date</i>
JUNE	<i>Signature + date</i>	DECEMBER	<i>Signature + date</i>

### 9.4.3 Alcohol, intoxicants, psychotropic and other substances

The Contractor strictly prohibits:

- access the area of back-up facilities and the construction site for persons under the influence of alcohol and/or intoxicants,
- consumption of alcohol, use of intoxicants and staying and working at the construction site and facilities under the influence of alcohol and/or intoxicants, psychotropic substances and other ones.

It is the Subcontractor's direct responsibility to control and enforce the above prohibition with respect to its personnel. Any person who becomes informed of the presence of a person under the influence of alcohol or intoxicants at the construction site shall immediately report the fact to the Construction Management.

## 10 List of appendices – documents related to the Health and Safety Plan

**Appendix 1** – Safe Works Instructions (SWI) – template

**Appendix 2** – List of information training participants – template

**Appendix 3** – List of machines and equipment approved for operation – template

**Appendix 4** – Contractor induction meeting minutes – template

**Appendix 5** – Minutes of the meeting with the Contractor – template

**Appendix 6** – List of persons familiarised with the HASP