SAFE WORKS INSTRUCTIONS (SWI)

Project / task data	
Type of works:	
Project / task name and address:	
Subcontractor:	
Contractor:	

Contractor / Subcontractor			
	First name	**Date**	**Signature**
Prepared by:			
Supervisor:			
Accepted by:			

Employer			
	First name	**Date**	**Signature**
Approved by:			
Approved as regards OHS by: (optionally)			

1. Planned date of carrying out works

[Indicate the dates on which the task is scheduled to be carried out, taking into account the time schedule, process-related interruptions and whether the works will be carried out in daytime or at night]

a) the works will be carried out in the period from ..... to .....
(Fill in the start and end date of the works)

b) planned interruptions: ……
(Describe planned work interruptions, including dates / times and circumstances in which they occur).

.....

.....

c) the works will be carried out in the daytime /at night
(Describe the breakdown of works in the daytime/at night)

.....

.....

2. Place(s) where the works are to be carried out

a) the exact location indicated at the construction site
[Specify the exact location at the site; attach a sketch of the site with the places of the works marked]

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.....

b) access and how to access the work place
[Describe how to access the work place, e.g. passageways, stairs, scaffolding, building lifts, staircases, etc.; attach a sketch of the site with the route to access the work place marked]

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c) job site in relation to other works, public space (impact on the surroundings of the work place)
[Describe methods of protecting the job site in relation to hazards caused by proximity to public spaces, to work carried out by other companies, e.g. works in excavations, on scaffolding, near an active public road, or pedestrian routes. Include possible conflicts with other works]

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3. Weather conditions

[Specify weather conditions and limits during which activities should not be carried out, e.g. work on scaffolding when wind exceeds 10 m/s]

No.	Condition	Does the condition affect safety? (Yes/No)	Specify activities affected by the condition	Limits above which activities should not be carried out
1	Temperature			
2	Wind			
3	Precipitation			
4	Visibility			
5	Lightning discharges			
6	Other (humidity)			

4. Scope of works

4.1. Sequence and method of carrying out works

[List the main steps, starting from the delivery of material to the site to the completion of the works and describe how to carry out each step safely, taking into account planned equipment, tools, collective and personal protective equipment. Pay special attention to particularly hazardous and high-risk works. Attach photos, drawings, sketches in order to better understand how the works are to be carried out]

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4.2. Hazardous substances and materials

[Specify the names of hazardous substances that will be used during the task. In addition, attach Material Safety Data Sheets]

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5. Personal protective equipment

PPE should be selected according to the hazards present at the workstation as determined risk assessment – see section 6.

Minimum requirements for typical (most commonly used) PPE

Pictogram	PPE name	Category/class	Compliance with standard
	Safety helmet with chin strap	3- or 4-point chin strap	EN 397
	Protective goggles	1	EN 166
	Hearing protectors	-	EN352-1-4
	Work clothing, warning vest or protective clothing	min. 2	EN ISO 20471
	Protective gloves	min. 2	EN 388
	Protective footwear	S3	EN ISO 20345

6. Task Risk Assessment

[Assess the risks associated with the work once mitigation measures have been applied. Consider the hazards arising from the use of hazardous substances. When identifying individual hazards, it is important to remember that the hazard is, for example, a fall from height and not work at height on its own]

Risk table

5	S5	S10	D15	D20	D25
4	M4	S8	D12	D16	D20
3	M3	S6	S9	D12	D15
2	M2	M4	S6	S8	S10
1	M1	M2	M3	M4	S5
	1	2	3	4	5

Severity

Likelihood

Likelihood:

1 = Very unlikely
2 = Unlikely
3 = Likely
4 = Highly likely
5 = Almost certain

Severity:

1 = Negligible injury
2 = Minor injury
3 = Serious injury
4 = Severe injury
5 = Fatal injury

		Low (Acceptable)			Moderate *(Requires further revision)			High (Unacceptable)

Sequence of works *(z section 4)*	**Hazard**	**Risk mitigation**	**Estimation**		Risk (See table) MSD	Person responsible for implementing established risk mitigation measures (full name)
			Likelihood	Severity		

5. Evacuation and emergency situations

a) assembly point during evacuation

[Indicate the assembly point during the evacuation, attach a sketch of the site with the pictogram indicated]

.....

.....

b) escape route and method

[Specify escape routes and how to reach assembly point, attach a site sketch with the escape route marked]

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.....

c) how to handle (work-related) emergency situations

[Specify how to handle a health or life-threatening situation, e.g. when an employee is trapped in an excavation or a hanging from a harness]

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NOTE!

In case of a failure, the site manager is obliged to:

- determine the cause of the failure,
- determine the cause of damage to equipment,
- examine the correctness of the activities performed by the operating personnel,
- determine the scope and type of damage,
- determine the person at fault for the damage/failure,
- determine the amount of losses resulting from the failure,
- indicate countermeasures for the future,

d) general rules to be followed in emergency situations:

a. Informing superiors including the Site Manager and Veolia's Supervision of any health and life hazard.

b. How to proceed in case of an alarm:

- If an alarm is sounded due to a hazard or occurrence of fire, gas contamination, chemical contamination or other factors e.g. danger of structural collapse, building disaster etc. posing a risk to persons and property, the following measures must be taken:
- Stop work;
- Inform the Site Supervision (Site Manager);

- Stop all vehicles, machines and equipment in the danger area;
- Switch off electrical consumers;
- Stop welding works;
- Leave the danger zone and go to the assembly point;
- Supervisors of personnel are required to check the number of personnel.

Emergency phone numbers:

- **LOCAL EMERGENCY PHONE NUMBER ……..**
- FIRE BRIGADE 998
- AMBULANCE 999
- POLICE 997
- NATIONWIDE EMERGENCY PHONE NUMBER 112

e) rules to be followed in case of fire or other local hazard

In case of fire or other local hazard, it is necessary to:

- **stay calm, do not cause panic,**
- **alert people in the affected building (room) using all available measures,**
- **notify the fire brigade at 112 about the fire, following the instructions of the dispatcher receiving the notification.**
- **Call the local emergency phone number: ……..**

If your health and life are not in danger and you have the necessary knowledge and skills, you can proceed with rescue and firefighting operations.

6. Providing first aid

- **Each employee has a duty to provide first aid to a person who needs such assistance, to the best of their skills and ability.**
- **Always keep your own safety in mind when providing aid.**
- **One of the basic elements of providing aid is to notify the emergency services.**
- **The employee who has been injured at work, if their health permits, should inform their supervisor of the incident as soon as possible.**
- **It is also the duty of any personnel who witnessed an accident at work to report the accident.**

7. Particularly hazardous works

[Specify which particularly hazardous works will occur during the task and who will provide ongoing supervision]

Item	Type of hazardous works or difficult works in terms of their process	(Y/N)	The person exercising permanent supervision **
1	Earthworks and excavation works		
2	Transport works with the use of handling equipment (unloading and mechanical loading of materials and components)		
3	Mechanical transport		
4	Manual handling		
5	Installation and/or disassembly and alteration of scaffoldings		
6	Installation and/or disassembly of fixed platforms and stairs (Wema gratings)		
7	Installation works with large-size elements weighing more than 1 tonne		
8	Works at height		
8a	Ladders		
8b	Platforms		
8c	Aerial lifts		
8d	Rope access techniques		
8e	Scaffoldings		
9	Hot works and fire hazardous works		
10	Works in explosion hazard zones		
11	Gas hazardous works		
12	Works in confined spaces (chambers, flue gas ducts, heating substations, etc.)		
13***	Works at active power equipment, networks and systems (pressure, electrical)		
14	Construction, demolition, renovation and erection works carried out without stopping the operation of the plant or its parts		
15	Works related to locking and marking of systems/machines (LOTO),		
16	Working involving hazardous materials/mixtures		
17	Works with traffic maintained		
18	Works posing a risk of ionizing radiation		
19	Pressure tests		
20	Works in the railway and tram area		
21	Works carried out from or under water		
22	Tree felling		
23	Concrete prestressing		
24	Detailed description of other particularly hazardous works, difficult works in terms of their process or organisation **(specify the works)…**		
…	…		

**Particularly hazardous works shall be carried out on the basis of an appropriate order/permit/authorisation in accordance with the list of particularly hazardous works*

*****Permanent supervision involves the uninterrupted continuous presence of a supervisor. For works based on written orders in accordance with the Safe Work Organisation Instructions, this person is the Team Leader. with personnel; the supervisor is trained in health and safety to manage personnel***

**** Works at power equipment and systems in accordance with the Ordinance of the Minister of Energy of 28 August 2019 on health and safety at work at power equipment (as amended).*

8. List of equipment and tools necessary to carry out the works

[List planned equipment and tools, specify type of professional licences and whether UDT approval is required]

Equipment name	Type of required professional licences	UDT required (Y/N)

9. Human resources necessary to carry out the works and a list of personnel familiarised with the SWI and appendices

[List personnel by full name, specifying their position, company name, job assignment and qualification requirements. Once personnel have been made familiar with the OHS Plan, enter date and sign]

I, the undersigned, declare that I have read, know and understand the contents of the SWI and that I undertake to adhere to the provisions contained therein.

Full name	Position	Company	Qualification requirements	Date and signature

10. Appendices

[Attach Orders/Permits for particularly hazardous works, Material Safety Data Sheets, sketches, drawings, etc.]