

## Last Minute Risk Analysis

**Scope** RWE Generation NL

**Prepared by** Safety GES-NL

**Validity up to** 15-02-2025

### Document information

Version	Version date	Authorization
V 1.3	17-03-2022	Manager Safety Central GES-M - Ronald Kamst

#### Changes compared to previous version

- The obligation that an RWE employee always accompanies the first start of a job and be present during the execution of an LMRA, is no longer needed.
- Included that the theory of the LMRA methodology is included in the Permit Acceptor (AVO) training, the practical training will take place in the Safety-street.

#### Purpose of instruction

Jointly discussing the risks and measures **in the workplace** using the LMRA card, so that everyone involved in carrying out a job is aware of the hazards, risks and measures to be observed to control the risks

#### Target audience

All internal and external employees who carry out work on the premises of RWE Generation NL

#### Related processes

Process	Title	Code
Input	Maintain installations	P080
Input	Operations and monitoring	P033

## General

The risks of a job to be carried out are assessed at various times. During the work preparation, in a TRA and when drawing up the work permit. Here we can make a distinction between the process-technical risks from the installation (various forms of energy/hazardous substances) and the work-technical risks arising from the activities.

However, it remains particularly important, as a final safety barrier, to go through all the risks and measures in the workplace itself with the operational team. This is the only way to ensure that the team goes through the risks and measures together with the **Permit Acceptor** (AvO). We call this a **Last-Minute Risk Analysis** or **LMRA discussion** using an **LMRA card**.

In fact, you do the LMRA interview continuously and as soon as conditions change and/or work has been interrupted, but in conjunction with the chart at least once a day. Having the LMRA conversation regularly is important. When performing work at multiple workplaces, where the **risks and hazards** from the activities **are the same**, the same LMRA card can be used, provided all the work is on **the same permit**. If the work with the same work permit covers several days, the same LMRA card can also be used, but at the start the risks are discussed again. Attention is paid to any changed circumstances and new participants must also sign the card. It is important here to check whether measures taken previously (think of the isolation and absence of energy and hazardous substances!) are still intact. For the same work at a new workplace, always look at the local situation and circumstances, things can change every day.


LMRA methodology is applied for all work where a work-permit is required, for high-risk operating actions and complex (electrical-) isolations. LMRA methodology should also be used for activities with elevated risk that do not require a work permit.

The LMRA card is available in multiple languages at the work permit office or at the place where work permits are issued.

Training of the Permit Acceptor in the LMRA methodology (theory) takes place in the work permit training and the practical implementation is covered in the Safety-street training.

## Execution of LMRA

1. The **Permit acceptor** will be issued an LMRA card when issuing the work permit.
2. In the case of jobs with an increased risk, an **RWE** (Operations-) employee will always accompany the **Permit acceptor** in order to establish and demonstrate the isolation and absence **of energy** (electrical, mechanical, chemical, etc.) and **products** (which may cause damage to people and the installation).
3. The LMRA interview must always be conducted at the workplace itself.
4. The **Permit acceptor** leads the LMRA-meeting and is responsible for correctly discussing the LMRA together with all employees involved.
5. The **Permit acceptor** shall actively involve all employees in the LMRA meeting.
6. The **Permit acceptor** first discusses the activities and execution of the job itself.
7. The **Permit acceptor** will discuss all risks involved in this work.
8. The **Permit acceptor** will discuss all related control measures of the job from the risks and TRA/Work Permit.
9. The **Permit acceptor** and the operatives check together whether there are any other (local) risks at the workplace.
10. The **Permit acceptor** checks, by means of the questions on the 2nd page of the LMRA sheet, whether:
  - a. Escape routes/method of alarm and evacuation are known.
  - b. The workplace is properly secured.

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11. The **Permit acceptor** checks whether the **Life Saving Rules** are known, and which are applicable to the job.
12. Each operative (even if he/she joined the team later) must sign the LMRA card.
13. If there are any points for improvement in the preparation and/or local environment, the **Permit acceptor** must indicate these on the LMRA card (back).
14. The **Permit acceptor** is responsible for recording all the risks found on the LMRA card with the corresponding measures.
15. Even if no additional risks are found, the result is recorded on the card.
16. If there are new risks which cannot be easily eliminated or reduced, the **Permit acceptor** returns to the **Permit issuer** with the work permit.

## Ending of the LMRA

After completion of the work or activities, the work **Permit acceptor** shall hand in the completed LMRA card to the work **Permit issuer**, and discuss any remarks or recommendations indicated on the card.

## Archiving and follow-up LMRA

The work **Permit provider** ensures that the LMRA cards are archived, any serious deviations or important remarks or recommendations indicated by the work **Permit acceptor** are discussed immediately in the morning meeting and/or with his permit preparers. The most important (additional) measures that result from this are included or corrected in the relevant documents.

The corrective measures or recommendations are discussed with the Safety Expert at the location in question. He will ensure that any process or instructional improvements are discussed with the relevant process owner.

The Work Permit Office, together with the Safety Expert, will ensure proper analysis based on the completed LMRA cards for the location in question so that improvements or recommendations can be formulated.

## Terminology & abbreviations

Abbreviation	Meaning
AvO	Aufsichtsführende vor Ort, German term for the <b>Permit acceptor</b> .
Safety street	Practical training focused on the operation of the Life Saving Rules and the correct execution of the LMRA (Last Minute Risk Analysis). This training takes place at the location.
TRA	Task risk analysis