

<b>RWE</b>	I004-Last Minute Risk Analysis	Instruction
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## Last Minute Risk Analysis

**Scope** RWE Generation NL

**Prepared by** Safety GES-NL

**Validity up to** 15-01-2025

## Documentinformation

Version	Versiondate	Authorization
V 1.2	28-01-2022	Manager Safety Central GES-M - Ronald Kamst

### Changes compared to previous version

In the text amended that when carrying out the same work with the same risks at different workplaces, the same LMRA card can be used provided that all work is on one work permit.

### Purpose of instruction

Jointly discussing the risks and measures in the workplace using the LMRA card, so that everyone involved in the execution of a job is aware of the dangers, risks and the measures to be considered to control the risks.

### Target audience

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

### Related processes

Proces	Titel	Code
Input	Maintain installations	P080
Input	Operations and monitoring	P033

## General

The risks of a job to be carried out are assessed at different times. During the work preparation, in a TRA and finally in the work permit. We can distinguish the process-technical risks from the installation (various forms of energy / hazardous substances) and the work-technical risks that arise from the activities.

However, as a final safety barrier, it remains particularly important to discuss all risks and measures in the workplace with the team that is involved. 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 call using an LMRA card**.

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

We do LMRA for all licensed activities, for risky operating operations and complex (electrotechnical) isolations. LMRA methodology should also be used for high-risk activities for which no work permit is required.

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

## Implementation LMRA

1. The **Permit acceptor** will be issued an LMRA card when issuing the work permit.
2. At the first start of a job, the **Permit acceptor** is accompanied by an RWE employee from the Operations or Maintenance department to the workplace where the job is carried out to jointly carry out the LMRA.
3. In the case of jobs with increased risk, an **Operations employee** will always walk along to determine and demonstrate the release and **absence of energy** (electrical, mechanical, chemical, etc.) and **products** (that can cause damage to people and installations).
4. The LMRA must always be carried out at the workplace itself.
5. The **Permit acceptor** conducts the LMRA conversation and is responsible for properly discussing the LMRA jointly with all involved employees.
6. The **Permit acceptor** actively involves the employees in the LMRA conversation.
7. The **Permit acceptor** first discusses the activities and execution of the job itself.
8. The **Permit acceptor** discusses all the risks of these activities.
9. The **Permit acceptor** discusses all associated control measures of the job from the risks and TRA / Work Permit.
10. The **Permit acceptor** and the involved employees check together whether there are other (local) risks in the workplace.
11. The **Holder** checks based on the questions on the 2nd page of the LMRA card whether:
  - a. Escape routes /method of alarming and evacuation are known.
  - b. The workplace is well secured.

12. The **Permit acceptor** checks whether **the Life Saving Rules** are known, and which ones apply to the job.
13. Every involved employee (even if one were to join the team later) must sign the LMRA.
14. If there are points for improvement in the preparation and/or local environment, the **Permit acceptor** reports them on the LMRA card (back).
15. The **Permit acceptor** is responsible for ensuring that all risks found are recorded on the LMRA card with the corresponding measures.
16. Even if no additional risks are found that result is recorded on the card.
17. If there are new risks that cannot be easily eliminated or reduced, the **Permit acceptor** returns with the work permit to the **Permit provider**.

## Ending of the LMRA

After completing the work or activities, the **Permit acceptor** immediately submits the completed LMRA card to the **work permit Provider**, and discusses any comments or recommendations indicated on the card. LMRA's must be handed in at RWE at the end of the day!

## Archiving and follow-up LMRA

The **work permit provider** ensures that the LMRA cards are kept, discusses any serious deviations or important comments or recommendations indicated by the work permit acceptor directly in the day start meeting and/ or with his permit preparers. The most important (extra) measures resulting from this are included or corrected in the relevant documents.

The corrective measures or recommendations are discussed with the H&S Advisor of the relevant location. This will take care of discussing any process or instruction improvements with the relevant process owner.

Together with the H&S Advisor, the licensing office will ensure a good analysis based on the completed LMRA cards for the location in question so that improvements or recommendations can be formulated.

## Terminology & abbreviations

Afkorting/term	Betekenis
AvO	Aufsichtsführende vor Ort, German term for the <b>Permit acceptor</b> .
H&S	Health and Safety
TRA	Task risk analysis