Project-specific HSE work plan

Supplier:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project name | |  | | |
| Subproject | |  | | |
| Work order number(s) | |  | | |
| Datum Version 1.0 | |  | | |
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|  | | | | |
|  | | Function | Name | Signature |
| Autor Supplier | |  |  |  |
| Check | | Safety Expert Supplier |  |  |
| Authorisation by Supplier | |  |  |  |
| Check  RWE Project leader | | RWE Discipline Engineer |  |  |
|  | | HSE Coordinator Engineering &  Construction phase |  |  |
| Check  RWE HS&S department | | HS&S Advisor |  |  |
|  | | | | |
| **Company:**  Address:  Zip code & city:  Country: |  | | | |

**Introduction**

This document will serve as part of the RWE HSE project plan in the preparation and execution of the activities.

By signing this Project specific HSE work plan, the Supplier agrees with the RWE HSE project plan and declares to have filled in the complete data correct.

The Project specific HSE work plan has a legal status (Working Conditions Act) for the execution of non-standard activities.

The Project specific HSE Work Plan must be used:

- for the preparation of the job such as permit preparation, preparation of SIM

forms.

- to be used before the start of the execution of the work at the LMRA for the

the transfer of knowledge about the risks and the associated control measures.

(Information-sharing by the Permit holder with the operational staff).

The following matters are included in the Project-specific HSE Work Plan:

|  |  |
| --- | --- |
| Project name  Project data :  -Functions  -Designated permit holders  -Working hours  (Personnel & Organisation)  - Required facilities  - Required power supplies | Risk Inventory and Evaluation (RI&E)  - High risk work  - RI&E  - Hazardous substances  Annexes: - Organisation chart Project   Organisation  - VCA/VCU Certificates  - Subcontractors  - TRA (If applicable)  - Product Data Sheets |

# Functions:

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Supplier general project management | Name:  Telephone:  E-mail: |  |
| 1.2 | The responsible manager on location: | Name:  Telephone:  E-mail: |  |
| 1.3 | Responsible HSE coordinator on location: | Name:  Telephone:  E-mail: |  |

# Appointed work permit supervisors (AvO):

|  |  |  |
| --- | --- | --- |
| Name:  Telephone:  E-mail: |  | Is trained  Needs training  Training valid until: |
| Name:  Telephone:  E-mail: |  | Is trained  Needs training  Training valid until: |
| Name:  Telephone:  E-mail: |  | Is trained  Needs training  Training valid until: |
| Name:  Telephone:  E-mail: |  | Is trained  Needs training  Training valid until: |
| Name:  Telephone:  E-mail: |  | Is trained  Needs training  Training valid until: |

# Human Resources:

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 | Planned duration of work | From week    until week    year | |
| 3.2 | The estimated total number of people ***per week*** on location |  |  |
| 3.3 | What is the percentage of ‘own personnel’? | % own personnel | |
| 3.3 | Is work done in shifts?  (If yes, provide personnel planning with names) | Yes  No | 2 shifts  3 shifts |
| 3.4 | How many work days per week? | 5dys | 6 days  7 days |
| 3.5 | What are normal working hours?  **Take Working Hours Act (ATW) into account!!** | Day:  Evening:  Night: | from       to  from       to  from       to |
| 3.6 | Project organisation organisational chart |  | Enclosed |
| 3.7 | Name of subcontractor(s) + origin country **Remark European guideline detached personnel** |  | |

# Site facilities

(Please indicate requirements at civil and facility levels. Requirements are evaluated by RWE and allocated or adjusted in consultation with the supplier).

|  |  |  |
| --- | --- | --- |
| 4.1 | Office space: | Persons |
| 4.2 | Storage outdoors: | M2 |
| 4.3 | Own mobile workplace(s): | Number       Size (M) |
| 4.4 | Description of special site facilities: |  |
| 4.5 | Description of special vehicles/machines: |  |
| 4.6 | A description of the waste products to be processed by RWE? |  |

# Power supply

Required distribution box

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Location** | **Floor** | **Further**  **location specification** | **Number**  **of connections** | **Current**  (Amps) | **Power**  (Watt) |
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# Risk indentification of supplier

## **High Risk activities:**

Consider the following high risk activities, among others:

* In enclosed spaces;
* Danger of falling;
* Near high-voltage power installations;
* In areas with potential asbestos contamination or working with asbestos,
* with radiation risks;
* in zoned areas;
* with heavy transport equipment, cranes, pile drivers, earth movers, ground drills and vibrating plate compactors;
* involving dangerous substances;
* underwater or in a caisson;
* in wells and grooves and near or above open water.
* High pressure (also HP cleaning)
* etc.

The RWE installation risk inventory & evaluation (RI&E) supplied by RWE can be used for input.

The supplier hands over the TRA’s in RWE format. For all work orders the high risk activities need to be identified and classified according to the RWE risk matrix.

All risks need to be covered with effective measures.

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| --- | --- | --- |
| **W.O.** | **Short description of high risk works** | **Draft version TRA in attachment** |
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**Use of RWE Risk Matrix**

Risk matrix

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Potential consequences | | | | | Potential chance of incidents with these consequences | | | | |
|  |  |  |  |  | A. Improbable | B. Seldom | C. Not often | D. Regularly | E. Often |
| **Category** | **Safety,**  **Health,**  **Well-being** | **Environment** | **Reputation** | **Financial**  **consequences 1)** | Never previously  heard of within  industry (outside  RWE) | Heard of once  within industry  (outside RWE) | Has occurred once  within RWE | Once or twice per  year within RWE | Occurs several  times a year within  location/  department |
| 10-5/year | 10-3/year | 101/year | 1/year | 10/year |
| 0. Zero | No consequences. | No effects. | No consequences | No damage. | 0 | 0 | 0 | 0 | 0 |
| 1. Slight | First Aid accident.  Unwell. | Limited emission  or damage within  site boundaries. | No public  disturbance. | < 10.000 Euro | 1 | 2 | 3 | 4 | 15 |
| 2. Limited | Slight injury.  Temporarily  adapted  work. Temporary  irritations (non-permanent). | Slight exceeding of  permitted emission.  No permanent  damage outside site  boundaries. | Local  disturbance. | > 10.000 till  100.000 Euro | 2 | 4 | 18 | 24 | 60 |
| 2. Limited | Serious injury  (temporary  disablement).  Absent. | Permit exceeded.  Effect outside site  boundaries.  External complaints. | Regional  disturbance. | >100.000 till  500.000  Euro | 9 | 18 | 27 | 72 | 90 |
| 4. Very serious | Very serious  permanent injury.  Disabled.  Fatality. | Serious exceeding  of emission.  With damage to  the environment.  Corrective measures  outside site necessary. | National  disturbance. | >0,5 million till  10 million Euro | 12 | 24 | 72 | 90 | 120 |
| 5. Disastrous | Multiple fatalities. | Serious ecological  effects. Great public  concern and  economic damage. | International  disturbance. | > 10 million Euro | 30 | 60 | 90 | 120 | 150 |

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| --- | --- | --- | --- |
| Low-risk | Score 0 up to 4; risk requires no follow-up action. | High-risk | Score 30 to 72; unacceptable; always extra control measures or implementation  of consequence reducing measures, to return the risk to a lower acceptable level. |
| Medium-risk | Score 9 up to 27; additional control management necessary to further reduce risk  or limit the consequences. | Extreme- risk | Score 90 and higher; absolutely unacceptable. Complete revise. |

**Completing the Project Specific Risk Inventory and Evaluation (RI&E) requires extra attention:**

In the project-specific RI&E, steps must be made clear precisely by means of activities:

- the order in which the activities will be carried out.

- what are the subsequent risks associated with the activities?

- What is the risk score implementation and control measures (based on the risk matrix)?

- what the control measures must be to reduce the risks 1)

- What is the risk score after control measures (based on the risk matrix)?

1. Apply control measures in accordance with the work hygiene strategy;

1 **Source measures** - an employer must first remove the cause of the problem. Example: Replacing noxious substances with a safer alternative.

2 **Collective measures** - If source measures do not provide opportunities, the employer must take collective measures to reduce risks. Example: installation of a guard or an extractor system.

3 **Individual measures** - If collective measures cannot or do not (yet) provide an adequate solution, the employer must take individual measures. Example: Organising work in such a way that employees are less at risk (task rotation).

**Personal protective equipment** - If the top three measures are ineffective, the employer must provide the employee with personal protective equipment free of charge. Example: Breathing protection, ear protectors and welding goggles.

The Project Specific RI&E must have been assessed by the supplier's safety expert before submitting this Project Specific HSE Work Plan to RWE.

**6.3 Project specific Risk Inventory & Evaluation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Wo**  **Number** | **Task/**  **activity** | **Risk/danger/ exposure** | **Score** | **Mitigating measure**  **Supplier** | **Mitigating measure RWE** | **Rest**  **Score** |
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# Dangerous Substances

Are you importing dangerous substances unknown to RWE, such as:

* Chemicals
* Explosives
* Radioactive substances
* Etc.

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| --- | --- | --- | --- | --- |
| **Type/Name** | **Amount** | **Storage location** | **Storage Method** | **Product information**  **Sheets enclosed** |
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# Enclosures

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| --- | --- |
| **Enclosure** | **enclosed** |
| Project organisation organisational chart | Yes  n/a |
| Subcontractor safety certificates SCC | Yes  n/a |
| Project specific RI&E | Yes  n/a |
| Product information sheets | Yes  n/a |
| Hoisting plans | Yes  n/a |
| Drawings / Calculations | Yes  n/a |
| Personnel planning with names | Yes  n/a |
| Certificates of work platforms, forklift, reach truck, VVL etc. | Yes  n/a |
|  | Yes  n/a |
|  | Yes  n/a |
|  | Yes  n/a |
|  | Yes  n/a |
|  | Yes  n/a |