**Specific Requirements** **for Work Performance**

**1. Specific requirements for placing construction site information board and works information board**

1.1. To set up a construction site on the territory of Kozloduy NPP EAD, the Contractor construction company shall put an information board at a place of good visibility:

- if the planned works duration exceeds 30 working days and more than 20 workers may work simultaneously on the site;

- for a planned work volume of 500 man-days.

**The construction site information board shall indicate:**

1. Opening date of the construction site;
2. Contract number and date of signing;
3. Contractor:
4. Types of construction and installation works to be performed;
5. Responsible official under the Health and Safety at Work Act (name, surname, mobile phone number)
6. Planned date for starting work on the construction site;
7. Planned duration of the work at the construction site;
8. Planned maximum number of workers at the construction site.

1.2. When the Kozloduy NPP EAD personnel performs an overhaul or mid-term maintenance of facilities and equipment, as well as when an external organisation performs activities under a work permit, it is obligatory to put up a works information board. The works information board shall be placed so as to be clearly visible at the workplace just before commencing the planned works.

**The works information board shall indicate:**

1. Contractor (administrative unit, organisation)

2. Work activity performed;

3. Date and hour of work commencement;

4. Work completion date;

5. Contact person (contractor, responsible manager)

6. Landline and mobile phone for contact (contractor, responsible manager)

***Note:*** If required, the construction site and works information boards shall be updated or replaced it the existing information board should become damaged or illegible.

**2. Specific requirements for work in close proximity to escarpments**

When working in close proximity to escarpments, the following requirements must be followed:

1) In close proximity to excavation slopes construction and installation works shall be undertaken following the technical manager’s inspection for security and implementation of safety precautions;

2) Daily briefings for workers and employees taking part in the planned works close to steep slopes must be carried out and documented;

3) Admission to work of workers who are in good health on the day of work, and have not used alcohol or other intoxicating substances;

4) Admission to work of workers who on the day of work are equipped with the required personal protective equipment;

5) In the event of hazardous conditions (landslide, yielding of the foundation, inadmissible deformations, rupture of electrical cables), work must stop

and the workers must leave the hazardous places without being ordered to do so. Work may be resumed by order of the technical supervisor/the person authorising the start of work once the respective hazard has been addressed;

6) In the hazardous areas close to steep slopes, access of people and vehicles not involved in construction and installation works shall be limited by permanent and temporary full-size barriers. When the hazardous area spans out of the construction site boundaries, which results in traffic being restricted, impeded or blocked, it is marked by a temporary traffic safety arrangement scheme.

7) During relocation of construction machines and mechanical equipment, when the driver does not have enough visibility, the technical supervisor assigns a signalman for the work area and the borders of the dangerous area close to escarpments;

8) In areas of underground networks or facilities, ground work is performed under the immediate supervision of the technical supervisor or the foreman;

9) Placing of excavation soil, construction materials, facilities, etc. and movement of construction machines is allowed only outside the area of the nature-induced landslide in the construction pits at a distance of not less than 1,0 m;

10) The following activities are forbidden: excavating by removing underlying ground strata; people crossing the site, staying on site or performing any other construction and installation works within the reach of operation of the construction machines; lifting and replacing bulky objects such as boulders, trees, logs, parts of foundation walls of buildings or facilities, construction elements, etc. using the operating parts of digging machines;

11) During periods of rest or inactivity, the excavator machines are repositioned (relocated) at a distance greater than 2,0 m from the edge of the nature-induced landslide of steep slopes and the operating component of the machine is left lying on the ground;

**3. Specific requirements for preventing potential dropping of loads**

To prevent any unintentional dropping of loads, the following requirements have to be met:

1) Use lifting equipment that is technically operable and inspected in accordance with the legal regulations;

2) Do not exceed the maximum permissible load of the lifting equipment when lifting or lowering loads;

3) Consider the shape of the load;

4) Consider the size of the load;

5) Consider the mass of the load;

6) Consider the volume of the load;

7) Consider the type of packaging material of the load;

8) Consider the supporting surface of the load;

9) Consider the position of the load and its centre of gravity in the loading unit;

10) Choose the correct load handling devices depending on the types of loads you deal with, the load grappling points, the rigging equipment and the weather conditions;

11) Prohibit the use of load grappling devices not included in the technical documentation or malfunctioned;

12) Prohibit the use of ropes, chains or auxiliary devices of compromised integrity;

13) The lifting equipment must be operated by a qualified person in the cases provided, or by an instructed person authorised to perform work independently;

14) Proper placing, stack or collecting of loads at the places designated for load handling, in warehouses and transport vehicles;

15) Keep the required minimum safety distance from the surrounding environment;

16) Prohibit leaving any suspended loads without supervision;

17) Cease the processing of freely suspended loads in adverse weather conditions;

18) Use qualified persons for riggers;

19) Use the appropriate personal protective equipment;

20) Proper use of the specific safety signs and signals;

21) Appoint a signalman when the operator (crane operator) moves any suspended loads without having visibility of the whole road.

**4. Specific requirements to prevent falling when working at height**

Follow these requirements to prevent falling when working at height:

1) Set up arrangements for safe performance of the planned activities at height;

2) Before commencement of the activities, perform a daily briefing for the workers and employees taking part in the planned activities at height;

3) Use scaffolds, platforms, swing stages, ladders, and climbing gear that are in good working order and have instructions from the manufacturer for assembly, operation, permissible loads, disassembly and requirements for safe operation;

4) The overall condition of scaffolds, platforms, swing stages, ladders and climbing gear shall be regularly checked in the course of their use by the technical supervisor, the responsible manager under the work permit, and immediately before their use.

5) Authorise to work at height only workers with a medical certificate who are in good health on the day of work, and have not taken alcohol or other intoxicating substances;

6) Immediately cease the performance of activities if any risk for the health and safety of workers has emerged;

7) Build fences, railings and other facilities that are high enough and consist at least of a protective toe board, a top rail and a mid rail;

8) Do not exceed the design basis load for the scaffolds, platforms, swing stages, ladders and climbing gear used;

9) Use fall arrest harness;

10) Use safety ropes;

11) Use work ropes;

12) Determine the optimal number of workers for any specific job;

13) Determine suitable personal protective equipment to use;

14) Determine how tools, materials and equipment are to be lifted, lowered and passed;

15) Determine the time periods for work and rest to achieve optimal physical activity for the muscles and the body;

16) Stop working outdoors in case of adverse weather conditions.

**5. Specific requirements for preparation of the workplace using permanent or temporary fencing**

Permanent or temporary fencing is used to restrict the access of external parties, unauthorised parties and individuals that do not take part in the specific works and/or vehicles when:

- construction or installation (dismantling) activities are ongoing;

- loads lifting or lowering;

- performing excavation works;

- installing fences on the construction site or the plant site;

- maintenance, reconstruction and the construction of manholes or drains are performed;

- working on underground water supply systems, on-site pipelines, underground cable and fibre optic lines;

- working on scaffolding (when there is no safety net and there is a risk of people or objects falling, the scaffolding shall be fenced).

Permanent or temporary fencing includes:

- non-transparent fences. They are usually made of steel sheets or reinforced concrete panels;

- grid fences. They are usually made of steel bars, steel profiles or reinforced steel bars;

- fencing net fences. They are usually made of a net and posts;

- fencing (barriers) for motor vehicles;

- safety ribbon tape.

Depending on their height, fences are:

- half-size fences;

- full-size fences.

Using permanent or temporary fencing requires preparation in advance that consists of:

- choosing the fence type;

- identifying the area to be enclosed;

- installing the fence;

- fixing the fence to the ground;

- joining fencing elements together;

- securing the fencing against falling caused by accidental contact, due to its own weight or strong winds;

- ensuring access to the site for people, construction machines and/or road transport vehicles;

The implementation of permanent or temporary fencing requires that:

- the place for installing the fence meets the prepared detailed design, the technical solution, or should be coordinated with the administrative unit or department where it will be installed;

- installing the fencing should take place under the direct supervision of the technical supervisor, the responsible manager or the Contractor;

- the facility should be maintained in the state in which it was originally installed or constructed.

- a prohibition sign plate be installed to read “Access of external (unauthorised) parties is forbidden“, under Regulation No. РД-07/8 dated 20.12.2008.

**6. Specific requirements upon change of the industrial safety risk**

**The specific requirements effective upon change of the industrial safety risk are meant** to stipulate the requirements for **terminating an activity performed under a work permit** in Kozloduy NPP EAD upon the occurrence of any danger for the life, safety and health of workers.

Works and activities implemented by workers and employees of Kozloduy NPP EAD or of external organisations under a permit to work shall be terminated upon:

* Improper use of machines, equipment, tools, hazardous substances, transport vehicles and other structures, systems or components;
* Improper use of personal protective equipment;
* Disconnecting, modification or arbitrary removal of safety gear from machines, equipment, tools,or those for collective protection;
* Occurrence of a situation in the course of work for which it is reasonable to assume that it presents a significant and immediate danger for the safety and health of workers;
* The responsible manager or the contractor/supervisor being unable to perform their duties;
* Violation of the technical measures for safety at work;
* Occurrence of an emergency situation;
* Occurrence of an occupational injury.

A decision to cease performing the assigned work and remove the team at a safe distance from the site due to dangerous work conditions shall be made by the responsible manager or the Contractor/supervisor when there is an imminent danger for the workers’ life, health, fitness for work and safety.

**A new work permit shall be issued** after resolving the observed weaknesses, analysis and safety assessment of the work in progress.

**New work permits are issued** in accordance with the work permit system in use at Kozloduy NPP EAD.

**7. Specific requirements for performing activities that involve high occupational risk**

When performing activities that involve high occupational risk, a mandatory briefing shall be performed by an official from the management of the respective workshop or division where the activities will be performed and the respective technical safety officials must attend the briefing.

The following activities involve high occupational risk:

- working in closed spaces (vessels, manholes, channels, pipelines and others);

- performing underwater works;

- working at height on the facades of buildings, chimneys, roof overhangs and others performed by climbers;

- activities to introduce professional workforce, mobile groups and equipment to mitigate the consequences in case of disasters, accidents or catastrophes;

- simultaneous work of two or more lifting devices (mobile cranes and/or tower cranes).

**8. Specific requirements for discontinuing work due to hazardous work conditions**

The specific requirements for discontinuing work due to hazardous work conditions are designed to stipulate the requirements in Kozloduy NPP EAD for taking action to preserve the life, safety and health of workers when performing activities that involve high occupational risk, namely, suspending work due to hazardous work conditions.

Works and activities implemented by workers and employees of Kozloduy NPP EAD or of external organisations SHALL BE TERMINATED UPON:

* occurrence of a malfunction or defect in the operation of a machine, device, equipment, facility or other which are directly related to the safety of the performed work;

- a deviation from the expected indicators, results, etc. when performing an activity, which is directly related to the safety of the performed work;

- the measuring devices recording any exceeding of the permissible values set before performance of the planned activity and being directly related to the safety of the performed work;

- unsuitability of the implemented technology or method of work to perform the job assigned, which are directly related to the safety of the work performed;

- violation of the organisational and technical actions to ensure safety at work specified in the work permit or included in the order given;

- a dramatic drop in the safety margins during performance of the assigned task;

- occurrence of an occupational injury;

- occurrence of an emergency situation;

- change in the work conditions under the work permit/order;

- non using of the personal protective equipment specified in the work permit.

A decision to cease performing the assigned work and remove the team at a safe distance from the site due to dangerous work conditions shall be made by the responsible manager or the Contractor/supervisor when there is an imminent danger for the workers’ life, health, fitness for work and safety.

Within up to three days after putting on halt the work or activity, a discussion shall be organised by the person who identified the violations, and it shall be attended by the people who caused these non-compliances, the people responsible for the work and their line managers as well as the industrial safety officials.