**Specific requirements** **for work performance**

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

1.1. To open a construction site on the territory of Kozloduy NPP EAD, the construction company shall place an information board in a prominent location:

- 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 officer 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 on the construction site;
8. Planned maximum number of workers on 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 permit-to-work, it is obligatory to place 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. 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 board and works information board shall be updated or replaced it the existing information board(s) should become damaged or illegible.*

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

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

1) In close proximity to excavation slopes, construction and installation works shall be undertaken following the technical supervisor'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 orders. Work may be resumed upon 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 full-height permanent and temporary fencing. When the hazardous area spans out of the construction site boundaries, resulting in restriction, impeding or stoppage of traffic, it shall be defined by a temporary traffic organisation and safety arrangements scheme;

7) During relocation of construction machines and mechanical equipment, when the driver does not have sufficient visibility, the technical supervisor shall assign a signalman for the work area and the limits of the dangerous area close to slopes;

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

9) Placing of excavation soil, construction products, equipment, etc., as well as the movement of construction machinery shall be allowed only outside the area of the natural collapse of the slopes of the excavation at a distance of not less than 1.0 m;

10) The following is not allowed: to carry out excavation works by undermining; people crossing the site, staying on site or performing any other construction and installation works within the reach of operation of the construction machinery; lifting and moving of bulky objects such as rock chunks, trees, trunks, parts of foundations of walls of buildings or facilities, construction elements, etc. with the working bodies of earth-moving construction machinery;

11) During periods of rest or inactivity, earth-moving construction machinery shall be repositioned (moved) to a distance greater than 2.0 m from the edge of the area of natural slope failure, with the working body of the machinery resting 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 duly inspected;

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 dimensions of the load;

5) Consider the mass of the load;

6) Consider the volume of the load;

7) Consider the type of packaging of the load;

8) Consider the bearing surface of the load;

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

10) Choose the appropriate load-handling attachments depending on the loads being handled, load attachment locations, suspension devices and 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 for, or by an instructed person authorised to perform work independently;

14) Proper stowage and retrieval of loads in loading and unloading areas, 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 handling of loose suspended loads in adverse weather conditions;

2

18) Use qualified persons as riggers;

19) Use the appropriate personal protective equipment;

20) Use properly 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 path.

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

Follow these requirements to prevent falling when working at height:

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

2) Prior to the commencement of activities, carry out a daily briefing of employees involved in the planned activities at height and document this;

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 is 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) ***Deleted text***

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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 are constructed of at least a protective toeboard, a main handrail and a secondary handrail;

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

9) Use fall arrest safety harnesses;

10) Use safety ropes;

11) Use work ropes;

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

13) Determine which personal protective equipment is appropriate 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 shall be used to limit 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;

- lifting or lowering loads;

- carrying out excavation works;

- fencing 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:

- solid fencing. Usually made of steel sheets or reinforced concrete panels;

- lattice fencing. Usually made of steel pipes, profiles or reinforced steel bars;

- mesh fencing. Usually made of mesh and supporting elements;

- fences (barriers) for motor vehicles;

- safety ribbon tape.

Depending on their height, fencing can be:

- half-height fencing;

- full-height fencing.

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

- selection of the fencing type;

- identifying the area to be enclosed;

- installing the fencing;

- fixing the fencing 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 machinery and/or road transport vehicles;

The implementation of permanent or temporary fencing requires:

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

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

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

- erection of a prohibition sign "No access to external (unauthorised) persons" in accordance with Regulation No. РД-07/8 of 20.12.2008.

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

**In the event of a change in the industrial safety risk, the specific requirements are intended** to stipulate the requirements for **terminating the performance of an activity under a permit-to-work** at 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;
* Interception, modification or arbitrary removal of safety gear from machines, equipment, tools, or those for collective protection;
* The occurrence of a work situation which is reasonably likely to constitute a serious and imminent danger to the safety and health of workers;
* The responsible manager or the work performer/supervisor are unable to perform their duties;
* Violation of the technical measures for safety at work;
* The occurrence of an emergency situation;
* The 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 work performer/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 shall be issued** in accordance with the permit-to-work 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, tunnels, pipelines, and others);

- performing underwater works;

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

- 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 done by workers and employees of Kozloduy NPP EAD and workers and employees 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 of the expected indicators, results, etc., when performing an activity which is directly related to the safety of the performed work;

- exceedance of the permissible values recorded by the measuring devices and set before performance of the planned activity that are directly related to the safety of the performed work;

- inapplicability of the implemented technology or method of work to perform the assigned task 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 permit-to-work 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 permit-to-work.

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; 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.