

Business Unit Generation
South area:



Instructions: Revision work - preparation and safety supervision

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Aim of the procedure

The aim of this procedure is to define the required documentation which should be collated prior to starting work on site, especially for revision work.

Preparation phase

The revision safety file is prepared in-house by the south CARE department.

It initially consists in:

- obtaining the listing of all companies working on site (from foremen and supervisors, purchasing, SAP, etc...)
- preparing the safety coordination documents from this listing (names and addresses of the companies and safety coordinators, email addresses, BESSAC/VAC certification, quality, etc...).
- setting the date for the kick-off meeting.
- inviting the companies by standard letter to attend the kick-off meeting.
- reviewing and updating the welcome power point presentation
- organising a preparatory meeting with the companies (kick-off meeting)
- preparing a list of all employees working for external companies (names, addresses, social security numbers, etc...) in order to prepare an employee register (fight against illegal employment, etc...) and access cards.
- creating a record of all hazardous products used by external companies from their prevention plan (HSE plan including a risk assessment).
- creating a record of all lifting equipment used by external companies from their prevention plan (HSE plan including a risk assessment).
- preparing the HSE prevention plan for the revision on the basis of the companies HSE files, work site interference analyses (cohabitation, work at height occurring at the same time, welding, etc...)
- ordering the safety supervision for the revision work site (external company).
- making contact with the maintenance scaffolding coordinator.

Signing the general safety rules for Electrabel production

Contractors shall read the “Health, safety and environmental general rules for contractors working for Electrabel production”.

This document is available on internet.

The contractor shall read the document and return sheet n°13 correctly filled in and signed to Electrabel (South CARE department).

If the contractor uses subcontractors, he shall fill in and sign sheet n°14 (one sheet per subcontractor)

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Required and mandatory documents the company shall provide prior to any work on the Electrabel installations.

The information sheets given in the appendix shall be handed in to the South CARE Department.

General information

Management.

Project manager.

Site supervisor.

Safety coordinator.

The frequency rate FR and gravity rate GR for the past years.

The external service for prevention and protection used (ESPP) and their contact person.

List of workers

their qualification

their social security number

A copy of medical certificates may be requested prior to starting work on site.

(1) Examples: UV, dust, use of lifting and handling equipment...

A list of all lifting equipment used on our site, together with their control certificate (from an External Service for Technical Control - ESTC).

A copy of the record stating legal regular control by an approved organisation may be requested prior to starting work on site.

or a copy of the list of equipment monitored by an approved organisation.

The list of products used on our site together with their Material Safety Datasheets.

The Specialised Emergency Plan (SEP) including a risk analysis.

Proof of :

- a Safety Management System.
- a Quality Management System
- an Environmental Management System

Work site phase

One or more South CARE representatives will be appointed to carry out safety checks during the revision work.

Safety checks shall also be carried out by an external representative specialised in safety.

These representatives shall ensure, amongst other tasks, that the SEP of the companies are complied with,

while taking additional care when checking the contracts of the subcontractors.

A quality check may be carried out using QMX.

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Regulatory references

- Act of 4th August 1996 on the well-being of workers at work
- Codex : Well-being at work code
- Belgian Royal Decree of 27th March 1998 regarding the policy for the well-being of employees at work
- Belgian Royal Decree of the 25th January 2001 regarding temporary or mobile work sites
- RGPT : Règlement général pour la protection au travail (General health and safety regulations)
- RGIE : Règlement général pour les installations électriques (General regulations for electrical installations)

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Appendices: Information sheets

Sheet n°1: LIST OF DESIGNATED WORKERS CARRYING OUT THE WORK

Sheet n°2: LIST OF LIFTING, HANDLING AND WELDING EQUIPMENT

Sheet n°3: LIST OF HAZARDOUS, TOXIC AND FLAMABLE PRODUCTS

Sheet n°4: Company names, addresses and statistics

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Main Contractor:
Address:
Company manager:
Safety coordinator :



Owner: ELECTRABEL
Zone de production SUD

Sheet n°1: LIST OF DESIGNATED WORKERS CARRYING OUT THE WORK:

Worker's surname and name	Function	Social security n°	Nature of the risks for which the worker will receive medical supervision (1)

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Main Contractor:
Address:
Company manager
Safety coordinator

Owner: ELECTRABEL
Zone de production SUD

Sheet n°2 LIST OF LIFTING, HANDLING AND WELDING EQUIPMENT REQUIRED FOR CARRYING OUT THE WORK:

Equipment	Identification n°	Date of the most recent review by an approved organisation

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Main Contractor:
Address:
Company manager
Safety coordinator

Owner: ELECTRABEL
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Sheet n°3: LIST OF HAZARDOUS, TOXIC AND FLAMABLE PRODUCTS REQUIRED FOR CARRYING OUT THE WORK:

Product names	Identification n°	Datasheets

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Sheet n°4 Company names, addresses and statistics

1.- COMPANY NAMES AND ADDRESSES

- Company name, address and telephone number.
-
-
-

- Name and telephone number of the company manager
-
-
-

- Name and telephone number of the safety coordinator.
-
-
-

- Name and qualification of the site supervisor.
-
-
-

- Name, address and telephone number of the company occupational health physician.
-
-
-

2.- Statistical data: frequency rate (FR) / gravity rate (GR) over 5 years

Year	1 st sem.2007	2006	2005	2004	2003
FR					
GR					

3.- List of safety certifications

Ex: VCA / OHSAS

Date Signature.....

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