

Business Entity Generation

Renewable Generation Belux

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Valid

Instruction

Exceptional work at RGB

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0 Reference

Documentnummer	Titel
ZST.10010043604.000	OP – Workpermits at RGB

1 Introduction

This instruction is applicable to all exceptional Works at Renewable Generation (RGB).

Amongst others, the following activities are considered as exceptional work. This is a non limitative list:

- All Works which are not included in the maintenance contract and are no part of the exploitation or normal maintenance (corrective or preventive), as predicted by the manufacturer and/or where the owner evaluates that these activities causes an enlarged risk to men or environment;
- All radical changes or extensions of the installations;
- All works including hoisting activities with an enlarged risk, amongst others the use of mobile cranes (large hoisting activities on height) and the use of rope access or cherry pickers for blade inspections;
- All Works using men baskets or platforms suspended on a lifting crane;
- All works requiring a Permit to Dig (making of pits or ditches, ...);
- All Works regarded in the RD Temporary and Mobile Building Sites.

2 Tasks

2.1 O&M Wind & Solar

O&M Wind & Solar:

- Verifies the safe cooperation of the several contracted parties.
- Informs the HSE-service of the planned exceptional works;
- Asks the contractor to complete the Information file, and to provide a specific risk analysis for the planned Works;
- Leads the Start-Work meeting at exceptional Works and explains the contents of the Project file to the executors of the Works;
- Returns the completed project file to the HSE-service after the completion of the Works.

2.2 Contractor

The Contractor:

- has been contracted by the owner by means of an order to execute the exceptional work;
- provides to the owner the necessary Information regarding the risks created by his activities. This communication is formalized by means of a specific risk analysis;
- is responsible for the legal inspections/verifications following the Belgian legislation of the equipment used by its employees.

2.3 HSE-service

The HSE-service:

- compiles the project files for the exceptional work;
- maintains this instruction and the accompanying documents (project file);
- supports O&M Wind & Solar at the preparation and the follow-up of the exceptional works;
- verifies the contractors safety documents (specific risk analysis, legal inspections of the hoisting equipment, ...).

3 Method

3.1 Project file

Exceptional works will be executed on project bases. A project file will be drafted.

The project file contains the following documents:

- Information file contractor;
- attendance list site (Limosa, ...);
- document “start work” + work permit + Last Minute Risk Analysis;
- hot works permit – digging permit (if applicable);
- lock-out procedure;
- emergency numbers;
- toolbox registration form;
- document observation tour;
- contractor risk analysis and site risk analysis;
- accident – incident report.

If the Works are completely managed by the Contractor, the equivalent documents (start-work meeting, Work Permit, toolbox report, ...) of the contractor can be used. A copy of the documents has to be added to the project file.

4 Supporting documents

Document number	Titel
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ZNO.10010045144.000	Project file RGB
ZNO.10010045152.000	Start work meeting

5 Reason for adaption

Version number	Reason for adaption	Changed pages
00	Translation to english	