

ORGANIZATION OF WORK SAFETY, FIRE SAFETY, ELECTRICAL SAFETY, ENVIRONMENT AND WORK MANAGEMENT DURING WORK PROVISION

1. _____ (hereinafter – the Contractor) is responsible for following work safety, fire safety, electrical safety, environment and work management guidelines during task fulfilment according to the requirements set in the legislation of the Republic of Latvia and by SCHWENK Latvija SIA (hereinafter – SCHWENK).
2. Requirements set herewith are attributed to the Contractor insofar as they are attributed to the works provided by the Contractor and the task details described in the Agreement and its appendices.
3. The Contractor ensures that the employees of the Contractor:
 - 3.1. have received instructions and training in work safety (in accordance to provided tasks);
 - 3.2. are provided with appropriate necessary personal protective equipment (PPE), including mandatory minimum equipment which has to be used continuously on site regardless of what tasks are carried out and how long it takes;
 - 3.3. have received the appropriate training, including appropriate permits, certificates, or diplomas which are necessary fulfilment of the specific tasks;
 - 3.4. have passed mandatory health checks;
 - 3.5. are trained regarding general rules of procedure in the worksite;
 - 3.6. are trained regarding advisable resource use (electrical energy, water, raw materials);
 - 3.7. are trained regarding correct waste management on site;
 - 3.8. are instructed regarding the use and storage of chemical substances;
 - 3.9. are trained for reacting in emergencies;
 - 3.10. have participated in SCHWENK work safety and environment instructions for subcontractor employees before starting work. It is forbidden to start work before receiving the instructions;
 - 3.11. are shown and explained the ‘Subcontractor Disciplinary Case Assessment Card’.
4. Mandatory minimum of personal protective equipment includes the following:
 - 4.1. protective helmet (if work at height is carried out, it is necessary to have chin strap);
 - 4.2. bright-colored clothing with reflective strips, appropriate for weather and work conditions; it is not allowed to wear shorts; it is necessary to coordinate the use of T-shirts with SCHWENK contact person;
 - 4.3. work footwear (it is forbidden to use shoes and sandals);
 - 4.4. protective eyewear; if the employee has prescription (optical) glasses, they have to either receive special prescription safety glasses or protective eyewear for use above prescription glasses; it is a violation to be in the territory wearing only prescription (optical) glasses;
 - 4.5. work gloves (appropriate for weather and specific task).
5. For work at height, it is only allowed to use safety systems (it is forbidden to use safety belts). If movement at height or climbing on vertical ladder is planned, it is necessary to use a cable with two hooks (carabiners).
6. The Contractor ensures:
 - 6.1. access to work site for SCHWENKER employees at any time;
 - 6.2. that the Contractor company has introduced and follows work safety requirements set in legislation;
 - 6.3. that the used work equipment and PPE is in working order, checked regularly, follows legislative requirements and work specifics;
 - 6.4. that the used work methods are safe and do not endanger employees of the Contractor, SCHWENKER employees or other persons who might be in the vicinity of the worksite;
 - 6.5. that the provided tasks are agreed-upon with the managers of respective SCHWENKER branches; if necessary, the appropriate work permits and/or assignments are prepared;
 - 6.6. that an appropriately trained person responsible for work safety is assigned.
7. If it is necessary to bring material values (e.g. tools, equipment, spare parts etc.) in the territory and then bring them out of the territory, it is necessary to inform security employees (if they are on-site), receive the appropriate form and write in the value of all delivered items in the form before delivery.
8. Upon request from SCHWENK representatives, the Contractor provides work safety documents, e.g. instructions, instruction registration journals, mandatory health check cards, work environment risk assessments, proof of employee qualifications etc.

9. SCHWENK and security employees have the right to check the alcohol level in exhaled breath of the Contractor's employees in accordance with SCHWENK procedures. If the alcohol level exceeds 0 (zero), the employee is expelled from worksite and the Contractor receives an appropriate contractual penalty. Refusal to do the check is equated to use of alcohol.
10. In case of substantiated suspicions, SCHWENK employees have the right to request the Contractor's employees to test whether they are under influence of narcotic, psychotropic, toxic or other intoxicating substances in a medical institution. Refusal to do the check is equated to use of intoxicating substances.
11. SCHWENK informs the Contractor about these violations by describing the violation, showing its time, place and involved persons. The Contractor has a duty to prevent the violations within a time period set by SCHWENK.
12. In case of violations of work safety, fire safety, electrical safety, environment and/or work management requirements, SCHWENK has the right to immediately suspend the tasks the Contractor is fulfilling. In this case, the tasks can be restarted only after receiving permission from SCHWENK when the violation and/or its causes have been prevented.
13. The Contractor is responsible and covers losses arising to SCHWENK due to not following the work safety, fire safety, electrical safety, environment and/or work management requirements set for the Contractor (e.g. if work is suspended due to violations or unsafe work practices, if employees are expelled from the worksite etc.).
14. The Contractor is responsible for and covers all costs related to fulfilment of requirements set in appropriate legislation and SCHWENK work safety, fire safety, electrical safety, environment and/or work management documentation.
15. If work safety, fire safety, electrical safety, environment and/or work management requirement violations or failures in prevention of violations are noticed, SCHWENK has the right to:
 - 15.1. issue a warning, suspend or not allow to work employees who have violated the specified requirements in accordance with 'Subcontractor Disciplinary Case Assessment Card';
 - 15.2. apply contractual penalties in accordance with appendix 'Contractual Penalties for Infringement of Work Safety, Fire Safety, Electrical Safety, Environment and Work Management Requirements'.
16. The Contractor shall warn their SCHWENK contact or the Integrated Safety Department within two hours regarding the following situations:
 - 16.1. dangerous situations arising during work, as a result of which the health and safety of the Contractor's employees might be threatened or is currently threatened;
 - 16.2. employee traumas, incidents, emergency situations or accidents at work;
 - 16.3. any other conditions which might endanger or endangers the health and/or safety of people in worksite, or interferes with task fulfilment;
 - 16.4. any traffic accidents with the Contractor's vehicle if it is used for provision of works or services set in the Agreement.
17. If the Contractor employs subcontractors for the works, the Contractor shall show the contracts signed with the subcontractors and other necessary documentation (work schedules, qualification documentation etc.) upon request from SCHWENK.
18. SCHWENK has the right to verify the whether the Contractor's employed subcontractors confirm to requirements set in the Agreement appendices. The duty of the Contractor is to ensure that their subcontractors follow these regulations, to control and coordinate subcontractor work as well as the fulfilment of work safety, fire safety, electrical safety, environment and/or work management requirements. The Contractor is holds full responsibility for proved violations in subcontractor work.