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| --- | --- | --- | --- |
| **Site name:** |  | **Contractor**  (wchich the meeting concerns): |  |

**Present at the meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Person on behalf of Echo/Principal Contractor | ……………………………………………………………..………………  (name and surname/ phone) | 3. Person on behalf of..…………….………… | ………………………………………….……………  (name and surname/ phone) |
| 1. Site manager from Conctractor: | ………………………………………………...……………………………  (name and surname/ phone) | 4. Person on behalf of ..…………….………… | ……………………………………………….………  (name and surname/ phone) |

**Medium**

|  |  |
| --- | --- |
| **The general expected level of risk related to the Contractor's scope of work** |  |

**Low**

**High**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1.** | Before execution of works | | | | |
| **Issues to discuss** | | | **Discussed** | **Explanation** | **Additional comment** |
| 1.1. Risk assessment | | | Yes  No  N/A | *The Contractor must develop for its employees a Professional Risk Assessment (legal requirement) at the workplace or for the task being performed. Risk assessment should be delivered to the EHS Coordinator on site. Risk assessment can be part of the Method Statement.* |  |
| 1.2. Method Statement | | | Yes  No  N/A | *The contractor must develop Method Statement (legal requirement). Method Statement should be delivered to the EHS Coordinator. In MS, a full sequence of works must be described, from the delivery of material through vertical / horizontal transport, to building it into the building.* |  |
| 1.3. Required no of supervisors permanently on site | | | Yes  No  N/A | *As required by Echo, the Contractor should provide a permanent minimum of one (1) person to supervise employees to ten (10) employees. The person managing the employees must, as a minimum, have health and safety training for the supervisors of the employees.* | Supervisors from Contractor (name and surname/ phone) ……………………………………………………………………………………………………… |
| 1.4. List of Contractor’s employees and equipment/ Welder qualification | | | Yes  No  N/A | *As a confirmation that the employees have the medical examination, EHS training and other certificates required by the law, the Contractor submits a statement in the form of a list of employees in accordance with the Echo model to the EHS Coordinator at the construction site. First and foremost, it should be noted that the list of employees includes a clearly defined person from the Contractor to manage employees who will be permanently on site. Verify that it has a minimum of periodic health and safety training for supervisors.*  ***Attention!*** *Does the welder have the appropriate qualifications? "training completion certificate" or "Welder's examination certificate" or "Welder's book". Welding qualifications are valid: steel 3 years, 2 years aluminum, copper, nickel and titanium. Welding courses and examinations are conducted according to the programs by units authorized by the Welding Institute, the Office of Technical Inspection, Polish Register of Shipping, TÜV Rheinland. Persons performing: manual thermal cutting, welding, manual soldering as well as mechanized and automatic welding should have at least a training completion certificate.It is generally accepted that a welder should complete the training, and then pass the exam and obtain a welder's exam certificate. The welder's book is only valid with the welder's test certificate. Non-EU workers must have EU-issued welder's qualifications.* |  |
| 1.5. Plan BIOZ and EHS Policy | | | Yes  No  N/A | *The works manager from the Contractor should read the document and sign a statement that he has read the BIOZ plan and acknowledges and applies the rules described therein. The EHS policy should be forwarded to the Contractor.* |  |
| 1.6. Hazardous materials COSHH cards | | | Yes  No  N/A | *One of Echo's requirements is to develop a COSHH card based on safety data sheets. The Contractor should inform the EHS Coordinator what dangerous substances he will use on the construction site.* |  |
| 1.7. EHS induction training for employees and visitors | | | Yes  No  N/A | *It should be discussed with the Contractor when, where and by whom EHS induction training are conducted for new employees and guests. Induction training should be carried out in accordance with the Echo model (Power Point presentation). Trained persons must sign the attendance list* |  |
| 1.8. EHS work post training | | | Yes  No  N/A | *The person managing the employees from the Contractor conducts work post training (including familiarization with Method Statement, Risk Assessment, COSHH Cards, other). Employees confirm with their own signature the fact of getting acquainted with these documents. Completed documents with signatures should be delivered to the EHS Coordinator on site. The Contractor should keep in his EHS documents a document confirming the conduct of work post training (required by Polish law).* |  |
| 1.9. Extranet EHS documentation | | | Yes  No  N/A | *All current documents related to the Echo EHS management system can be found on the Extranet under the link* [*https://extranet.echo.com.pl/bhp.aspx*](https://extranet.echo.com.pl/bhp.aspx) |  |
| 1.10. EHS Contractor questionnaire | | | Yes  No  N/A | *You should discuss with the Contractor the completed EHS Contractor’s Questionnaire provided by him in accordance with the Echo model (check that all information has been completed).* |  |
| 1.11. Evacuation and emergency procedures | | | Yes  No  N/A | *Each construction site (separate construction permit) should carry out one trial evacuation of the construction site (however, at least once every 2 years). The local fire brigade must be informed in advance about the planned evacuation action.*  *The Contractor should appoint a person from his team who will be responsible for coordinating the evacuation of the Contractor's employees. Requirements for the first aid kit should be provided (the Contractor should also have available his own first aid kit). The contractor should have people trained in first aid in their team.*  *An Emergency Preparedness Plan should be prepared describing various random scenarios of significant hazards (construction disasters) and how to minimize their consequences (on the part of GW / Echo).* | The designated person to coordinate the evacuation of the Contractor's employees is: ……………………………………………………………………. |
| 1.12. Obligatory Personal Protection Equipment (PPE) | | | Yes  No  N/A | *At the construction site, according to Echo requirements, a hard hat, a vest, and protective footwear should be used. Attention should be paid to the colors of helmets in accordance with the Echo standard (described in the Echo Health and Safety Requirements) and special requirements for the clothing of signallers and hooklifters as well as persons managing traffic (public roads). It is recommended to use hard hat with chin strap when working at height (protection of the head when falling from height)* |  |
| 1.13. PPE additionally depending on the hazard | | | Yes  No  N/A | *Depending on the hazards described in the Risk Assessment, employees should use additional PPE e.g. hearing protectors, safety glasses, dust masks, etc.* |  |
| 1.14. PPE for visitors | | | Yes  No  N/A | *Explain where on the construction site there are available PPE for guests (safety boots, red helmet, vest) and what are the rules for admitting guests for construction site.* |  |
| 1.15. Access to the site and site welfare | | | Yes  No  N/A | *Explain the system of employee control and entry to the construction site, for example, an ID card. The ways of entering and leaving the site welfare. Segregation of wheel traffic from a pedestrians routes. Particular attention should be paid to safe access to and from the construction site.* |  |
| 1.16. Site welfare | | | Yes  No  N/A | *When delivering site welfare containers, the Contractor is obliged to comply with the standard of the construction site facilities in accordance with Echo's guidelines.*  *Rules for the use of social facilities by the Contractor's employees should be established. It is best to locate social facilities outside hazardous areas (in which objects from height, eg transported by a crane or from the ceilings of buildings, may fall) or additionally protect the zone by using protective canopies or safety nets. In the case of several levels of back-end containers, use system platforms and stairs (avoid mixing social containers with workshops - different heights).It should be determined on whose side will the electrical measurements of the social containers be made.* |  |
| 1.17. Works permits | | | Yes  No  N/A | *There are four work permits in Echo: permission to lift, permission to enter confined spaces, permission to perform fire-hazardous works, permit to excavate. The permit is issued by a person authorized by Principal Contractor or the Contractor (employees issuing work permits should be trained how to issue a given type of permit). Works cannot start without a permit. The permit is issued by the authorized person, after checking the place of work (not from behind the desk).* | A date has been set for the training of persons from the Contractor to issue work permits on: ……………………………………………………………………………………………………… |
| 1.18. Checklists | | | Yes  No  N/A | *In Echo there are two checklists at the construction stage: mobile crane checklist and concrete pumping checklist. Documents are filled by a person authorized by Principal Contractor or the Contractor (employees issuing work permits should be trained how to issue a given type of permit). Works cannot start without completing the checklist. The checklist is signed by the authorized person, after checking the place of work (not from behind the desk).* ***Special attention should be paid to the system foundations for crane and pump feet - spread pads (not loose square timber elements).*** |  |
| **2.** | | During the work | | | |
| **Issues to discuss** | | | **Discussed** | **Explanation** | **Additional comment** |
| 2.1. Hazardous zones | | | Yes  No  N/A | *The Contractor must designate hazardous areas under the place of work from which objects may fall to a lower level, e.g. work at the edges of floor slabs. For the partitioning of zones one should avoid using plastic tapes in favor of material ones (more durable). Danger zones are best fenced off using temporary balustrades. The width of the danger zone (according to the law) is 1/10 of the height of the place from which objects may fall, but at least 6 m. You can also use other technical measures to prevent falling objects such as safety net, protective canopies.* | Cordoning of hazardous zones will be necessary during the works of the Contractor:  ……………………………………………………………………………………………………… |
| 2.2. Temporary guardrails for works at height | | | Yes  No  N/A | *The contractor shall implement system solutions when working at height when concreting reinforced-concrete columns and walls: steel railing and working platform or ensuring a high health and safety standard of other access equipment (e.g. scaffolding).*  *It is necessary to provide temporary edge/excavations edges protection on a higher standard with system metal mesh panels. Pay attention to the completeness of the barrier, the upper edge of the barrier 1.1 m, the middle board and the toe board min. 15 cm. Discuss the potential problem with the height of barriers after concreting the floor slab, have already ordered the extension of barriers or barriers with higher heights.* ***For the assembly of temporary balustrades at heights, the employees should be equipped with self-locking systems and a lifeline (work in limitation, avoiding the start of falling, avoiding the pendulum effect) or work, for example, from basket / scissor lifts. Mobile barriers (not permanently connected to the ground) must be at least 2.5 m away from the edge of, for example floor slab/excavation.*** |  |
| 2.3. Edge protection on balconies | | | Yes  No  N/A | *To protect the edges of monolithic balconies, it is necessary to provide a temporary system barrier installed after dismantling the formwork elements. Balconies from the beginning to the end of the works should be equipped with a time or target barrier. In the case of prefabricated balconies, temporary protections should be installed at the assembly points intended for the installation of the finally brands of (permanent) railings (according to version 18 of the document "* *ECHO Health & Safety Requirements", subchapter 4.4.23.* |  |
| 2.4. Ladders | | | Yes  No  N/A | *It is allowed to use ladders on the construction site, provided that the minimum of 3 points of contact between the worker and the ladder is maintained. Preference is given to, for example, mobile scaffolding and work platforms with guardrails (e.g. scissor lifts). Ladders should be used only in places where a safe platform with guardrails cannot be used. With ladders you cannot work with heavy impact equipment.* |  |
| 2.5. Working with fold-out low platforms and stairs | | | Yes  No  N/A | *Fold-out, low platforms and stairs, regardless of height, are to be equipped with handrails that allow you to grip and safely enter and descend.* |  |
| 2.6. Scaffoldings | | | Yes  No  N/A | *Platforms from a height of 0.5 m must have guardrails (e.g. during masonry work). Scaffoldings must be assembled by authorized persons in accordance with the Manual, marked accordingly. Pay special attention to the completeness of the barrier around the platform (a common problem) - two barriers and a toe board and the correct assembly of the barrier top barrier at 1.1 m, the middle barrier at half height and the kick board min. 15cm. For narrow and high mobile scaffoldings, pay attention to stability (additional lateral displacement or widened scaffolding base). We do not move the scaffolding if there are people on it.*  *Pay attention to the right number of façade scaffold anchorages when using additional nets on it. If the distance of the scaffolding from the building wall is greater than 20cm, guardrails from wall side or consoles should be used.*  *Scaffoldings should be equipped with a Scaffolding Card with information about the user, date of assembly and entries from 7 day reviews. The person who performs the assembly cannot perform technical acceptance at the same time (the person must have building construction certificate).* |  |
| 2.7. Vertical transport | | | Yes  No  N/A | *The contractor should pay particular attention to:*  *- determination of safe transport of materials - types of slings and method of connecting - information can be found in the "Permit for lifting";*  *- additional fastening of loose loads with a belt or "haul" belts;*  *- equipping signalists with whistles to alert others;*  *- suspending the sleeve from the basket at concreting;*  *- transport of loose / small loads in full transport baskets;*  *- open baskets additional belts that attach loads;*  *- separation of the signaller and hook-up function (legal requirement);*  *- use of two-way radios (legal requirement);*  *- use system loading platforms for vertical transport from various levels of the building;*  *- Transport of loads on the pallets, in particular blocks / hollow bricks / bricks for masonry works, should be carried out using pallet crane forks. Special attention to be paid to additional horizontal strapping of the load with a tightly fastened transport belt or certified chain around the transported load on the pallet. The belt / chain have to fixed in way to avoid horizontally movement of the load (before fastening the load, it should be strapped twice on the pallet crane fork post – or permanently fixed to it). Additionally the use of the pallet crane fork should be carried according to the manufacturer’s instruction.*  *- In the case of collision conditions of working tower/truck mounted tower cranes, the anticollision system has to be fixed on them,*  *- Tower crane cabins to be equipped with air-condition devices to ensure relevant temperatures inside (not more than 28oC),*  *- For the transport of long reinforcement bars (bar bundles longer than 5m), dedicated traverses should be used, which will minimize the occurrence of large opening angles and significant deflection of the transported load* |  |
| 2.8. Wheel traffic and materials storage | | | Yes  No  N/A | *It is recommended to organize traffic on the construction site so that there is no need to reverse vehicles (one-way roads). In the case of reversing vehicles, the coordination of vehicle reversing is required - a designated person. On public roads, a person with traffic management rights (issued by WORD). Acoustic signals for reversing construction vehicles are required.*  *A main truck roads on site have to be paved with concrete road slab or with gravel.*  *It is forbidden to store any materials on pallets more than two layers (stability and safeness of attaching and reattaching of loads).* |  |
| 2.9. Accidents, Incidents, IAN | | | Yes  No  N/A | *The Contractor is obliged to report all serious incidents to Echo / Principal Contractor on an ongoing basis (events in which potentially someone could have been killed, e.g. fall of cargo from a crane, contact of the pump arm with an overhead power line, etc.) and accidents at work. In Echo there is a system of information flow on accidents / incidents of IAN. The Contractor is obliged to familiarize his employees with it whenever the information is published.* |  |
| 2.10. Firefighting equipment | | | Yes  No  N/A | *The Contractor is obliged to provide fire-fighting equipment in the event of doing hot works, e.g. a fire extinguisher, a fire blanket. Principal Contractor provides basic fire-fighting equipment on staircases and on the construction site.* |  |
| 2.11. Evacuation signs | | | Yes  No  N/A | *Principal Contractor installs on a current basis and takes care of the evacuation marking and numbering of floors within staircases. Contractors may not destroy the markings or block e.g. evacuated routes with material (staircases).* |  |
| 2.12. System solutions for equipment Echo requirements | | | Yes  No  N/A | *In Echo, as standard are: temporary stairs, temporary guardrails, loading platforms and stairs/platforms of social facilities.* |  |
| 2.13. Temporary light | | | Yes  No  N/A | *It should be determined where the temporary lighting is on the part of the Contractor, and which on the side of Principal Contractor / Echo. It is necessary to provide lighting on main traffic routes, i.e. staircases, corridors, garages, underground storeys, etc.* |  |
| 2.14. Pedestrian routes | | | Yes  No  N/A | *Roads and footpaths, construction facilities, locate outside hazardous areas. Particularly pay attention to the safe access to the construction site. Access can be fenced, for example, by means of mobile "stadium" barriers.* |  |
| 2.15. Works under wheel traffic (public roads) | | | Yes  No  N/A | *In order to manage traffic on public roads, trained persons (WORD) must be designated appropriately (special vest) in accordance with Polish law.* |  |
| 2.16. Housekeeping | | | Yes  No  N/A | *The contractor is obliged to clean the workplace and remove post-production waste on an ongoing basis. No storage of waste over one working shift at the workplace.* |  |
| 2.17. Segregation of waste/ signage | | | Yes  No  N/A | *The Contractor is obliged to comply with the rules for waste segregation established on the construction site. These principles should be discussed with the Contractor.*  *If the Contractor is a waste producer, he will provide space for containers for selective waste collection, broken down into at least: hazardous waste, wood, metals, glass, plastics, gypsum, mineral waste, including concrete, brick, tiles and ceramic materials, and stones.*  *Attention! Waste labeling. Regulation of the Minister of Climate of September 11, 2020 on detailed requirements for the storage of waste. The location of individual types of waste at the waste storage site is marked. The labeling shall at least indicate the codes of the stored waste, in accordance with the regulations issued pursuant to Art. 4 sec. 3 of the Act of December 14, 2012 on waste. Waste codes are written in black digits with a minimum height of 20 mm and a line width of at least 3 mm.* |  |
| 2.18. Hazardous waste/ signage | | | Yes  No  N/A | *The contractor cannot mix hazardous waste with other waste at the construction site. The way of dealing with hazardous waste should be agreed with the Contractor.*  *Attention! If hazardous waste is placed in packages, containers, containers, tanks or bags with a capacity of more than 5 liters, on each of the packages, containers, containers, tanks or sacks, individual marking, hereinafter referred to as "the label", is affixed. The label template is set out in the appendix to the regulation.* |  |
| 2.19. Rebar | | | Yes  No  N/A | *On a regular basis, the Contractor is obliged to protect all sharp edges and recesses of rods using corks, system strips or, for example, troughs made of planks. Avoid protruding formwork in the light of staircases (face and eye injuries).* |  |
| 2.20. Storing of materials/Fuel | | | Yes  No  N/A | *The contractor will only store materials at designated locations. The rules of storage for a given construction site should be discussed with the Contractor. The place for storage of materials should be included in the Site Layout (annex to the BIOZ plan - on the side of Principal Contractor / Echo).*  ***Attention!*** *Fuel tanks (e.g. refueling vehicles / heaters) require notification to the environmental protection authority in the field of gas emissions into the air as a fuel storage and distribution installation (legal requirement. § 2 section 4 of the Regulation of the Minister of the Environment of July 2, 2010 on the types of installations, the operation of which requires notification)* |  |
| 2.21. Temporary staircases | | | Yes  No  N/A | *Use as soon as possible system temporary staircases for communication between different levels of the building. In this case, the ladder cannot be used as the only way to communicate (work ergonomics and evacuation of employees).* |  |
| 2.22. Lift shafts | | | Yes  No  N/A | *Attention should be paid to the use of system platform attachments in lift shafts and security of entry using temporary barriers.* |  |
| 2.23. Temporary electricity | | | Yes  No  N/A | *Establish responsibility for providing temporary electricity supply at the construction site - RB switchgears. Pay attention to hanging electrical cables (including extension cords) and running them under the walls. It is necessary to mark RB with information from telephone number to the electrician on duty at the construction site.* |  |
| 2.24. Protection of floor openings and installation shafts | | | Yes  No  N/A | *The contractor is obliged to secure the openings in the ceiling on an ongoing basis. The protection should be permanently attached to the ground or otherwise secured against displacement. It is suggested to additionally spray covers with e.g. a geodetic spray.* |  |
| 2.25. Wind | | | Yes  No  N/A | *The Contractor is obliged to comply with the law, including restrictions on vertical transport, work on scaffolding.* |  |
| 2.26. Working with technical gases | | | Yes  No  N/A | *When operating a burner powered by a flammable gas (propane-butane or propane), remember to take special precautions and follow safety rules. Before starting work, check the technical condition of the seals and the cylinder valve. Should be used for the works cylinders with a reducer. On the connections of the feed hose with the torch handle and on the reducer should be used clamp bands. Fire protection recommendations should be followed applicable when using propane - butane or propane. In particular, cylinders should be protected against excessive heating or cooling. When operating the burner, pay special attention to the tightness of all connections. It is necessary to equip employees with flame-retardant clothing in accordance with EN ISO 11612 and EN ISO 14116.* |  |
| 2.27. Cutting and processing of stone, slabs, paving elements and masonry materials with the use of machines and devices | | | Yes  No  N/A | *Saws for cutting and processing stone, slabs and paving elements equipped with a cutting disc, must meet the minimum and essential requirements for the safety of machinery. They must be equipped with an emergency switch, a cutting disc brake, and in the case of saws for cutting masonry materials (silicate, brick, porotherm, etc. - they must have a set of side guards and a sprinkling system for the processed material). (Exception - if others are manufacturer's recommendations plant and equipment).* |  |
| **3.** | | Other | | | |
| **Issues to discuss** | | | **Discussed** | **Explanation** | **Additional comment** |
| 3.1. Meals on site | | | Yes  No  N/A | *Generally, for hygienic reasons, it is forbidden to eat meals at the construction site. Meals should be consumed in the canteen or social facilities of the building.* |  |
| 3.2. Mobile phones | | | Yes  No  N/A | *Employees can only use mobile phones after making sure they are in a safe place. It is forbidden to use mobile phones while moving any vehicles / machines on the construction site or e.g. at the edge of the floor slab during carpentry and reinforcement works.* |  |
| 3.3. Working hours | | | Yes  No  N/A | *The Contractor should be given hours in which he can perform work on the construction site.* | Works can be performed between hours: ……………………………… |
| 3.4. Environment | | | Yes  No  N/A | *Attention should be paid to the protection of tree trunks, oil spills from machines (sorbent), anti-spillage bounds, e.g. storage of fuel, etc.; noise and dust reduction.*  *Principal Contractor / Contractor is obliged to keep current records of generated waste along with information from the recipient of waste with the degree of recycling collected from the construction waste.* |  |
| 3.5. Penalties and prizes | | | Yes  No  N/A | *The system of penalties and prizes functioning at the construction site should be discussed.* |  |
| 3.6. In build certified wood FSC PFSC | | | Yes  No  N/A | *Inform the Contractor about the requirements related to certification of embedded wood.*  *An appropriate FSC/PEFC certificates to be archived, at the ordering material stage.* |  |
| 3.7. Meetings on site | | | Yes  No  N/A | *The Contractor should be provided with information on coordination meetings at the construction site.* |  |
| 3.8. Sub Contractors | | | Yes  No  N/A | *The Contractor shall forward all arrangements from this meeting to the Subcontractors.* | Subcontractors:  ……………………………………………………………………………………………………… |
| 3.9. Complaints | | | Yes  No  N/A | *It should be ensured that all reports from the neighborhood or from outside the construction site regarding the nuisance conditions generated by the construction are recorded on the form Report on complaints, The register of received complaints shall be maintained.* |  |
| 3.10. Montly reporting of EHS | | | Yes  No  N/A | *Discuss with the contractor the range of indicators that are reported monthly / quarterly.* |  |
| 3.11. Reporting carbon footprint - the calculation of CO2 emissions | | | Yes  No  N/A | *The contractor is obliged to conduct ongoing monitoring on the project, regarding CO2 emissions (carbon footprint). Recorded data will concern vehicles delivering materials for construction site and waste recipients’ vehicles:*   * *Mileage – delivery distance from the starting point (loading place) to the construction site,* * *Vehicyle type (due to the engine capacity),* * *Type of transported material,* * *Name of the contractor for which the delivery of materials / waste removal is carried out.*   *The gathered data will be entered into the on-line form (via website).* |  |

|  |  |
| --- | --- |
| Signature: | Signature: |
| **On behalf of Echo/Principal Contractor** | **On behalf of Contractor** |
| Date: | Date: |