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**INAIL**

# **CONTRACTOR MANAGEMENT USING THE WORK INTERFERENCE RISK ASSESSMENT DOCUMENT**

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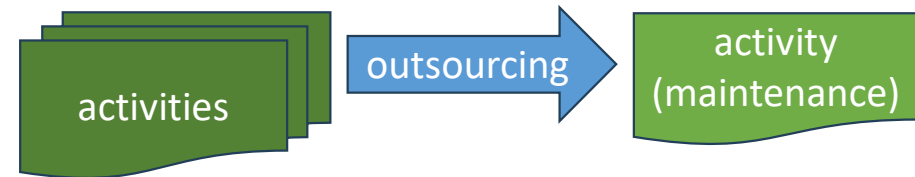
Roma, Italy

# The evolution of the industrial sector and outsourcing

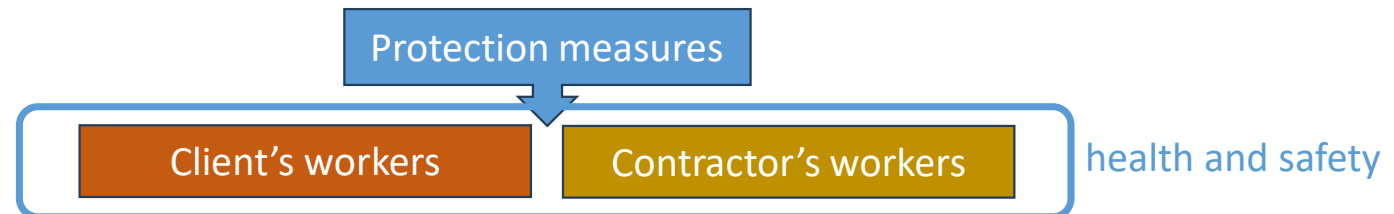
The evolution of the industrial sector, is characterized by increasing technical, organizational and regulatory complexity of the activities necessary for the production of a good.



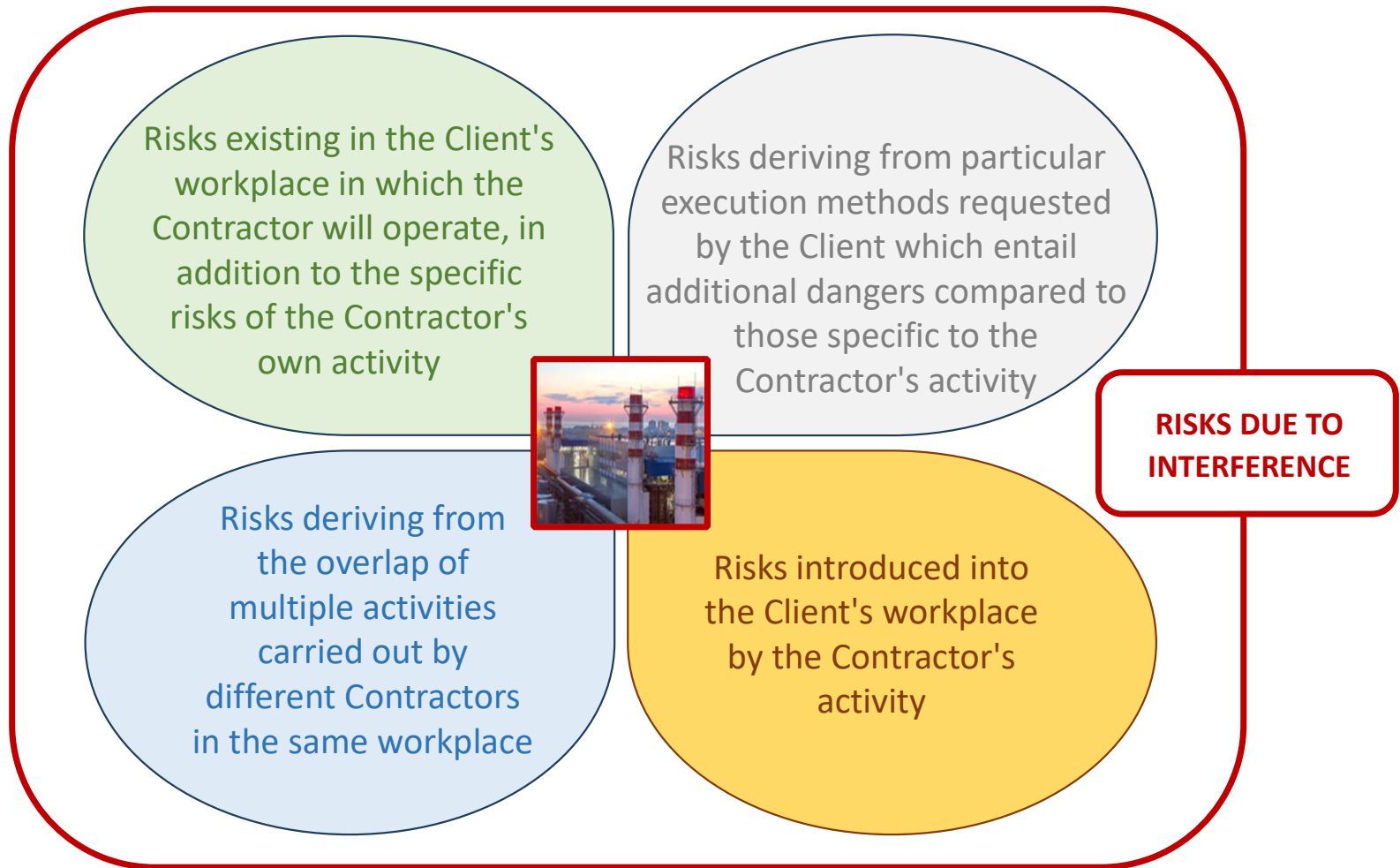
This has led many companies to identify which activity should be **outsourced**, such as the maintenance activity, and which one is **indispensable** for the production activity.



Outsourcing an activity produces a **strong impact** not only on the **management of contracts** between companies, but also on the **protection of health and safety of workers**, determining the need for the contractor's activity to be **well integrated** into the activity carried out by the client company so that the protection measures can be extended to all the workers involved.

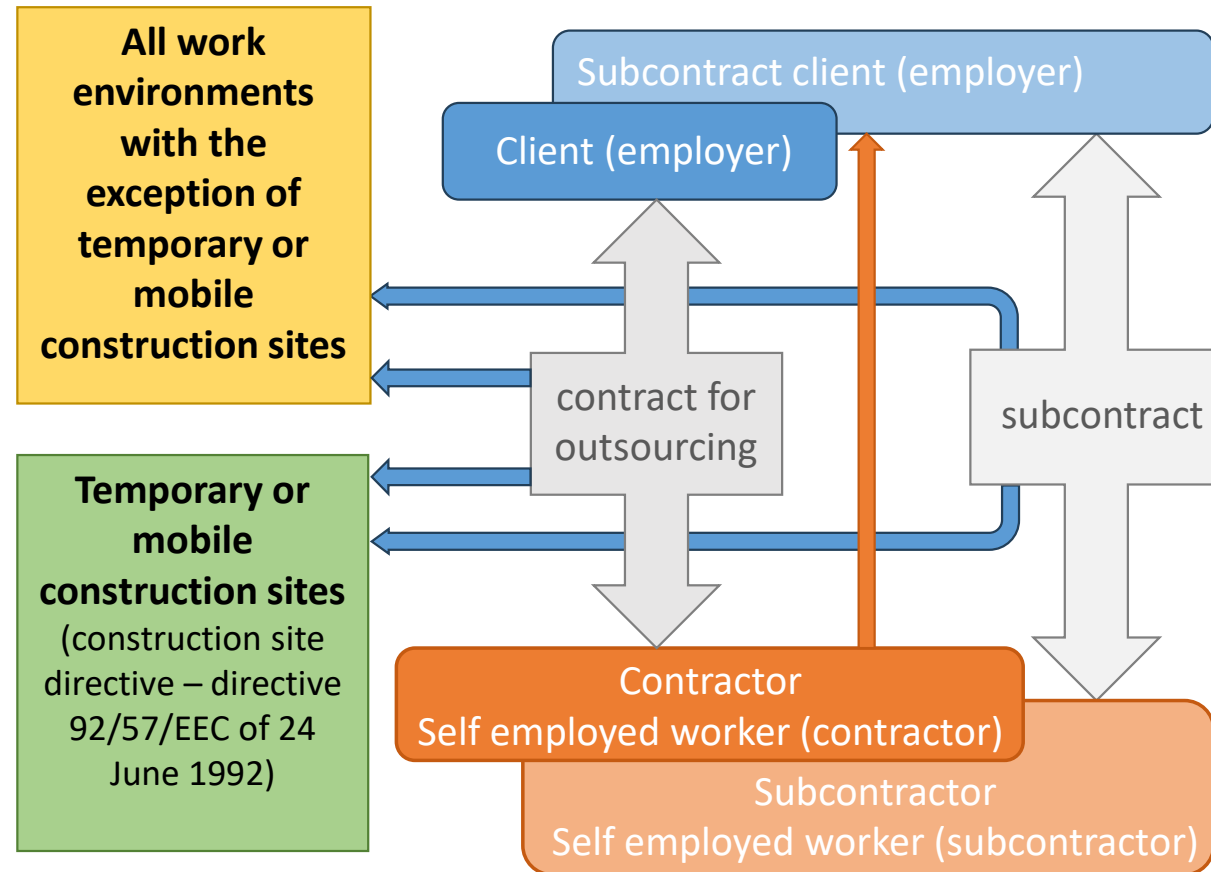


## Possible risks due to interference



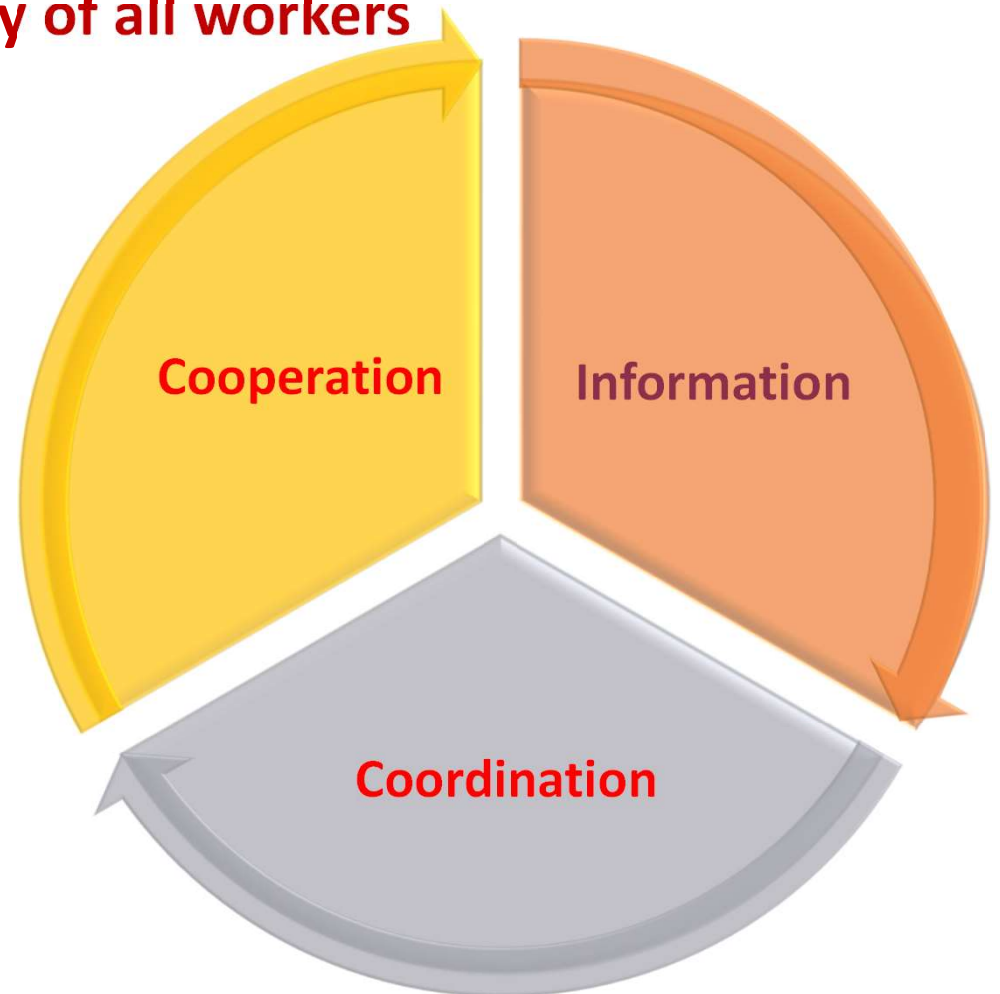
# Work Interference Risk Assessment Single Document

Cooperation and coordination are promoted through the development of a risk assessment document ("**WIRASD**" is the acronym of "**Work Interference Risk Assessment Single Document**"), to be attached to the procurement or work contract, which indicates the measures adopted to eliminate or reduce to a minimum, where present, the interference risks.



## The client company coordinates the interventions for the safety of all workers

- The client company **coordinates the interventions** by rationally connecting the phases of the activities to eliminate or reduce interference.
- The client company **cooperates with contractors, subcontractors and self-employed workers** by preparing and applying the prevention and protection measures necessary to eliminate or reduce interference risks.
- The client company **provides workers with knowledge** useful for identifying, reducing and managing risks in the work environment.

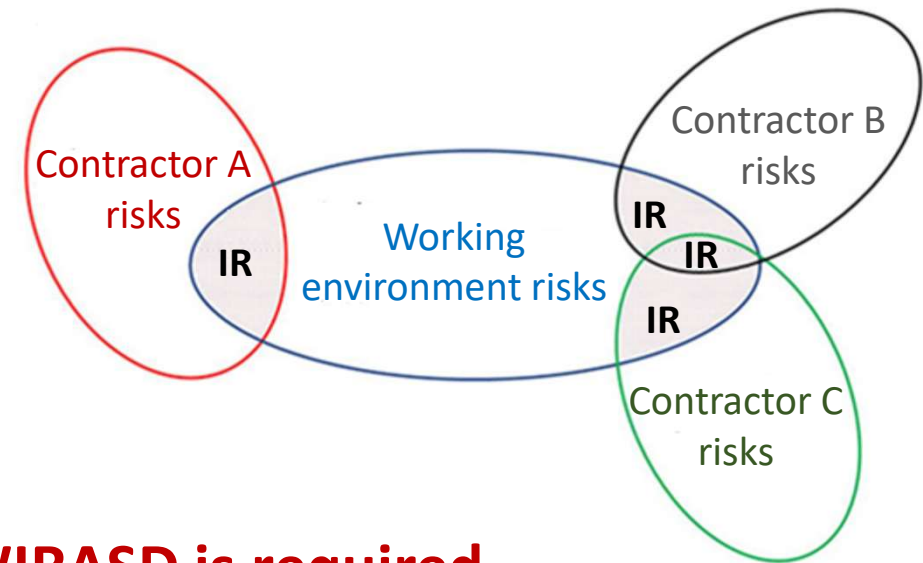


## Why a single document?

The WIRASD is a "single" tool for all contracts, the uniqueness aims to prevent client, contractors and subcontractors operating in the same workplace from adopting measures that are inconsistent with each other for the purpose of eliminating or minimizing risks from interference during the carried-out activities;

For **all other risks not attributable to interference**, the following **obligation for each company** remain unchanged:

- to draw up its own Risk Assessment Document (RAD) and
- to implement the security measures necessary to eliminate or minimize the specific risks relating to their business.



## Situations in which the WIRASD is required

- If the client is an employer who entrusts works/activities to contractors or self-employed workers;
- If the workplace is any place within the production cycle of the client;
- If the workplace is shared between the client and the contractors or self-employed workers;
- If interference between work activities is conceivable

## Situations in which the WIRASD is not required

- intellectual services,
- mere supplies of materials or equipment
- works or services whose duration does not exceed five days, if they do not involve significant risks (for example high level fire risk, carrying out activities in confined environments or presence of carcinogenic, mutagenic or biological agents, asbestos or explosive atmospheres).

In cases when there is no obligation to draft the WIRASD, the client should prepare information for the contractors or self-employed workers on the specific risks present in the work environment in which the activity will take place. The document should contain also operational indications, for example in relation to emergencies. This information will also indicate the name of the person appointed by the client to supervise the activity considered in the contract.

## What happens in construction sites?

In temporary or mobile construction sites, the function of the WIRASD in most cases is carried out by the Safety and Coordination Plan (SCP) (Directive 89 / 391 / EEC)

## Contents of the WIRASD (I)

**Identification of subjects with safety tasks:** internal contact person, responsible person for safety and prevention (RPSP);

**Identification and description of the work** to be carried out and the identification data of the subjects involved (contracting companies or self-employed workers);

**Identification and description of the affected area**, with any graphic attachments;

**Estimated duration and time of the work, of the work phases and**, when the complexity of the work to be carried out requires it, **of the work sub-phases**, which constitute the work **timetable**;

**Evaluation of interference risks** in work areas (identification of risks and space-time overlaps);



## Contents of the WIRASD (II)

**Organizational choices, procedures, preventive and protective measures**, in reference to the area, organization and processes:

- **Operational requirements, preventive and protective measures, personal protective equipment (PPE)**, in reference to interference between processes;
- **Coordination measures** relating to the common use of collective protection equipment, infrastructures, means and services;
- Organizational **methods of cooperation and coordination**, as well as mutual information, between employers and between employers and self-employed workers;
- Organization planned for **first aid and emergency management**.

## Assessment of interference risks

The client identifies the risks in the work environment, analyzes the methods of carrying-out the interventions for the execution of the contract, assesses the possibility of space-time overlap of the activities, and uses such information to determine whether the interference between the company's activities and those of the contractors is at risk.

The assessment of the interference risk for each work environment (R) is the product of the probability that potential damage caused by interference will occur (P) and the severity of that damage (S):

$$R = P \times S$$

**Probability** is influenced by:

- external factors (difficult to quantify),
- type and duration of the activity,
- reliability and maintenance of the safety measures adopted to eliminate interference.

**Severity** is affected by:

- type of risk,
- characteristics of the working environments,
- characteristics of the equipment involved,
- characteristics of the chemical, physical and biological agents involved in the risk.

## Measures to be adopted to eliminate or reduce interference risks

The client defines the actions at its own expense and those at the expense of any other economic operator, including subcontractors.

- If a risk of interference is assessed as significant, it is necessary to define the technical, organizational and procedural measures, capable of guaranteeing safety, to be adopted before and during the execution of the contract activities.

For example:

- identification of spatial/temporal mismatches of activities;
  - specific written working methods;
  - requirements for access to certain areas;
  - work permits;
  - continuous supervision by the client's staff.
- If a risk of interference is assessed as not very significant or negligible, operational methods can be agreed for the execution of verification and supervision interventions by the staff of the client.

## Delegation of functions

The preparation of the WIRASD is not a responsibility of the employer alone but constitutes a duty that can be delegated to another party.

However, the task of drafting the WIRASD must be entrusted to people who are adequately trained, informed and have specific experience in the role assigned for carrying out activities relating to the management of contracts, works, services and supplies.

The responsibility for choosing a person who possesses the required experience remains with the employer.

The delegation of functions does not exclude the supervisory obligation of the delegating party regarding the correct performance of the transferred functions.