



# SAFETY REGULATIONS FOR THE UNDERTAKING OF CONSTRUCTION WORKS FOR EDP

DPS 38.008-4 EDP

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<b>Distribution List:</b> – Corporate Center Departments and Units – EDP Group Companies (PT)	<b>Annexes:</b> 1. Reporting Model for Starting the Building Site/ Start of Works 2. Communication Form Model for Occupational Accidents 3. Near-Miss Reporting model 4. Reporting Model for Occupational Accident Statistical Data 5. Identification and Registration of Workers 6. Declaration of Acceptance		
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## CONTENTS

<b>0. DEFINITIONS AND CONCEPTS</b>	<b>3</b>
<b>1. GENERAL PROVISIONS</b>	<b>6</b>
1.1 Purpose of the Regulation	6
1.2 Field of activity	6
1.3 Reference documentation	6
1.4 Identification and registration of workers	7
1.5 Identification of the works	7
1.6 Training of workers	7
1.7 Insurance	7
<b>2. SAFETY ORGANIZATION</b>	<b>8</b>
2.1 The Contractor's obligations and liabilities	8
2.2 Duty of information	8
2.3 Organization of Health and Safety activities	9
2.4 Coordination of activities	9
2.5 Professional Risk Assessment Audits	10
2.6 Performance assessment and penalties	10
<b>3. SAFETY REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE), COLLECTIVE PROTECTIVE EQUIPMENT (CPE) AND WORK EQUIPMENT (WE)</b>	<b>10</b>
3.1 Equipment quality	10
3.2 Personal Protective Equipment (PPE)	11
3.3 Collective Protective Equipment (CPE)	11
3.4 Work Equipment (WE)	11
3.5 Contractor's equipment used by UC personnel	11
3.6 UC equipment used by the Contractor	11
<b>4. BUILDING SITE ORGANIZATION</b>	<b>12</b>
4.1 Start of building site	12
4.2 Access to the building site	12
4.3 Placement of equipment and materials	12
4.4 Movement of vehicles	13
<b>5. HYGIENE MEASURES</b>	<b>13</b>
<b>6. USE OF HAZARDOUS SUBSTANCES AND MIXTURES</b>	<b>13</b>
<b>7. PROTECTION OF THE ENVIRONMENT IN THE WORKPLACE</b>	<b>13</b>
<b>8. USE OF WORKERS FROM TEMPORARY EMPLOYMENT COMPANIES</b>	<b>14</b>
<b>9. NOTIFICATIONS</b>	<b>14</b>
9.1 Reporting for Starting the Works/Start of Building Site	14
9.2 Reporting of accidents and near-misses	14
9.3 Investigation of accidents and near-misses	15
9.4 Reporting of Occupational Accident Statistical Data	15
<b>10. EMERGENCY SITUATIONS</b>	<b>15</b>

## 0. DEFINITIONS AND CONCEPTS

For the purposes of this Regulation, the following definitions apply:

**(Occupational) accident:** Incidents occurring at the place and during the time of work, directly or indirectly causing bodily injury, disturbance of function or illness resulting in a reduced capacity for work or pay, or death.

**Contractor:** Entity with which the Construction Owner Company signed a contract to undertake a job, or for the provision of a service.

**Designer of the Work Project:** hereinafter referred to as the designer of the project, the natural person, recognized as a designer, who draws up or participates in the drawing up of the project for the work.

**“Basic Safety Training” Certificate:** Document issued by an accredited training entity that ensures that the worker successfully attended a “Basic Safety Training” course.

**Technical Compilation:** technical dossier containing a register of relevant information and recommendations regarding safety and health, with a view to ensuring appropriate safety in works in interventions after the completion of the work.

**Health and Safety Coordinator during the execution of the Work:** hereinafter referred to as the Site Health and Safety Coordinator, the natural or legal person who, during the implementation of the work, undertakes the coordination tasks concerning health and safety as provided for in DL 273/2003.

**Health and Safety Coordinator during the drawing up of the Project for the Work:** hereinafter referred to as Design Health and Safety Coordinator, the natural or legal person who, during the drawing up of the work, executes the coordination tasks in terms of health and safety as provided for in DL 273/2003.

**Construction Owner:** the natural or legal person on whose behalf the work is carried out, or the concessionaire for the work carried out on the basis of a public works concession contract.

At EDP, the Construction Owner is the Company that undertakes the contracting of the execution of the work or the provision of services to an external company.

The Construction Owner may delegate their duties to a person at a level empowered with the authority, competence and the means necessary to carry out the operations envisaged.

**External Company (EC):** the company that undertakes the works or that provides services at the user company’s facilities.

**User Company (UC) or Client Company:** the EDP Group company that uses the services of an external company.

**Implementing Entity:** the natural or legal person which executes all or part of the work, in accordance with the approved project and the applicable legal or regulatory provisions; it can be simultaneously the Construction Owner, or another person authorized to undertake the activity of public works or building industry construction contractor, who is obliged by the works contract to carry out all or part of the work.

**Design Team:** group of individuals considered as the designers involved in specifying the work project.

**Collective Protective Equipment (CPE):** Any equipment designed to collectively protect workers from one or more risks that may threaten their health or safety at work.

**Personal Protective Equipment (PPE):** any equipment intended to be used by a worker, to protect them from one or more risks that may threaten their health or safety at work, as well as any complement or accessory for that purpose.

**Work Equipment:** any machine, apparatus, instrument or facility used in the work.

**Building site:** area reserved for works to undertake the construction works – with everything involved in this, including support sites for facilities, stocks of materials, equipment placement, internal access – or support for the provision of services.

**Site Supervisor:** the natural or legal person who, on behalf of the Construction Owner, supervises the execution of the work, in accordance with the approved project, as well as compliance with the applicable legal and regulatory provisions.

**Safety Procedure Sheets (SPS):** the technical sheets that describe activities with special risks and the respective prevention and safety measures.

**Project Manager:** the natural or legal person who, on behalf of the Construction Owner, is responsible for the work within the scope of the project.

**Construction Manager or Contract Manager:** natural person who is empowered by the Construction Owner to verify and report on the successful undertaking of the contract by the contractor, particularly compliance with contractual clauses and stipulations, management of contractual documentation, assessment of any changes to the initial clauses, as well as the assessment of the contractor's performance within the scope of the undertaking of the contract.

**Incident** – Work-related event in which a fatality, physical damage or damage to the health of individuals, damage to the facilities or the environment occurred or could have occurred:

- An incident that gave rise to a fatality, physical damage or damage to the health of individuals, constitutes an occupational accident.
- An incident in which no fatality, physical damage or damage to the health of individuals or damage to the environment has occurred, is classified as a “near-miss”.

**Danger:** Source, situation, or act with the potential for harm in terms of injury or affecting health, damage to property, the environment of the workplace, or a combination of these.

**Prevention Plan:** plan drawn up by the Construction Owner, whenever risks of interference, works with special risks or dangerous work are envisaged, for works/jobs where HSP is not mandatory;

**Health and Safety Plan (HSP):** document that brings together all the relevant items of information and indications in terms of health and safety that are necessary to reduce the risk of the occurrence of accidents and to protect the health of workers during the construction or repair phase and the users in the subsequent operating phase.

**Near-miss:** work-related incident in which physical or health damage to people or the environment did not occur. Situation where an accident could have happened if the circumstances had been slightly different or if activity had not been suspended.

**Regulation for the Application of the “Alcohol Abuse Prevention and Control Policy”:** rules and procedural mechanisms for the application and control of the “EDP Alcohol Abuse Prevention and Control Policy”.

**Person responsible for the Technical Management of the Work:** the technician designated by the Implementing Entity to ensure the effective management of the building site.

**Risk:** Combination of the probability of the occurrence of an event or dangerous exposure(s) and the severity of injuries or affects on health that may be caused by the event or by the exposure(s).

**Risks associated with the Surrounding Environment:** supplementary risks that add to the risks inherent to the activity, connected to the place where the work is carried out.

**Subcontractor:** the natural or legal person authorized to undertake the activity of contractor or manufacturer who undertakes part of the work under a contract with the Implementing Entity.

**Safety Officer:** professional appointed by the Company to work with and provide support for the Construction Manager during the design and/or construction phase, respectively, in the preparation and in compliance with the Health and Safety Plan.

**Technician in Charge of the Work:** technician responsible for the technical management of the work under the licensing regime for private works.



**Self-employed individual:** natural person who undertakes activity as a self-employed person.

**Special Risk Work:** jobs where there it is expected to be aggravated risks for the health and safety of workers, the list of which is provided in Appendix 1, and for which the HSP or SPS should include appropriate protective measures.





## **1. GENERAL PROVISIONS**

### **1.1 Purpose of the Regulation**

The present Regulation, reinforcing the requirements established in the Contract Specifications, aims to establish a set of safety requirements for the Contractor and provide appropriate information so that the works or services contracted by the User Company (**UC**) are carried out safely.

Respect for the safety rules provided in this Regulation constitutes one of the conditions for compliance with the works contract.

The provisions of this Regulation also cover subcontractors and self-employed workers subcontracted by the Contractor, who is fully accountable to the **UC** for their compliance.

### **1.2 Field of activity**

The work to be undertaken by the Contractor may be located in **UC**-owned facilities, third party properties or on public roads.

The Contractor will have to take into account the particular risks depending on the nature of the work and its location, particularly:

- work on electrical installations or in their vicinity and work on cable distribution: risk of electrocution, burns by arc or short circuit, induction effect (MV and HV lines), projection of particles;
- work in the vicinity of gas facilities: risk of explosion, fire, projection of particles, burns, poisoning;
- work involving the use of explosives: risk of explosion, fire, burial, or projection of objects;
- work at height: risk of falling from a height, falling objects, contact with electricity;
- work in confined spaces: risk of fire, explosion, intoxication, asphyxiation, confinement;
- work with pressure equipment: risk of explosion, fire, projection of materials, particles, liquids and gas, contact with hot/cold surfaces;
- excavation work: risk of burial.
- working on public roads: risk of traffic accident or being run over;
- work in the vicinity of water: risk of drowning;
- work with hazardous substances and mixtures: chemical or biological risk;

### **1.3 Reference documentation**

The Contractor is obliged to strictly respect, within its scope of action, the following provisions and requirements:

- All legal and regulatory provisions in force relating to health, safety and hygiene at work, in particular Law No. 102/2009, amended and republished by Law No. 3/2014 of 28 January, and the respective complementary regulations;
- All legal provisions related to Safety in the construction, operation, maintenance and dismantling or deactivation of buildings and electrical or gas networks and facilities, namely Decree-Law no. 273/2003, of 29 October;
- Safety requirements for machines (new and used), appliances and tools;

- The provisions on health and safety at work contained in the Contract Specifications;
- The safety requirements contained in this document;
- The specific prescriptions or regulations that may be indicated by the **UC**.

#### **1.4 Identification and registration of workers**

Workers must carry identification on the work suit of the company to which they belong, particularly within the subcontracting chain.

In the specific case of working in the customer's home, workers must carry identification that shows that they are there as EDP workers.

The Contractor must prepare and keep an updated list containing the identification and validity of the main documents of the workers on site (Appendix 5) - in accordance with article 21 of DL 273/2003, of 29 October, and including information on the Medical Fitness Record, Basic Safety Training, Competence Certificate/Qualification, when applicable, etc. - which should be sent to the **UC** at the start and whenever changes occur. Copies of individual workers' documents must be available on site and must be made available to the **UC** whenever requested.

#### **1.5 Identification of the works**

The works to be carried out that involve fixed or mobile building sites with a duration of more than 1 day should be duly identified on the site, with a sign(s) showing the Contractor's name, the name of the **UC**, the work to be carried out and the respective contact telephone numbers.

In the case of works on public roads that involve a length greater than 100 meters, there must be identification signs at each end.

In all situations, municipal or other regulations must be complied with, as well as traffic regulations.

#### **1.6 Training of workers**

All workers who carry out construction, operation, maintenance or demolition work on the infrastructure for the production and distribution of electricity or gas, must have a Basic Safety Training (BST) certificate, recognized by EDP.

The entry onto the works of new workers, in their trial period, awaiting to attend BST, is only allowed upon presentation of an "inclusion and development plan" for these workers, which shows the record of attendance at training and information on risks associated with the tasks assigned, their registration on the BST and monitoring by a qualified professional.

The Contractor will ensure (and provide evidence of, if necessary) that necessary and sufficient training has been provided on specialized activities with specific risks, particularly: electrical risk; use of explosives; handling of chemical products; felling and clearing of trees and risk of falling from a height.

With regard to electrical risk and if the nature of the tasks justifies this, it must show that the workers have a suitable qualification, in accordance with the "Regulation for the issuance of EDP Qualification Certificates".

#### **1.7 Insurance**

The Contractor is obliged to ensure that all its staff employed on the works has insurance against accidents at work, the policies of which they will present to the **UC** before the beginning of the works and, subsequently, whenever requested to do so.

This condition also covers the staff of the subcontractors and self-employed workers, contracted by it, who work on the construction site, with the **UC** fully responding to the Contractor, for their compliance with this.

## **2. SAFETY ORGANIZATION**

### **2.1 The Contractor's obligations and liabilities**

The Contractor during the activities provided to the **UC** undertakes to become familiar with and adopt as its own the Safety Policy adopted by EDP and comply with all legislation and regulations applicable to the activities to be carried out.

The Contractor is responsible for the safety of the work entrusted to it, and must take the necessary measures for this purpose. The safety instructions contained in this regulation must be followed by the Contractor and its subcontractors. The Contractor will ensure that subcontractors transmit to their staff and enforce these provisions.

The Contractor is obliged to assess all risks associated with the undertaking of each work and to define the appropriate preventive measures. This assessment must be submitted to the **UC**, which will inform the Contractor whenever there are inconsistencies regarding the work to be carried out.

The Contractor guarantees that its workers have the technical knowledge related to the tasks entrusted to them, as well as the risks associated with them, and that they have appropriate collective and individual work protection equipment.

The Contractor guarantees the formation of teams with an appropriate number of workers depending on the nature of the work, its complexity and associated professional risks, ensuring there are at least two workers in activities with a special risk.

The Contractor is obliged to comply with the provisions of environmental protection legislation, particularly in keeping the workplaces, the surrounding spaces and the adjacent roads in a perfectly clean condition. In the event of non-compliance with this, the **UC** reserves the right to have the necessary work carried out, at the expense of the Contractor.

The Contractor is obliged to inform its workers and subcontractors regarding the application of the EDP "Alcohol Abuse Prevention and Control Policy Regulation".

The Contractor is responsible for any damages caused by its staff and its subcontractors and will undertake the necessary insurance to cover its liabilities, the policies of which it will present to the **UC** before the start of the work and, subsequently, whenever requested.

### **2.2 Duty of information**

The Contractor will visit the site where the work will take place in advance, in order to become familiar with the working conditions and take all the safety measures necessary for its execution, and should request the information it deems important for the exercise of its activity and for transmission to its workers.

Before starting the work, the Contractor undertakes to take note of:

- the risks inherent in the work to be carried out and the particular working conditions that may exist;
- electrical and/or gas installations, and their specific risks;
- the signage to be used (information, warning or prohibition panels);
- prevention and protection measures.

The Contractor, after being notified of the award, should, before starting the work or within the period established, provide the **UC** with the:

- Identification of the Site Technical Officer.

- Identification of the Safety Officer.
- Indication, when applicable, of the work to be subcontracted, identifying the subcontractors or the self-employed workers already hired and, later, of those to be hired, as well as the use of temporary work agencies.

In the event that the work to be carried out by the Contractor contains risks of interference<sup>(1)</sup> or special risks<sup>(2)</sup>, it is up to it to inform the **UC** so that it can take the necessary measures to protect its staff and facilities. This obligation is also required in the case of particular risks related to the materials used by the Contractor.

The Construction Manager designated by the **UC** may, when requested, provide other information in addition to that inherent in the Contract Specifications and these Regulations, which must be communicated by the Contractor to its staff.

The Contractor will immediately inform the **UC** of any external circumstances that make it impossible for it to carry out the work in accordance with the safety regulations in force. This information must be confirmed in writing within 24 hours.

### **2.3 Organization of Health and Safety activities**

The Contractor will be in charge of organizing the safety of its works, as well as the safety of its workers and subcontractors. The Contractor, in order to undertake the sound coordination of its occupational health and safety activities, should monitor all those who, on their own account, undertake work as part of the contract.

In order to fulfill its duties and liabilities, the Contractor should organize its safety service and designate a person responsible for the technical management of the work and a safety officer responsible for occupational safety activities, whose name and certificate number will be mentioned in the "Report for starting the works/start of building site", referred to in point 9.1.

The contractor's safety officer must carry out the appropriate monitoring of the works, particularly at the start of the work/building site and in the works that involve a higher risk for OSH, and issue monitoring reports.

The Contractor should ensure appropriate monitoring of the health of its workers according to the risks to which they are exposed in the workplace. Whenever the **UC** requests it, the Contractor is obliged to confirm the medical fitness of the workers in its service.

### **2.4 Coordination of activities**

The Contractor is responsible for drawing up, in accordance with the legislation in force, the health and safety plan and the safety procedure sheets, as well as ensuring their application by its workers, subcontractors and self-employed workers.

When, in addition to the Contractor's workers, there are workers from other companies, independent workers subcontracted by the Contractor or **UC** workers, the safety measures to be taken will be those laid down in the HSP, when applicable, and in accordance with the safety provisions in force at the **UC**. For this purpose, the **UC** will appoint a Site Safety Coordinator.

The Contractor must inform the **UC** and the Site Safety Coordinator whenever there are changes to the activities and scheduled work which, have repercussions for OSH.

The **UC**, or the Site Safety Coordinator when available, may, during the course of the work, organize coordination and safety assessment meetings on the site, in which the following will attend:

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<sup>(1)</sup> Additional risks that add to the risks inherent to the activity of each company, which may be explained by the presence of facilities, materials, and activities of different companies in the same workplace.

<sup>(2)</sup> See works that involve special risks referred to in article 7 of Decree-Law no. 273/2003, of 29 October.

- On behalf of the **UC**:
  - Construction Manager;
  - The Site Safety Coordinator appointed by the **UC** (where applicable) or a **UC** Prevention and Safety representative.
- On behalf of the Contractor:
  - The Site Technical Officer;
  - The Safety Officer

Either party may, if deemed necessary, be advised at the meetings by other individuals.

Minutes for these meetings will be drawn up, and will be approved and signed by the parties.

It is up to the Contractor to provide the necessary elements to be included and update the Works Safety Techniques Compilation to the Site Safety Coordinator or, if he/she does not exist, the Construction Manager designated by EDP.

## **2.5 Professional Risk Assessment Audits**

Without prejudice to the supervision undertaken, EDP, or the companies contracted by it, may promote or carry out audits or inspections for the assessment of professional risks, by sending the reports and prevention measures that are recommended to be adopted to the Site Health and Safety Coordinator or, when the latter does not exist, to the Construction Manager.

The Contractor undertakes to provide all relevant information associated with the work, namely its organization, workers, equipment and other elements that may have an impact on the health and safety system. This provision extends throughout the entire subcontracting chain.

The Contractor shall inform the Site Health and Safety Coordinator or, where the latter does not exist, the Construction Manager, of the reports concerning the professional risk assessment audits or inspections carried out by its occupational safety and hygiene services and of the contracted subcontractors and of the stipulated safety prevention measures.

## **2.6 Performance assessment and penalties**

In accordance with the conditions of the contract, the Contractor will be assessed for its performance in terms of safety at work, determined in particular by the results of audits or inspections assessing professional risks.

Failure to comply with a safety standard or rule or non-compliance resulting in a particularly dangerous situation (with the potential to cause a serious accident) may result in the immediate application of penalties under the conditions set out in the contract.

## **3. SAFETY REQUIREMENTS FOR PERSONAL PROTECTIVE EQUIPMENT (PPE), COLLECTIVE PROTECTIVE EQUIPMENT (CPE) AND WORK EQUIPMENT (WE)**

### **3.1 Equipment quality**

The Contractor and its staff will use only WE, CPE and PPE with the safety characteristics required for the work to be carried out, taking into account the risks related to the working environment and resistance to specific conditions, such as the presence of electricity, water, gas, dangerous substances, heat, cold, noise, vibrations, impacts, working at heights, dust and explosive atmospheres. This equipment must be adapted to the users, and in good working and maintenance order.

The equipment to be used will comply with existing national standards or, in their absence, European standards or other international standards accepted by EDP.

Measuring devices must comply with the applicable calibration standards.

### **3.2 Personal Protective Equipment (PPE)**

The Contractor provides its staff with working clothes and PPE in accordance with the requirements of carrying out the contract. PPE must comply with current legislation.

The Contractor is responsible for ensuring that its workers use the protective equipment provided and are informed of the importance of its use.

Unless previously agreed otherwise, the UC will not assign any Personal Protective Equipment to the Contractor.

### **3.3 Collective Protective Equipment (CPE)**

The use of CPE is mandatory, such as guardrails on scaffolding, safety guards on ditches and wells, machine-tool protections and guards.

The Contractor must place the necessary signs and protection barriers when carrying out work that poses a danger to third parties, such as, for example, work on the public highway, excavations, work carried out over passageways and performing welding work.

The Contractor must inform the Construction Manager and the Site Safety Coordinator of the existence and location of any dangerous obstacles that have been placed on the site.

Ditches or trenches in the soil, taking into account the nature of the terrain, must be layered in accordance with current legislation and UC procedures.

Openings in the walls and floors of a building, for the passage of personnel and/or materials, shall be permanently protected by guardrails.

### **3.4 Work Equipment (WE)**

Work equipment, such as cranes, excavators, winches, mooring devices, lifting machines, electric arc welding station, autogenous welding facilities, electric maneuver stations, scaffolding, ladders, elevators with a movable platform, compressors, chainsaws, etc. must comply with the requirements of applicable legislation.

All persons whose jobs include driving/operating vehicles or machines, namely motor vehicles, cranes, lifting machines and mobile platforms, must be duly qualified and medically able to undertake such duties.

Workers other than their drivers or operators may not be transported on engine-driven machines or vehicles such as those mentioned above, unless this is provided for by the manufacturer.

### **3.5 Contractor's equipment used by UC personnel**

Whenever the Contractor takes equipment to the building site that can be used by UC personnel or a third party, it must be accompanied by instructions for use in English.

### **3.6 UC equipment used by the Contractor**

UC equipment that may be used by the Contractor, may only be used after receiving instructions, verbal or written, about its use, and the user must ensure that it is operational or in good working order.

Unless otherwise stipulated, it is up to the Contractor, during the period of use, to check the safety and maintenance conditions of the equipment.

The equipment must be returned in the same state in which it was received. Equipment that is not returned at the end of the work, or is damaged, will be replaced or repaired by the Contractor. Equipment will be received upon delivery to the Contractor of a document which it will sign.

#### **4. BUILDING SITE ORGANIZATION**

##### **4.1 Start of building site**

The Contractor must not start the setting up of the building site before:

- approval of the respective Safety and Health Plan for the execution of the work by the **UC**, when it is mandatory, or while it does not have the necessary Safety Procedure Sheets;
- receiving from the **UC** a copy of the Prior Communication, when necessary, which should be posted at the building site in a clearly visible place.

##### **4.2 Access to the building site**

The contractor is responsible for taking the necessary measures so that access to the building site is reserved for authorized persons, guaranteeing the conditions of access, movement and circulation necessary for safety in all workstations.

In the case of works with more than one contractor at the same time, the **UC** will designate which contractor is responsible for controlling access to the site.

At the request of a **UC** representative, everyone must be able to justify their presence at the site.

All companies present at the building site must have a list of their personnel on the site accessible to the **UC**, showing their professional qualification.

A **UC** authorization is required to introduce or use any image recording device inside its premises.

The Contractor's personnel, subcontractors and suppliers are strictly prohibited from supplying information or images of any kind to the outside world regarding the work taking place at the building site.

Workers who do not respect these conditions or the provisions of the Safety Regulations for the Execution of Works for EDP may be prohibited from accessing the workplace. The **UC** reserves the right to demand the removal from the workplace of any member of staff employed by the Contractor, when their presence proves to be detrimental to the smooth running of the work or to good order on the building site, for reasons of a professional or disciplinary nature and for non-compliance with safety standards or supervisory instructions.

The **UC** declines all liability for damages caused by third parties to the Contractor, as well as by the latter to third parties, as well as for the possible disappearance or deterioration of materials or tools, even in the event where the building site has arranged security at the expense of the **UC**.

##### **4.3 Placement of equipment and materials**

The materials must be deposited at the building site at the locations indicated for this purpose.

The placement of equipment, such as scaffolding, steps and machinery, must be carried out in a way that does not impede free access to **UC** equipment and to roads or communication routes.

Material storage areas must be organized, delimited and signposted, especially if they concern hazardous substances.

#### 4.4 Movement of vehicles

Only vehicles strictly necessary to carry out the work or to transport materials or equipment are allowed to circulate at the site, and only for the amount of time necessary to carry out those activities.

The Contractor is obliged to take all necessary precautions to prevent its vehicles from damaging the road network, and there may be a need to wash wheels and cover loads; otherwise, it will bear the respective repair costs.

At the end of the working day, all the Contractor's machines and equipment must be switched off and protected against abuse.

### 5. HYGIENE MEASURES

The Contractor is responsible for maintaining the site in a clean condition.

Except where authorized to do so, it is not permitted to have meals on **UC** premises.

People with symptoms of alcoholism are not allowed access to these places, the Contractor being responsible for this control.

All the Contractor's workers and their subcontractors will be subject to alcohol control as defined by EDP's "Alcohol Abuse Prevention and Control Policy".

Non-smoking warnings must be strictly observed.

The Contractor must provide adequate sanitary facilities for its personnel, on the construction site and on the work fronts, even when authorized to place a construction site vehicle or a provisional installation on UC land, which must be kept in good conditions.

The Contractor's workers may only use the **UC** sanitary facilities if they obtain authorization.

### 6. USE OF HAZARDOUS SUBSTANCES AND MIXTURES

If the development of the Contractor's activity involves the use of chemical products or other products that may cause environmental damage or harm to worker's health or physical integrity, the Contractor is obliged to ask EDP's permission to use these products, by handing over the respective product forms and safety data sheets.

The transport or use of dangerous substances must be carried out in accordance with the legal regulations in force for this purpose.

For handling or preparing hazardous substances, suitable containers must be used, correctly labeled and stored.

The labels must be placed so that the product can be quickly identified.

The Safety Data Sheets for dangerous substances and mixtures must be accessible for consultation.

### 7. PROTECTION OF THE ENVIRONMENT IN THE WORKPLACE

The Contractor must act in accordance with the regulations and legislation in force regarding the protection of the environment.

The Contractor will ensure that the building site, surrounding areas and adjacent roads are kept in an adequate state of conservation and cleanliness; if it fails to do so, the **UC** may arrange to carry out this work at the Contractor's expense.

With regard to noise, the Contractor must verify that the equipment and machinery to be used do not exceed the noise levels permitted by law and, if this happens, they must apply the necessary corrective measures, particularly in the case of night work.

All waste, residues and debris resulting from the execution of the works must be deposited in the places authorized for this purpose, with a view to their mandatory collection for later disposal or recovery.

The Contractor is also responsible for the removal and transport of superfluous materials from the execution of the work to the places indicated or authorized for the purpose. Failing this, the **UC** will promote its withdrawal at the Contractor's expense.

When carrying out works in green areas, the Contractor will take great care not to cause damage in those places. If damage to the vegetation occurs, it must be replaced, so that it is as similar as possible to the state it was in before the works.

## **8. USE OF WORKERS FROM TEMPORARY EMPLOYMENT COMPANIES**

If the Contractor, in the undertaking of the contracted work, uses temporary employment companies, as defined under the terms of the legislation in force, it is obliged to comply with the following provisions:

Prior to the placement of the temporary worker, the Contractor must inform the temporary employment agency in writing of:

- The results of the assessment of the risks to the health and safety of the temporary workers related to the job to which they are assigned and, where appropriate, considerable risks or those relating to particularly dangerous jobs, as well as the need for appropriate professional qualifications and special health surveillance;
- The measures and instructions to be adopted in case of serious or imminent danger;
- First aid, fire-fighting and evacuation measures for workers in the event of an accident, as well as the workers or services responsible for implementing these;
- Conditions set by the occupational physician or the occupational health and safety officer of the temporary employment agency that allow access to jobs occupied or likely to be occupied by the temporary worker.

## **9. NOTIFICATIONS**

### **9.1 Reporting for Starting the Works/Start of Building Site**

Before starting the building site, the Contractor shall send the **UC** the "Reporting for Starting the Works/Start of Building Site" as per the model - Appendix 1.

The Reporting for Starting the Works/Start of Building Site will be valid for the award, which refers to the works to be carried out.

### **9.2 Reporting of accidents and near-misses**

The Contractor shall immediately communicate to the **UC**, in the person of the Construction Manager or Contract Manager, all fatal or particularly serious accidents involving workers of his or of other entities subcontracted by him.

Without prejudice to the previous communication, the Contractor will inform the **UC** of all accidents that involve incapacity, within 48 hours of their occurrence, through the "Accident Report Form", according to the model - Appendix 2.

The Contractor shall inform the **UC**, in the person of the Construction Manager or Contract Manager, of all near-misses, within 48 hours following their occurrence, according to the model - Appendix 3.

The communication to the **UC** does not exempt the Contractor, and each employer, from the reporting that they have to make under the law to the competent entities.

### **9.3 Investigation of accidents and near-misses**

All accidents and near-misses must be the subject of an investigation report, indicating the causes and proposing corrective measures, when applicable, which must be presented to the Construction Manager or Contract Manager within 15 days of the date of the incident.

### **9.4 Reporting of Occupational Accident Statistical Data**

The Contractor will send to the **UC**, by the eighth day of each month, the “Reporting of Occupational Accident Statistical Data” for the previous month, according to the model - Appendix 4.

## **10. EMERGENCY SITUATIONS**

When work is carried out at the **UC** premises, the **UC** will inform the Contractor of the measures relating to fire protection, as well as the evacuation of the injured workers. The Contractor must know the places where the different means of fighting fires are stored and provide this information to its workers.

In the event of an alarm given by a siren, or when advised to do so, the Contractor’s personnel must stop working and immediately leave the facility following *in situ* instructions.

At the building site, it is up to the Contractor to establish the emergency plan for the various work fronts, which includes the instructions relating to: helping victims; firefighting and evacuation, the necessary and appropriate means for that purpose and the indication of other means of assistance to use in the event of an accident.

Whenever the size of the site or the type of activity requires it, the Contractor must have adequate facilities and equipment and qualified personnel to care for the slightly injured or to administer first aid in the event of an accident.

The Contractor is responsible, whenever necessary, for the evacuation of its injured staff to medical assistance units.

Any fire, accident or other emergency situation at the site or at a **UC** facility, must be reported immediately to the Construction Manager.

Losses caused at **UC** facilities must be reported immediately to the facility manager.



**DPS 38.008-04 - EDP**

EDP – Energias de Portugal S.A.

## REPORTING FOR STARTING THE WORKS/START OF BUILDING SITE

### Work / Work Identification

Work / Work Designation	
Location	

### Implementing Entity

Name			
Responsible for the technical management of the work			
Safety Officer		Certificate No.:	
Supervisor			

Predictable working days	Expected start date of the works:	Expected end date of works
Maximum number of workers at the building site simultaneously (Implementing Entity and Subcontractors)	<input type="checkbox"/> Up to 20 workers	<input type="checkbox"/> More than 20 workers
Predictable total labor	<input type="checkbox"/> More than 500 working days (corresponding to the sum of the working days provided by each of the workers of the Implementing Entity and Subcontractors)	
Prior Communication to the Authority for Labour Conditions (ACT) Required	<input type="checkbox"/> No <input type="checkbox"/> Yes	

Occupational accident insurance	Company:	Policy No.:
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### Subcontractor

Identification	Name		
	Residence		
	Tax number		
	Authorization number for exercise of activity		
Person responsible for managing work on the building site			
Safety Officer		Certificate No.:	
Predictable working days	Expected start date of the works:	Expected end date of works	

Occupational accident insurance	Company:	Policy No.:
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### Subcontractor

Identification	Name		
	Residence		
	Tax number		
	Authorization number for exercise of activity		
Person responsible for managing work on the building site			
Safety Officer		Certificate No.:	
Predictable working days	Expected start date of the works:	Expected end date of works	

Occupational accident insurance	Company:	Policy No.:
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<b>Date:</b>	<b>The Implementing Entity:</b>
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## COMMUNICATION FORM FOR OCCUPATIONAL ACCIDENT

	<b>OCCUPATIONAL INJURY REPORT</b>	Nº AT: _____ Year: _____			
Annex I to DPS 38.008-13 EDP - Safety Regulations for the Provision of Administrative and Logistics Support Services for EDP		UO: _____			
Name: _____ Age: _____					
Profession and Category _____		Seniority in Function: _____			
Civil status: _____	Company: _____	Subcontractor: _____ Hierarchy: _____			
<b>ACCIDENT DATA</b>					
Date: _____ Day of the week: _____ Hora: _____ Time: _____ No. Hours after start of working day (1): _____					
Description: _____ _____ _____					
Cause of Injury (2): _____					
<b>WORK STATION / ACTIVITY DATA</b>					
Location of Accident (3): _____		No. Team members: _____			
Type of Installation (4): _____					
Installation Component (5): _____					
Description of the Work to be perform _____		Was that your usual job? _____			
<b>AFFECTED BODY PART</b>					
<input type="checkbox"/> Head, Except Eyes	<input type="checkbox"/> Thorax	<input checked="" type="checkbox"/> Hand			
<input type="checkbox"/> Eyes	<input type="checkbox"/> Abdomen	<input checked="" type="checkbox"/> Hand Fingers			
<input type="checkbox"/> Neck	<input type="checkbox"/> Shoulder, Arm, Elbow	<input type="checkbox"/> Articulation of the Hip			
<input type="checkbox"/> Back, Column	<input type="checkbox"/> Forearm, Wrist	<input type="checkbox"/> Knee Joint, Leg, Ankle			
		<input type="checkbox"/> Foot			
		<input type="checkbox"/> Foot Fingers			
		<input type="checkbox"/> Multiple Locations			
		<input type="checkbox"/> Other Injuries: _____			
<b>NATURE OF INJURY</b>					
<input type="checkbox"/> Contusion, Wound	<input type="checkbox"/> Exposed fracture	<input type="checkbox"/> Asphyxiation, Gas Inhalation, Drowning			
<input type="checkbox"/> Contusion and Internal Injuries	<input type="checkbox"/> Fratura Fechada	<input type="checkbox"/> Intoxication			
<input type="checkbox"/> Open wound	<input type="checkbox"/> Luxation, Displacement	<input type="checkbox"/> Heat/cold burn			
<input type="checkbox"/> Amputation	<input type="checkbox"/> Sprains, Ligament Breaking	<input type="checkbox"/> Chemical Burn			
		<input type="checkbox"/> Effects of Radiation			
		<input type="checkbox"/> Electrical Discharge/Electronics			
		<input type="checkbox"/> Electric Burn			
		<input type="checkbox"/> Others: _____			
<b>TYPE OF ACCIDENT</b>					
<input type="checkbox"/> Electrical Origin	<input type="checkbox"/> Entrapment	<input type="checkbox"/> Fallen objects			
<input type="checkbox"/> High level falls	<input type="checkbox"/> Incorrect movements / Overstress	<input type="checkbox"/> Contact with hot or cold surfaces			
<input type="checkbox"/> Lower level Falls	<input type="checkbox"/> Impact with objects	<input type="checkbox"/> Fire/Explosion			
<input type="checkbox"/> Use Machines/Tools	<input type="checkbox"/> Objects projections	<input type="checkbox"/> Contact/exposition to toxic substances			
<input type="checkbox"/> (Ground) sinking	<input type="checkbox"/> Cuts / perforations	<input type="checkbox"/> Animal Attack			
		<input type="checkbox"/> With automobiles			
		<input type="checkbox"/> Circulation with other Type of Vehicle			
		<input type="checkbox"/> Run over			
		<input type="checkbox"/> Others: _____			
<b>ACCIDENT CHARACTERIZATION</b>					
<input type="checkbox"/> Without Absence		<input type="checkbox"/> With Absence			
<input type="checkbox"/> Permanent incapacity		<input type="checkbox"/> Fatal			
Note: In case of disability/lower send a copy of the clinical status reports.					
<b>CAUSES OF ACCIDENT (6)</b>					
<b>Technical Fator</b>					
<b>Working Environment</b>	<input type="checkbox"/> Environmental factors	<b>Equipment, Tools, Machinery and Materials</b>	<input type="checkbox"/> Poor design	<input type="checkbox"/> Defect/Malfunction or bad connection	<input type="checkbox"/> Defective tool
	<input type="checkbox"/> Surrounding area		<input type="checkbox"/> Bad layout	<input type="checkbox"/> Defective protection of materials	<input type="checkbox"/> Poor state of conservation/Maintenance
			<input type="checkbox"/> Incorrect use	<input type="checkbox"/> Lack of equipment/tool	<input type="checkbox"/> (PPE) not well chosen
<b>Human Factor</b>					
<b>Worker's Behaviour</b>	<input type="checkbox"/> Not wearing protective equipment		<input type="checkbox"/> Inappropriate use of machinery/tools		<input type="checkbox"/> Incorrect movements/overstress
	<input type="checkbox"/> Reckless attitude/position/location		<input type="checkbox"/> Non-compliance of regulations/requirements		<input type="checkbox"/> Lack of knowledge
	<input type="checkbox"/> Adaptation to the task		<input type="checkbox"/> Other inadequate situations		
<b>Work Development</b>	<input type="checkbox"/> Inadequate preliminary research/work preparation		<input type="checkbox"/> Bad work sceduling		<input type="checkbox"/> Non-compliance of the work plan
	<input type="checkbox"/> Lack of organization at the workplace		<input type="checkbox"/> Bad/lack of communication with instruc/information		<input type="checkbox"/> Non-qualified staff
	<input type="checkbox"/> Failure when performing work		<input type="checkbox"/> Others: _____		
<b>External Factors</b>					
<input type="checkbox"/> Third party actions		<input type="checkbox"/> Animal actions		<input type="checkbox"/> Environmental factors and Natural causes	
				<input type="checkbox"/> Various materials or Surrounding area	
<b>MAIN CAUSE:</b> <input type="checkbox"/> Technical Factor <input type="checkbox"/> Human Factor <input type="checkbox"/> External Factors					
<b>Description:</b> _____ _____ _____					
<b>PREVENTIVE/CORRECTIVE MEASURES (7)</b>					
_____					
_____					
_____					
<b>Hierarchy</b>			<b>Prevention and Safety</b>		
Date: _____		Ass: _____		Date: _____	
				Ass: _____	

## COMMUNICATION FORM FOR OCCUPATIONAL ACCIDENT

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### COMPLETION NOTES

- (1) Hour counting from the start of the workday of the injured party.
- (2) Indicate the agent (device, machine, tool, etc.) that caused the accident.
- (3) The geographical location of the place of the accident should be permitted
- (4) Generally indicate the facility where the accident occurred.
- (5) Specify the part and/or component of the facility where the accident occurred.
- (6) Select the technical, human or non-work causes that increased the likelihood of the occurrence of the accident.
- (7) Indicate the preventive/corrective measures taken immediately after the accident.

**This Accident Notification Reporting Form does not replace the subsequent submission of the accident investigation report.**

**A copy of this form should be forwarded to the Contracting Entity's Contract Manager and Prevention and Safety.**

**REPORTING OF NEAR-MISSES**

NEAR-MISS REPORTING	
Safety <input type="checkbox"/>	Environment <input type="checkbox"/>
Identified by:	
Description:	
Actions taken (when applicable):	
Date of occurrence:	

*Complete and deliver to the Construction Manager or Contract Manager who will arrange for corrective measures to be taken, or confirm the measures taken by the Service Provider, copying this to the Prevention and Safety Service.*

## MONTHLY REPORTING OF STATISTICAL DATA

Company Month/Year: **Identification of the accidents**

Injured	Facility/accident location	Accident Date	Type/nature of the accident	Accident			Number of Days Lost in the month
				Without sick leave	With sick leave	Fatal	
<b>TOTAL</b>				0	0	0	0

*Fill in one line per injured person;**Number of days lost due to accident (the counting of days lost due to injury starts on the day after the accident and ends on the day of discharge, including working and non-working days);**Even if the accident occurred in the previous month, the victim must remain identified in the table if he/she has days lost in the month to which the information relates;***Summary table**

Contract reference	Hours Worked	Average number of workers (FTE)	Number of Accidents			Total Days Lost in the Month
			Without sick leave	With sick leave	Fatal	
<b>TOTAL</b>	0	0.0	0	0	0	0

*Indicate the number of hours worked in the month under the aforementioned contract;**The equivalent average number of workers (FTE) is automatically considered;**Sum of days lost from accidents that occurred in the month and days lost from accidents that occurred in the previous months and that extended to the month to which the information refers.***Signature:** **Date:** **This information must be sent to the EDP Contract Manager, by the eighth day of the month following the month to which it relates.***Model Appendix 4 to DPS 38.008-4 EDP – Safety Regulation for the Undertaking of Construction Works for EDP*

**IDENTIFICATION AND REGISTRATION OF WORKERS**

Work / Contract: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

Contractor: \_\_\_\_\_

Company	Name	Profession	Date of Entry to the Work Site	Date of Departure from the Work Site	Age	Nationality	Usual Residence Address	TAX ID NO.	Benef. No. for Social Security	ID Card / Citizen Card / Passport number	Expiry date ID Card / Citizen Card / Passport	Insurance Policy No.	Medical Fitness Exam Date	Expiry date of Basic Safety Training	Expiry date of Qualification

Signature of the Person responsible: \_\_\_\_\_

## DECLARATION OF ACCEPTANCE

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### Declaration of Acceptance

\_\_\_\_\_ (1), with registered office at \_\_\_\_\_,  
 and Taxpayer No. \_\_\_\_\_, represented as a bidder by  
 \_\_\_\_\_ (2), with ID document number \_\_\_\_\_, submitted  
 a proposal within the scope of the request for proposals for the provision of services for the  
 \_\_\_\_\_ (3), hereby declares that it has been informed and that it  
 undertakes to fully comply, during the term of the contract, with the provisions of the “Safety  
 Regulation for the Undertaking of Construction Works for EDP” provided with the contract  
 specifications and other applicable legislation in matters of Health and Safety at Work.

Place and date

The Bidder

\_\_\_\_\_

\_\_\_\_\_

(4)

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#### *INSTRUCTIONS and NOTES*

- (1) *Identification of bidding company*
- (2) *Representative officially recognized by the company (bidder)*
- (3) *Identification of the contract/service to which the bidder is applying*
- (4) *Company Signature and Stamp*