



SAFETY REGULATIONS FOR THE PROVISION OF ADMINISTRATIVE AND LOGISTICAL SUPPORT SERVICES FOR EDP

DPS 38.008-13 EDP

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0. CONCEPTS

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

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

Contractor (or Contracted Entity): natural or legal person with whom an EDP Group company has entered into a contract for the provision of a service.

Facility Owner: responsible for the facility on behalf of whom the service is provided.

The Facility 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.

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

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.

Subcontracted Entity: natural or legal person authorized to undertake part of the work under a contract with the Contracting company.

Safety Procedure Sheet (SPS): technical document that describes activities with special risks and the respective preventive and safety measures.

Contract Manager: natural person who is empowered 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.

Facility Manager: person who is given the competence to manage the work related to a specific contract.

Provision of services by on-site staff: this applies to the provision of administrative and support services, for example: cafeterias, concierge and surveillance, etc.;

Provision of services by off-site staff: applies to the provision of administrative, support and maintenance services of a more occasional nature (by off-site service providers), for example: gardening, technical assistance (elevators, Xerox machines,...), etc.;

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 mechanisms for the application and control of the "EDP Alcohol Abuse Prevention and Control Policy".

Responsible for Providing the Service: person designated by the Contractor to ensure effective management of the work.

Special Risk Work: jobs where there are expected to be aggravated risks for the health and safety of workers, and for which the SPS should include appropriate protective measures.



1. GENERAL PROVISIONS

1.1 Purpose and scope of application

This Regulation establishes a set of safety requirements for the provision of administrative and support services, of a regular nature, such as:

- Porters' Lodge and surveillance;
- Cleaning and maintenance of facilities;
- Courier services
- Transportation and handling of objects;
- Customer service (contact center and stores);
- Canteens and the like.

These Regulations apply to Contractors and their subcontractors who provide the services mentioned to companies of the EDP Group, at EDP facilities or managed by EDP, the Contractor being fully liable to EDP for their compliance.

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

1.2 Field of activity

The work to be carried out may take place in EDP buildings, on public roads, or in places where activities or work for EDP are carried out.

The Contractor should take into account the particular risks, depending on the nature of the work and its location, namely:

- working on public roads: risk of traffic accident or being run over;
- working at height (e.g. cleaning façades): risk of falling;
- Rehabilitation and related tasks: risk of burns, cuts and fire;
- Administrative work: ergonomic risks, risks working with a screen, and other risks associated with the task.

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 on safety, hygiene and health at work, in particular Law no. 102/2009, amended and republished by Law no. 3/2014 of 28 January, and the respective complementary and subsequent regulations;
- 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 Registration of workers

The Contractor for the provision of permanent/on-site services providers must prepare and keep an updated list containing the identification and validity of the main documents of the workers involved in the provision of services, which should be sent to the **UC** Contract Manager at the start and whenever changes occur, as per Appendix 4. Copies of documents should be presented to the **UC** whenever requested.



2. CONTRACTOR'S DUTIES AND LIABILITIES

- a) The Contractor is obliged to respect all the applicable legislation in matters of health and safety at work, as well as EDP rules and procedures indicated to it.
- b) The Contractor is liable for the safety of the work entrusted to it, and must take the necessary measures for this purpose, undertaking to assess the risks associated with the execution of the work and to define the appropriate prevention and protection measures.
- c) The Contractor guarantees that its workers have the training and technical knowledge related to the tasks entrusted to them, as well as the risks associated with them, and that they have appropriate work and protective equipment.
- d) 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 EDP so requests, the Contractor is obliged to confirm the medical fitness of the workers in its service.
- e) The Contractor will ensure that its subcontractors communicate this to their staff and enforce these provisions.
- f) The Contractor will ensure that its subcontractors communicate this to their staff and enforce these provisions.

3. SAFETY REQUIREMENTS

3.1 Execution of works

- a) The Contractor will previously visit the place where the provision of services will take place, in order to become familiar with the working conditions and take all the necessary safety measures for their execution.
- b) Before the start of the work or within the period established, the Contractor should provide EDP with:
 - Identification of the Individual Responsible for Providing the Service.
 - Indication, when applicable, of the work to be subcontracted, and the respective subcontractors.
- c) In the event that the work to be carried out involves risks for EDP employees or facilities, the Contractor must inform EDP so that it can take the appropriate Protection measures.
- d) The Contractor will immediately inform EDP of any external circumstances that make it impossible to carry out the work in accordance with the safety regulations in force.
- e) Any damages which may occur at EDP's facilities must be reported immediately to the contract manager or the facility manager.
- f) 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".

3.2 Jobs with special risk

When the work to be carried out entails special risks, the Contractor draws up a Safety Procedure Sheet (SPS).

In this case, work can only be started after EDP has analyzed the suitability of the SPS. It is also required to designate a technician responsible for occupational safety activities, whose name and number of certificate of professional competence should be communicated to EDP.

The contractor is responsible for ensuring the application of the SPS by its workers and subcontractors.



3.3 Use of hazardous substances or mixtures

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

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

It is not allowed to store hazardous substances or mixtures in packaging that may be confused with those commonly used in food or drink products.

3.4 Hygiene measures

Except where authorized to do so, it is not permitted to have meals at EDP facilities.

People who show signs of alcoholism are not allowed access to EDP facilities with the Contractor being responsible for controlling this.

Non-smoking or access restriction warnings should be strictly observed.

3.5 Protective Equipment

The Contractor and its staff will use only individual and collective Protection equipment with the safety characteristics required for the work to be carried out. This equipment must be adapted to the users and be in good working and maintenance order.

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

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

3.6 Environmental protection

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, EDP reserves the right to have the necessary work carried out, at the expense of the Contractor.

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.

4. 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.

5. INSURANCE

The Contractor is obliged to keep all its personnel employed in the provision of services insured against occupational accidents.

This condition also covers the personnel of the entities subcontracted by it, and is liable to EDP for such compliance.

The Contractor is responsible for any damages caused by its staff and its subcontractors and will provide the necessary insurance to cover its liabilities.

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.

7. NOTIFICATIONS

7.1 Communication of accidents and near-misses which occur under the scope of the contract

- a) The Contractor shall immediately communicate to EDP, in the person of the Contract Manager:
 - all fatal or particularly serious accidents involving its workers or other entities subcontracted by it.
 - in the following 48 hours, all accidents involving disability, through the “Accident Report Form” pro-forma, as per the model - Appendix 1;
 - in the 48 hours following all near-misses”, as per the model - Appendix 3.
- b) Communication to EDP does not exempt the Contractor, and each employer, from the reports that they have to make under the law to the competent entities.

7.2 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 should be submitted to the Contract Manager within 15 days of the date of the accident.

7.3 Reporting of Occupational Accident Statistical Data

- a) Contractors Providing an on-site service will, on a monthly basis, send to EDP (Contract Manager) by the 8th, the “Monthly Reporting of Statistical Data on Occupational Accidents”, referring to the previous month, as per the model - Appendix 2.
The fact that there were no accidents in the month does not invalidate the sending of this report.



If the days lost due to accidents from previous months continue, even though there were no accidents in the month, the corresponding “Monthly Reporting of Statistical Data” should be sent.

- b) This obligation does not apply to the provision of services of an off-site nature, without prejudice to the reporting of incidents (accidents and near-misses) that occur during the provision of services to EDP, outside the scope of Decree-Law 273/2003, 29 October – temporary or mobile building sites.

8. EMERGENCY SITUATIONS

When the work takes place at EDP’s facilities, the Facility Manager will inform the Service Provision Contact Person of the measures to be taken in the event of an emergency and fire protection, as well as the evacuation of injured 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.



DPS 38.008-13 – EDP

EDP – Energias de Portugal, S.A

OCCUPATIONAL ACCIDENT REPORTING FORM

	OCCUPATIONAL INJURY REPORT	Nº AT: _____	Year: _____
<small>Annex I to DPS 38.008-13 EDP - Safety Regulations for the Provision of Administrative and Logistics Support Services for EDP</small>		UO: _____	
Name: _____		Age: _____	
Profession and Category: _____		Seniority in Function: _____	
Civil status: _____ Company: _____		Subcontractor: _____ Hierarchy: _____	
ACCIDENT DATA			
Date: _____		Day of the week: _____	
Description: _____		Hora: _____ Time: _____	
		No. Hours after start of working day (1): _____	
		Cause of Injury (2): _____	
WORK STATION / ACTIVITY DATA			
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? _____	
AFFECTED BODY PART			
<input type="checkbox"/> Head, Except Eyes	<input type="checkbox"/> Thorax	<input checked="" type="checkbox"/> Hand	<input type="checkbox"/> Foot
<input type="checkbox"/> Eyes	<input type="checkbox"/> Abdomen	<input checked="" type="checkbox"/> Hand Fingers	<input type="checkbox"/> Foot Fingers
<input type="checkbox"/> Neck	<input type="checkbox"/> Shoulder, Arm, Elbow	<input type="checkbox"/> Articulation of the Hip	<input type="checkbox"/> Multiple Locations
<input type="checkbox"/> Back, Column	<input type="checkbox"/> Forearm, Wrist	<input type="checkbox"/> Knee Joint, Leg, Ankle	<input type="checkbox"/> Other Injuries: _____
NATURE OF INJURY			
<input type="checkbox"/> Contusion, Wound	<input type="checkbox"/> Exposed fracture	<input type="checkbox"/> Asphyxiation, Gas Inhalation, Drowning	<input type="checkbox"/> Effects of Radiation
<input type="checkbox"/> Contusion and Internal Injuries	<input type="checkbox"/> Fratura Fechada	<input type="checkbox"/> Intoxication	<input type="checkbox"/> Electrical Discharge/Electronics
<input type="checkbox"/> Open wound	<input type="checkbox"/> Luxation, Displacement	<input type="checkbox"/> Heat/cold burn	<input type="checkbox"/> Electric Burn
<input type="checkbox"/> Amputation	<input type="checkbox"/> Sprains, Ligament Breaking	<input type="checkbox"/> Chemical Burn	<input type="checkbox"/> Others: _____
TYPE OF ACCIDENT			
<input type="checkbox"/> Electrical Origin	<input type="checkbox"/> Entrapment	<input type="checkbox"/> Fallen objects	<input type="checkbox"/> With automobiles
<input type="checkbox"/> High level falls	<input type="checkbox"/> Incorrect movements / Overstress	<input type="checkbox"/> Contact with hot or cold surfaces	<input type="checkbox"/> Circulation with other Type of Vehicle
<input type="checkbox"/> Lower level Falls	<input type="checkbox"/> Impact with objects	<input type="checkbox"/> Fire/Explosion	<input type="checkbox"/> Run over
<input type="checkbox"/> Use Machines/Tools	<input type="checkbox"/> Objects projections	<input type="checkbox"/> Contact/exposition to toxic substances	<input type="checkbox"/> Others: _____
<input type="checkbox"/> (Ground) sinking	<input type="checkbox"/> Cuts / perforations	<input type="checkbox"/> Animal Attack	
ACCIDENT CHARACTERIZATION			
<input type="checkbox"/> Without Absence		<input type="checkbox"/> With Absence	
		<input type="checkbox"/> Permanent incapacity	
		<input type="checkbox"/> Fatal	
<small>Note: In case of disability/lower send a copy of the clinical status reports.</small>			
CAUSES OF ACCIDENT (6)			
Technical Fator			
Working Environment	<input type="checkbox"/> Environmental factors	Equipment, Tools, Machinery and Materials	<input type="checkbox"/> Poor design
	<input type="checkbox"/> Surrounding area		<input type="checkbox"/> Defect/Malfunction or bad connection
			<input type="checkbox"/> Defective tool
			<input type="checkbox"/> Bad layout
			<input type="checkbox"/> Defective protection of materials
			<input type="checkbox"/> Incomplete use
			<input type="checkbox"/> Lack of equipment/tool
			<input type="checkbox"/> (PPE) not well chosen
Human Factor			
Worker's Behaviour	<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	
Work Development	<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: _____	
External Factors			
<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	
MAIN CAUSE: <input type="checkbox"/> Technical Factor <input type="checkbox"/> Human Factor <input type="checkbox"/> External Factors			
Description: _____			
PREVENTIVE/CORRECTIVE MEASURES (7)			

Hierarchy		Prevention and Safety	
Date: _____	Ass: _____	Date: _____	Ass: _____

OCCUPATIONAL ACCIDENT REPORTING FORM

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.

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	
TOTAL				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	
TOTAL	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 2 to DPS 38.008-13 EDP – Safety Regulations for the Provision of Administrative Services and Logistical Support for EDP

REPORTING OF NEAR-MISSES

Notes:

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

Complete and deliver to the Contract Manager or Facility 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 Services of EDP Valor - DSS.

DECLARATION OF ACCEPTANCE

Declaration of Acceptance

_____ (company name), with registered office at _____
(address), and Taxpayer No. _____, represented as a bidder by
_____ (bidder), with ID document number _____,
submitted a proposal under the request for proposals for the provision of services for
_____ (identification of the contract/service), 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 Regulations for the Provision of Administrative and Logistics Support
Services for EDP" provided with the contract specifications and other applicable legislation in
matters of Health and Safety at Work.

Place and date

The Bidder

(Signature)