



HSE RULES

Grupo Daniel Alonso



CORPORATE INFORMATION FOR EXTERNAL COMPANIES

DACERO | WINDAR | IDESA | TADARSA | DANIMA | TADARSA LOGISTICS



HSE RULES

FOR EXTERNAL COMPANIES



3. INTRODUCTION

It is a policy of our organization ensuring the highest levels of HSE for all workers internal and external, as well as adequate protection of our environment collaborators.

For this reason and in compliance with our policy as well as the provisions of the relevant HSE legislation, standards of this document are intended to inform about the risks in each workplace:

- for the HS of workers,
- to the environment (significant environmental aspects)

and give appropriate instructions to prevent it. Besides these standards, facilitate the coordination of activities towards compliance with current regulations.

Certain works may require increasing the detail in terms of protective and preventive measures. In these cases, the organization commits to provide additional instructions and to issue or require the issue of specific and more detailed Safety Plans.

The HSE departments through their technicians will be at disposal for any explanation required and are confident that the observance of these rules will help to avoid accidents and will be of advantage to all workers and their environment.

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2. OBJECTIVE

The purpose of these HSE rules will be to regulate the activities and services that are outsourced to suppliers and subcontractors especially in relation to HS of workers, and with the environment where these are carried out, to implement the RD 171/2004 and RD 1627/1997.

3. SCOPE

The contents of this document shall apply to all suppliers and subcontractors of workplaces of the organization both national and international.

In addition will take into consideration the following aspects:

1. It shall be binding on all orders or contracts made outside companies (including self-employed),
2. These standards do not replace in any case HSE current legislation (which the external company must know and comply), if not that complements, and
3. These standards as well as the conclusions derived thereof shall be considered part of the General Conditions of Supply.



4. DEFINITIONS AND ABBREVIATIONS

- **Industrial Area:** Any work centre within the organization where any activity regarding manufacture, storage, office work, etc. is or will be performed.
- **Contracting Officer:** It is a person with knowledge of the safety and environment requirements of the site which usually apply to the type of services contracted, with suitable training on the Coordination of Business Activities procedure and with basic knowledge of the type of works to be performed. Among other duties, but not limited to them, this duty can be represented by the workplace management itself, the purchasing manager, prevention manager, production or maintenance bosses, etc. As a general rule, it will be the person hiring the service.
- **Responsible of the Work:** That person of the site, with the knowledge of safety requirements and environment which are applicable the type of services that have been contracted. It has adequate training for the application of the procedure for the Coordination of business activities as well as knowledge about the work done. It will also be responsible for supervising the work, ensuring that established safety measures are met.
- **Contractor Safety Manager:** It is the person appointed by the contractor, subcontractor or hired service and who has a detailed knowledge to meet the contractual obligations that apply to the work to be developed by the contractor, subcontractor or hired service. The Safety Manager appointed by the contractor, subcontractor or hired service is usually a project manager, team manager, supervisor, foreman or an outstanding person from the group of workers. There is the possibility that this duty is assumed by a third party not belonging to the staff.
- **E-COORDINA:** Software OnLine (via web interface) for managing the coordination of business activities. Access will be from any device with Internet connection, via the following URL: <http://app.e-coordina.com/grupodanielalonso>.

In addition, you can also be accessed from the website: www.grupo-danielalonso.es.

E-COORDINA

To access E-COORDINA previously external company will receive an email with the following information:

- Access URL: <https://app.e-coordina.com/grupodanielalonso>
- User ID and Password.

To use E-COORDINA may also be accessed from the website of Grupo Daniel Alonso, www.grupo-danielalonso.es within the Safety site. When you access the tool on the screen "Welcome" 3 processes to be performed are displayed.

NOTE: All notifications sent by the system will be made from email account: notifications@ecoordina.com.

Before starting works the contractor and/or subcontractor must upload/update all documentation in E-COORDINA to ensure proper coordination of business activities.

To ensure proper coordination of business activities, you must also complete the record (R.28.06) "Workers Identification / Risk / Equipment", available in the library of E-COORDINA.

Para garantizar la correcta coordinación de actividades empresariales debe cumplimentar además, el registro (R.28.06) "Identificación de Trabajadores / Riesgos / Equipos", disponible en la biblioteca de E-COORDINA.

5. MANAGEMENT POLICY

Organization QHSE Policy is widespread and available through various communication channels. You can access it through the following link: <http://www.grupo-danielalonso.es/>

You can also download in the web application E-COORDINA library.

También se podrá descargar en la biblioteca de la aplicación web E-COORDINA.



6. CONDITIONS TO WHICH THE EXTERNAL COMPANIES WILL BE SUBJECT

The performance of works by the External Company on behalf of the organization in any of the Industrial areas will be subject to the following CONDITIONS:

6.1. Compliance with legislation

External Company shall comply with the provisions of current legislation on HSE matters, as well as all the rules applicable to the activities and services performed.

NOTE: In the case of Spain, Law 31/1995 of HS. In other countries, those applicable under current legislation in their regions.

External Company also will be responsible with the following aspects:

6.1.1. Risks evaluation

External company carry out the mandatory Risks Assessment and/or Safety and Health Plan, and identification of the significant environmental aspects concerning the works commissioned and adoption of the suitable preventive measures for their control.

On the assumption that the external company identifies, during the execution of works, new risks, environmental aspects or anomalies that may endanger both its own staff, the environment and that of other companies in the organization enclosure, is obliged to notify such dangers, so as to coordinate the appropriate preventive measures.

6.1.2. Appointment of HSE coordinator

External company will appoint a HSE Manager Designer for Coordination purposes (Contractors Managers, Erection Supervisors, etc.). This person will guarantee the compliance of all the statements in this HSE Regulations and will verify the compliance by all the staff assigned to the activity, both own and subcontracted, being in this sense the speaker and only responsible facing the Contracting officer.

Their targets will be:

- The coherent and responsible application of the preventive action principles established in article 15 of Law 31/1995, dated November 8th, on Occupational Risks Prevention, by the companies concurring in the work centre.
- The correct application of the work methods by the companies concurring in the workplace.
- The control of the interactions of the different activities developed at the workplace particularly when they can generate risks rated as serious or very serious or when activities incompatible with each other because of their impact on the HS of the workers. The same in the case of significant environmental aspects.
- The adjustment between the risks and environmental aspects existing at the workplace that may affect the workers of the concurring companies or the environment and the measures applied for their prevention.
- Serve as a channel for the exchange of the information that the companies concurring at the work centre must legally exchange.

6.1.3. Information and training of workers

External company will inform/train all workers assigned to the activity about the risks and environmental aspects of the work centre, the particular HSE Instructions to be taken into account to comply with the safety and environmental requirements of the organization Industrial areas or the requirements derived from the specific circumstances of each task.

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6.2. Communication to workers

The External Company will necessarily comply with the content of this Safety and Environment Regulations, according to its own activity and that developed at the organization Industrial areas, as well as the jobs or installations internal safety rules in which it must intervene. Thus it's responsible for transferring its content to all the workers to take part in the works, either own or subcontracted, as well as watching over their compliance.

6.3. Subcontracting

In case the External Company means to perform all or part of the works with personnel not belonging to its own staff, it must previously inform the Contracting person and/or head of contracted work in writing. Additionally it will accept liability for its subcontractors as for their compliance of the terms in these conditions.

6.4. Accidents

The External Company will be responsible for the accidents suffered by its staff, that of the subcontractors, that of the company or by third parties, and for all the flaws that may occur at the premises or facilities of the organization Industrial Plants, due to or as a consequence of the works commissioned.

6.5. Civil Liability

The External Company must show documented justification to be in possession of a Civil Liability with suitable warranties, attaching a copy of the contract.

6.6. Business coordination

The organization, in compliance with the Coordination of Business Activities duty imposed by Art. 24 of Law 31/95 on Occupational Risks Prevention, reserves the right of the authority to require the External Company the observance of the preventive measures contained in that Law and similar provisions.

6.7. Stop of works

The organization is empowered to stop the works if the staff, the environment or the facilities are being endangered. In this case the External Company can not justify an increase of the price nor a delay in the completion of the work in the agreed time.

6.8. Job permits

The External Company commits not to use any mean/equipment/device in the organization without having the corresponding written authorization to use it, ensuring that its employees are duly trained in their use and know the risks.

6.9. Personnel Protective Equipment (PPE)

The performance of any work at the organization Industrial area by the External Companies will require the mandatory use of the following Individual Protection Equipment:

- **Safety shoes** against mechanic risks and with nonslip sole.
- **Auditory protectors**, since the noise levels are high at all the Industrial areas.
- **Safety glasses**, since there is a particles projection risk during the smoothing, cutting, air blowing, etc. tasks.
- **Mechanical safety gloves** whenever handling blades, scrapers, hammers, etc. which imply a risk of accident in hands, and chemical safety gloves whenever using sensitizing products, irritating, corrosive, etc.
- **Reflecting waistcoat** since the visibility conditions may be affected by weather harshness, works outside day-time hours, storage and movement of large loads.
- **Safety helmet**, since there is risk of impacts and/or falling objects, incandescent slag, etc.

As well as the specific use of the following individual protection equipment in terms of the activity contracted:

- **Respiratory protection masks** whenever performing tasks in atmospheres with high concentrations of fibres and/or dust, including in particular the air blowing, or in atmospheres with risk of inhaling organic vapours or other toxic gases.
- **Safety harness** (properly anchored to a safe point) whenever there is a risk of falling from more than 2 meters high.
- **The use of adjusted work clothes** (without pendants, pleats, etc.) and the absence of any type of clothes that may cause trapping, such as rings, bracelets, chains, etc. Wear hair (long) up or covered with a cap, avoiding possible trapping risks.
- **The use of whatever any other** clothes or individual protection equipment that may be required by the current legislation in Occupational Safety or by the organization internal rules.

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6.10. External Companies developing works NOT IMPLYING RISKS FOR OUR ACTIVITY (TABLE 1)

REQUIRED INFORMATION

In these cases the contractor/subcontractor must manage documentation through the E-COORDINA.

NOTE: However when works carried out by this type of external companies are not continuous only they must provide the following documents: Certificate (R.28.04) as evidence the employer as well as all employees of the external company that will perform the work knows the content of HSE regulations.

6.11. External Companies developing works IMPLYING RISKS FOR OUR ACTIVITY (TABLE 2)

REQUIRED INFORMATION

ATTENTION: In case that the external company (contractor) conduct all/part of the works with subcontractors, will be notified to the Safety department in order to identify the subcontracting supply chain and proceed to enlist in E-COORDINA to the subcontractor. These must also comply with the provisions of the procedure for coordinating business activities.

For transports (raw materials and finished products) which are directly contracted by customers it is only necessary to present the proof of delivery (R.28.04) of "HSE Rules for External Companies". Therefore not be registered in E-COORDINA.

The proof of delivery shall be signed by,

1. a person responsible for transport company and
2. all personnel are involved in the work

as they know the risks and preventive measures applied, pledging to comply.

6.12. Stating works

External companies will be authorized only in the case that the procedure requirements are fulfilled. External companies may not begin work until the safety department approves the documentation. The External Company failure to fulfil any of the points of the agreement empts the organization from liability.

TABLE 1
NOT IMPLYING RISKS FOR OUR ACTIVITY

- PRIVATE SECURITY,
- CLEANING AND DESINFECTATION,
- COFFEE SHOP,
- COURIERS,
- GARDENING,
- PEST CONTROL,
- VENDING,
- ENGINEERING AND DESIGN,
- TRAINING AND CONSULTING,
- OTHER....

TABLE 2
IMPLYING RISKS FOR OUR ACTIVITY

- CONSTRUCTION OF BUILDINGS, INDUSTRIAL BUILDINGS, ETC.
- CONSTRUCTION OF ROADS AND PATHWAYS.
- PAVING OF AREAS.
- PAINTING WORKS (WALLS, MANUFACTURED PRODUCTS, ETC)
- ELECTRICAL WORKS, INCLUDING MAINTENANCE OF EQUIPMENT/INSTALLATIONS/MACHINES.
- WORKS RELATED TO COMMUNICATIONS (TELEPHONE, IT, ETC)
- MASONRY, CARPENTRY AND PLUMBING.
- WORKS IN COVERS, ROOFS AND FACADES.
- MECHANICAL WORKS, INCLUDING MAINTENANCE OF EQUIPMENT/INSTALLATIONS/MACHINES, WELDING AND BOILER.
- WELLS OR CHANNELS DRILLING WORKS.
- EXCAVATION OR LAND MOVEMENT WORKS.
- INSTALLATION OF STRUCTURES, EQUIPMENT AND MACHINERY.
- CHANGES IN THE LOCATION OF EQUIPMENT/MACHINES.
- COMPLETION/ASSEMBLING OF MANUFACTURED PRODUCTS.
- PERFORMANCE OF TESTS ON MACHINES/EQUIPMENT/INSTALLATIONS.
- GLASSWORKS.
- OTHERS WHICH DUE TO THEIR CHARACTERISTICS ARE EXPECTED TO GENERATE RISKS.



7. RISKS INFORMATION AND GENERAL ASPECTS AND PREVENTIVE MEASURES

The dimensions and characteristics of the activity developed at the different Industrial areas of the organization may entail certain risks for the people present at the workplace or the surrounding environment, regardless of the activity they are going to perform.

Next these risks are described (safety and environmental) and the measures to be adopted in order to control them. These risks will be complemented with the HIRA reports, Safe Practices and HSE specific instructions issued by the organization.

7.1. SAFETY RISK

7.1.1. Falls on same level

Possible stumbles or slips due to the presence of irregular ground, plugs, wires, tracks or any other material on the ground. In order to avoid or minimize this risk the following preventive measures will be taken into account:

- Keep the work areas clean and tidy.
- Respect the transit and materials storage areas.
- Walk cautiously along the workshop, even in the signalled corridors.

7.1.2. Falling or moving loads

At the workplace very heavy loads are moved and stored, such as ferrules or finished sections. These loads can fall during their transport with the bridge crane, or move when stored. In order to avoid or minimize this risk the following preventive measures will be taken into account:

- Circulation of people in the hanging loads areas is forbidden.
- Never pass by or stay under or near a hanging load.
- Avoid circulating along the storage areas. If it is essential to do it, it will be done along the existing corridors and trying to be seen all time by the crane operator.
- Use safety shoes to move along the industrial workplace.

7.1.3. Run overs

Within the industrial area enclosure there is both internal and external traffic of mobile equipment such as trucks, wheelbarrows, lifting platforms, turners, transporting carts, etc. which may cause a run over. In order to avoid or minimize this risk the following preventive measures will be taken into account:

- Walk within the delimited safety areas, paying attention to the instructions by the internal people who are in charge of these vehicles.
- It is absolutely prohibited to drive, manipulate or ride any type of vehicle, wheelbarrow, motor platform, etc. without the corresponding specific training as well as the previous authorization.

7.1.4. Bumping into objects

The shells, cans and sections are present in almost all the facilities.

7.1.5. Cuts with objects

Avoid any body contact with metal sheets or any other material unless using gloves and suitable protections.

7.1.6. Trapping in machinery

In all the production lines trappings, dragging or bumps into shells mobile elements and other equipment may happen. In order to avoid or minimize this risk the following preventive measures will be taken into account:

- Avoid loose clothes which may cause dragging or trappings.
- It is prohibited to manipulate switches or machine drives without an authorization to do so or not perfectly knowing what their function is.
- It is prohibited to come close to operating machines without warning the operators about your presence.

7.1.7. Projections

A great part of the works performed at our industrial areas consists in the use of emery wheels, blowtorches or welding sets. All this activity generates a great amount of projections; therefore the use of safety glasses is.

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7.1.8. Exposure to ultraviolet radiations

A great part of the works carried out at our industrial areas consists in welding activities, therefore whenever performing works near the welding protective screens will be placed in between to avoid the ultraviolet radiations.

7.1.9. Electrical contacts

The manufacture processes present both direct and indirect exposure to electrical risk. For this reason the manipulation of any type of electrical installation is specially prohibited, including the electrical boards that may be found open.

7.1.10. Other risks and general preventive measures.

Unless expressly authorized, it is prohibited to operate any switch, valve or similar of the industrial areas facilities.

The industrial areas floor may present slippery areas because of the presence of flux, oils, etc. Try to use non slide sole shoes.

The use of chemical products is necessary for the manufacture process; therefore it is possible to find containers with toxic or irritant products.

The manipulation of any of these products or containers is forbidden. Some of these products may imply an allergy or sensitization risk.

7.2. RISKS FOR THE ENVIRONMENT

7.2.1. Waste generation

In the manufacture processes as well as in the general operation of each workplace waste is generated, both hazardous and not hazardous.

- HWs: Mainly materials and containers contaminated with hazardous remains such as oils, paints, solvents, spray cans, etc. generated during the processes and derived from facilities maintenance activities such as fluorescents, batteries, used oils, etc.
- NHWs: paper and cardboard, plastic containers, general rubbish, organic remains, weld slag, etc.

The External Company will be responsible for the correct management of the hazardous waste generated as a consequence of the execution of the Order or Contract in line with the current legislation, including: segregation in suitable and labelled containers with the corresponding authorization of the organization.

7.2.2. Spills

Only sanitary waste water is generated. Any other type of dumping is forbidden.

7.2.3. Environmental noise

Derived from the activities in each of the facilities areas. To be minimized.

7.2.4. Emissions

Mainly from paint cabins and heating (particles, COVs, NOx, etc). Any other type of air emission is forbidden. This fact will be notified.

7.2.5. Soil contamination

The temporary storage of dangerous substances and products generated, provided or used must be previously notified, and will be done in such a way as to prevent the possible soil contamination as a consequence of leakages or spillages, therefore direct storage on the ground is not allowed, it must done on trays, supports or other elements, which must necessarily be walled or partitioned in order to allow the confinement of a foreseeable leakage or spillage.



8. SAFETY AND ENVIRONMENTAL STANDARDS

8.1. START OF WORKS

Before starting the works,

- The workers of the external company will access the facility after identifying and registering at the entrance to the same (format "Access Control workplace" R.28.01).
- The Contracting person and/or head of the work contracted with documental certifying that the Contractor/Subcontractor has been authorized to carry out the work by the safety department.
- Personnel who are to carry out the work must show, both control access to the plant as the person responsible for contracting and/or head of the contracted work the authorization issued since the system E-COORDINA which give the authorization to start work.
- The contractor will request as many authorizations from Daniel Alonso Group as necessary in order to perform special risk activities, such as welding permissions, use of wheelbarrows, motor platforms, bridge cranes, etc.
- All the Contractor employees and those of its Subcontractors must identify themselves every time they come in and out of the organization Industrial workplace.

8.2. USE OF SPACE

The External Company will not start, without the specific authorization of the Contracting person and/or head of contracted work any action that blocks, makes unsafe or interferes with the movement of workers, vehicles or lifted loads, either throughout a defined corridor or not.

8.3. DELIMITATION OF WORK AREA

If the characteristics of the work to be made can generate risks such as projection of particles, falling objects, run overs due to machines movements, generation of smoke or dust, etc. for a third party, a delimitation and/or isolation of the area must be established. In order to do so, the External Company will provide all the necessary signalling, isolation and warning materials, and properly identify the area.

8.4. FACILITIES-EQUIPMENT NECESSARY FOR THE WORKS

8.4.1. In general, the organization Industrial areas will put at the External Company disposal: room to perform the works, sanitary services and changing rooms, drinking water, electricity and lighting.

8.4.2. Any other facility or equipment needed to perform the works will be borne by the External Company, in particular:

- Any lifting and transport equipment and fitting.
- Welding equipment.
- Hand tools and portable equipment.
- Consumables: Oxygen, acetylene, argon, electrodes, etc.
- Individual protection equipment (boots, gloves, glasses, etc.).
- Fittings necessary to use electrical current (connections, extension leads, etc.).
- Any temporary structure or fitting such as scaffolding, portable ladders, etc.

The External Company will be responsible for the correct use and storage of all the materials and tools used by its own staff and by that of its Subcontractors; these tools must be in a good state of conservation and in agreement with the current legislation, as well as the correct use and conservation in good state of the vehicles to be used within the organization enclosure.

8.4.3. Exceptionally, the organization can facilitate a wheelbarrow, motor platform or bridge crane, previous specific authorization of the Contracting person and/or head of contracted work, as long as the External Company has staff trained in its handling and under its sole responsibility.

It will be indispensable condition that the operator receives the necessary Safe Practices and Instructions for its handling, signing later on the corresponding supporting document.

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8.5. WORKS IN HEIGHT

8.5.1. The performance of works in height will always be made incorporating the necessary collective protections (handrails, nets, etc.) or individual protections (fall protection harness and suitable anchoring points).

8.5.2. Any temporary structure placed by the External Company intended to allow its employees the performance of works with risk of fall from height must be built according to the current legislation and particularly R.D. 486/97 Workplaces Regulations.

8.5.3. The scaffolding must be solid and will have the necessary supports and ties to guarantee its stability. The work platforms will be at least 60 cm wide and whenever there is a possibility of fall from a 2 m height they will incorporate handrail and intermediate bar.

8.5.4. In the performance of works with portable ladders in which the operation point is at 3,5 height or more from the floor, the use of fall protection harness will be compulsory.

8.5.5. Any person who needs to accede to a bridge crane must wear a fall protection harness with snap hook. The bridge cranes will only be used with the specific authorization of the Contracting person and/or head of contracted work or in his absence of the Responsible for Maintenance, as long as the External Company has staff trained for its use and under its sole responsibility. Additionally it will be indispensable condition that the operator receives the Safe Practices and Instructions necessary for handling it, signing later on the supporting document.

8.6. INTERVENTIONS IN EXISTING INSTALLATIONS

8.6.1. When the External Company is to perform a work in an already existing installation, it must receive said installation completely unplugged from all its energy sources and free from dangerous energies remains, the machine or installation will be clean to avoid any type of incident. When the work is completed, it will deliver it in the same way (the exceptions to this rule will be previously agreed with the Authorized Contractor).

8.6.2. The external company must not remove or cancel any protection, shelter, casing or any other safety device of the installation without authorization of the Contracting person and/or head of contracted work.

Once the works have been completed, all the safety elements must be replaced back again activating the safeties. If the abandonment of the activity is temporary, it will be possible to adopt alternative measures such as area signalling or similar, previous authorization of the Contracting person and/or head of contracted work.

8.7. INDUSTRIAL MOTOR VEHICLES

These vehicles will only be driven by competent and licensed staff. The circulation in the Industrial areas will be done at man step and whenever poor visibility conditions (for example, reverse movement of trucks) they will be accompanied by a person on foot guiding the driver and warning third persons of the presence of the vehicle. Additionally the drivers of transport vehicles must know and observe the safety indications in Safe Practice SP.18 "Vehicles of Transport" that will be attached to these Regulations.

8.8. WORKS WITH FIRE AND EXPLOSION RISK

8.8.1. It will be considered as work with risk of fire and explosion any work involving cutting, welding or any other with possible sparks shedding or heat or any other existing ignition focus, regardless of the duration and the place where it is carried out.

8.8.2. In order to be able to perform this type of works, the External Company must obtain the previous authorization of the Contracting person and/or head of contracted work.

8.8.3. As general guidelines to avoid a fire and/or explosion:

- Respect the signalling: no smoking or lighting any type of flame in the places where it is forbidden.
- It is strictly forbidden to perform work which may cause a fire and / or explosion in those areas identified as ATEX. These jobs require prior authorization, requiring the implementation of a work permit under which it must take special security measures
- When performing works which generate flames or sparkles, make sure of having a fire extinguisher charged and in perfect state to be used if necessary.
- Extreme caution when manipulating flammable products: do it far from any ignition source; keep the minimum indispensable amounts of product; keep the products in closed and labelled containers and respect the instructions in the label.
- Comply with the prevention measures proposed for every type of works, always using the individual protection equipment.

8.8.4. In case of a fire attempt and without endangering oneself we will try to control it with the fire extinguishers available avoiding it from spreading.

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8.9. WORKS IN FACILITIES WITH CHEMICAL PRODUCTS

8.9.1. Facilities with chemical products are the paint cabins and all the products coming and going facilities linked to them.

8.9.2. In order to be able to perform any type of work in these facilities or in their surroundings, the External Company must previously obtain the specific authorization of the Contracting person and/or head of contracted work, and additionally it will be indispensable condition that the operator receives the necessary Safe Practices and Instructions, signing later on the corresponding supporting document.

8.9.3. Whether you work in these facilities and in all those signalized ATEX requires specific authorization and compliance with specific security measures

8.9.4. The use of specific individual protection equipment for the manipulation of chemical products will be compulsory (boots, gloves and chemical risk protection case, respiratory protection, glasses or face protection, etc.)

8.10. ELECTRICAL EQUIPMENT

8.10.1. The electrical equipment used must be duly protected against direct or indirect electrical contacts and adapted to the existing supply.

8.10.2. It is strictly forbidden to use electrical equipment with their isolation damaged (including power points, wires, extension leads, adaptors, etc.), make connections with bare threads and cancel grounding.

8.10.3. Any intervention inside an electrical board or in the installation itself can only be done by or under supervision of maintenance staff of workplace.

8.11. WORK IN CONFINED SPACES

8.11.1. Be considered confined spaces those spaces that meet the following:

- Are not designed for that space is occupied by an employee, on an ongoing basis.
- They have entrances and exits, limited or restricted.
- May contain a potentially dangerous atmosphere.

8.11.2. To perform this type of work the external company must obtain prior authorization from the Contracting person and/or head of the contracted work.

8.11.3. The safety department will make a classification of spaces and a safety plan will be established according R.35.03 format.

8.11.4. All workers who will carry out the work should receive information and specific training to work in confined spaces as well as on the measures established in the safety plan.

8.11.5. Before the start of work responsible for the work must complete a work permit according R.35.07 "Working in Confined Spaces" format.

8.12. ENVIRONMENT

8.11.1. The External Company must comply with all the statements in the current Environmental regulations as regards waste generation and management, spillages, air emissions, noise and prevention of soil contamination. Likewise it is responsible for complying with all the regulations on use and storage of chemical products at the work areas throughout the execution of works and will assume all liability for breach of its obligations to the environment.

8.11.2. In general, the External Company must remove by its own means the waste or sub-products generated by the works. However, certain waste attachable to urban or inert (strictly paper, cardboard, plastics and cans, glass or food remains), scrap and certain dangerous waste can be placed in the specific vessels, containers, and drums respectively existing at the Industrial areas.

8.11.3. In general:

- The dumping of any substance, material or product to the drainage system is expressly prohibited.
- The manipulation and transfer of the material necessary for the performance of works will be done in such a way that it does not cause risks for the Environment.
- When the works imply any possibility of leakage or spillage of contaminating materials to the air, underground waters, sewage system or soil, the necessary preventive measures will be taken in order to eliminate or minimize said risk.
- The External Company will promptly inform all its employees of the environmental obligations set out in these regulations.

Any type of incident or accident of environmental character (breakage of tanks or dangerous products warehouse, leakages or spillages that may contaminate the soil or waters, etc.) will be immediately notified to the Contracting Officer and to the person in charge of Environment.



8.13. COMPLETION AND RECEPTION OF WORKS

8.13.1. No External Company will be allowed to abandon the works without their previous reception by the Contracting person.

8.13.2. The External Company will ensure, for the reception of works, the cleaning of the area and the removal of waste, sub-product, equipment and material used restoring it to its original conditions.

In addition to the mentioned rules, in the site or contracted activity enclosure, it is strictly forbidden:

- Introducing or consuming alcoholic drinks.
- Smoking inside the workplace.
- Call or attend meetings not authorized by the organization.
- The access to workplace of staff without prior authorization check.
- Distribute, sell or hand out forms without authorization of the organization.
- Take pictures without previous authorization by the organization.
- It is also strictly forbidden to invade areas of the production enclosure without specific authorization of the organization.

If non compliance of any of these Prohibitions, the Contracting Officer will take the appropriate decisions, including expulsion from the enclosure of the External Company and/or its employees, as well as stopping the work or activity under contract.

The organization reserves the right of staff admission.

9. POLICY ABOUT TOBACCO, ALCOHOL AND DRUGS

Daniel Alonso Group sets the objective of preventing, improving and maintaining the health and welfare of its employees, ensuring the conditions that allow adequate performance of their duties. We are aware that smoking, alcohol and / or illicit drug use, generates:

- damaging and harmful to the safety and health of employees effects,
- interfere with the productivity and efficiency of work and workers, and
- compromises professionals and company performance.

Therefore Daniel Alonso Group adopts the following guidelines aimed at its employees, to ensure compliance with its policy:

Smoking

Under current legislation, smoking is prohibited inside the facilities of any of the Group companies and our customers.

Drugs

The consumption, possession, distribution and drug sales within our facilities or the facilities of our customers and/or suppliers during the workday, is strictly prohibited.

It is prohibited, go to workplace Company, under the influence of drugs.

Alcohol

Likewise, consumption, possession, distribution and sale of alcoholic drinks within our facilities or the facilities of our customers and / or suppliers during the workday, is strictly prohibited.

You may not, be in the company under the influence of alcohol. If Daniel Alonso Group, check the use, transport, distribution, and sale of alcoholic beverages or drugs by an employee will lead the adoption of disciplinary measures in accordance with its internal regulations. In case that such personnel employed by third parties, it will be dismissed from the workplace and not provide services to the companies of Grupo Daniel Alonso.

Group Top Management have committed to ensuring that our Company is managed in accordance with these principles and commend and our employees around the world, and guidelines will cooperate in the formation of a more positive and healthy attitude of our workers.



10. ROAD SAFETY POLICY

As a company committed to safety we believe within our competences that the main mission of this Policy will be to improve road safety on the part of our employees, contractors and subcontractors, in a way that the accident rates associated with this cause, go to the total reduction.

To fulfill this commitment it will be necessary to establish a series of fundamental principles, which must be assumed by each of the actors of the organization and serve as a guide for all our actions.

- **We will disseminate** the road safety culture among all users of the road: employees, contractors and subcontractors, promoting safe mobility initiatives, as well as the understanding of road safety in working life as an aspect of improvement.
- **We will promote** the awareness of our staff and of contractors and subcontractors, through strategies that guide them on the road to the prevention of traffic accidents, such as respecting traffic signals, or adopting proactive behaviors in front of the defensive handling of the vehicle, as well as facilitating the users of the road, the necessary information that guarantees safe mobility on their journeys.
- **We will promote** the fulfillment of the legal requirements regarding labor road safety. We will especially ensure compliance with the requirements established in the National Land Traffic Code according to the law 769/2002, which directs the principles in terms of safety, quality, preservation of a healthy environment and the protection of public space.
- **We will allocate** the financial, human and technical resources that are necessary in compliance with the commitments of this policy.
- **We will include** road safety within the prevention of occupational risks, so that any employee, contractors and subcontractors assume the obligation to comply with the requirements and standards established by the company.
- **We will monitor** the responsibility of our personnel and contractors in front of the realization of the preventive and corrective maintenance of the vehicles, provided for the exercise of their work, in order to maintain their optimal performance.
- **We will consider** as a basic element in the management of work processes, the continuous improvement of Road Safety, for which the associates of this Policy will be integrated within the objectives and indicators of the organization.
- **We will maintain** and encourage a direct and fluid contact with the interested parties, guaranteeing communication in the matter, collaborating with national and international organizations and companies, in order to favor the exchange of knowledge and good practices.

All the principles of action reflect the commitment with the road safety of the Top Management and its fulfillment will be responsibility of the set of employees, contractors and subcontractors of the organization, which will participate in the activities that are programmed and developed by the company, with the ultimate goal of reducing the probability of occurrence of accidents that may affect the physical, mental and social integrity not only of personnel, contractors, subcontractors but also of the community and / or environment.

11. NOTIFICATION IN CASE OF ACCIDENT OR CATASTROPHE

In case of accident, occupational illness, incident or catastrophe of any type, the External Company will follow the instructions below:

- Immediate notification to the Contracting person and/or head of contracted work and to the person responsible for H&S of workplace about damages caused to the site facilities or to executed works, as well as immediate signposting of the place of the catastrophe when it represents any danger for the safety of people or objects.
- In all the cases of accident the Contracting person and/or head of contracted work and the person Responsible for Prevention of the workplace will be immediately informed.
- He will help the person injured and cooperate in his evacuation, if appropriate, to the closest Assistance Centre.
- He will document the analysis and inquiry of the event, and send a copy to the Contracting person and/or head of contracted work and to the Responsible for safety.

In the cases in which the activity contracted lasts for 2 months or more, the External Company will monthly send to the Contracting person and/or head of contracted work and to the Responsible for H&S of the workplace the summary of the accident rate suffered by the employees during the development of the activity contracted.



12. EMERGENCY ACTIONS

12.1. INJURED WORKERS

If you see an **injured worker**, avoid moving him unless he can do it on his own or to avoid a greater damage. Try to calm him down and ask for help without leaving him alone. The assistance provided should be well known, otherwise refrain and ask for help without leaving the place, if possible.

12.2. FIRE

If you detect a **fire**, immediately notify the person in charge.

Try to extinguish the fire, if you know how and can do it, without compromising your physical integrity, with the nearest extinguisher. In order to do so, follow these steps:

1. Take down the extinguisher, holding it by the handle and place it on the floor in vertical position away from the fire.
2. Remove the safety pin pulling its ring. (a)
3. Press the lever on the top of the extinguisher to produce a small test discharge.
4. Move to the area surrounding the fire carrying the extinguisher. (b)
5. Apply the extinguisher agent on the fire (c) downwind at the minimum possible distance directing the jet to the flames base with a sweeping movement (d).
6. If you have any help, use several extinguishers at the same time, thus creating a front against the flames.

Empty the content of the extinguisher to ensure that the fire does not revive, even if managing to extinguish it without consuming all the content in the extinguisher.

In electric fires previous disconnection of power supply is obligatory or exclusive use extinguishers valid for this type of fire.

Once the emergency is known, the Contractor staff and its Subcontractors staff will allow the Intervention Teams of the organization to act and will obey their requirements.

12.3. EVACUATION

In case of Evacuation follow these instructions:

- KEEP CALMED; REMEMBER THAT ACTING CALMLY MAY EVEN SAVE YOUR LIFE.
- Find the evacuation routes or emergency exits of the facility and move towards them.
- Walk fast but don't run, **DO NOT SHOUT AND DO NOT LOOK BACK**.
- Once the evacuation has started do not try to go back. Do not obstruct the passage.
- If the air is heavy with smoke, bend, even crawl, breathe protecting your mouth and nose with a wet handkerchief.
- **GO** directly to the **MEETING POINT**, stay there until the end of the emergency is announced





12.4. SPILLAGE AND LEAKAGES

The action in case of spillage of liquids with potential environmental incidence will be following these basic principles of action:

- Isolate the area to avoid the passage of employees.
- Use the environmental protection means available and the Individual Protection Equipment (IPE) according to the type of spillage.
- Control the source of the spillage (closing the stopcocks in circuits, closing the liquid exit orifices, isolating the broken vessel on a secondary container or any other mean that controls the spillage).
- Avoid the spread of the spillage confining it by means of mechanical barriers and absorbent materials.
- Protect the sewer system blinding the gratings close to the spillage point.
- Once the accident is controlled the remains collected will be treated as waste according to their characteristics.

There are appropriate means of environment protection for the control of spillages (absorbent materials, fillers, etc.) and individual protection equipment (gloves, suits against dangerous products, masks) which must be available at the workplace.

In case of leakages the action principles are the following:

1. Isolate the area to avoid the passage of employees.
2. Close the stopcocks and cut the electric current.
3. Take the environmental protection means available and the individual protection equipment according to the type of leakage.

Just like for the spillages, there are suitable environment protection means for the control of leakages (fillers, sealers, etc.) and individual protection equipment (gloves, suits against dangerous products, masks) that must be available at the workplace.

13. LEGAL PROPERTY

Be warned, that during his stay in the center, may be confidential information, which can access and whose rights of intellectual property, are under the exclusive ownership of each of the Group's customers Daniel Alonso, which corresponds protection.

Any form reproduction, copying, distribution, processing, marketing, and public communication or part of the information in the workplace without prior written authorization.

NOTE: You are informed that will be able to send you and requested by the Employer, or the purchasing department, completing and signing a NDA "Non Disclosure Agreement".