



**GRUPO SALVADOR CAETANO**  
SEMPRE CONSIGO

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# **EXTERNAL COMPANY REGULATIONS**

**OCCUPATIONAL HEALTH, SAFETY AND  
ENVIRONMENT REQUIREMENTS**

**SALVADOR CAETANO GROUP  
VILA NOVA DE GAIA PERIMETER**



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## 1. Introduction

In accordance with the Portuguese Law (Nº 102/2009 of 10 September ) - the legal system for the promotion of occupational health and safety and regulations on health and safety conditions on temporary or mobile worksites (Decree-Law Nº 273/2003 of 29 October), taking into account the continuous presence of External Companies conducting maintenance services, works and others, the need has arisen to adapt these provisions to the rules established by the Salvador Caetano Group - Vila nova de Gaia Perimeter.

As such, this document was drawn up and named External Company Regulations – Occupational Health, Safety and Environment Requirements, containing the rules to be complied with in relation to work conducted by External Companies, with the aim of guaranteeing the highest standards of health and safety for everyone involved in work on the premises of Salvador Caetano Group - Vila nova de Gaia Perimeter, while promoting the protection of the environment.

This document has been approved by the management.

Engineer José Ramos



## 2. Objectives of the External Company Regulations:

The objectives of these regulations aim mainly to define the mandatory rules on Occupational Health Safety and the Environment (OHSE) to be implemented on the premises of the companies of Salvador Caetano Group - Vila nova de Gaia Perimeter to eliminate, reduce or minimize the risks of occupational accidents and diseases inherent to the activities executed by external companies, in addition to training and informing personnel with awareness and training activities and promoting the protection of the environment.

As such, the following factors become necessary:

- Compliance with legal requirements;
- Analysis of the factors which might affect the safety of workers in activities in general;
- The provision of information on operations and products;
- The involvement of all personnel in the efforts to ensure continuous improvement in occupational health and safety;
- The promotion at all levels, in both the collective and individual plan, of a commitment to the safety standards and rules in force;
- The promotion of the protection of the environment with regard to a reduction in the amount of waste produced and the correct separation and disposal of the same; The confinement and treatment of liquid and gaseous effluents.

**External companies should declare their adherence to these Regulations.** (Declaration sample attached hereto (Appendix II-A)).



### 3. Functional Organisational Chart

As a rule, the functional organisational chart of the different companies will prevail during the execution of work and the organisation of functions and responsibilities.

Whereby a specific organisational chart may exist in accordance with the work or service to be carried out for the purposes of functionality.



## 4. Organisation and Responsibilities

### 4.1 General

External companies are responsible for:

#### OCCUPATIONAL HEALTH AND SAFETY

- Guaranteeing the health of safety of their workers in conjunction with the workers of their suppliers;
- Assessing the risks involved in each activity, combating the same at the source and updating measures of prevention, taking new circumstances and the expected development of the work into account;
- Registering risks and accidents;
- Notifying their workers and the Site Safety Coordinator and/or the Safety Officer from the company which contracted the service on the measures taken to reduce or eliminate risks;
- Creating access routes and lighting and signing the workplace, thereby reducing or warning of the existing risks;
- Supplying their personnel with individual protection equipment and demanding the use of the same;
- Providing their personnel with adequate training in the fields of health and safety;
- Appointing personnel to undertake the activities associated with risk prevention;
- Organising the monitoring of the health of their personnel and suppliers;
- Organising the means for the provision of first aid, to ensure their personnel and the personnel of their subcontractors and suppliers are cared for in the event of an accident;
- Submitting the safety data sheets for the chemical products used;
- Cooperating with regard to the promotion of health and safety, thereby collaborating with those in charge of safety at the other companies.

#### THE ENVIRONMENT

- Separation and disposal of the waste generated;
- Delivery of the waste to recyclers authorised by APA - Environmental Portuguese Agency;
- The confinement and treatment of liquid and gaseous effluents;
- The correct handling and storage of chemical products (use of retention basins);
- Supplying appropriate training in the field of the environment to their personnel;
- Ensuring the workplace is cleaned up on conclusion of work.



#### 4.2 Specific

PERSON IN CHARGE (WORKS/GENERAL)	RESPONSIBILITIES	SCOPE			
		WORKS			GEN.
		A	B	C	
DEVELOPER/TENDERING DEPARTMENT	▪ Establishing the duty plan	X	X	X	X
	▪ Analysis and approval of the works plan / budgets	X	X	X	X
EXECUTING ENTITY OF THE WORKS / EXTERNAL COMPANY	▪ Establishing the works plan – schedule and characteristics of the site / works; N.B: The work plan will be altered/amended whenever health and / or safety issues in relation to personnel justifies the same.	X	X	X	X
	▪ A declaration of acceptance of the External Company Regulations;	X	X	X	X
	▪ An external company licence;	X	X	X	X
	▪ A declaration guaranteeing the availability of the records of subcontractors and independent workers;	X	X	X	X
	▪ Contact details of the Occupational Health and Safety Officer;	X	X	X	X
	▪ Risk assessment;	X	X	X	X
	▪ The company's Corporate Taxpayer Number;	X	X	X	X
	▪ A copy of workers' national identity cards and respective skills certificates;	X	X	X	X
	▪ Evidence of up-to-date insurance (occupational accidents, third-party liability, vehicles);	X	X	X	X
	▪ Training records;	X	X	X	NA
	▪ Evidence of conformity certificates and machinery and equipment inspection reports.	X	X	X	X
	Safety procedure sheets (pursuant to article 14 of Portuguese Decree-Law 273/2003).	NA	X	NA	NA
	• Occupational Health and Safety Plan (Portuguese Decree-Law 273/2003 art. 11.º).	NA	NA	X	NA
• Ensuring the workplace is cleaned up on conclusion of work.	X	X	X	X	
PERSON IN CHARGE OF OHSE AT THE EXECUTING ENTITY/EXTERNAL COMPANY	• Updating this Health and Safety Plan and/or Sheets whenever necessary;	NA	X	X	NA
	• The promotion and coordination of the implementation of the same;	NA	X	X	NA
	• Ensuring compliance with the same, specifically monitoring obligations in this area.	NA	X	X	NA
CSO / TSST	• Promoting management meetings with those in charge of health and safety at external companies whenever necessary.	X	X	X	X

**LEGENDS:**

N/A – NOT APPLICABLE

WORKS TYPE A: NOT SUBJECT TO SPECIAL RISKS

WORKS TYPE B: SUBJECT TO SPECIAL RISKS

WORKS TYPE C: SUBJECT TO SPECIAL RISKS AND SUBJECT TO PRIOR NOTIFICATION OF OPENING THE WORKSITE

GENERAL: WORK TO BE EXECUTED WHICH DOES NOT FALL UNDER THE SCOPE OF CIVIL CONSTRUCTION

TSST: OCCUPATIONAL HEALTH AND SAFETY OFFICER

CSO – WORKSITE SAFETY COORDINATOR



## 5. Working Hours

Working hours should be defined with the Developer and/or the contact person from the company tendering the service.

Whenever a service provider needs to work overtime or change its working hours it should ask the Developer and/or the contact person from the company tendering the service for authorisation.

**N.B:** Contractor/Service Provider personnel are strictly prohibited from remaining on the worksite after normal working hours, except with the authorisation of the Developer and/or service provider's contact person.

Personnel from external companies are also prohibited from frequenting areas beyond the work site.

## 6. Authorisation for work involving fire or special risks

**Before starting any cutting or welding work or similar with a risk of fire, or, furthermore, work involving special risks, the foreman should notify the service provider's Health and Safety Officer to enable him to take precautions and assess the working conditions and to issue a report on the execution of the work.**

Only the written authorisation for the execution of the respective work will enable the external company to go ahead with the same, whereby failure to comply with this requirement will immediately prevent the execution of the work, and may result in a penalty.

Any authorisation issued should remain in the possession of the personnel executing the work.

**N.B:**

When working in tanks or reservoirs, regardless of the location, the use of a harness type safety belt attached to a life line which in turn is attached to the outside of the tank is mandatory.

## 7. Plan for the Access and Circulation of Vehicles and Persons

Whenever external companies need to bring vehicles on to the premises of Salvador Caetano Group - Vila nova de Gaia Perimeter companies they should request authorisation from the Developer / contact person from the providing Sector, who, in the event the request is granted, should order a printed permit from the main gate.

Once the respective authorisation has been delivered it should be placed in a visible location in the vehicle.

The following are not subject to this condition:

- Local and national authorities;
- Emergency vehicles belonging to the fire brigade;





- Other vehicles when previously authorised beforehand by the Board of Directors / Management.

Vehicles should comply with the following rules:

- Travel at a maximum speed of 20 Km/h; (outside); 10 km/h (inside);
- Ensure visibility on the road in question is good;
- Comply with the traffic regulations in force, in accordance with the street code;
- Pay attention and obey the vertical and horizontal signage installed;
- Make use of the horn whenever justified;
- Only use the access routes permitted;
- Give way to pedestrians.

#### Access and circulation of Persons:

The winning bidders of the works or services to be executed may only enter the premises Salvador Caetano Group - of the Vila nova de Gaia Perimeter companies with the prior authorisation of the Developer / Service provider's contact person.

Access to the premises will only be granted to duly identified personnel wearing the individual protection equipment specified for each case.

#### **8. Collective Protection Plan**

A principle of general prevention specifies that the employer places priority on protection measures for individuals.

The following general measures of collective protection must be complied with:

<b>Risk</b>	<b>Collective Protection Measure</b>
Falling on the same level	Tidying access routes and work posts
Electrocution	Grounding electrical appliances; Use of a 0.3 A circuit breaker Restrict access
Fire and explosion	Fire-fighting equipment Correct storage
Being run over	Signage; Maximum speed of 20 km/h Installation of distinct pedestrian and vehicle paths.
Falling from a height	All areas involving the risk of falling from a height should be fitted with collective protections systems, specifically guard rails, etc; All areas involving the risk of objects falling on to pedestrian or vehicle routes should be fitted with collective protections systems, such as fine catchment nets, skirting boards, etc.



## 9. Individual Protection Plan

External companies are responsible for supplying their personnel with Individual Protection Equipment (IPE), whereby the use and maintenance of the same is the responsibility of the workers themselves.

The Individual Protection Equipment (IPE) should not be used to replace any effective technical protection available, but as an additional safety resource.

The Individual Protection Equipment (IPE) should comply with the following requirements:

- Approval in accordance with the standards in force;
- Comfort;
- Robustness;
- Lightweight nature;
- Adaptability.

The choice of the same should take into account:

- The risks to which the worker is exposed;
- The working conditions;
- The part of the body to be protected;
- The characteristics of the worker himself.

**Work clothing should take into account the risks workers may be exposed to and bear the name of the firm in a visible location.**

The table below contains a chart of IPE to be used in accordance with the parts of the body to be protected and the risks in question:

Equipment	The part of the body to be protected	Risk
Helmet	The head	Being struck by objects Collision with objects
Earmuffs	The ears	Exposure to noise
Protective goggles	The eyes	Exposure to particles, dust, chemical products
Protective visor	The eyes and face	Exposure to particles, dust, chemical products
Protective mask	The respiratory tracts	Inhalation of organic fumes, dust, smoke
Protective gloves	The hands	Mechanical, electrical, thermal, chemical, biological risk
Protective boots	The feet	Mechanical, electrical, thermal, chemical risk; slipping
Safety belt and harness	The body	Falling from a height
Protective clothing	The body	Mechanical, physical, climatic risk.



## 10. Procedure in the event of an occurrence of an accident in the workplace

The provision of first aid to personnel from external companies is the responsibility of the company the worker belongs to. Salvador Caetano Group companies in Vila nova de Gaia Perimeter with a medical centre may use the same for the provision of first aid.

Whenever the need for medical care off the premises arises, the transportation of the injured person is to be provided by the external company, except in cases where the injured person requires an ambulance.

In both cases the subsequent monitoring of the injured person is the responsibility of the employer, which in turn should contact the respective insurance company.

Under no circumstances whatsoever may a company from Salvador Caetano Group - of the Vila nova de Gaia Perimeter be held liable for the care and removal of the injured person.

Drawing up an occupational accident report for a worker from an external company is the responsibility of that company, which will be required to send a copy of the same to the Safety Officer of the tendering company.

This report should contain at least the causes of the accident and the preventive/corrective measures taken as a means of preventing the occurrence of accidents of the same type.

The service provider should report the work accident immediately to the Developer/ the contact person from the tendering company and submit the respective report within 48 hours.

**N.B: All workers must be in possession of a duly updated medical fitness certificate prior to starting work on any job.**



## 11. Emergency Plan

The Emergency Plan is vital to ensure effective measures for the provision of first aid and the removal of injured persons/remaining workers in the event of an emergency. As such, external companies should:

- Provide their personnel with a list of emergency telephone numbers including the fire brigade, police, hospitals, etc;
- Establish parameters for the creation of intervention and evacuation teams;
- Guarantee that work is conducted in isolated areas and that work teams comprise at least two workers;
- Guarantee that access to fire-fighting equipment is unobstructed;
- Guarantee that evacuation routes are unobstructed – and if this is not possible the developer / contact person from the tendering company should be notified so additional measures may be taken;
- Possess a first aid box containing the following:
  - Scissors, forceps and disposable gloves;
  - Alcohol, betadine, burns ointment, eyewash ointment and/or solution;
  - Cotton wool, pads, plasters and band aids.

## 12. Ban on smoking and lighting fires

**Smoking and lighting fires on the premises of Salvador Caetano Group - Vila nova de Gaia Perimeter is prohibited, except in places duly signed for the purpose.**

Anyone found smoking or lighting a fire on the premises of the Salvador Caetano Group - Vila nova de Gaia Perimeter, beyond the areas signed for the purpose, will be told to leave the premises immediately, whereby the external company to which the person belongs will be notified and held responsible for the act.

Those in charge at external companies are asked to ensure their personnel are aware of this regulation in order to prevent problems for everyone involved:

**Smoking and lighting fires on the  
premises is prohibited**



### 13. Location and Organisation of Containers / Yards

The existence of containers / yards requires the authorisation of the Developer, whereby the location of the same should ensure that:

- Access to the plant equipment and fire-fighting equipment, specifically hydrants and other water outlets for the exclusive use of the Fire Brigade is unobstructed;
- The information on the parties involved in the works and the work itself is displayed in a clearly visible location in the yard / containers (in accordance with Portuguese Decree-Law 273/2003);
- Duly equipped and signed first aid boxes and cabinets exist;
- Each container/yard should possess at least one operational ABC-type 6 kg dry chemical foam fire extinguisher;
- There is appropriate signage in the different areas;
- The yard has duly signed access routes for pedestrian and vehicles and that unauthorised persons are not allowed to enter the worksite;
- The social, office and storage areas are duly defined and individualized;
- The sites for the storage and handling of hazardous chemical products are appropriate, duly protected and fitted with fire-fighting equipment; The respective safety data sheets are available for workers to refer to;
- Whenever justified the site should feature electricity and drinking water outlets and toilets.

### 14. Meals and drinks

It is prohibited to consume meals anywhere but in the areas designed for the purpose on the premises of companies belonging to Salvador Caetano Group - Vila nova de Gaia Perimeter.

External companies are responsible for supplying their personnel with drinking water.

Entering with and consuming alcoholic beverages on the premises of companies belonging to the Salvador Caetano Group- - Vila nova de Gaia Perimeter is prohibited.



## 15. Health and Safety on the worksite

In addition to compliance with the provisions set forth in this document, the Safety Officer at the executing entity is obliged to comply with and to ensure personnel, including subcontractors, comply with standards of health and safety in accordance with the provisions of Portuguese law.

The Safety Officer at the executing entity should, prior to commencing work, obtain from the Safety Officer at the tendering company, all the information in relation to the procedures to be taken to guarantee the safety of individuals, installations and equipment.

1. The workplace should be duly signed and warnings and protection placed in the areas leading to the site or the area in which the service is to be provided;
2. All personnel should wear appropriate individual protection equipment.

On a regular basis, or whenever a situation of risk is detected, meetings should be held with the aim of analysing the situation and taking measures to eliminate the risk.

**Whenever an external company is found to have been in serious breach of the safety standards specified in these regulations, the developer may interrupt the work until the safety conditions have been restored, without the deadlines for the conclusion of the works being affected.**

## 16. Basic Rules of Good Environmental Practices

The executing entity is responsible for complying with the following rules:

- The companies should be familiar with the types of solid and/or liquid waste (e.g: scrap metal, rubble, oil) generated during the work, and ensure the selective collection of the same in duly labeled containers and removal from the premises for treatment or disposal;
- The companies need to register all waste they produce, (pursuant to Article 48 of Decree-Law N° 178/2006 of 05 September, are registered with SIRAPA);
- The collection and treatment of this waste should be dealt with by specialized entities with a waste management licence;
- Completing the construction and demolition waste forms in accordance with the Portuguese legislation (Ministerial Order 417/2008 of 11 June);
- Always prevent the accrual of waste when possible;
- Clean up the worksite after execution of the work;
- Do not burn waste;



- In the event of the occurrence of small spills which it was impossible to collect and/or reuse, the Safety Officer/contact person at the company of the Salvador Caetano Group - Vila nova de Gaia Perimeter should be notified immediately. Environmental mitigation measures should be taken in the event of the possibility of reaching a water pipe or an effluent channel system;
- Consume as little water and electricity as possible;
- Provide the companies of Salvador Caetano Group - Vila nova de Gaia Perimeter with information on the chemical products to be used on the worksite, specifically copies of the safety data sheets, and the storage conditions for the same products. The safety data sheets should be available for the workers due to use such products to refer to.

**N.B:** The use of retention basins for chemical products is mandatory.

## 17. Work machinery and equipment

Work machinery and equipment such as cranes, excavators, winches, mooring devices, hoisting machinery, electric arc welding stations, welding installations, electric control stations, scaffolding, stairs, mobile platform lifts, compressors, chain saws, etc. should comply with the of the applicable legislation.

Everyone in a work post including drivers/operators of vehicles or machinery, namely motor vehicles, cranes, hoisting machinery and mobile platforms should be duly trained and able from a medical point of view for the exercise of the function.

Motorised machinery or vehicles such as those named above may not be operated by anyone but their drivers or operators, unless specified by the manufacturer.

## 18. Special operations

Appendix III – “Additional Plans” sets forth certain procedures with a description of the prevention / protection measures to be used in the exercise of specific operations and which are mandatory whenever applicable.

## 19. Third-party liability

Failure to comply with the internal safety regulations set forth in the national law in force and in these regulations:

- **Any loss caused to third parties within the scope of the execution of the works will be the exclusive liability of the external company;**
- The external company will be held fully liable for any material or personal loss caused by the equipment or personnel at the service of the external company, their subcontractors and suppliers.



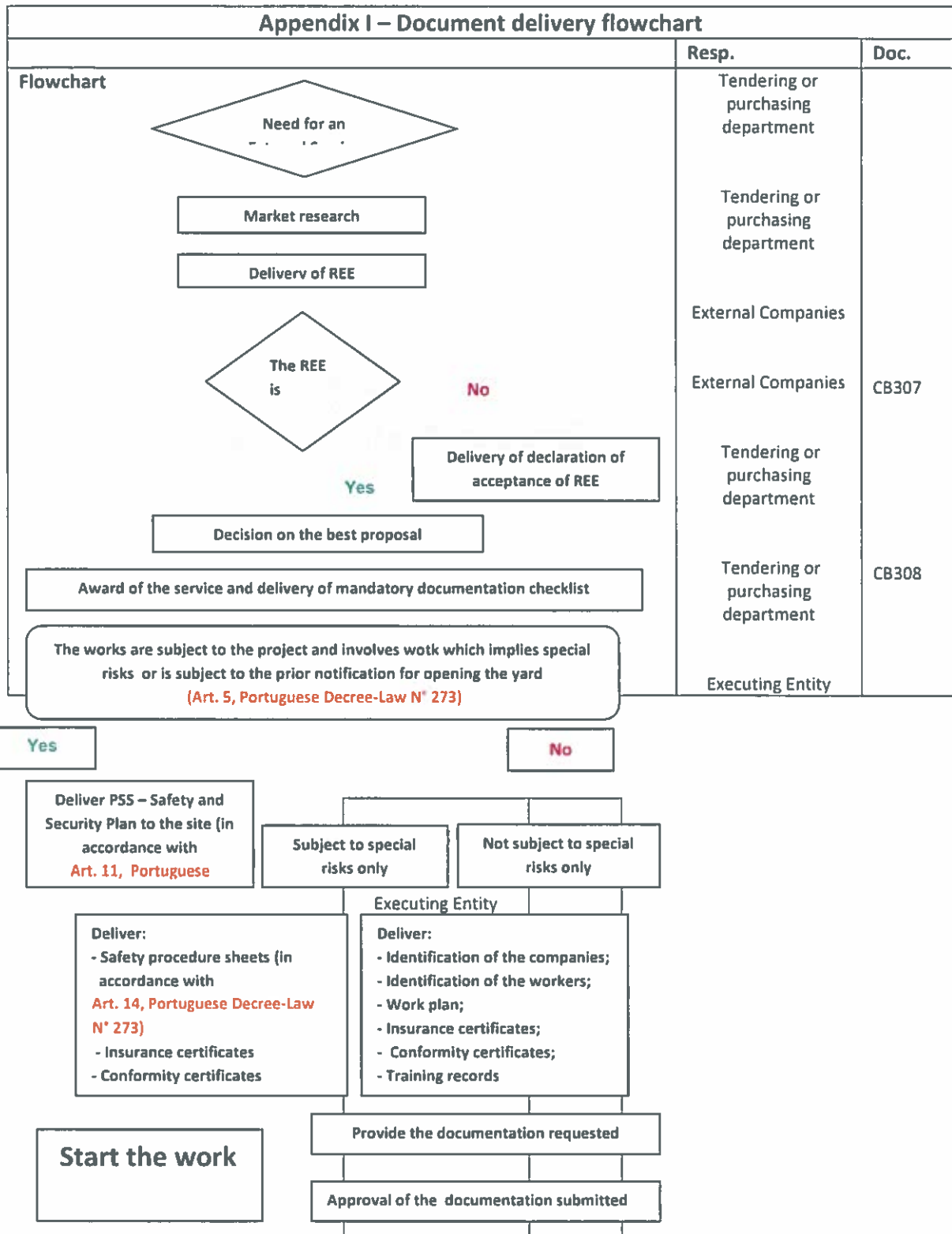
# **Appendix I**

## **Document delivery flowchart**





Appendix I – Document delivery flowchart



LEGEND: DS: Safety Officer – CSO: Worksite Safety Coordinator  
 TSST: Senior Occupational Health and Safety Technician  
 REE: External Company Regulations



**GRUPO SALVADOR CAETANO**  
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**External Company Regulations – OHSE Requirements**

# **Appendix II**

## **Sample Declarations**



(A)

**SAMPLE DECLARATION**

(Headed company paper and signed by their legal representative)

Company: \_\_\_\_\_

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

Head of Safety: \_\_\_\_\_

I hereby declare that I have received and am familiar with the **“EXTERNAL COMPANY REGULATIONS”** and I accept the conditions to be complied with by external companies and their personnel at any of the companies of Salvador Caetano Group - Vila nova de Gaia Perimeter located in the Vila Nova de Gaia Industrial Area.

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

The Company's Legal Representative

\_\_\_\_\_



GRUPO SALVADOR CAETANO  
SEMPRE CONSIGO

External Company Regulations – OHSE Requirements

(B)

**SAMPLE DECLARATION**

(Headed company paper and signed by their legal representative)

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Head of Safety: \_\_\_\_\_

I hereby declare that this company undertakes to compile the *records of subcontractors and independent workers involved in the works* (in accordance with the provisions of article 16 of Portuguese Decree-Law 273/2003).

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

The Company's Legal Representative

\_\_\_\_\_



**GRUPO SALVADOR CAETANO**  
SEMPRE CONSIGO

**External Company Regulations – OHSE Requirements**

## **Appendix III**

### **ADDITIONAL PLANS**



## Additional Prevention Plans Moving Machinery

### PRINCIPAL RISKS:

- Traumatic noise induced lesions to the ears;
- Being run over and capsizing;
- Electrocuting;
- Falls;
- Fire.

### PREVENTION / PROTECTION MEASURES:

- External companies should prepare a um dossier containing all the information on each piece of machinery specifically safety procedures, main operating modes, technical characteristics, maintenance and repair records, etc. The respective dossier should be available to the user;



- Machinery should be moved at a reduced speed both for operations and transfers, checking beforehand that nobody is in the vicinity of the machinery.
- Do not circulate in neutral gear;
- Manoeuvres in reverse gear should be conducted with extreme caution, particularly if obstacles exist which could cause collisions;
- The assistance of a signaler should be sought for more complex manoeuvres;
- Never surpass the load capacity of the machinery;
- Operators should report faults and breakages to machinery and stop work in the event of the same;
- Do not conduct repairs when machinery is running;
- People are forbidden to ride on machinery;
- Check tyre pressure, using the pressure specified by the manufacturer;
- Prior to commencing a work shift, check the controls are working and adjust the seat to your driving position whenever necessary;



- When leaving the machinery the operator should ensure it is locked and cannot be put into gear by someone not involved in the services.
- Where applicable, machinery should possess the following general characteristics:
  - The mobile parts of the machines should be resistant and well fixed;
  - Equip vehicles with reversing lights;
  - Assemble all the original protective equipment and silencers;
  - Equip machines with sound signals / horns for manoeuvres;
  - The boxes of all transport vehicles should be loaded in a manner which prevents material from falling on to the road or path when en route;
  - In the event of extremely loud volumes of noise, provide a mechanism to baffle the equipment and/or wear earmuffs;
  - Electric controls should be protected against the run-off of water;
  - Safeguard against oil and fuel spills;
  - Affix the load limit for each piece of equipment.



## Additional Prevention Plans Manual Handling of Loads

### PRINCIPAL RISKS:

- Strains and other musculo-skeletal injuries;
- Being struck by objects / materials;
- Crushing

### PREVENTION / PROTECTION MEASURES:

Whenever moving loads manually becomes absolutely necessary, appropriate organisational working methods should be adopted, using or supplying workers with the suitable means to ensure this work is conducted in a safe a manner as possible;

- Contact the works foreman for information on the constraints in question before unloading materials;
- Wheelbarrows should be used whenever possible;
- Do not use wheelbarrows to transport excessively long loads or which block your view;
- Keep handling areas clean and tidy;
- Sign hazardous passageways;
- Take precautions when handling long loads;
- Comply with the following principles in all handling operations:
  - Use materials in good condition (tools or other support material/equipment).
  - Make an assessment of the weight of the load prior to selecting the most appropriate means of unloading.



- Adopt the correct working position, based on the following principles:
  - The worker's centre of gravity should be as close as possible to and above the centre of gravity of the load;
  - The equilibrium of the worker handling the load largely depends on the position of the feet, which should frame the load.





## Additional Prevention Plans Excavations

### PRINCIPAL RISKS:

- **Falling from a height**
- **Falling on the same level**
- **Burial**
- **Being struck by objects**

### PREVENTION/PROTECTION MEASURES:

- No cabling or piping assembled by external companies, both temporary and permanent, may be covered without having been mapped by the company which requested the service, and which should therefore be notified in advance.
- Ladders should be used whenever the depth of the excavations or the hazards involved justify the same. Ladders used as a means of access should extend beyond the access level by at least 90 cm.
- A space of at least 0.60 should be left on either side of the excavation, in which it is prohibited to place materials or other loads and for persons and vehicles to pass.
- All excavation faces with a slope the angle of which is greater than the natural slope should be;
- External companies are prohibited from starting any kind of excavation without the due authorisation.
- Passageways of a minimum width of 0.60 metres and a guardrail from edge to edge should be placed in excavations of a width equal to or greater than 0.40 metres when there is a need to the same.



## Additional Prevention Plans Working with Ladders

### PRINCIPAL RISKS:

- Falling from a height
- Being struck by objects

### PREVENTION/PROTECTION MEASURES:

- As a general principle priority should be given to collective protection measures rather than individual protection measures;
- The choice of the most suitable means of access to working positions at heights should take into account the frequency of de circulação, the height in question and the length of time involved;
- Outdoor work at heights should only be executed when the weather conditions do not endanger the safety of the workers;
- Safety structures should be installed in accordance with the assembly plans and with the appropriate details and clarity, pursuant to the manufacturer's instructions.

### LADDERS:

- Working on a ladder at heights should be limited to cases where the use of safer equipment is not justified due to the low level of risk and/or the short length of time involved, or the characteristics in evidence which the employer is unable to change;
- Excavation work involving the opening of ditches / pits at a depth of more than 1.30 m, requires ladders assembled at strategic points to provide a means of evacuation for workers in the event of an accident;
- These ladders should be fixed or placed in a manner which ensures they do not topple over, sway or slide;
- Ladders should be placed on a solid and stable base to prevent them from sliding the support surfaces at the base and top of the ladder should be checked for reduced adherence due to ice, moss or other causes;



- Ladders which are not fixed in the ground should be held by a worker standing at the base of the same.
- Ladders should never be placed on loose material, crates or other objects which might cause them to slide or sway;
- No more than one worker should be on the ladder at the same time except in the event of an emergency, when one worker may climb the ladder to assist another.
- When climbing/descending a ladder a worker's hands should be free in order to comply with the 3 support point rule (1 hand + 2 feet or 2 hands + 1 foot). The hands should be placed on the steps to avoid falling in the event a step breaks or is defective
- Joining two or more ladders together is prohibited unless they are equipped with suitable devices for this purpose.



## Additional Prevention Plans Working at Heights

### PRINCIPAL RISKS:

- Falling from a height
- Being struck by objects

### PREVENTION/PROTECTION MEASURES:

- As a general principle priority should be given to collective protection measures rather than individual protection measures;
- The choice of the most suitable means of access to working positions at heights should take into account the frequency of use, the height in question and the length of time involved;
- Outdoor work at heights should only be executed when the weather conditions do not endanger the safety of the workers;
- Safety structures should be installed in accordance with the assembly plans and with the appropriate details and clarity, pursuant to the manufacturer's instructions.

### SCAFFOLDING:

- Whenever necessary, the scaffolding to be used by external companies should be made of metallic frames with wooden or metallic platforms.
- The assembly, disassembly or conversion of the scaffolding should be executed under the supervision of a competent person specifically trained in the risks inherent to this type of operation.



- If the complexity of the scaffolding so requires, a plan should be drawn up defining the procedures for the assembly, use and disassembly of the same, in addition to precise instructions on specific details of the scaffolding, where necessary.
- Scaffolding which has no calculation notes supplied by the manufacturer or whose calculation notes do not include the structural settings may only be assembled after calculation of the strength and stability of the same, except when assembled in accordance with generally acknowledged settings.



- The competent person supervising the assembly, disassembly or conversion of the scaffolding and the workers executing the respective operations should be in possession of the aforementioned plan and any complementary instructions.
- Scaffolding on wheels should be equipped with devices to prevent it from moving accidentally during use.
- The dimensions, shape and arrangement of scaffolding platforms should be adapted to the work to be conducted and the loads to be borne, in addition to ensuring workers move around and work in safety.
- Scaffolding platforms should be fixed to their respective brackets to prevent displacement in normal conditions of use.
- There should be no unprotected areas susceptible of causing danger among the platforms and collective equipment providing protection against falling from heights.
- Parts of the scaffolding which are not ready for use, specifically during assembly, disassembly or conversion of the scaffolding should be marked with occupational health and safety signage in accordance with the applicable legislation, and correctly demarcated to impede access to the danger area.
- The use of scaffolding outdoors during storms which might compromise the stability of the same or the safety of the workers is prohibited.



## Additional Prevention Plans Demolition

### PRINCIPAL RISKS:

- Being struck by objects;
- Flying fragments;
- Exposure to noise and vibration;
- Falling from heights or on the same level.

### PREVENTION/PROTECTION MEASURES:

- Protection measures should be taken whenever there is a risk of materials falling into the operational areas;
- All fragile elements should be dismantled and removed prior to commencing demolition work (windows, doors, skylights, etc);
- Any construction elements with signs of instability or fragility should be shored up, timbered and/or cleaned up prior to commencing demolition work;
- If necessary the master walls of the adjacent buildings should be shored up and/or timbered to a height which guarantees the robustness of the same;
- The entire perimeter of the demolition area should be signed and demarcated;
- All stable construction elements should be cleaned up at the beginning and end of the working day;
- Scaffolding should be kept completely separate from the materials to be demolished;
- Demolition should be conducted floor by floor from top to bottom, and workers should all be working on the same floor;
- Throwing rubble through windows and holes in the floor is prohibited;
- Tiles, metal and cement fiber plaques should not serve as support for workers and running boards should be used;
- The materials to be demolished should be wet on a regular basis in order to prevent dust clouds;
- Rubble transported mechanically should not exceed the height of the load box, as a means of preventing material from falling;
- Workers transporting rubble mechanically should not overload the vehicles.



## Additional Prevention Plans Working on Roofs

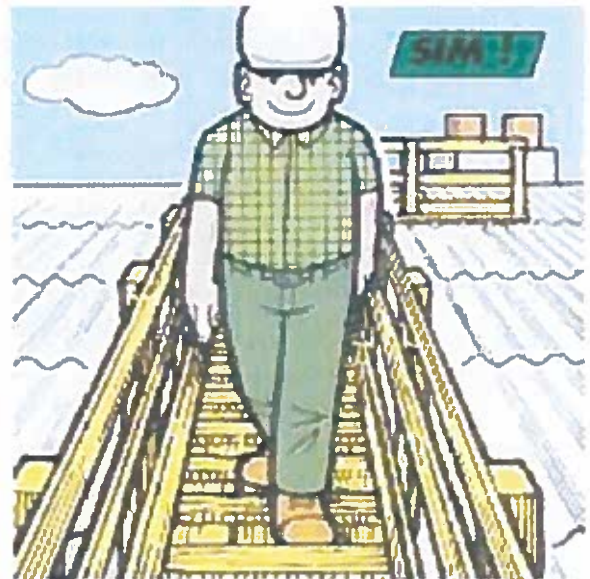
### PRINCIPAL RISKS:

- Being struck by objects;
- Falling from heights or on the same level.

### PREVENTION/PROTECTION MEASURES:

Prior to commencing work a check needs to be conducted to find out what material the roof is made of and its level of robustness;

- Roofing ladders or running boards should be used on roofs which are sloped or present the danger of slipping;
- Robust platforms placed on solid supports should be used on fragile roofs;



- Ensure workers do not rest on weak areas.
- Place guard rails and foot boards around the edge of the roof whenever necessary;





- Anti-fall nets should be placed in skylight areas or whenever a roof is being dismantled;
- Use anti-fall equipment whenever necessary; it is prohibited to use mooring ropes of over 1.5 metres in length. Anti-fall devices with a gradual (self-retracting) reel should be used;
- Work should be suspended whenever weather conditions increase the risk workers are subjected to.





## Additional Prevention Plans Working with chemical products

### PRINCIPAL RISKS:

- Inhalation of harmful fumes;
- Contact with chemical products.

### PREVENTION/PROTECTION MEASURES:

- The state of the packaging of chemical products should be checked on receipt of the same; packaging bearing damage with the risk of a leak should be separated for return to the supplier, or, as a last resort, placed in the contaminated packaging container;
- Medium and large size packaging should be placed on water trays or in a waterproof location capable of serving as retention basins;
- An air current should be created when applying paints and varnishes, sufficient to constantly renew the air and to prevent intoxication;
- Work platforms for painting stairs or ramps should have horizontal working surfaces and surrounding guard rails. The use of ladders and step ladders should be strictly prohibited on stairs and ramps;
- Stocks should be managed in a manner that ensures only the minimum amounts of essential risk-related products are stored on the site;
- The instructions set forth on product safety data sheets should be strictly complied with;
- Rags and waste arising from the use of solvents should be disposed of in airtight closed recipients. These recipients should not be left in the sun or close to sources of heat or flames;
- Chemical products should be stored in areas with waterproof paving or on retention basins.
- Transfer operations should be conducted on a retention basin, ensuring a controlled, regular and stable flow;
- Open packaging for use and close them immediately afterwards, storing them in a safe place protected from falls or impact;
- Inflammable chemical products should be stored and handled away from sources of heat, ignition and electric arcs;
- A check should be conducted to ensure disposable packaging is empty prior to depositing the same at recycling points;



**MEASURES TO BE TAKEN IN THE EVENT CHEMICAL PRODUCTS ARE SPILLED:**

- Control the spill by pouring absorbent material on the spilt product, cordon off the area and report the occurrence to all the users of the area in question;
- Proceed to clean up the area and use ventilation and/or extraction equipment when necessary;
- In the event of uncontrollable spills or fire, contact the Safety Officer/Contact Person.