



# **GROUP RULES FOR COMPANIES AND SELF-EMPLOYED WORKERS PROVIDING WORKS & SERVICES**

## **OCCUPATIONAL HEALTH AND SAFETY, ENVIRONMENTAL PROTECTION, QUALITY AND SUSTAINABLE ENERGY**

**General Rule No. 02/92**

Revision: No. 6 – April 2022

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<b>REV.</b>	<b>DATE</b>	<b>DESCRIPTION OF REVISION</b>
01	June 1997	<ul style="list-style-type: none"><li>• Overall revision</li></ul>
02	January 2002	<ul style="list-style-type: none"><li>• Overall revision</li></ul>
03	March 2008	<ul style="list-style-type: none"><li>• Overall revision</li></ul>
04	June 2009	<ul style="list-style-type: none"><li>• Revision pursuant to Legislative Decree No. 81/08</li></ul>
05	April 2015	<ul style="list-style-type: none"><li>• Revision for regulatory updates and electronic Corporate Documentation system and new HSE Policy</li></ul>
06	April 2022	<ul style="list-style-type: none"><li>• General revision (regulatory updates, new HSE Policy, DIMP requirement updates)</li></ul>

## **1 PURPOSE**

The purpose of this General Rule is to define the main measures to adopt and comply with as to occupational health and safety, accident prevention and environmental protection, applicable to the parties (companies, self-employed workers, professional firms, etc.) that have entered into with Edison and perform contracts for works or services, including purely intellectual works and services.

The Rule provides a non-exhaustive description of tasks and duties that the above-said parties must respect under the applicable laws and good practices.

The Rule supplements and does not replace any specific rules and operational prescriptions in force within Edison's various entities and the Subsidiary or Associate Companies managed by Edison itself, with which the above-said parties shall comply.

## **2 SCOPE OF APPLICATION**

This Rule shall apply to all situations and conditions where Edison Spa, directly and/or indirectly through the Subsidiary or Associate Companies managed by Edison itself, executes – through the Procurement Department of the Finance Division – specific contracts for works or services, master agreements, agreements with Third Parties (Companies, Professional Firms, Self-Employed Workers) providing for the performance of the following activities at sites/offices or Work Sites, as defined in point 6.6:

- contracts and subcontracts for works,
- supply and commissioning of goods,
- provision of services,
- provision of intellectual services.

Due to the nature of the matters at issue, while retaining their corporate autonomy, it shall also apply to Regulated Companies subject to the regulation on Unbundling.

This General Rule represents a reference Guideline for similar activities and work sites set up and managed abroad, without prejudice to local regulatory frameworks as applicable.

## **3 EXCLUSIONS**

This Rule shall not apply to the mere supply/collection of products, goods or materials, if the carrier acts autonomously without interfering with plant/equipment parts and without being exposed to risks besides those arising from its own activity (e.g. supply of an electric panel/equipment at the work site without assembly, supply of chemical products in sealed containers/tanks, waste collection by using Company's means only, supply of materials at the work site using third-party means without support to assembly).

## **4 MAIN LEGAL AND REGULATORY REFERENCES**

This Rule complies with environmental, occupational health and safety laws and reference regulations in force for works contracted out to third-party companies. Namely, the main environmental and occupational health and safety laws to which this Rule refers are as follows:

- Legislative Decree No. 81/08 "Implementation of Article 1 of Law No. 123 of 03 August 2007, on the Protection of health and safety in the workplace" (Consolidated Act on Health and Safety in the Workplace) and amendments and additions thereto
- Legislative Decree No. 624/96 "Health and safety in mining industries and businesses" and amendments and additions thereto
- Seveso-III Directive and transposing Legislative Decree No. 105 of 26 June 2015 on the control of major-accident hazards involving dangerous substances
- Legislative Decree No. 152/06 "Rules on environment" and amendments and additions thereto
- Decree of the President of the Republic No. 177 of 14 September 2011, "Regulation containing rules for the qualification of companies and self-employed workers operating in areas of suspected pollution or confined environments, pursuant to Article 6, paragraph 8, letter g) of Legislative Decree No. 81 of 09 April 2008" (11G0219) (Official Journal No. 260 of 8-11-2011) and amendments and additions thereto
- General Rule No. 92/14 Processes for Procurement of goods, services and works.

## **5 HEALTH AND SAFETY, ENVIRONMENTAL, QUALITY AND SUSTAINABLE ENERGY POLICY**

The Health and Safety, Environmental, Quality and Sustainable Energy Policy represents Edison Group's reference document for the matters in question. The Group acts in partnership with its suppliers and uses innovative, digital and sustainable technologies.

The document is regularly updated and signed by the Chief Executive Officer and on behalf of the Executive Committee, and is available to all internal and external stakeholders both on the corporate Intranet and on the website Edison.it.

The principles of the Policy, adopted by all Subsidiary Companies, are also in line with the Sustainability Policy and with EDF Group's policies in those fields.

All employees, and especially the management, are tasked with implementing and promoting the principles, commitments and objectives, as defined in strategic corporate documents, and with ensuring compliance therewith.

## **6 DEFINITIONS, ROLES, TASKS AND RESPONSIBILITIES**

### **6.1 Client**

It is the party for which the plant/work is carried out or the services are performed.

### **6.2 Contracting Company/Main Contractor**

Company owner of the contract with the Client, which is responsible for the carrying out of works or the performance of services by organising any means required and managing the contract at its own risk.

The Contracting Company may avail itself of Subcontractors or Self-Employed Workers in carrying out the works.

For the purposes of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, the Contracting Company is the Main Contractor.

If the owner of the contract is a Temporary Association of Companies or a Temporary Grouping of Companies (ATI/RTI), the Main Contractor is usually the agent company in charge of representing the principal companies pursuant to the articles of association. If the owner of the contract is a consortium established to allow member companies to compete in tenders, also without any staff performing the works, the Main Contractor is the consortium member to which the works forming part of the contract are awarded, as identified by the consortium in the award of works notified to the Client or, in the event that more consortium members are awarded works, the company identified as Main Contractor in the award of works, subject to express acceptance by the same company.

### **6.3 Subcontractor**

Company that, by virtue of an agreement executed with the Contracting Company, is appointed by the latter to carry out works/provide services that have been awarded to the Contracting Company by the Client. Any subcontract must be authorised beforehand in writing by the Client.

The Contracting Company shall be held directly liable vis-à-vis the Client for the conduct of its Subcontractors and Self-Employed Workers.

### **6.4 Construction Companies**

For the purposes of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, these are both Main Contractors and Subcontractors that carry out works or part thereof by using their own human resources and materials.

As far as Temporary Associations/Groupings and/or Consortia of Companies are concerned, the agent company and the principal companies shall each be considered as a single Construction Company, for works to be carried out both in full and in part.

Construction Companies shall also include Companies that, based on a Purchase Order for equipment/plants, work inside Edison Group's sites/offices or Work Sites on whatever basis (assembly, supervision, commissioning, testing, support to assembly).

## **6.5 Self-Employed Worker**

For the purposes of this Rule, a Self-Employed Worker is a natural person whose professional activity contributes to the implementation of works without being governed by an employment contract. Self-Employed Workers shall include artisans (as identified pursuant to Article 2 of Law No. 443/85) duly registered in the corresponding professional registers, who directly perform the activity requested without availing themselves of employees or collaborators.

Similarly to Subcontracts, Self-Employed Workers may be employed by the Companies only if they are previously authorised by the Client.

## **6.6 Work Site**

Place or areas involved in the activities carried out by the companies managed by Edison and/or Subsidiary Companies, where construction, maintenance, repairs, dismantlement (of facilities, plants, equipment and pipelines), geophysical and geotechnical exploration, prospecting, drilling and other activities are performed, having regard to both Title I and Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, and Article 1 of Legislative Decree No. 624/96. Commissioning/start-up activities of plants/works and/or parts thereof shall also be included.

## **6.7 Work Permit**

Operational tool that the Client – through its own organisation, following the risk assessment pursuant to Article 29 of Legislative Decree No. 81/08 and subsequent amendments and additions – uses to authorise the performance of works (on systems/sub-systems or areas), providing instructions on residual risks in the environment where works are to be performed and any preventive actions to be implemented before, during or at the end of works themselves. The Work Permit provides an orderly and standardised collection of all information – for which the Client is responsible – required to carry out works while fully complying with safety.

The Work Permit must be drawn up pursuant to Edison Corporate Procedure PRO-002-EDIS-99.

## **6.8 Designated Officer for Works**

The Client shall check that works are carried out in compliance with contractual provisions and with the plans agreed by means of its own Designated Officer for Works, whose name is disclosed to the Construction Company before the beginning of works.

The Designated Officer for Works shall fulfil the following tasks, also by availing him/herself of other staff as made available by the Client:

- a) to check and certify the quality and quantity of materials and resources used, the progress of works, their compliance with the design and law rules and corporate provisions on Health, Safety and the Environment, and their carrying out in a workmanlike manner;
- b) to report any defects and anomalies in the works, delays in their performance and other non-fulfilments;
- c) to cross-check the works carried out with the Construction Company and audit the corresponding accounts.

For the purpose of performing the tasks listed above, he/she shall be entitled to access the Work Site premises, garages and warehouses of the Construction Company at any time and under any circumstance, in order to carry out any necessary check at his/her sole discretion.

The Designated Officer for Works shall also make sure that corporate provisions on Health, Safety and the Environment are complied with.

## **6.9 Coordination in the Implementation Phase of Works**

The Client, through its designated technicians, promotes cooperation and coordination between the Client Employer, the Employers of Contracting Companies and Subcontractors, and Self-Employed Workers.

As to activities that fall within the scope of application of Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions, the Client Employer identifies, among the technicians in charge of supervising the implementation of the project and/or of works, a representative tasked with promoting coordination and cooperation with a view to eliminating/managing interferences (as a rule, this position is held by the Designated Officer for Works or, alternatively, by a specifically appointed technician).

As to activities that fall within the scope of application of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, the cooperation and coordination activity is carried out by the specifically appointed Safety Coordinator in the Implementation Phase.

As to activities in the mining sector that fall within the scope of application of Legislative Decree No. 624/96, the cooperation and coordination activity is carried out by the Executive Director and/or by the Overseer, based on the contents of the Coordinated Health and Safety Document (DSSC).

## **6.10 Company Executive**

The Contracting Company shall identify and ensure the constant presence of its own Company Executive, to whom the Client shall address any oral or written notice or order.

The Company Executive is the competent, skilled and professionally qualified technician appointed by the Contracting Company that shall be personally responsible for organising and directing the Work Site/activity, and in general for the performance of the contract in a workmanlike manner.

The Company Executive may be the same person as the Supervisor, as defined by the applicable regulations. Furthermore, whenever a Work Permit needs to be issued pursuant to PRO 002 EDIS 99, the Company Executive acts as Supervisor pursuant to the applicable regulations. Hence, any notice and order given to the same by the Client shall be deemed as given to the Company.

The Company Executive shall be in charge of complying – under his/her sole responsibility and of the Company that he/she represents – with all accident-prevention rules pursuant to the law, as well as with internal provisions on occupational safety as defined by this Rule, and more generally with all measures and precautions aimed at ensuring, in any case, the protection of its employees, of the employees of Subcontractors – if any – and of third parties operating on its behalf, at avoiding damages of any kind, to both people and property, and at complying with law rules and



corporate provisions on environmental protection and precautions.

The Company Executive – or the Supervisor, if they are two separate persons – shall attend the Work Site even if works are contracted out to Subcontractors, and may not be replaced by a Subcontractor Executive, unless in exceptional cases authorised by the Client through the person that represents it (Company Executive), in the presence of one and only Subcontract. Other exceptional cases shall be handled from time to time through formal procedures within the handling systems of each Division/Department/Company, subject to authorisation by the Corporate HSEQ function.

However, Subcontractors as well, in their capacity of Construction Companies, must identify a Company Executive within their own structure, regardless of the duration and amount of works awarded to them.

The names of the Company Executives shall be notified in writing to the Designated Officer for Works before the beginning of works at the Work Site. The Client – having been reported by the Designated Officer for Works – shall be entitled to replace them before works start or while they are ongoing.

The Company shall make sure that the appointed Company Executive is fully aware of all rules and clauses governing the existing Contract.

If necessary, the Company shall appoint any Company Executive Substitutes, of whose names the Client must be informed beforehand.

If the Company Executive does not speak Italian, he/she must be supported by an interpreter, in order to ensure that all pieces of information are correctly conveyed to non-Italian-speaking staff as well.

### **6.11 Work Site HSE**

Where applicable, Construction Companies, and especially first-level ones, i.e. Main Contractors, shall identify a Work Site HSE tasked with protecting health, safety and the environment.

As concerns simple and small Work Sites, this person may be identified from among the Company's technical roles at the Work Site (e.g. Company Executive or one of his/her assistants).

However, as concerns complex and/or large Work Sites, the Company shall identify and appoint an expert Technician, who shall be exclusively in charge of Managing health, safety and the environment.

The following tasks are assigned to the Work Site HSE:

- to attend Safety meetings together with the Company Executive, ensuring a correct and timely information flow to its own Subcontractors;
- to cooperate with the Company Executive and Supervisors in making sure that health and safety and environmental protection provisions are effectively complied with;
- to ask the Company Executive and/or Supervisors for the suspension of works in case of severe and immediate danger;

- to examine every document on safety concerning his/her Company and ensure that it is complete and correct;
- to arrange for and check that the staff is suitably trained;
- to handle work-specific environmental aspects (e.g. waste, noise, dust, etc.).

Depending on the type and complexity of the Work Site, the Client may ask Subcontractors too to identify their own Work Site HSE.

### **6.12 Executive Director**

Within the mining sector (Legislative Decree No. 624/96), the role of the Executive Director is mandatorily provided; he/she must be suitably qualified and skilled and shall be appointed by the Owner/Client, with the duty to comply and make others comply with rules and regulations in force on health and safety of workers and with the prescriptions contained in the Health and Safety Document and/or in the Coordinated Health and Safety Document.

### **6.13 Overseer**

Within the mining sector (Legislative Decree No. 624/96), the role of the Overseer is mandatorily provided, i.e. "a person that is present at the workplace at all times, who is appointed by the Owner/Client to ensure that operations are overseen for the safety of workers".

### **6.14 Works Manager**

Pursuant to Title IV, Article 90 of Legislative Decree No. 81/08 and subsequent amendments and additions, the Works Manager is the person that may be appointed by the Client to ensure compliance with health and safety and environmental protection rules throughout the different phases of works at the Work Site.

### **6.15 Safety Coordinator in the Design Phase**

Pursuant to Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, so-called "Work Site Directive", where relevant, the role of the Safety and health protection coordinator in the design phase of works (hereinafter the Coordinator for Design) is mandatorily provided.

This is a person appointed by the Client or by the Works Manager, who is in charge of preparing – during the design of works and however before the call for bids – the Safety and Coordination Plan and, where relevant, the Technical Dossier containing useful information for the purpose of preventing and protecting workers from the risks to which they are exposed.

### **6.16 Safety Coordinator in the Implementation Phase**

As to activities that fall within the scope of application of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, the role of the Safety and health protection coordinator during the implementation phase (hereinafter the Coordinator for Implementation) is mandatorily provided.

The Coordinator for Implementation is the person (who may not be the Employer of Construction Companies, or one of their employees, or the RSPP – Prevention and Protection Service Manager – designated by the same) appointed by the Client or by the Works Manager to carry out the tasks under Article 92 of Legislative Decree No. 81/08

and subsequent amendments and additions. Namely, the Coordinator for Implementation shall organise the cooperation and coordination of activities between Employers, thereby including Self-Employed Workers, and their mutual information. When so established by Title IV, the Safety Coordinator in the Implementation Phase also draws up the Safety and Coordination Plan. If the size of the Work Site so requires, the Coordinator may avail him/herself of collaborators assisting him/her in the performance of his/her tasks.

### **6.17 Interference Risks**

Interference shall mean the circumstance in which a “hazardous contact” occurs between the Client’s staff and the Contracting Company’s staff or between the staff of different companies operating in the same place under different contracts. By means of an unbinding example, interference risks may be:

- transferable, resulting from several overlapping activities carried out by different Contracting Companies’ operators;
- caused in the Client’s workplace by the Contracting Company’s works;
- existing in the Client’s workplace where the Contracting Company is expected to operate, in addition to work-specific risks for the Contracting Company itself (area risks);
- arising from special implementing procedures explicitly requested by the Client (causing further hazards in addition to work-specific risks).

### **6.18 Company-specific Risk Assessment Document**

This is the Risk Assessment Document specifically targeted at the Work Site activities under the contract. It is prepared by the Employer of each Construction Company, pursuant to Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions. Namely, this document must keep Area Risks and Emergency Rules as disclosed by the Client into account.

### **6.19 Single Document for the Assessment of Interference Risk (DUVRI)**

The Single Document for the Assessment of Interference Risk (DUVRI) is prepared by a specifically designated representative of the Client Employer pursuant to Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions, with a view to Coordinating Construction Companies’ activities, indicating any measures adopted to eliminate or – if this is not possible – minimise interference risks. The safety costs arising from the measures implemented and described in the DUVRI to remove or minimise risks are indicated in the contract, subcontract or staff leasing contract.

### **6.20 Intellectual Work Risk Disclosure Form**

As a rule, any risks in the event of intellectual work contracts are disclosed, pursuant to Article 26 of Legislative Decree No. 81/2008 and subsequent amendments and additions, by means of a form detailing the risks in the workplace where the activity is carried out. This form may be used in all legal frameworks.

### **6.21 Safety and Coordination Plan (PSC)**

As to activities that fall within the scope of application of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, the Coordinator for Design or for Implementation appointed by the Client or by the Works Manager shall draw up a Safety

and Coordination Plan.

This document contains:

- identification, analysis and assessment of risks;
- design and organisational choices, procedures, preventive and protective measures with reference to the Work Site area, the Work Site organisation and the works;
- operational prescriptions, preventive and protective measures and personal protective equipment, with reference to interferences between works;
- coordination measures concerning the shared use of collective protective devices, equipment, infrastructures, means and services by several companies and Self-Employed Workers, as a work planning choice for safety purposes;
- organisational arrangements for cooperation and coordination, as well as mutual information, among Employees and between them and Self-Employed Workers;
- estimate of costs related to health and safety that are not subject to discount in the bids submitted by Construction Companies.

The Safety and Coordination Plan (PSC) is sent by the Client, during the tender, to Main Contractors and to all Companies that shall operate at the Work Site on whatever basis (assembly, supervision, commissioning, testing, support to assembly), following a request for the supply of equipment/plants.

The PSC and the corresponding Safety Costs must be formally accepted. Contracting Companies/Suppliers undertake to forward it to their own Subcontractors, if any.

## **6.22 Operational Safety Plan (POS)**

Document drawn up by the Employers of Construction Companies with reference to the concerned Work Site, pursuant to Title IV, Legislative Decree No. 81/2008. This document must contain all information on the activities carried out at the Work Site at issue and the assessment of any risks to which the Company's employees are exposed.

The Employers of Main Contractors (first-level Main Contractors and Agent Companies of Temporary Associations of Companies/Consortia) must ensure that their Subcontractors' POSs fit and are coordinated with each other, and are in line with the prescriptions of the PSC (sent in advance).

## **6.23 Interfering Activity Risk Assessment Document (DRAI)**

As to works at sites that fall within the scope of application of Legislative Decree No. 624/96.

The Document "Prevention and emergency measures to be adopted for interference risks to identify safety costs pursuant to Article 26 of Legislative Decree No. 81/2008" is prepared by a representative of the Client designated pursuant to Article 26, paragraph 3 of Legislative Decree No. 81/08 and subsequent amendments and additions.

The document is aimed at disclosing specific risks and prevention measures, in order to identify safety costs arising from workplace-specific risks and interference risks of the activities to be carried out.

Safety costs themselves are to be specifically stated, under penalty of invalidity, in each subcontract, contract and staff leasing contract, pursuant to paragraph 5 of Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions. Following the awarding of contracts and based on the risks added by the companies, the Owner shall draw up the DSSC pursuant to section 6.26.

#### **6.24 Health and Safety Document (DSS)**

As to contracted works that fall within the scope of application of Legislative Decree No. 624/96, the Employer of each Construction Company, pursuant to the same Decree, shall prepare a Health and Safety Document based on a specific form supplied by the Client. The original copy of this document must be returned to the Client well in advance of the beginning of works, in order to draw up/update the site DSSC.

#### **6.25 Coordinated Health and Safety Document (DSSC)**

As to contracted works that fall within the scope of application of Legislative Decree No. 624/96, the Owner/Client, pursuant to the same Decree, shall prepare a Coordinated Health and Safety Document.

The Coordinated Health and Safety Document shall be drawn up, in the light of the works that the companies are to carry out at the site/office or Work Site (as contained in each DSS sent by the Employers of Construction Companies), with a view to assessing risks arising from the set of activities and identifying the corresponding prevention and protection measures, to be adopted for safeguarding health and safety of all workers.

The DSSC must be signed for acceptance by the Employers of Construction Companies, by the Executive Director and by the Overseers and sent to the UNMIG (*Ufficio Nazionale Minerario per gli Idrocarburi e le Georisorse* – National Mining Office for Hydrocarbons and Geo-resources) with jurisdiction in the territory.

## **7 DOCUMENTATION REQUIREMENTS**

### **7.1 Company Documentation Management System (DIMP)**

In order to better deal with the collection and management of any documents required to issue the Contract/order and perform works, Edison avails itself of an electronic tool (DIMP), which is able to integrate the collection and management of documents as requested below.

Each Construction Company/Supplier must register in Edison's portal (*hiip://www.edison.it/it/portale-qualifica-fornitori*) and provide any documentation pursuant to this Rule to the Client through the portal itself, for the purposes of the award and fulfilment of any given Contract/order.

Through the DIMP, the completeness, validity and expiry date of the documents uploaded may be checked. The system reports the need for updates/amendments to the documentation, thanks to automatic notifications sent (e.g. via e-mail, etc.) to suppliers and Edison's internal stakeholders involved on whatever basis in the process of documentation check.

The Company Documentation Management System (DIMP) represents an independent module, although it was developed and integrated into Edison's Qualification Portal, as this is well known to and used by our suppliers.

After having obtained the login information to access the portal, suppliers who have registered as described above may upload the relevant documentation to the sections listed below:

- General Company Documentation
- Staff Personal Details
- Contract/Site-specific Documentation
- Subcontract Documentation.

The DIMP sections called "Staff Personal Details" and "General Company Documentation" are valid regardless of the contract. Any documents uploaded and updated in these sections are made available/visible by the system for any contract that is executed at a later stage.

Once the full profiles of workers with all the documents required have been processed, the company, following a request for access to a site/office or Work Site, shall link the personal profiles to the contract at issue via the DIMP system (thus, the personal documents shall be visible for that contract too).

The phases provided for the uploading and checking of documentation are:

- during the tender;
- after the Order/Contract is issued, before works start;
- during the works, if the documentation uploaded expires and/or in case any amendments/additions/updates become necessary during performance (e.g. POS update);
- in the event of Subcontract.

The relevant documentation Checklists associated with each phase described above are found in the DIMP system and attached to this Rule, and they are regularly updated pursuant to the regulations in force.

They comprise:

- General Company Documentation (to be submitted during the tender, before signing the Contract or Order) (ID 100 – 700 – 800)
- Documentation concerning staff and collaborators to upload to the section Supplier's Staff Personal Details (ID 001 *ff.*):
  - Inside Edison Group's sites/offices or Work Sites, no underage workers are allowed, unless specifically authorised by the Client, which shall make sure that this is feasible by discussing the issue with the Group's Human Resources Department.
  - For each worker operating at Edison's sites/offices or Work Sites, the issue of Edison's corporate identification tag (Access PASS or Badge) is requested, as described in section 9.1 "Staff Identification" of this Rule.
  - This shall not apply to intellectual or administrative activities that require limited and occasional attendance at sites/offices or Work Sites of the Group:
    - aimed at executing, negotiating and renegotiating agreements on activities/projects/plans,
    - aimed at sharing activities/programmes and illustrating outcomes with the Client,
    - for activities of project set-up and collection of information necessary to develop the project itself,
    - the above-said staff may access Edison Group's sites/offices or Work Sites as a "visitor" under General Rule 07/93.
- Contractual Documentation to submit before the beginning of works and concerning contracts (ID 500): Once the relevant contract is issued, the Procurement Department shall activate the Checklist for the contract itself. Some documents of this ID 500 are required during tender, before signing the order.
- Documentation for implementing a Subcontract (ID 600):
  - Upon requesting a Subcontract;
  - After obtaining authorisation to Subcontract.

The Procurement Department, authorised by the Client, based on the opinion of the representative of the organisation at which works are performed, on the information and documentation available in the DIMP and, if necessary, following a meeting with the Subcontractor, it shall authorise the Subcontract in writing, by uploading the corresponding letter in electronic format to the DIMP section:

- "Authorisation to Subcontract"

At the same time, it shall open the Contractual Documentation Checklist for the Subcontractor, where all documentation to submit before the beginning of works must be uploaded.

The new Subcontractor, the Contracting Company and the Designated Officer for Works shall be informed through the DIMP when the subcontract is issued and the documentation list is open.

In the event of contracts awarded to Temporary Associations/Groupings of Companies or Consortia, the documentation provided for in this section must be supplied by all companies within the ATI/RTI or Consortium operating at the Work Site, not only by the agent company. If a member of the ATI/RTI or Consortium is awarded works at the Work Site after this is opened, such member must supply the documentation specified herein before accessing the Work Site.

The operational procedure to upload documentation to the DIMP portal is the one provided for the subcontract scenario: for the purpose of managing documentation, the agent company shall be treated in the same way as a Contracting Company and shall therefore be in charge of activating the Client for the opening of positions within the DIMP for all other companies in the ATI/RTI or Consortium operating at the Work Site.



## **8 ACCESS AND USE OF MACHINES, MEANS AND EQUIPMENT**

### **8.1 Use of Machines, Means and Equipment**

Machines, means and equipment of any company however involved in the works, which shall be used inside Edison's sites/offices or Work Sites, must display a tag identifying the details of the equipment and, if so requested by the Client, the name of the owner.

The access of means, machines and/or equipment shall only be allowed if they comply with law provisions in place and only if they are in a good state of repair. Any equipment/devices must be accompanied by their certificates of conformity and, if they are to be overhauled by Public Bodies (e.g. scissor lift and suspended scaffolding, aerial ladder, lifting equipment, pressure equipment, etc.), they must be accompanied by documents certifying the inspections on the dates provided.

The Construction Company shall make sure, through its Work Site Managers, that all machines, equipment, means and safety systems/devices, belonging to either the Construction Company itself or the Subcontractors at the Work Site, are used by trained staff members and kept in a perfect operating state for the entire duration of activities. Each Construction Company must submit the documentation required under the relevant Checklist in the DIMP documentation system.

#### **8.1.1 Rentals of Means and Equipment**

Without prejudice to the exceptions referred to in section 3, to carry out its works, the Construction Company may rent third-party Machines/Means or Equipment.

The rental of machines/means or equipment alone, without operator, is called "Non-Operated Equipment Rental".

The rental of machines/means or equipment with an operator is called "Operated Equipment Rental".

#### Examples of Operated Equipment Rentals

Rental of operated equipment:

- Mobile cranes for assembly activities
- Aerial work platforms with bucket for inspection and refurbishment activities
- Excavation and earth-moving machines
- Mobile concrete pump for concrete casting
- Means for handling/transporting components, equipment and plant parts within the site/office or Work Site
- Helicopter for concrete casting, transport and laying of materials (at the Work Site).

Operated Equipment Rental shall be considered as a Subcontract (regardless of the amount of the rental contract); hence, the Main Contractor must obtain previous authorisation from the Client.

## Examples of Non-Operated Equipment Rentals

Rental of non-operated equipment:

- Mobile cranes for assembly activities
- Cement mill
- Excavation and earth-moving machines
- Self-propelled equipment for work at height
- Means for handling/transporting components, equipment and plant parts within the site/office or Work Site.

### **8.1.2 Use of Explosive Materials**

If the Construction Company needs to use explosive material, it must file the documentation provided for by the legislation in force.

### **8.1.3 Use of Sources of Ionising Radiation**

Any use of sources of radiation inside sites/offices or Work Sites managed by the Client must be authorised by the Client itself through a dedicated Work Permit, pursuant to Edison Procedure PRO-011-EDIS-01.

The Construction Company shall perform any activities requiring the use of sources of ionising radiation in compliance with the legislation in force and the instructions supplied by the Client, so as to ensure the protection of the health of non-professionally exposed workers, the population and the environment.

However, at Edison's Work Sites and premises in general, it is strictly forbidden to temporarily store any radioactive sources.

## **8.2 Use of Machines, Means or Equipment of the Client**

As a rule, the Construction Company shall not be allowed to use the Client's machines, means and equipment.

If the Construction Company needs to use machines, means and equipment of the Client, the Company Executive shall file a request with the Client's site/office or Work Site Manager.

The Client's Executive, having assessed the opportunity to do so, shall authorise the use of the machine/equipment by means of a formal document signed together with the Construction Company's Executive (e.g. indemnity, etc.), after having made sure that the machine/equipment complies with the regulation on safety and is in good conditions.

The Construction Company's Executive undertakes to:

- inform and train the staff on their correct use,

- make sure that the machine/equipment is used correctly,
- report any malfunction or accident,
- return them to the Client's Executive in the same conditions as they were upon delivery.

The Client shall remain in charge of any regular overhaul provided for by the law.

### **8.3 Use of Chemical Substances and Products**

All hazardous chemical substances and/or preparations to be used by Construction Companies inside sites/offices or Work Sites managed by the Client must be accompanied by their current safety data sheets, which must be available at all times on site/at the office or Work Site and be prepared in accordance with the applicable regulations, failing which the Designated Officer for Works shall be entitled to prevent access and/or use thereof.

The Construction Companies shall work with their own substances and preparations, preferring less hazardous substances and acting so as to minimise the quantities of hazardous or harmful substances used and/or stored at the Client's premises.

The use of the Client's substances and preparations is forbidden, unless previously authorised in writing.

The handling, use and storage of substances must comply with the law in force.

The containers used to transport hazardous substances must be equipped with:

- suitable sealing devices preventing the content from leaking;
- accessories or devices allowing filling and emptying operations to be safe and easy;
- holding accessories, such as handles, rings or grips aimed at making their use safe and easy;
- protective casing depending on the nature of the content.

Both empty and full containers must be stored in dedicated areas; empty containers must be segregated from full containers and not be reused for different substances.

These containers must bear indication of their content and be labelled pursuant to the laws in force, in order to make the nature and hazardousness of their content known.

Throughout the works, residues of flammable, explosive, corrosive, toxic, irritant, contaminating or however harmful substances and materials must be collected with appropriate means and stored in areas where they cannot pose a hazard, as previously agreed with the Client.

## **8.4 Use of Scaffolding**

The installation of scaffolding must be carried out in accordance with the standard models approved.

Scaffolding must be assembled by trained and informed staff, which shall be coordinated and managed by a qualified team leader identified by the Company.

The Construction Company which intends to employ another company (Subcontract, Temporary Association of Companies) for installing scaffolding must ask the firm that installed them for a Declaration of proper installation of Scaffolding/Toe boards before being allowed to access them.

During assembly and disassembly of Scaffolding, access shall be only permitted to authorised staff. User access to scaffolding must be authorised by the Supervisor for installation.

Any request for changes, adjustments and/or expansions must be filed with the Supervisor for assembly. No one is authorised to remove toe boards, boards or other parts of the structure from installed Scaffolding.

All Scaffolding must display a well-visible sign stating the name of the user/owner company.

Accessible and finished Scaffolding that are ready for use must display a well-visible sign of "Accessible Scaffolding".

Scaffolding being installed must display a well-visible sign of "Non-Accessible Scaffolding under assembly" while they are being assembled.

Scaffolding assembly, use and disassembly must in any case be carried out in accordance with Chapter II, Section IV-V, Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions.

## **9 MANAGEMENT OF WORKPLACES AND ACTIVITIES**

### **9.1 Staff Identification**

The staff of Companies and Self-Employed Workers may access the sites/offices or Work Sites of the Client only if they are able to show:

- a) ID Card of the Company, displaying the photo and personal details (Name, Surname and Date of Birth) of the worker and the Name and/or Corporate Name of the Employer Company, pursuant to the legislation in force.
- b) Edison Badge: for the purpose of being issued the corporate ID badge, the Company must upload all the documentation provided for in the relevant Checklist to the DIMP portal. The expiry date of this document shall be linked to the duration of the contract or (if applicable) of the employment relationship between the firm and the employee or to the expiry date of the ID document.

Failing to display the ID Card and/or Edison Badge shall entitle the Client to deny access to the site/office or Work Site.

### **9.2 General Rules of Behaviour**

In the sites/offices or Work Sites managed by the Client, the staff of Companies and Self-Employed Workers must maintain a proper conduct and strictly refrain from any behaviour or action that could damage other workers, property and the environment, or hinder the normal performance of work activities.

Workers may not leave their workplace or the area assigned to them by their managers without a justified reason.

It is forbidden to smoke outside authorised areas.

It is forbidden to eat outside authorised areas.

It is forbidden to drink alcohol during work and lunch break.

It is forbidden to use drugs.

It is forbidden to access the sites/offices or Work Sites while under the influence of alcohol or drugs. In this case, the staff shall be immediately removed.

The Client shall be entitled to promptly remove from the site/office or Work Site those who expose themselves and/or others to serious risks, fail to comply with safety prescriptions, behave inappropriately, fail to use the PPE provided, seriously damage materials, means and the environment, and/or tamper with, remove or make unauthorised changes to safety or signalling or control devices. The company shall immediately replace the person(s) in question.

### **9.3 Management of Subcontracts**

In the event of a Subcontract (duly authorised by the Client beforehand), the Construction Company shall, through its Executive:

- a) coordinate the activities of Subcontractors by suitably informing them on the provisions issued by the Client and/or adopted during coordination meetings;
- b) ensure the attendance of the Subcontractors' Company Executives at coordination meetings;
- c) make sure that the Subcontractors' staff:
  - are aware of how to act in the event of an emergency;
  - are aware/have been trained on the activities to perform and safety measures to adopt;
  - duly employ personal protective equipment;
  - duly employ equipment and motor vehicles;
  - use and maintain scaffolding, toe boards and platforms in safe conditions;
  - keep the workplace and the area inside and outside the site/office or Work Site clean and tidy.

As to Subcontracts that fall within the scope of application of Title IV, Legislative Decree No. 81/08, the Contracting Company, in its capacity of Main Contractor, shall comply with the provisions of Article 97 of the Decree (*Main Contractor Employer Obligations*).

### **9.4 Cooperation and Coordination in the Implementation Phase of Works**

The Promotion of Cooperation and Coordination between Companies and Self-Employed Workers during the implementation of works at Edison's sites/offices or Work Sites shall be ensured as follows:

#### **✓ Preparation of Coordination Documents provided**

- Safety and Coordination Plan in the framework of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions,
- Coordinated Health and Safety Document in the framework of Legislative Decree No. 624/96 and subsequent amendments and additions,
- Single Document for the Assessment of Interference Risk in the framework of Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions.

#### **✓ Kick-off Meetings/Beginning of Works**

Preliminary meetings held before the beginning of works with all Company Executives, Self-Employed Workers and Designated Officers for Works, called by:

- Safety Coordinator in the Implementation Phase in the framework of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions,
- Overseer and/or Executive Director in the framework of Legislative Decree No. 624/96 and subsequent amendments and additions,
- Business Unit Manager, Designated Officer for Works or Coordinator, if explicitly

appointed, in the framework of Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions.

✓ **Regular Coordination Meetings during the Implementation of Works**

Regular Coordination Meetings shall be held, with the attendance of all Company Executives, Self-Employed Workers and Designated Officers for Works, for the purpose of checking and updating the work plan, identifying any interferences and agreeing on preventive and protective measures to implement to eliminate/manage risks. These meetings shall be called by:

- Safety Coordinator in the Implementation Phase in the framework of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions,
- Overseer and/or Executive Director in the framework of Legislative Decree No. 624/96,
- Business Unit Manager, Designated Officer for Works or Coordinator, if explicitly appointed, in the framework of Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions.

The Minutes of Kick-Off and/or Coordination Meetings must be signed by all participants to whom a copy is given.

✓ **Authorisation of Works by Issuing Work Permits**

Within Edison Group, the authorisation of works by issuing Work Permits is governed by Procedure PRO-002-EDIS-99.

This Procedure applies:

- a) in all production and service units and all installations managed by Edison and by its Associate Companies, in order to authorise:
  - any work performed by external companies or Self-Employed Workers;
  - "hazardous works" performed by the Corporate staff (of Edison and/or Associate Companies), as listed in section 2 "Definitions" of the Procedure;
- b) at Work Sites for new constructions by Edison and its Associate Companies, in order to authorise:
  - activities that interfere with existing plants during the implementation phase (e.g. connection to existing electric lines or piping);
  - activities that, during "commissioning", interfere with parts of plants already delivered and of which the Commissioning Manager is therefore in charge.

The Procedure is aimed at:

- a) univocally identifying the work area and the plant/machinery on which works shall be performed;
- b) adopting suitable preliminary actions to reduce area-specific risks and make the equipment and/or parts of the plant on which works shall be performed safe;
- c) informing the people who shall perform the works thoroughly about:
  - preliminary preparations;

- residual work area-specific risks;
  - protective equipment and PPE to use depending on the residual work area-specific risks;
  - operational procedures and/or special equipment to use before, during or after works;
- d) supplying all the key stakeholders with a reference document as a mutual guarantee of the fact that works are constantly performed in safe conditions up to completion;
- e) identifying behaviours to adopt during works for the purpose of environmental protection (waste, water discharges, atmospheric emissions, noise, etc.).

✓ **Supervision during the Implementation of Works**

During the implementation of works, for the purpose of preventing accidents, protecting health and the environment, constant monitoring is ensured by the:

- Safety Coordinator in the Implementation Phase in the framework of Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, or a representative tasked with promoting coordination and cooperation (ACSE),
- Overseer and/or Executive Director in the framework of Legislative Decree No. 624/96,
- Business Unit Manager, Designated Officer for Works or Coordinator in accordance with NOR 018 EDIS 07, "DUVRI Preparation Guidelines", if expressly appointed, in the framework of Article 26 of Legislative Decree No. 81/08 and subsequent amendments and additions.

This shall not replace the supervision of their own staff and the staff of Subcontractors, which the law directly assigns to Companies and for which the Company Executives and/or Supervisors are responsible.

## **9.5 Setup of Areas and Services assigned to the Construction Company**

If the Construction Company needs to use areas and/or services of the Client, also for the purpose of opening the Work Site, it shall send a specific request specifying:

- the type and size of the area required,
- the services and utilities required (e.g. for electric systems: type of system, voltage, no. of phases, power, protective equipment, etc.; for gas systems: type of gas, pressure, capacity, etc.),
- the plants, machines and equipment to be installed,
- the quantity, type and modes of storage for chemical materials and products,
- fire prevention and first-aid devices and equipment,
- modes of fencing or delimitation of the area.

After having obtained the Client's authorisation, the Company shall:

- prepare the plants, equipment and devices necessary to:
  - suitably store work equipment;



- prevent soil and subsoil pollution risks caused by any substance or product;
- manage emergencies and first-aid;
- prepare a detailed map showing the equipment and plants to be installed, the areas for the storage of materials, the fire-prevention devices in place, the fencing or delimitation of the area;
- prepare, if the Client's ones are not to be used, the toilets for its own employees and Subcontractors, and connect them to the sewage system, if present (separate chemical toilets shall be installed if the sewage system is absent);
- prepare the declaration of conformity under Ministerial Decree No. 37/08, for the electric system, the system for protection against atmospheric discharges, the earthing system and the water system, attaching maps, diagrams and any reports filed with the competent bodies, if so required.

The handover of areas and services shall be made official by compiling and signing a dedicated form, according to which:

The Company undertakes to:

- use the area while ensuring that its original conditions are maintained, namely by storing and handling chemical products and any waste in an adequate way;
- properly use the services in compliance with the rules and limits established upon delivery, by ensuring that the plants installed downstream the delivery point are designed and maintained in compliance with the law;
- report any malfunction of services and/or any accident in the area (e.g. accidental leak of products, start of a fire, etc.);
- return the areas and services to the Client's Executive in the same conditions as they were upon delivery.

## **9.6 Management of Confined Spaces**

A Confined Environment or Confined Space is any limited/enclosed environment that features limited access and unfavourable natural ventilation, where the risk of fatal or serious accidents is very high due to physical/chemical hazards, such as hazardous (irritant, harmful, corrosive, toxic, flammable or explosive, asphyxiating, etc.) substances or lack of oxygen or drowning hazard.

A limited/enclosed environment can become Confined also as a result of the methods adopted in carrying out works (e.g. welding, cleaning with chemicals, sandblasting, etc.) or following events caused by the surrounding environment and affecting the enclosed environment where works are being performed.

The provisions of Decree of the President of the Republic No. 177/2011 shall apply to work in confined spaces.

## 9.7 Management of Injuries and Accidents

In the event of injuries/accidents affecting people, property and the environment, the Construction Company must fulfil the duties provided for by the law in force on the matter, and make sure that this also occurs with reference to injuries/accidents involving its Subcontractors, if any.

In case of accidents and/or injuries of any kind, the Construction Companies' Executives must immediately inform (even orally or via telephone) the Client, reporting:

- name, surname and date of birth of the injured person(s);
- description of the circumstances of the injury/accident (also for environmental accidents);
- nature of injuries and prognosis.

Then, a written report must be sent to the Client as soon as possible, specifying the reasons of the occurrence and the prevention measures adopted as a result. In the event of injuries, a medical certificate of injury must be attached to the report.

The Company Executive shall keep the Client constantly informed about the development of events until they are fully solved.

If so requested by the Client, the Company must be available for meetings, inspections and other activities to analyse the injury/accident.

## 9.8 Management of Environmental Aspects

Edison works while respecting and protecting the environment, with explicit reference to its Code of Ethics and Policy and to the requirements of UNI EN ISO 14001 standard and, if applicable, of EMAS regulation.

This choice results in a significant effort to keep its activities under control, in order to reduce their incidence and impacts on the environment.

For this commitment to be implemented in the framework of operating activities at Work Sites too and in compliance with the guidance provided, each Contracting Company must perform its work with the same care for the environment, by applying the principles stated below:

- act in compliance with the environmental legislation in force;
- act in compliance with environmental requirements pursuant to contract specifications and management directives to be agreed with the Client, including the requirements of ISO 14001 standard and of EMAS regulation, when specifically requested and applied.

Where so contractually required, before the beginning of works, the Contracting Company shall submit its own preventive Environmental Plan to the Client for approval, describing its operational procedures to comply with the environmental requirements described above, and namely any containment and mitigation actions against significant environmental impacts arising from its activity.

The Company shall work while respecting the environment as instructed by the Client, and however according to the following guidelines:

- Emissions: the Company must work while avoiding atmospheric emissions. If works necessarily result in those emissions, agreements shall be reached with the Client to manage them and reduce their quantities pursuant to the laws in force.
- Water discharges: the Company must work while avoiding the production of wastewater. If wastewater is produced as a result of works, the Construction Company must agree with the Client on the measures to be taken to reduce its quantity, prevent pollution and/or uncontrolled leaks, and works must be performed pursuant to the laws in force. Any use of corporate plant facilities must be agreed with the Client beforehand.
- Waste: the Company must ensure correct waste management (implementation of necessary temporary storage, disposal in the areas prepared by the Client), in agreement with the Client's Designated Officer for Works. Each Construction Company must act with a view to minimising the production of waste.

Pursuant to what is provided for by the contract, for administrative and legal purposes the Company could qualify as "Producer" of the waste generated during contracted works, also including any waste from the installation of materials/plants purchased and made available by the Client, such as packaging, for instance. The Company must ensure correct waste management pursuant to the legislation in force. The Construction Company is in charge of duly identifying and marking separate temporary storage areas. Any use of corporate facilities/areas must be agreed with the Client beforehand. The Company that qualifies as "Producer" must file with the Client all documentation giving evidence of the proper disposal for recycling or final disposal of the waste produced.

- Soil and Subsoil: the Company must work while avoiding any risk of soil and subsoil pollution, by adopting technical and structural measures (e.g. double containment of hazardous substances), management measures (e.g. procedures, practices) and training/information measures.

Should the Company, in order to perform its excavation activities, produce earth and rocks, it must agree with the Client on the measures to adopt to manage excavated earth and rocks pursuant to the laws in force.

- Noise: the Company must work while avoiding the production of disturbing noise towards both the inside and outside environment. The Construction Company, since the bid stage, must inform the Client about the noise level of machines and equipment that it plans to use to agree on the operational procedures suitable to minimise the internal/external acoustic impact pursuant to the laws in force.
- Excess material leaving the Work Site: any excess material supplied and assembled by the Company must leave the Work Site accompanied by a Transport Document stating its degree of reusability. A copy of this document shall be delivered to the Designated Officer for Works or to the Plant Manager, when the material leaves the site/office or Work Site.

- Materials/Machinery/Parts of plant that have been disassembled:
  - if they are to be sold or reused, they must be accompanied by a Transport Document to leave the site/office or Work Site, a copy of which shall be delivered to the Designated Officer for Works;
  - on the other hand, if they are to be treated as waste (landfill or recycling), they must leave the site/office or Work Site accompanied by a Waste Identification Form (FIR), the fourth copy of which shall be delivered to the Designated Officer for Works.
- Environmental audits: the Contracting Company shall also make itself available for environmental checks and audits on its activities, as the Client may decide to perform at the Work Site in order to ensure correct environmental management thereof.
- Regular meetings: the Contracting Company shall participate in any regular meeting and information and awareness events organised by the Client at the Work Site, in order to coordinate mitigation actions against significant environmental impacts.
- Environmental data and recording: if so requested, the Contracting Company shall use and make available to the Client suitable recording means to make sure that environmental requirements are complied with (e.g. disposal of excavated earth and rocks, waste, chemical products, scraps of production, etc.).

## **9.9 Emergency Management**

An emergency arises whenever, inside and/or outside the work area of competence of the Client, any material unexpected event occurs, which may pose a hazard to people or property or the surrounding environment.

At Work Sites where several Contracting Companies/Main Contractors operate, they shall arrange the organisation and means required to deal with emergencies arising from their activities, also including environmental emergencies, by equipping themselves with a rapid response kit, when so provided or necessary; furthermore, they shall state the names of the emergency team who, having been trained for firefighting and first-aid interventions, shall make themselves available to the site or Work Site Emergency Coordinator, as appointed in the General Emergency Plan.

Each Contracting Company shall be responsible for training, informing and educating its staff that operate on whatever basis in the site/office or Work Site managed by the Client on emergency standards and procedures.

Pursuant to Title IV, Legislative Decree No. 81/08 and subsequent amendments and additions, each Construction Company must prepare and keep its own Work Site Emergency Plan up to date. The Work Site Emergency Plan must be prepared in accordance with the applicable laws, taking the activity type, Work Site location, and any prescriptions of Local Rescue Bodies into account. A copy of the Emergency Plan must be submitted to the Client.

## 10 ANNEXES

### EXTRACTED FROM DIMP CHECKLIST:

- GENERAL COMPANY DOCUMENTATION (TO BE SUBMITTED DURING THE TENDER, BEFORE SIGNING THE CONTRACT OR ORDER) (ID 100 – 700 – 800)
- DOCUMENTATION CONCERNING STAFF AND COLLABORATORS TO UPLOAD TO THE SECTION SUPPLIER'S STAFF PERSONAL DETAILS (ID 001 *ff.*)
- CONTRACTUAL DOCUMENTATION TO SUBMIT BEFORE THE BEGINNING OF WORKS AND CONCERNING CONTRACTS (ID 500)
- DOCUMENTATION FOR IMPLEMENTING A SUBCONTRACT (ID 600)
- FORM 121 "CONTRACTING COMPANY'S SELF-CERTIFICATION INCLUDING POSSESSION OF TECHNICAL AND PROFESSIONAL SUITABILITY REQUIREMENTS (pursuant to Legislative Decree No. 81 of 09 April 2008 and subsequent amendments and additions)"
- FORM 505-605 "OPERATING STAFF'S REQUEST TO ACCESS WORK SITE/PLANT/SITE"