



# **SAFETY, OCCUPATIONAL HYGIENE AND ENVIRONMENTAL PROTECTION**

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

General Rule No. 02/1992  
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## TABLE OF REVISIONS

<i>REV.</i>	<i>DATE</i>	<i>DESCRIPTION OF REVISION</i>
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>

## **1 PURPOSE**

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

The Rule provides a non-exhaustive description of tasks and duties that contractors and self-employed workers must respect by virtue of rules pursuant to laws and good practices in force.

The Rule shall integrate and not replace any specific rules and operating prescriptions in force within Edison's various entities and the Subsidiary or Associate Companies managed by Edison itself, with which construction companies, all parties working for them and self-employed workers 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 – specific contracts, work or service agreements with Third Parties (Companies, Firms, Professional Firms, Self-Employed Workers) providing for the performance of the following activities at Sites/Offices or Construction Sites:

- supply and commissioning of goods,
- supply of services,
- supply of intellectual services.

Pursuant to the corresponding corporate autonomy, due to the nature of the matters at issue, this General Rule shall also apply to Regulated Companies within Edison's structure that operate in the natural gas Distribution and Storage field and are subject to the regulation on Unbundling.

This General Rule represents a reference Guideline for similar activities and construction sites installed 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 construction site without assembly, supply of chemical products in sealed containers/tanks, waste collection by using Company's means only, supply of materials by helicopter at the construction site without support to assembly).

## 4 MAIN LEGAL AND REGULATORY REFERENCES

The main rules and circular letters for reference in the event of works contracted out to Third-Party Companies are as follows:

- ❑ Law No. 447/95 "Framework law on noise pollution"
- ❑ Legislative Decree No. 624/96 "Health and safety in mining industries and businesses" and updates
- ❑ Legislative Decree No. 271/99 "Rule on health and safety of maritime workers"
- ❑ Legislative Decree No. 334/99 "Implementation of Directive 96/82/EC on the control of major-accident hazards"
- ❑ Legislative Decree No. 276/03 "Implementation of powers granted on occupation and labour market, pursuant to Law No. 30 of 14<sup>th</sup> February 2003" – Biagi Law
- ❑ Legislative Decree No. 194/05 "Implementation of Directive 2002/49/EC relating to the assessment and management of environmental noise"
- ❑ Legislative Decree No. 152/06 "Rules on environment"
- ❑ Legislative Decree No. 257/06 "Implementation of Directive 03/18/EC relating to the protection of workers from exposure to asbestos during work"
- ❑ Law No. 248/06 "Conversion into Law of Law-Decree No. 223/06 containing urgent provisions to fight unreported employment and to promote safety in the workplace" – Bersani Decree
- ❑ Law No. 296/06 "Provisions governing the preparation of the annual and multiannual State budget" (Budget Law 2007)
- ❑ Legislative Decree No. 81/08 "Implementation of article 1 of Law No. 123 of 3<sup>rd</sup> August 2007, on the Protection of health and safety in the workplace" (Single act of rules on health and safety in the workplace)
- ❑ Decree of the President of the Republic No. 177 of 14<sup>th</sup> 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 9<sup>th</sup> April 2008" (11G0219) (*Official Journal No. 260 of 8-11-2011*)
- ❑ Decree of the President of the Republic No. 43 of 27<sup>th</sup> January 2012, "Regulation for the implementation of regulation (EC) No. 842/2006 on certain fluorinated greenhouse gases" (12G0063) (*Official Journal No. 93 of 20-4-2012*)
- ❑ Law-Decree No. 69 of 21<sup>st</sup> June 2013, "Urgent provisions for relaunching the economy" (13G00116) (*Official Journal No. 144 of 21-6-2013 – Ordinary Supplement No. 50*)
- ❑ Law No. 98 of 9<sup>th</sup> August 2013 "Conversion into law, with amendments, of Law-Decree No. 69 of 21<sup>st</sup> June 2013, containing urgent provisions for relaunching the economy" (*Official Journal No. 194 of 20-8-2013 – Ordinary Supplement No. 63*)
- ❑ Law-Decree No. 76/2013 "First urgent actions for promoting employment, especially youth employment, social cohesion, as well as on Value-Added Tax (VAT) and other urgent financial measures" (13G00123) (*Official Journal No. 150 of 28-6-2013*) Law-Decree converted with amendments into Law No. 99 of 9<sup>th</sup> August 2013 (in Official Journal No. 196 of 22/08/2013)
- ❑ No. 29 of 28<sup>th</sup> September 2006 "Clarifications on enforcement of art. 36 bis of Law-Decree No. 223/06"
- ❑ Circular letter of the Ministry of Industry, General Direction for Mining No. 317 of 26<sup>th</sup> May 1997 "Clarifications on Legislative Decree No. 624/96"
- ❑ CEI Rules 11-27 "Works on electric systems"
- ❑ General Rule No. 92/14 Processes for Procurement of goods, services and performances, jobs and works.

## 5 HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Edison's mission is to supply energy to its customers and provide them with high quality services, working in partnership with its suppliers to ensure the development and the use of more efficient technologies, compatible with the Environment and the Health and Safety of the workplace.

Edison's Environment, Health and Safety Policy has been developed in accordance with the Sustainable Development Policy whose main concerns are: human development, the respect and the protection of the environment, the consistent and transparent communication with all stakeholders.

### PRINCIPLES

The principles adopted by Edison and its subsidiaries descend from the EDF Group policies and include:

#### Responsibility

- Complying with current regulations;
- Ensuring the health and safety of workplaces, pursuing the "zero harm" target;
- Developing a system with a reduced environmental impact, respecting the environment and its biodiversity.

#### Engagement of stakeholders

- Empowering employees and third parties, through management commitment, to take responsibility for their actions to create a safe, healthy and environmentally-responsibly workplace;
- Communicating with the competent bodies and communities and collaborating with the institutions to ensure fair and transparent relationships, providing complete, reliable and clear information.

#### Continuous Improvement

- Ensuring a continuous training of the personnel and the sensitization of the management and personnel on environmental, health and safety issues;
- Selecting suppliers pre-qualified in the health, safety and environmental aspects, and sensitizing them on environment and health and safety issues at work;

#### Sharing

- Identifying the best practices, lessons and experiences and spreading them to all levels;
- Involving the personnel, even through their health and safety representatives, to investigate hazards and to provide practical advice on how to improve the health, safety and environment conditions in the workplace;
- Informing suppliers on the strategies and initiatives to protect the environment and the health and safety of the personnel.

## **COMMITMENTS**

### ***HEALTH AND SAFETY***

ELIMINATING OR DECREASING RISK EXPOSURE RELATED TO HEALTH AND SAFETY IN THE WORKPLACE; LISTENING TO EMPLOYEES SUGGESTIONS, FOSTERING DIVERSITIES AND PROFESSIONAL DEVELOPMENT; ENSURING RESPECT AND INTEGRITY; FOSTERING THE PHYSICAL AND THE PSYCHOLOGICAL WELL-BEING OF THE PERSONNEL.

- Promoting the application of Health and Safety Management Systems in line with international standards;
- Evaluating risk exposure in working activities, organizing and developing appropriate preventive actions;
- Adopting instruments to analyze the events in order to identify the root causes and prevent them from recurring;
- Consolidating employee assessment programs to foster the development of their competencies and to optimize their work-life balance.

### ***ENVIRONMENT***

MANAGING AND MITIGATING THE ENVIRONMENTAL IMPACTS CONTRIBUTING TO THE REDUCTION OF THEIR EFFECTS ON THE CLIMATE; CREATING A CULTURE, WHOSE AIM IS TO RATIONALIZE THE USE OF ENERGY AND TO CREATE EFFICIENT SERVICES FOR CLIENTS; DEVELOPING AN ENERGY MODEL IN TUNE WITH THE ENVIRONMENTAL NEEDS.

- Promoting the application of Environmental Management Systems in line with international standards;
- Ensuring a sustainable management of natural resources, respecting biodiversity and the use of hydro resources;
- Contributing to consolidate the EDF Group's position as minor emitter of CO<sub>2</sub> among the biggest energy groups in the world, keeping our generation fleet efficient by investing on renewable energies and developing new technologies;
- Supporting energy saving practices and projects aimed at improving the efficiency of the structures and processes of the company and on the customer's premises.

## **MONITORING AND REPORTING**

A report of the main environmental and health & safety indicators and the Management Review are carried out periodically in accordance with the international standards BS OHSAS 18001 and ISO 14001.

All Edison employees, and above all those who have management responsibility, have to monitor and periodically make sure that the principles, the commitments and the objectives mentioned above are spread, shared and respected.

## **6 DEFINITIONS**

### **6.1 Client**

It is Edison's Business Unit / Subsidiary Company for which the plant/works are carried out or the services are performed. It is represented by the Employer or Designated Manager provided with suitable power of attorney.

### **6.2 Contracting Company**

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 works at its own risk.

### **6.3 Main Contractor**

Company owner of the contract, which may avail itself of Subcontractors or Self-Employed Workers in carrying out the works.

If the owner of the contract is a Temporary Association of Companies or a consortium, the Main Contractor is usually the agent company in charge of representing the principal companies pursuant to the by-laws.

### **6.4 Subcontractor**

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

The Main Contractor shall be held directly liable vis-à-vis the Client for the works carried out by its Subcontractors and Self-Employed Workers.

### **6.5 Construction Companies**

Companies that carry out works or part thereof by using their own human and material resources.

As far as Temporary Associations/Groupings and/or Consortia of Companies are concerned, the agent company and the principal companies shall be individually considered as single Construction Companies.

Construction Companies shall also include Firms and/or Companies that, following a Purchase Order for equipment/plants, work inside a Construction Site or inside Edison Group's Production Sites and/or Offices on whatever basis (assembly, supervision, commissioning, testing, support to assembly).

### **6.6 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 art. 2 of Law No. 443/85) duly registered in the corresponding professional registers, who directly perform the required activity 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.

## **6.7 Construction Site**

Construction Site shall mean the place or areas involved in the activities carried out by the companies managed by Edison and Subsidiary Companies, where construction, maintenance, repairs, dismantlement (of facilities, plants, equipment and pipelines), geophysical and geotechnical exploration, prospecting, drilling and other mining activities are performed. Commissioning/start-up activities on plants/works and/or parts thereof shall also be included.

## **6.8 Rentals of Machines/Mean and Equipment**

In carrying out its services, the Construction Company may use third-party Machines/Mean or Equipment, so-called "rentals".

If only machines/means or equipment required for works are rented, this is called "Non-Operated Equipment Rental".

If a skilled driver/operator is also requested for rental, this is called "Operated Equipment Rental".

### Examples of Operated Equipment Rentals

rental of operated equipment:

- Mobile cranes for assembly activities
- Excavation and earth-moving machines
- Mobile concrete pump for concrete casting
- Means for displacing/transporting materials and equipment, including earth, inside the Construction Site
- Helicopter for concrete casting, transport and laying of materials (at the Construction 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
- Concrete grinding mill
- Excavation and earth-moving machines
- Self-propelled equipment for work at height
- Means for displacing/transporting materials inside the Construction Site

## **6.9 Work Permit**

This is the tool that the Plant Manager uses to assess risks, also based on the activities

to be carried out, and to authorise the performance of works (on systems/sub-systems or areas), providing instructions on environment-specific risks for the areas 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 required to carry out works while fully complying with safety.

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

### **6.10 Site Manager**

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

The Site Manager shall fulfil the following tasks, also by availing him/herself of other staff as made available by the Client (Site Manager assistant):

- a) to check and certify the quality and quantity of materials and resources used, the progress status of works, their compliance with the design and Legal 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 of works, delays in their performance and any other non-fulfilments;
- c) to cross-examine 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 Construction Site premises, garages and warehouses of the Construction Company at any time and under any circumstance, in order to perform any necessary check at his/her discretion.

The Site Manager shall also make sure that corporate provisions on Health, Safety and the Environment are complied with.

### **6.11 Site Manager assistant**

The Site Manager assistant is the person that supports the Site Manager in managing and checking all activities carried out by the Construction Company / Self-Employed Worker, ensuring compliance with the deadlines and the quality of works pursuant to the contractual clauses.

The Site Manager assistant helps the Site Manager in making sure that corporate provisions on Health, Safety and the Environment are complied with.

### **6.12 Coordination in the execution stage of Works**

The Client, through its designated technicians, promotes cooperation and coordination between the Client Employer and the Employers vis-à-vis Construction Companies.

As to work activities that fall within the scope of application of Legislative Decree No. 81/08 art. 26, the Client Employer identifies, among the technicians in charge of supervising the implementation of the project and/or of works, a representative in

charge of promoting coordination and cooperation with a view to eliminating/managing interferences (as a rule, this position is held by the Site Manager or, alternatively, by a specifically appointed technician).

As to work activities that fall within the scope of application of Legislative Decree No. 81/08 Title IV, the cooperation and coordination activity is carried out by the specifically appointed Safety Coordinator in the Execution stage of Works.

As to work activities in the mining sector, which 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).

### **6.13 Company Executive**

The Main Contractor shall ensure the presence of its own Executive to whom the Client shall address any oral or written notice or order.

The Company Executive shall represent the Company for all purposes. Hence, any notice and order issued to the same by the Client shall be deemed as issued 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 safety at work 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, and at avoiding damages of any kind, to both people and objects, and at complying with law rules and corporate provisions on precautions and environmental protection.

The Company Executive shall attend the Construction Site even if works are contracted out to Subcontractors, and may not be replaced by an Officer of the Subcontractor, unless in exceptional cases authorised by the Client.

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 of which they are in charge.

The Client shall approve the Company Executives and their names shall be notified in writing to the Site Manager before the beginning of works in the Construction Site. If so requested by the Site Manager, the Client shall be entitled to replace them while works 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 shall 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.

#### **6.14 Construction Site Safety Officer**

Construction Companies, and especially first-level ones, i.e. Main Contractors, shall identify a Construction Site Safety Officer.

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

However, as concerns complex and/or large Construction 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 granted to the Safety Officer:

- 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 safety and health and environmental protection provisions are effectively complied with;
- to ask the Company Executive and/or Supervisors for the suspension of works in case of serious 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.

Depending on the type and complexity of the Construction Site, the Client may ask Subcontractors too to identify their own Construction Site Safety Officer.

#### **6.15 Staff Leasing**

In performing a Staff Leasing Contract, an Employment Agency professionally supplies – on a payment basis – temporary or permanent workforce to a User Company, which takes on the powers to organise and manage the work supplied (arts. 20-28 Law-Decree No. 276 of 10<sup>th</sup> September 2003).

#### **6.16 Project-based or Planning-based Contracts (*arts. 60-69 Law-Decree No. 276 of 10<sup>th</sup> September 2003*)**

The Contract at issue implies the establishment of a continuous and coordinated relationship, which is mostly personal and not governed by an employment contract, in the framework of one or more specific projects or work plans or phases thereof as established by the user company and autonomously managed by the worker depending on the result to be achieved, provided it is in coordination with the user company's structure, regardless of the time required to perform the work.

#### **6.17 Secondment (*art. 30 Law-Decree No. 276 of 10<sup>th</sup> September 2003*)**

A secondment occurs when an Employer – in order to meet his/her own needs – temporarily makes one or several workers available to another party in order to perform a given work.

## **6.18 Works in the Sea**

These are works carried out in the sea, which call for the use of sea vessels, and fall within the scope of application of the Navigation Code and of a specific legislation (namely Legislative Decree No. 271/99).

## **6.19 Underwater Works**

These are works that call for the use of scuba divers provided with specific professional qualifications and any necessary equipment.

## **6.20 Works at Height**

Work that exposes the worker to the risk of falling from a height of at least 2 metres over a stable surface, which calls for the adoption of suitable measures, such as:

- collective protective equipment, e.g. railing, lifelines, etc.
- 3<sup>rd</sup>-class personal protective equipment, e.g. safety harness with anchor points, etc.

## **6.21 Works in 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.

## **6.22 Electrical Works (CEI Rule 11-27)**

Electrical works refer to works on electric systems or devices with access to active components (either live or disconnected ones) from which an electrical hazard could arise if safety measures are not adopted.

Electrical works must be performed by suitably qualified people, able to control the electrical hazard, i.e. by PES (Expert Staff), PAV (Warned Staff) or PEI (Suitable Person).

The professional profiles of PES, PAV and PAI shall be assigned by the Employer of the Construction Company for electrical works, which appoints operators based on:

- work expertise accrued,
- training acquired on electric systems, related hazards and corresponding safety rules;
- most significant personal features having professional relevance, such as the qualities of balance, attention, precision and any other feature based on which the operator may be deemed as reliable.

### **6.23 Emergency Plan**

Each Construction Company must prepare its own Construction Site Emergency Plan and keep it constantly updated; the Emergency Plan shall keep both the type of activity and the localisation of the Construction Site into account. The Construction Site Emergency Plan must be drawn up in accordance with Ministerial Decree No. 388/03 and consider any prescriptions issued by Local Rescue Authorities.

In the event of activities inside Production Sites or Construction Sites with several companies, the Emergency Plan shall be harmonised to the Site/Construction Site one.

If subcontracts are present, the Main Contractor shall prepare the emergency plan also by keeping the activities of its Subcontractors into account.

A copy of the Emergency Plan shall be sent to the Client through the Site Manager.

Each Company shall be in charge of training and informing its staff – regardless of their duties – on emergency procedures and rules.

### **6.24 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.

### **6.25 Overseer**

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

### **6.26 Works Manager**

Pursuant to Legislative Decree No. 81/08 Title IV, the Works Manager is the person appointed by the Client to ensure compliance with the rules on health protection and safety during the different phases of works inside the Construction Site.

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

Pursuant to Legislative Decree No. 81/08 Title IV "Construction Site Directive", where relevant, the role of the Safety and health protection coordinator during the design of works (hereinafter the Design Coordinator) 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 the Technical Dossier containing useful information for the purpose of preventing and protecting workers from the risks to which they are exposed.

### **6.28 Safety Coordinator in the Execution stage**

As to work activities that fall within the scope of application of Legislative Decree No.

81/08 Title IV, the role of the Safety and health protection coordinator during the implementation of works (hereinafter the Coordinator in the Implementation of Works) is mandatorily provided.

The Coordinator in the implementation of works 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 – appointed by them) designated by the Client or by the Works Manager to carry out the tasks under art. 92 of Legislative Decree No. 81/08. Namely, the Coordinator in the implementation of works shall organise the cooperation and coordination of activities between Employers of the companies, thereby including Self-Employed Workers, and their mutual information.

When so established by Title IV, the Safety Coordinator in the Execution stage also draws up the Safety and Coordination Plan.

If the size of the Construction Site requires so, the Coordinator may avail him/herself of collaborators assisting him/her in the performance of his/her tasks.

### **6.29 Interference Risks**

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

- Transferable, resulting from several overlapping activities carried out by different Contractors’ operators;
- Caused in the Client’s workplace by the Contractor’s works;
- Existing in the Client’s workplace where the Contractor is expected to operate, in addition to work-specific risks for the Contractor itself (area risks);
- Arising from special implementing procedures explicitly requested by the Client (causing further hazards in addition to work-specific risks for the activity under the contract).

### **6.30 Site/Construction Site Emergency Rules and Plans**

These are the emergency rules and plans specific for Sites/Offices and/or Construction Sites with several companies, prepared by the Client, which are delivered to the Construction Company so that it may examine them, comply with the provisions provided therein and obtain any information required to prepare its own Emergency Plan.

### **6.31 Corporate Risk Assessment Document**

This is the Risk Assessment Document specifically prepared for Construction Site activities that fall within the scope of the contract. It is prepared by the Employer of each Construction Company, pursuant to Legislative Decree No. 81/08. Namely, this document must keep Area Risks and Emergency Rules as disclosed by the Client into account.

### **6.32 Interference Risk Assessment Single Document (DUVRI)**

The Risk Assessment Single Document (DUVRI) is the document prepared by a specifically designated representative of the Client Employer pursuant to art. 26 of Legislative Decree No. 81/08, aimed at Coordinating Construction Companies' works, stating any measures adopted to eliminate or – if this is not possible – to minimise interference risks.

### **6.33 Communication Form on risks for intellectual work**

In order to disclose any risks in the event of intellectual work contracts, as a rule, those risks are disclosed pursuant to art. 26 of Legislative Decree No. 81/2008 by means of a communication form on relevant risks for the work and the environment where the activity is carried out. This form may be used for all legal frameworks.

### **6.34 Safety and Coordination Plan (P.S.C.)**

As to work activities that fall within the scope of application of Title IV of Legislative Decree No. 81/08, the Design or Implementation Coordinator previously 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 Construction Site area, to the Construction Site organisation and to works;
- operating 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, while the tender is ongoing, to Main Contractors and to all Firms that shall operate in the Construction 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 shall be formally accepted. Contracting Companies/suppliers undertake to send it to their own Subcontractors, if any.

### **6.35 Operational Safety Plan (P.O.S.)**

A document that Construction Companies' Employers draw up with reference to the individual Construction Site concerned, pursuant to Title IV of Legislative Decree No. 81/2008. This document must contain all information on the activities carried out in the Construction Site at issue and the assessment of all risks to which the company's



employees are exposed.

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

### **6.36 Assessment Document for Risks from Interfering Activities (D.R.A.I.)**

As to works inside Sites that fall within the scope of application of the regime under Legislative Decree No. 624/96.

The Assessment Document for Risks from Interfering Activities (DRAI) is the document prepared by a specifically designated representative of the Client pursuant to paragraph 3 of art. 26 of Legislative Decree No. 81/08. The document is aimed at identifying interference risks and safety costs, to be specifically stated under penalty of invalidity of individual subcontracts, contracts and staff leasing contracts, pursuant to paragraph 5 of art. 26 of Legislative Decree No. 81/08. Following the awarding of contracts and based on the risks reported by the companies, the Owner shall draw up the DSSC pursuant to section 6.38.

### **6.37 Health and Safety Document (D.S.S.)**

As to works that fall within the scope of application of the regime under 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 shall be returned to the Client well in advance of the beginning of works, in order to draw up/update the Site D.S.S.C.

### **6.38 Coordinated Health and Safety Document (D.S.S.C.)**

As to contracted works that fall within the scope of application of the regime under 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 shall carry out at the Site/Construction Site (as contained in individual D.S.S. sent by the Employers of Construction Companies), with a view to assessing risks resulting 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 (<http://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 provided may be checked. The system reports the need for updates/amendments in the documentation, thanks to automatic notifications sent via e-mail to suppliers and Edison's internal players 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 and used by our suppliers.

After having obtained the login information to access the portal, suppliers who are registered as described above may upload the relevant documentation to the sections listed below. (Edison Qualification Staff office is available for support and clarifications Tel. 02 6222 8075, e-mail - [staffqualifiche@edison.it](mailto:staffqualifiche@edison.it)).

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

DIMP sections called "Staff Personal Details" and the one devoted to "General Company Documentation" are valid regardless of the single contract. 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/Construction Site, shall link the profiles of people to the contract at issue through the DIMP system (thus the documents of people 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 have started;
- In the event of Subcontract.

## **7.2 General Company Documentation (to be submitted during the tender, before executing the Contract or Order for the supply of works or provision of services)**

During the tender and before signing the contract for acceptance, the Construction Company/Supplier carrying out the services must upload the following documentation to the DIMP system:

- For Companies/sole proprietorships:
  - Certificate of registration with the Chamber of Commerce (CCIAA)
- For Free-Lancers and Self-Employed Workers:
  - VAT Number Certificate
  - Certificate of Registration with a Professional Association, if relevant
- Anti-Mafia Self-Certification under art. 89 of Legislative Decree No. 159/2011 (*use the Anti-Mafia Self-Certification form attached and available for download from DIMP*)
- For Companies:
 

Sole Document of Regular Payment of Contributions (DURC) – Valid 120 days

For free-lancers registered with a Professional Association:

Statement issued by the Free-Lancer's Social Security Fund, certifying that he/she is registered with the Professional Association and has duly paid all amounts owed to INPS and INAIL (Valid 120 days)
- For companies: declaration of absence of measures/suspensions pursuant to art. 14 of Legislative Decree No. 81/08 (for Companies only) (*Model – 120 DECLARATION OF ABSENCE OF MEASURES SUSPENSIONS pursuant to art. 14 of Legislative Decree No. 81 08 attached and available for download from DIMP*)
- Copy of evidence of validity of Third-Party Liability insurance policy pursuant to the contract (*Model 130 Third-Party Liability attached and available for download from DIMP*). Third-party liability insurance policy with maximum coverage – unless otherwise contractually agreed – equal to at least 2,000,000 euros (two million) for each event resulting in an accident with loss and/or damage to objects/tangible assets or animals, injuries or death of people; for intellectual service contracts: max. coverage 1,000,000
- Survey on Environmental Safety and Protection (Edison Model) FOR COMPANIES ONLY (*Model available for download from DIMP*)
- Memorandum of association of consortium (if applicable)
- (FOR COMPANIES ONLY) Declaration stating:
  - Annual Average Payroll of the Company broken down by role
  - names of RSPP (Prevention and Protection Service Manager), MC (Medical Officer), RLS (Workers' Safety Representative)
  - compliance with duties under Legislative Decree No. 81/08 on Risk Assessment and training/information to Workers/Managers/Supervisors
  - national collective labour agreement applied
- Declaration of acceptance of one of the following safety documents (relevant Document available for download from DIMP):
  - PSC – Safety and Coordination Plan (if in the regulatory framework of Legislative Decree No. 81/08 - Title IV) and related Safety Costs

- DUVRI – Interference Risk Assessment Single Document (if in the regulatory framework of Legislative Decree No. 81/08) and related Safety Costs
- DRAI – Assessment Document for Area Risks for prevention and emergency Measures to adopt to reduce Interferences and related Safety Costs (if in the regulatory framework of Legislative Decree No. 624/96)
- Disclosure of risks under art. 26 of Legislative Decree No. 81/2008, received during the bid stage, regarding activities to be performed, signed and stamped for acceptance as to agreements for intellectual consultancy services.
- Declaration of workplace inspection and visit
- Work accident insurance (*Model 503 ACCIDENT INSURANCE attached and available for download from DIMP*)

Copy of evidence of validity of Work Accident Insurance, for all the staff, in addition to any coverage pursuant to the law, with the following insured capitals:

- death: 5 times the annual gross salary;
- permanent disability: 7 times the annual gross salary.
- Alternatively, the insured capital may not be lower than 100,000 euros per person.
- Copy of Memoranda of Association only for Temporary Associations/Groupings of Companies and/or Consortia
- For works/activities in CONFINED SPACES / areas of suspected pollution, Declaration on headed paper by the Employer, stating the possession of requirements and compliance with the prescriptions under Decree of the President of the Republic No. 177/2011
- Safety Costs Addendum
- Declaration of Acceptance of Edison's General Contract Specifications (CGA). Specifications available for download from DIMP
- Declaration of Acceptance of Edison's Rule 02/92. Rule available for download from DIMP
- Declaration of Acceptance of Specifications and Price List of Safety Costs No. 1001. Specifications and Price List available for download from DIMP
- Declaration of commitment to take out insurance coverage against work accidents for each worker or consultant (max. coverage 100,000 euros min.) if the order is awarded.

### **7.3 Documentation concerning staff/collaborators to upload to the section Supplier's Staff Personal Details**

#### **Foreword:**

Inside Edison Group's Construction Sites, Sites or Offices, **no underage workers are allowed**, unless specifically authorised by the Site Manager, who shall make sure that this is feasible by discussing the issue with his/her Executive Director and the Group's Human Resources Department, and he/she shall be held liable for complying with any instructions from the head management.

#### **7.3.1 Exceptions**

This section 7.3 **shall not apply** to all intellectual or administrative works that require a limited and occasional attendance of Construction Sites, Sites or Offices 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 Construction Sites, Sites or Offices as a "visitor" under General Rule 07/93.

#### **7.3.2 Documentation to upload to the DIMP section Supplier's Staff Personal Details**

For each worker employed inside Edison's Sites/Construction Sites for whom Edison's corporate identification Tag (Access PASS or Badge) is requested for issuance, the following documents must be uploaded to the DIMP section "Supplier's Staff Personal Details":

- Worker's ID document, valid for the whole duration of works, e.g.
  - Identity card or equivalent document (for Italian workers),
  - Identity card or equivalent document for EU (European Community) workers
  - For Non-EU Workers: Residence permit and Identity card or equivalent document
  - For Migrant Workers: Passport with Visa and Work Permit
- One of the following documents concerning the employment contract:
  - C/ASS or UNILAV: for Employees and workers under a Project-based contract (Co.Co.Pro.)
  - UNISOM: for workers under a staff leasing contract
  - Form A1 (former E101/E106): for migrant workers
  - For General Partner (with unlimited liability) workers: evidence of INAIL coverage for the natural person (e.g. section P of the statement of company variation)
  - Secondment: Copy of document/agreement between the Parties and UNILAV, with the details of the Seconding company
- medical certificate of fitness for the task issued by the Medical Officer

- for employees, workers under a Project-based contract (Co.Co.Pro.) or seconded workers: LUL (Employees' Single Register), i.e. payslip without salary details
- passport photo in digital format

Depending on the Task/Role that each single worker shall carry out, the relevant documents among those listed below must be uploaded too:

- Statement of training/education on use of 3<sup>rd</sup>-class PPE issued by the Employer;
- Statement of training/education on Assembly of Scaffolding and Temporary Works issued by the Employer;
- Statement of training on management of materials containing hazardous fibres (e.g. ceramics, asbestos) issued by the Employer;
- Statement of training on Harnesses/Handling/Lifting of loads with mechanical means issued by the Employer;
- Statement of training/education on Work in Confined Spaces issued by the Employer;
- Statement of training and possession of PES/PAV/PEI requirements issued by the Employer;
- Statement of training and possession of requirements for Operators with fluorinated greenhouse GASES, pursuant to Regulations (EC) Nos. 303, 304, 305, 306 / 2008, issued by the Employer;
- Statement of possession of qualification as welder issued by the Employer;
- Statement of training on Works in the Sea issued by the Employer, possession of Seaman's book;
- Copy of Scuba diving licence specific for works to be performed (inshore/offshore) for operators employed in Works in the Sea;
- Certificates of competency of ROV operators (Remotely Operated underwater Vehicle);
- Copy of Appointment of First-Aid Officer and statement of training issued by the Employer;
- Copy of Appointment of Fire-Fighting Officer and statement of training issued by the Employer;
- Copy of Appointment and Statement of training as Supervisor issued by the Employer;
- Copy of evidence of valid Insurance against work accidents (*Model available for download from DIMP*) if it states the names of insured staff (not necessary if cumulative and uploaded with contractual documents);
- For works in confined environments and areas of suspected pollution. For all employment contracts other than permanent employment contracts, contract

certification pursuant to art. 2 paragraph 2 letter c) of Decree of the President of the Republic No. 177/2011;

- Statement of training on Use of Chemicals issued by the Employer;
- Statement of training/education on Works in the Presence of H2S issued by the Employer;
- Certificates of competency to use work equipment for which a specific qualification is required under the State-Regions Agreement 53/csr of 22/02/2012, implementing art. 73, paragraph 5, Legislative Decree No. 81/08 OR copy of "Personal Training Record";
- Certificate of attendance to the sea-survival training course BOSIET Basic Offshore Safety Induction and Emergency Training.

#### **7.4 Contractual Documentation to submit before the beginning of works and concerning contracts**

Once the relevant contract is issued, the Procurement Department shall activate the Checklist for the contract itself. At this point, in order to use the contract, the following required documentation must be uploaded to the DIMP system:

- Declaration of acceptance of one of the safety documents PSC, DUVRI, DRAI or Disclosure of risks under art. 26 of Legislative Decree No. 81/2008 *(not necessary if already uploaded during the tender)*
- One of the following safety documents:
  - DVR – Risk Assessment Document of the Company, specific for the activities contracted out, for Works in the framework of art. 26 of Legislative Decree No. 81/08, containing all risks to which workers are exposed (e.g. noise, vibrations, chemical risks, etc.);
  - POS – Operational Safety Plan, for Works in the framework of Title IV of Legislative Decree No. 81/08, concerning specific activities to be carried out, containing all risks to which workers are exposed (e.g. noise, vibrations, chemical risks, etc.);
  - For Works in the Framework of Legislative Decree No. 624/96 Risk Assessment Document (DVR) or Health and Safety Document (DSS) specific for the activities contracted out, containing all risks to which workers are exposed (e.g. noise, vibrations, chemical risks, etc.).
- Declaration of workplace inspection and visit *(not necessary if already uploaded during the tender)*
- Work accident insurance *(Model 503 ACCIDENT INSURANCE attached and available for download from DIMP) (not necessary if already uploaded during the tender)*  
With maximum coverage as stated in section 7.2
- Copy of Memoranda of Association only for Temporary Associations/Groupings of Companies and/or Consortia *(not necessary if already uploaded during the tender)*

- Request for access and statement of training/qualification relevant for activities to be performed by workers, issued by the Employer on headed paper, containing all information stated in the form (*Model – 505 - 605 REQUEST FOR ACCESS attached and available for download from DIMP*)
- List of Workers, the profiles of employees referred to in the request for access as in the item above must be linked to this section. The documents of workers must be uploaded beforehand to the staff personal details section (Section 7.3)
- List of equipment/machines/devices to be used in the Construction Site, with a statement of conformity to the regulation in force and a statement of perfect conditions/maintenance; the documentation certifying that legal requirements are complied with and that correct maintenance has been performed must always be available at the Construction Site
- List of substances classified as hazardous (e.g. Toxic, Corrosive, Harmful, Irritant, Flammable substances) with copies of the corresponding safety sheets
- Where relevant, copy of the following documents concerning Temporary Works – fixed and movable metal Scaffolding:
  - Ministerial authorisation/Registration certificate
  - structural calculation report for Scaffolding equal to or higher than 20 m and non-standard ones
  - copy of documents under Legislative Decree No. 235/03 (Scaffolding Assembly Use and Disassembly Designs - P.I.M.U.S.)
- OFF-SHORE Activities with Vessels/Drilling Units:
  - Certificates of fitness for the vessels used
  - Certificates of checks on cranes/lifting equipment and related ropes/slings and lifting accessories
  - In the presence of non-EU equipment/Plants/machines, documentation certifying UMNIG approval pursuant to the Italian law (Decree of the President of the Republic No. 886/79)
- Underwater Works:
  - Declaration of conformity of the system for checking underwater works with ROV, where provided
  - Copy of certificate of fitness of the hyperbaric system, where provided
- Certificate of fitness of the basket (equipment for carrying people)
- Company's certificate (even provisional) under Regulations (EC) Nos. 303, 304 / 2008 for works on equipment/systems containing fluorinated greenhouse gases (HFC, PFC, SF6)
- For works/activities in CONFINED SPACES / areas of suspected pollution, Declaration on headed paper by the Employer, stating the possession of requirements and compliance with the prescriptions under Decree of the President of the Republic No. 177/2011



- Through the dedicated section List of Workers, all employees of the Company for whom access was requested by means of the document uploaded under Request for Access and for whom all the required and necessary documents have been uploaded to the section Supplier's Staff Personal Details (7.3.1 of this Rule) must be linked to the contract.

## 7.5 Documentation for implementing a Subcontract

### 7.5.1 Request for Subcontract

Any Main Contractor that wishes to implement a subcontract must file (through the DIMP) a request for authorisation to subcontract with the Client's Procurement Department.

This request for subcontract must be accompanied by the documentation required (uploaded to the DIMP portal) concerning the prospective Subcontractor, as specified below. Through the VAT Number of the candidate, the system shall check the presence of the company in the portal, and if it is already present, it shall automatically retrieve all relevant documents already uploaded to the database, while only requesting for missing ones. If the candidate is not present in the system, the latter shall send an e-mail containing the instructions for the candidate's registration and acquisition of the supplier code, which shall allow the uploading of documentation to the portal <http://www.edison.it/it/portale-qualifica-fornitori>.

- For Companies/sole proprietorships:
  - Certificate of registration with the Chamber of Commerce (CCIAA)

For Free-Lancers and Self-Employed Workers:

  - VAT Number Certificate
  - Certificate of Registration with a Professional Association, if relevant
- Anti-Mafia Self-Certification under art. 89 of Legislative Decree No. 159/2011 (*use the Anti-Mafia Self-Certification form attached*)
- For Companies:
 

Sole Document of Regular Payment of Contributions (DURC) – Valid 120 days

For free-lancers registered with a Professional Association:

Statement issued by the Free-Lancer's Social Security Fund, certifying that he/she is registered with the Professional Association and has duly paid all amounts owed to INPS and INAIL (Valid 120 days)
- Declaration of absence of measures/suspensions pursuant to art. 14 of Legislative Decree No. 81/08 (for Companies only) (*Model – 120 DECLARATION OF ABSENCE OF MEASURES SUSPENSIONS pursuant to art. 14 of Legislative Decree No. 81 08 attached and available for download from DIMP*)
- Copy of evidence of validity of Third-Party Liability insurance policy pursuant to the contract (*Model 130 Third-Party Liability attached and available for download from DIMP*)

With maximum coverage as stated in section 7.2

- Survey on Environmental Safety and Protection (Edison Model) FOR COMPANIES ONLY (*Model available for download from DIMP*)
- Memorandum of association of consortium (if applicable)
- (FOR COMPANIES ONLY) Declaration stating:
  - Annual Average Payroll of the Company broken down by role
  - names of RSPP (Prevention and Protection Service Manager), MC (Medical Officer), RLS (Workers' Safety Representative)
  - compliance with duties under Legislative Decree No. 81/08 on Risk Assessment and training/information to Workers/Managers/Supervisors
  - national collective labour agreement applied
- Work accident insurance (*Model 503 ACCIDENT INSURANCE attached and available for download from DIMP*)

With maximum coverage as stated in section 7.2

- Copy of Contract/Agreement between the parties stating subcontracted activities (without specifying prices/financial arrangements)
- For works/activities in CONFINED SPACES / areas of suspected pollution, Declaration on headed paper by the Employer, stating the possession of requirements and compliance with the prescriptions under Decree of the President of the Republic No. 177/2011.

### **7.5.2 Issue of Subcontract**

The Client, through its Procurement Department and based on the information and documentation available on the DIMP, if necessary following a meeting with the Subcontractor, 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" list (Section 7.3) for the Subcontractor, where all documentation to submit before the beginning of works must be uploaded.

The new Subcontractor, the Main Contractor and the Site Manager shall be informed through the DIMP when the subcontract has been issued and the documentation list has been opened.

### **7.5.3 Documentation to upload following the authorisation to Subcontract**

Following the authorisation to Subcontract, the Main Contractor, through its own organisation or granting mandate to the Subcontractor, shall make sure that the documentation provided for in section 7.4 (*Contractual Documentation to submit before*

*the beginning of works and concerning contracts*) of this rule is uploaded to the DIMP portal.

The Subcontractor must upload the documentation provided for in section 7.3 (*Documentation concerning staff/collaborators to update to the section Supplier's Staff Personal Details*).

In addition to the documents in the items referred to above (7.3 and 7.4), the DIMP list provided in case of subcontract shall also include some specific documents, namely:

- Declaration by the Main Contractor stating that:
  - the adequacy of the Subcontractor's Specific Risk Assessment Document has been checked (DVR, POS, DSS);
  - every document autonomously uploaded by the Subcontractor to this list has been validated.
- Subcontract certification pursuant to art. 2 paragraph 2 of Decree of the President of the Republic No. 177/2011 for works in confined environments and areas of suspected pollution.

## **7.6 Temporary Associations/Groupings of Companies and Consortia**

In the event of contracts awarded to Temporary Associations/Groupings of Companies or Consortia, the documentation provided for in this chapter shall be supplied for all companies within the Temporary Association/Grouping of Companies or Consortium, not only for the contract owner.

The operational procedure to upload documentation to the DIMP portal is the one provided for the subcontract scenario. Thus, for the purpose of managing documentation, the agent company shall be treated in the same way as a Main Contractor and shall be in charge of activating the Client for the opening of positions within the DIMP for all other companies in the Temporary Association/Grouping of Companies or Consortium.

## **8 Access of Machines, Means and Equipment**

Machines, means and equipment of any companies involved in the works, which shall be used inside Edison's Construction Sites/Sites or Offices, must display a tag identifying the name of the owner and the details of the equipment.

The access of means, machines and/or equipment shall only be allowed if it complies with the legal provisions in place and only if they are in good conditions and good maintenance. 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 shall be accompanied by documents certifying the inspections on the dates provided.

### **8.1.1 *Rental of Means and Equipment***

#### a) Non-Operated Equipment Rental

If the Company needs to rent equipment and/or means, in order to access the area it must supply the Client with the same documentation as provided for its own means and equipment. Furthermore, it must file a copy of the rental contract.

#### b) Operated Equipment Rental

If the Construction Company rents operated equipment and/or means, this shall be treated as a Subcontract; in these cases, the Construction Company must follow the authorisation procedure provided for Subcontract.

### **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 Ionizing Radiation***

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

The Construction Company shall perform any activities resulting in the use of sources of ionizing 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, in Edison's Construction Sites and areas in general, it is strictly forbidden to temporarily store any radioactive sources.

The Construction Company shall file the following documentation with the Site Manager before the beginning of activities:

- copy of Ministerial authorisations and/or permissions to use radioactive sources and/or equipment;
- copy of notifications of possession and use of radioactive sources, sent to the Authorities with jurisdiction in the territory;
- documentation certifying that the transport of radioactive sources is performed by a suitable and authorised carrier;
- personal details of the Qualified Expert and of the Company Executive, who shall personally oversee operations;
- personal details of the Authorised Physician/Medical Officer;
- personal details of the staff concerned, stating their classification for radiological risk purposes (class A or B);
- declaration of fitness for task of operators, issued by the Authorised Physician/Medical Officer not earlier than six months or one year before, depending on the class A or B to which workers are exposed;

- report by the Qualified Expert, containing indications and prescriptions with which radiological operators shall strictly comply for the purpose of physically protecting other workers within the Construction Site and the population (e.g. indications on prescriptions, safety equipment, fencing, safety distances to respect);
- map showing the areas in which the radiographic work shall be performed, buffer zones, parking area for the source, area devoted to storage (if any) and anything else agreed with the Client's Representative.

#### **8.1.4 Use of Hazardous Chemicals**

All hazardous chemical substances and/or preparations that Construction Companies shall use inside Sites/Offices or Construction Sites managed by the Client must be accompanied by the corresponding up-to-date safety sheets; in lack of them, the Site Manager shall be authorised to deny their access and/or use.

### **8.2 Staff Identification**

The staff of Companies and Self-Employed Workers may access the Client's Construction Sites/Sites or Offices 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's Corporate ID Tag. Please note that, for the purpose of issuing the corporate ID tag, the Company must upload all the documentation provided for under section 7 to the DIMP portal. The expiry date of this document shall be linked to the duration of the contract/to the duration (if applicable) of the employment relationship between the firm and the employee/to the expiry date of the ID document.

Failing to display the ID Card and/or Edison's Corporate Tag shall entitle the Client to deny the access of the company's staff to the Construction Site.

## **9 MANAGEMENT OF WORK AREAS**

### **9.1 General Rules of Behaviour**

In the Construction Sites/Sites or Offices 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, objects 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 in the workplace.

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

It is forbidden to use drugs.

It is forbidden to access the Construction Site/Site/Office while impaired by alcohol or drugs. In this case, the staff shall be immediately removed.

The Client shall be entitled to promptly remove from the Construction Site those who expose themselves and/or others to serious risks, fail to comply with safety prescriptions provided and/or fail to use the PPE provided and/or seriously damage materials, means and the environment.

## **9.2 Management of Subcontracts**

In the event of Subcontracts (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 made during coordination meetings;
- b) ensure the attendance of Subcontractors' Company Executives at coordination meetings;
- c) make sure that the staff of Subcontractors:
  - o are aware of behaviours to adopt in the event of an emergency;
  - o are aware/have been trained on the activities to perform and safety measures to adopt;
  - o duly employ personal protective equipment;
  - o duly employ equipment and motor vehicles;
  - o build, use and maintain scaffolding, toe boards and platforms in safe conditions;
  - o keep the workplace and the area inside and outside the Construction Site clean and tidy.

## **9.3 Cooperation and Coordination in the execution stage of works**

The Promotion of Cooperation and Coordination between Construction Companies and Self-Employed Workers during the implementation of works within Edison's Construction Sites/Sites and Offices shall be ensured as follows:

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

- o Safety and Coordination Plan in the framework of Title IV – Legislative Decree No. 81/08,
- o Coordinated Health and Safety Document in the framework of Legislative Decree No. 624/96,
- o Interference Risk Assessment Single Document in the framework of Legislative Decree No. 81/08, art. 26.

### **✓ Meetings for Construction Site Start-up/Beginning of Works**

Meetings held before the beginning of works with all Company Executives, Self-Employed Workers and Designated Officers for Works/Site Manager assistants called by:

- Safety Coordinator in the Execution stage in the framework of Title IV – Legislative Decree No. 81/08,
- Overseer and/or Executive Director in the framework of Legislative Decree No. 624/96,
- Business Unit Manager, Site Manager or Coordinator, if explicitly appointed, in the framework of Legislative Decree No. 81/08 art. 26.

✓ **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/Site Manager assistants, 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 Execution stage in the framework of Title IV – Legislative Decree No. 81/08,
- Overseer and/or Executive Director in the framework of Legislative Decree No. 624/96,
- Business Unit Manager, Site Manager or Coordinator, if explicitly appointed, in the framework of Legislative Decree No. 81/08 art. 26.

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

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

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

This Procedure applies to:

- a) 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 (Edison and/or Associate Companies), as listed in section 2 "Definitions" of that procedure;
- b) Construction Sites for new constructions by Edison and its Associate Companies, in order to authorise:
  - activities that interfere with existing plants during the execution stage (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.

That 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 prepare the equipment and/or parts of the plant on which works shall be performed;
- c) informing the people who shall perform the works thoroughly about:
  - o preliminary preparations;
  - o residual work area-specific risks;
  - o protective equipment and PPE to use depending on the residual work area-specific risks;
  - o operational procedures and/or special equipment to use before, during or after works;
- d) supplying all the key players with a reference document as a mutual guarantee of the fact that works are constantly performed in safe conditions up to their conclusion;
- 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:

- o Safety Coordinator in the Execution stage in the framework of Title IV – Legislative Decree No. 81/08,
- o Overseer and/or Executive Director in the framework of Legislative Decree No. 624/96,
- o Business Unit Manager, Site Manager or Coordinator, if explicitly appointed, in the framework of Legislative Decree No. 81/08 art. 26.

Regardless of the regulatory regime enforced, Designated Officers for Works/Site Manager assistants and Operation and Maintenance Technicians shall also cooperate to supervising activities.

#### **9.4 Setup of Areas and Services granted for use to the Construction Company**

If the Construction Company uses areas and/or services of the Client, also for the purpose of opening the Construction Site, it shall specifically apply for it, by specifying:

- o the type and size of the area required,
- o 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.),
- o the plants, machines and equipment to be installed,
- o the quantity, type and modes of storage for chemical materials and products,
- o fire prevention and first-aid devices and equipment,
- o modes of fencing or delimitation of the area.

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

- prepare the plants, equipment and devices to:
  - o suitably store work equipment;
  - o prevent soil and subsoil pollution risks caused by any substance or product;
  - o 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 services are not to be used, the toilets to be used by 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, schemes and any report 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 the waste of its works 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.

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

The Construction Company shall make sure, through its Construction Site Managers, that all machines, equipment, means and safety systems/devices, belonging to either the Construction Company itself or the Subcontractors present in the Construction Site,

are used by trained staff members and kept in a perfect operating state for the entire duration of activities.

Any means to be regularly overhauled by Public Bodies (scissor lift and suspended scaffolding, aerial ladder, lifting equipment, pressure equipment, etc.) must be in good standing with the inspections on the dates provided.

#### **9.5.1 Use of machines, means or equipment of the Client property**

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

If the Construction Company needs to use machines, means and equipment of the Client, the Company Executive shall file request thereof with the Client's Construction Site/Site/Office Manager.

The Client's Executive, having assessed the opportunity to do so, grants the use of the machine/equipment by means of a formal document signed with the Construction Company's Executive, after having made sure that this complies with the regulation on safety and that the machine/equipment 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 it 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.

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

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 within the Client's area.

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 product contained 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 separated from full containers and not be reused for different substances.

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

Residues of flammable, explosive, corrosive, toxic, irritant, contaminating or however harmful substances and materials must be collected during work with appropriate means and stored in areas where they cannot cause a danger, as previously agreed with the Client.

## **9.7 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.

The Construction Company which is willing 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. Access of users to scaffolding must be authorised by the Supervisor to installation.

Any request for changes, adjustments and/or expansions must be filed with the Supervisor to 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 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 for the whole period while they are being assembled, of "Non-Accessible Scaffolding under assembly".

## **9.8 Management of Injuries and Accidents**

In the event of injuries/accidents affecting people, things 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 affecting its Subcontractors, if any.

The Executives of the Construction Companies, if accidents and/or injuries of any kind occur, 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 events and stating the preventive 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.

## **9.9 Management of Environmental Aspects**

Edison works while respecting and protecting the environment, with explicit reference to its own Code of Ethics, Environmental Policy, 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 Construction Sites and in compliance with the guidance provided, each Contractor must perform its work with the same care to 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 UNI EN ISO 14001 standard and of EMAS regulation, when specifically requested and applied;

Where so contractually required, before the beginning of works, the Contractor 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 Construction Company shall work while respecting the environment pursuant to the Client's provisions, and however according to the following guidelines:

- Emissions: the Construction Company must work while avoiding atmospheric emissions. If its work necessarily results 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 Construction Company must work while avoiding the production of wastewater. If wastewater is produced as a result of its work activities, the Construction Company must agree with the Client on the measures to be taken to reduce their 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 Main Contractor must ensure correct waste management (implementation of necessary temporary storage, disposal in the areas prepared by the Client), in agreement with the Client's Site Manager. 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 Main Contractor could act as "Producer" for the waste generated during contracted out works, also including any waste from the installation of materials/plants purchased and made available by the Client, such as their packages, for instance. The Main Contractor must ensure correct waste management pursuant to the legislation in force. The Main Contractor is in charge of duly identifying and marking separate temporary storage areas. Any use of corporate facilities/areas must be previously agreed with the Client. The Main Contractor, acting as the "Producer", must file with the Client any document giving evidence of the proper disposal for recycling or final disposal of the waste produced.

- Soil and Subsoil: the Construction 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 Construction Company, in order to perform its excavation activities, produce earth and rocks that may not be directly reused to backfill the excavation itself, 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 Construction Company must work while avoiding the production of disturbing noise both towards 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 of measures suitable to minimise the internal/external acoustic impact pursuant to the laws in force.
- Excess material leaving the Construction Site: any excess material supplied and assembled by the company must leave the Construction Site accompanied by a Transport Document stating its degree of reusability. A copy of this document shall be delivered to the Site Manager or to the Plant Manager, when the material leaves the Site/Construction Site.
- Materials/Machinery/Parts of plant that have been disassembled:
  - if they are to be sold or to be reused, they must be accompanied by a Transport Document to leave the Construction Site/Site, copy delivered to the D.L.
  - on the other hand, if they are to be treated as waste (landfill or recycling), they must leave the Construction Site/Site accompanied by Waste Identification Form with 4<sup>th</sup> copy delivered to the D.L.
- Environmental audits: the Contractor shall also make itself available for environmental checks and audits on its activities, as the Client may decide to perform at the Construction Site in order to ensure its correct environmental management.

- Regular meetings: the Contractor shall participate in any regular meeting and information and awareness events organised by the Client at the Construction Site, in order to coordinate mitigation actions against significant environmental impacts.
- Environmental data and recording: if so requested, the Contractor 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.).

### **9.10 Emergency Management**

An emergency arises whenever, inside and/or outside the work area of competence of the Client, any relevant unexpected event occurs, which may represent a hazard for people or things or for the surrounding environment.

In Construction Sites where several Contracting Companies/Main Contractors are active, they shall arrange the organisation and means required to deal with emergencies in connection with 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 people in charge of emergency who, having been trained for firefighting and first-aid interventions, shall make themselves available to the Construction Site or Site Emergency Coordinator, as appointed in the General Emergency Plan.

Contracting Companies must train all of their staff working for them inside the Construction Site/Site/Office managed by the Client as to the rules and behaviours to adopt in case of emergency.

#### **LIST OF ANNEXES:**

- Model – 130 THIRD-PARTY LIABILITY
- Model – 120 DECLARATION OF ABSENCE OF MEASURES SUSPENSIONS pursuant to art. 14 of Legislative Decree No. 81 08
- Model – ANTI-MAFIA SELF-CERTIFICATION
- Model – 503 ACCIDENT INSURANCE
- Model – 505 - 605 REQUEST FOR ACCESS