

Contractor's Incident Communication

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UPDATE FOLLOW UP			
Ed.	Date	Sections Affected	Reason for Update
2.0		All	Review

Contractor's Incident Communication

1.- Purpose

The object of this Technical Specification is to establish the methodology to be followed by the Contractors for reporting to EDP Renewables any incident (accident or other situations), during the performance of their work for EDP Renewables.

Furthermore, the Contractor shall report to EDP Renewables any incident that occur to any company they might subcontract for the works or services, which are object of the contract or request, during the development of their work for EDP Renewables.

This Technical Specification does not aim at establishing the obligations (notifications to official entities or other actions) which the affected subcontractors may have to comply with in accordance with the law in force.

EDP Renewables is entitled to request, at any time, copies of the documents that prove compliance with the said legal obligations, as well as to request meetings with the contractor's managers as often as considered necessary, with the purpose of defining the best preventive actions in order to ensure that such cases are not repeated.

2.- Scope

The addressees of this procedure are:

External addressees:

- Contractors.
- Subcontractors, which the Contractor might subcontract for carrying out the works or services that are object of the contract or request

Internal addressees:

- EDP Renewables' employees, who are in charge of the works carried out by Contractors.
- Health and Safety Department.

3.- Methodological Development

3.1.- Definitions

Contractor

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Natural or legal person that has a commercial contractual relationship with EDP Renewables.

Incident

Work-related event(s) caused by the contractor in which an injury(ies), health impairment (regardless of severity), or a fatality occurs or could have occurred.

- Note 1: An accident is an incident that has resulted in an injury, ill health or a fatality.
- Note 2: A "near miss" refers to a type of incident in where there has been no damage, deterioration of health or a fatality.
- Note 3: An emergency situation is a particular type of incident.

Accident

All injuries suffered by an employee of the Contractor **at the time and as a result of the work performed for EDP Renewables** by the said Contractor in the scope of the contractual relationship it has with EDP Renewables.

This Technical Specification includes neither accidents that occur at the Contractor's worksite nor those that occur while travelling.

Accident with leave

The one which consequences involve absence from work of an injured worker.

Accident without leave

The one which consequences do not involve absence from work

Multi-party, Severe, Very Severe or Fatal Accident

Accidents that prove fatal to the employee or that are considered severe or very severe by a doctor, or which affect more than four employees who may be part or not of the Contractor's workforce.

Incident involving people and/or facilities external to the works developed.

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This shall refer to those cases when the work carried out by the contractor for EDP Renewables results in health damage to any person external to the activities carried out in the scope of the existing contractual relationship between the two companies and/or to facilities or object belonging to persons or companies not related with EDP Renewables.

3.2. – Incident communication

If an incident (accident or near miss) occurs, the Contractor shall immediately stop the work and isolated the area and/or ensured that the event is not repeated or that its consequences expand no further. Then, they shall report the case (directly, by phone, by e-mail, etc.) to the EDP Renewables facility manager or to the works' supervision manager/director.

Once the above directions are followed, the Contractor shall send, within a maximum of 24 hours, the Incident Notification Report to the corresponding EDP Renewables Area Manager. The "Near Miss Notification Report" and the "Accident Notification Report" are included as Annex I and II to this document. The use of these templates is optional. The Contractor might use one of its own as long as it includes the content of the attached annexes.

Afterwards, within 72 hours, and following the same procedure, the Contractor shall send EDP Renewables an Incident Analysis Report.

The Accident Analysis Report shall be filled in and signed by the by the Contractor's Health and Safety Technician and by the Manager of the works.

EDP Renewables has the right to participate, together with the Contractor's Health and Safety Responsible, in any stage of the analysis of the Accident. The Contractor's Health and Safety Responsible shall collaborate with the technical managers and EDP Renewables Health and Safety Department.

In addition to the described above, in the event of an Accident with Leave, the Contractor shall send a copy of the leave report bearing the stamp of the institution that covers for the accident cases (Work Accidents Insurance Company, etc.), to the EDP Renewables facility manager or to the works' supervision manager/director. This shall be done for both its employees and those of other companies to which it subcontracts works or services that are part of the Contract.

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Following the same procedure as above, the Contractor shall report the employee's return to work or the termination of his/her work contract, by means of a document attesting such situation.

Furthermore, after completing the Official Report of Accidents with leave, the Contractor shall send a copy of it to EDP Renewables.

In case of a Multiple, Severe, Very Severe or Fatal Accident, the Contractor shall send the Accident Notification Report, within a maximum of 12 hours after it occurs. Also, before the notification to the authorities, the Contractor shall send copy of the notification to the EDP Renewables facility manager or to the works' supervision manager/director.

3.3. Damage to people and/or facilities external to the contracted works

In this case, the Contractor shall send, within a maximum of 24 hours, a Notification of the facts including all known and relevant data for an assessment of the event (what, how, where, when, why, etc. has the event taken place).

The Notification shall be filled in by the Contractor's Works Manager.

Afterwards, within 72 hours, and following the same procedure, the Contractor shall send EDP Renewables a complete report of the events, including an economic assessment (if possible) of its consequences and annexing copies of the communications to the insurance companies which cover the damage caused, bearing their stamp.

This report shall be signed by a Legal Representative of the Contractor

3.4- Change in the classification or rating

If, for any reason, the circumstances of an accident were altered in such a way that its rating would change (Accident without leave, Accident with leave, Severe Accident, Fatal Accident, etc.) the Contractor shall immediately report this change to EDP Renewables, following the procedure indicated in the section corresponding to that new rating. The time limits shall be counted from the moment of the change in the circumstances that gives rise to the new rating.

3.3.4.- Accident follow up

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For the purposes of following up the accidents that occur within the scope of the work of EDP Renewables' Contractors, each of them shall send to the corresponding Area Manager at EDP Renewables a quarterly summary of their accidents. A template of the "Accidents Status Report" is included as Annex III." EDP Renewables reserves the right to request at any time an official work accidents certificate to be sent by the Contractor.

ANNEXES

Annex I. Near Miss Notification Report

Annex II. Accident Notification Report

Annex III. Accident Follow up Report