



**Guidelines**  
**on the health and safety of**  
**suppliers and contractors**

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EDITION	DATE	AUTHOR
Rev. 0.0	23/12/2021	HSE/PRD
Rev. 1.0	20/12/2022	HSE/PRD

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## **1. Purpose and Scope**

These Guidelines are intended to provide suppliers and contractors (hereinafter, jointly, "suppliers") with all the essential information on the significant obligations regarding health and safety in the workplace that they are required to comply with during the activities provided for Aeroporti di Roma S.p.A. and for the companies of the ADR Group (hereinafter, jointly, "ADR"), notwithstanding the expectation of full compliance thereof with the legislation in question.

What is defined in this document is to be considered in all respects as a contractual condition; therefore, in the event of the breach of these aspects, ADR reserves the right to apply the provisions of chapter 5 - Penalty System. For subcontractors, ADR asks suppliers to subject them to the same contractual conditions and to prove the possible application of penalties. For ADR, the protection of the health, safety and physical and psychological integrity of people does not represent a mere regulatory obligation but a moral responsibility towards its employees and third parties who provide their work for ADR.

The ADR strategy promotes and consolidates the culture of health and safety in the workplace by encouraging the adoption of responsible behaviour and the introduction of best practices by all the actors who operate on the airport grounds, with a view to building a partnership relationship aimed at stimulating continuous improvement mutual performance, entrepreneurial growth and, consequently, the creation of common value. For this reason, ADR has also defined a Reward System aimed at rewarding the virtuous behaviour upheld by suppliers regarding health and safety in the workplace.

These guidelines do not apply to services of an intellectual nature, to mere supplies of materials or equipment, to labour services the duration of which does not exceed five man-days or to contracts that do not fall within the scope of application of Article 26 of Legislative Decree 81/2008 (obligation of coordination and cooperation between employers through the drafting of DUVRI [Single Document on the Assessment of Risk from Interference] or PSC [Coordination and Safety Plan]).

## **2. Regulations and Reference Documents**

- Legislative Decree No. 81 dated 9 April 2008 and subsequent amendments and additions “Consolidated Law on Health and Safety in the Workplace”. With reference to Legislative Decree 81/08, this document intends to recall the entire legislation on accident prevention, even if contained in other provisions;
- Legislative Decree No.231 dated 8 June 2001;
- Law no. 123 dated 3 August 2007;
- Legislative Decree No. 50 dated April 2016. For the purposes of this document, with reference to Legislative Decree 81/08, this document intends to recall the entire legislation on accident prevention, even if contained in other provisions;
- Law no. 136 dated 13/08/2010;
- UNI EN ISO 45001:2018 “Health and Safety in the Workplace Management Systems”;
- Airport documentation and related appendices;
- Code of Ethics;
- Organisation, Management and Control Model adopted by Aeroporti di Roma S.p.A. and by the ADR Group companies pursuant to Legislative Decree no. 231 dated 8 June 2001;
- Certified Management Systems (e.g.: Quality, Environment, Energy, Health and Safety in the Workplace) and related documentation (Policy, Manual, Procedures and Forms);
- ADR regulation for the awarding of public contracts in special sectors of amounts lower than the EU threshold.

### 3. Acronyms and Definitions

#### ACRONYMS

CSE	<i>Coordinatore in materia di Sicurezza e di Salute durante la realizzazione dell'opera</i> [Health and Safety
CSP	<i>Coordinatore in materia di Sicurezza e di Salute durante la Progettazione dell'opera</i> [Health and
RSPP	<i>Responsabile Servizio di Prevenzione e Protezione</i> [Health and Safety Officer]
DVR	<i>Documento di Valutazione dei Rischi</i> [Risk Assessment Document]
POS	<i>Piano Operativo di Sicurezza</i> [Operational Safety Plan]
PSC	<i>Piano di Sicurezza e Coordinamento</i> [Safety and Coordination Plan]
DUVRI	<i>Documento Unico di Valutazione dei Rischi di Interferenza</i> [Single Document on the Assessment of
DPI	<i>Dispositivi di protezione individuale</i> [Personal Protection Equipment]

#### DEFINITIONS

**Contractor:** refers to the self-employed worker, the company or the temporary joint venture (RTI), owner of the signed Contract including any subcontractors.

**Temporary or Mobile Construction Site** (hereinafter referred to as the "construction site"): any place where construction or civil engineering works are carried out, the list of which is provided in Appendix X of Legislative Decree 81/08 and subsequent amendments and additions.

**Client:** party defined in Article 89 paragraph 1 section b) of Legislative Decree 81/08 and subsequent amendments, i.e., the party on behalf of whom the entire work is carried out, regardless of any subdivisions created thereby. In the case of a public works contract, the client is the party with decision-making and spending power relating to the management of the contract. For the purpose of this procedure, the Client coincides with ADR (Aeroporti di Roma S.p.A. and the companies of the ADR Group).

**Coordinatore in materia di Sicurezza e di Salute durante la Progettazione dell'opera [Health and Safety Coordinator during the Planning of the Work] (CSP):** the party defined by Article 89, paragraph 1, section e), or the party appointed, by the Client or by the Project Manager, to carry out the tasks envisaged by the legislation on Health and Safety on temporary and mobile construction sites, pursuant to Article 91 of Legislative Decree 81/08 and subsequent amendments and additions. **Coordinatore in materia di Sicurezza e di Salute durante la realizzazione dell'opera [Health and Safety Coordinator during the Performance of the Work] (CSE):** the party defined by Article 89, paragraph 1, section e), or the party appointed, by the Client or by the Project Manager, to carry out the tasks envisaged by the legislation on Health and Safety on temporary and mobile construction sites, pursuant to Article 92 of Legislative Decree 81/08 and subsequent amendments and additions, which cannot be the Employer of the executing companies or one of the employees of the latter or the Health and Safety Officer (RSPP) designated thereby.

**Licensing of Services:** contract which has the same characteristics as a public service contract, with the exception of the fact that the fee for the provision of services consists solely in the right to manage the services or in this right accompanied by a price, in accordance with Legislative Decree 50/2016.

**Procurement Contract:** contract by which a party assumes, with organisation of the necessary means and management at its own risk, the completion of a work or service for a

fee (Article 1655 et seq. of the Italian Civil Code). The contract must provide, *inter alia*, specific safety clauses.

**Work Contract:** applies when a person undertakes an obligation towards another individual or legal entity to provide a work or service, achieving the agreed result without any employment relationship with the Client (Article 2222 et seq. of the Italian Civil Code); also referred to as the self-employment contract.

**Supply Contract:** contract by which one party undertakes, in exchange for a price, to perform, in favour of the other, periodic or continuous supplies of goods (Article 1559 of the Italian Civil Code).

**Mixed Contract:** contract concerning works and supplies; works and services; works, services and supplies; services and supplies (paragraph 1 Article 14 of Legislative Decree 163/06).

**Personal Protection Equipment (DPI):** any equipment intended to be worn and kept by workers for the purpose of protecting them against one or more risks likely to threaten their health or safety during work, as well as any accessory or appurtenance intended for this purpose. **Single Document on the Assessment of Risk from Interference (DUVRI):** this is the written document with which the risks are assessed and in which the measures adopted to eliminate or, where this is not possible, reduce to a minimum, the risks from interference between the activities entrusted to contractors and self-employed workers and their possible subcontractors, as well as the activities carried out in the same workplace by the Client.

**Supplier:** entity that provides ADR with certain services and products, not falling within the obligations of drafting the DUVRI referred to in Article 26 of Legislative Decree 81/08 and subsequent amendments and additions.

**Interference:** circumstance in which risky contact occurs between the Client's staff and that of the supplier or between the staff of different companies operating in the same company headquarters under different contracts.

**Finding:** any type of deficiency, inaccuracy, defect or inadequacy found during the audit.

**Health and Safety Officer (RSPP):** person in possession of the professional skills and requirements referred to in Article 32, designated by the Employer, to coordinate the risk prevention and protection service.

**Vendor Performance Rating:** Tool for evaluating the performance of ADR suppliers carried out in relation to each individual contract awarded to them, on the basis of technical, commercial and contractual parameters. ADR reserves the right to use the Vendor Performance Rating as an indicator that contributes to the selection of operators to invite to its informal tenders.

#### **4. Criteria for the Definition and Assessment of Supplier Performance**

In carrying out the contracts awarded, the supplier is required to comply - and ensure compliance with - the regulatory and procedural provisions applicable in the airport context, also with reference to those relating to the protection of health and safety in the workplace. For this reason, the suppliers' performance in this regard of health and safety in the workplace will be assessed according to the criteria defined below.

It is specified that, by signing the contract, of which this guideline forms an integral part, the supplier acknowledges and accepts that all obligations and consequent responsibilities for the protection of the health and safety of its workers, deriving from the exposure of the latter to the specific risks induced during the performance of its activities, even within areas or infrastructures pertaining to ADR, weigh exclusively upon it, relieving ADR from any responsibility or charge for any damage caused to people and/or objects.

Below is a summary of the obligations to be fulfilled in the event of the assignment of work activities not falling within the scope of Title IV, Chapter I:

OBLIGATIONS and CONTROLS	TERM OF CONTRACTS			PRINCIPAL	REGULATORY REFERENCES
	≤ 5 units/day/years without risks *	≤ 5 units/days/year with risks *	> 5 units/day/year		
Check Technical - Professional eligibility	YES	YES	YES	Client	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 26 paragraph 1, a)
Information on risks present in work environments and emergency measures	YES	YES	YES	Client	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 26 paragraph 1, b)
Cooperation and coordination	YES	YES	YES	Client	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 26 paragraph 2
Drafting of the DUVRI	NO	YES	YES	Client	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 26 paragraph 3 and 3-bis
Safety costs from interference (estimate and reference in the contract)	Equal to 0	YES	YES	Client	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 26 paragraph 5
only if subject to Legislative Decree 50/2016: Internal Safety Costs (congruity assessment + verification of full recognition of subcontractors)	Equal to 0	YES	YES	Client	Legislative Decree No. 8 dated 81/08 and subsequent amendments and additions. – Article 26 paragraph 6 Legislative Decree 50/16 and subsequent amendments and additions. – Article 105 paragraph 14
(*) "risks" refers to (Legislative Decree 81/08 and subsequent amendments and additions, Article 26, paragraph 3-bis): - high level fire risk; - confined spaces; - carcinogenic, mutagenic or biological agents; - presence of asbestos or explosive atmospheres; - presence of specific risks referred to in Appendix XI of Legislative Decree 81/08 and subsequent amendments and additions.					

**Table 3 – Summary table of obligations in the event of the assignment of works falling within the scope of Title I**



The summary table of the obligations to be fulfilled out in the event of the assignment of works falling within the scope of Title IV, Chapter I and/or Presidential Decree 177/11 (confined spaces/suspected pollution) is summarised below:

OBLIGATIONS and CONTROLS	NUMBER OF COMPANIES PRESENT AT THE CONSTRUCTION SITE (Duration of works)						PRINCIPAL	REGULATORY REFERENCES
	PUBLIC CONTRACTS12			PRIVATE CONTRACTS				
	1 with duration of the construction site	1 with duration of the construction	More than 1	1 with duration of the construction	1 with duration of the construction	More than 1		
	< 200 units/day	> 200 units/day		< 200 units/day	> 200 units/day			
Verification of Technical - Professional suitability + DURC [Single Insurance Contribution Payment Certificate] adequacy (* always) (** if > €70k)	YES*	YES*	YES*	YES**	YES**	YES**	Client/Project Manager/Contractor	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 90 paragraph 9 - Article 97 - Appendix XVII
Preliminary Notice Submission	NO	YES	YES	NO	YES	YES	Client/Project Manager	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 99
Appointment of planning and execution Coordinators (CSP and CSE)	NO	NO	YES	NO	NO	YES (2)	Client/Project Manager	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 90 paragraph 4, 5
Drafting of the Safety and Coordination Plan (PSC) and of the Health and Safety File3	NO	NO	YES	NO	NO	YES (2)	CSP or CSE Coordinator	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 90, paragraph 1, sections a) and b) – Article 92, paragraph 2
Drafting of the Alternative Safety Plan (DUVRI)	YES	YES	NO	NO	NO	NO	Client/Project Manager	Legislative Decree No. 81 dated 163/06 and subsequent amendments and additions. – Article 131 paragraph 2,
Drafting of the Alternative Safety Plan (PSS)	YES	YES	NO	NO	NO	NO	Contracting company	Legislative Decree No. 81 dated 163/06 and subsequent amendments and additions. – Article 131 paragraph 2, section b

<sup>1</sup> Project Manager coinciding with RUP/RP

<sup>2</sup> Also in relation to the specific risks referred to in Appendix XI to Legislative Decree 81/08 <sup>3</sup>

In the cases envisaged, it is possible to have PSC and not FO

Drafting of the Operational Safety Plan (POS)	YES	YES	YES	YES	YES	YES	All contractors and contracting companies	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Article 96 paragraph 1, section g
Assessment of the adequacy of internal	YES	YES	YES	NO	NO	NO	under the responsibility of the Contracting Authority	Legislative Decree 81/08, Article 26, paragraph 6 io.n
Estimated costs of Safety from Interference	YES (a)	YES (a)	YES (b)	NO	NO	YES (b)	(a) under the responsibility of the Contracting Authority, (b) under the responsibility of the CSP	Legislative Decree No. 81 dated 81/08 and subsequent amendments and additions. – Appendix XV point 4
(1) In the case of subcontracting to third parties, the Employer of the subcontracting company shall check the technical-professional suitability of the subcontractors;								
(2) For private works for which the "Building Permit" is not required, the Execution Coordinator shall draw up the PSC e Health and Safety File before the start of the works (Article 90 paragraph 1, Article 92 paragraph 2 of Legislative Decree 81/08 and subsequent amendments and additions.)								

**Table 4 – Summary table of obligations in the event of the assignment of works falling within the scope of Title IV, Chapter I**

#### ***4.1. Definition of performance standards***

The supplier is responsible for the health and safety of its workers and anyone who works for it or on its behalf, including sub-suppliers and sub-contractors, both in the work area within the airport grounds and in the transit areas to access said area. Furthermore, the supplier must cooperate for the coordination and mitigation of risks from interference in compliance with the obligations imposed by the internal regulations, by Legislative Decree 81/08 and subsequent amendments and additions and, if applicable, by Legislative Decree 50/16.

The main rules are summarised, by way of example and not exhaustively, in the following appendices to these Guidelines:

**Appendix 1** – General rules of conduct

**Appendix 2** – Management of work areas

**Appendix 3** – Logistics management

#### ***4.2. General health and safety criteria***

The principle adopted for identifying the health and safety criteria to be complied with is to define a general list thereof to which all suppliers must refer, notwithstanding the expectation of full compliance with health and safety legislation.

Depending on the scope of application of the activities conducted by the supplier, i.e., falling within the scope of application of Title IV, chapter I, or of the other Titles of Legislative Decree 81/08 and subsequent amendments and additions, the reference documents in which the health and safety prevention and protection measures to be adopted regarding interference and other general measures relating to access to certain areas and/or use thereof are identified will be, respectively, the DUVRI or the PSC, consignment report, coordination report, etc. These documents constitute the reference basis for carrying out audit and control activities on the work of suppliers.

By way of example and not exhaustively, the obligations that must be fulfilled are shown in appendices **4** and **5**.

## **5. Penalty system**

For the purpose of assessing the performance of suppliers in terms of health and safety, ADR carries out systematic monitoring, during the execution of the contract, partly through inspections and spot inspections, at any time and even without notification or advance notice, using its own supporting documentation for the formalisation of the audits.

Any non-compliance with the obligations resulting from and foreseen by the health and safety regulations are promptly formalised in consultation with the supplier, which must resolve the findings as promptly as possible and in any case within the agreed timeframes.

Furthermore, ADR, following the outcome of the monitoring and/or inspections and inspection visits, reserves the right to apply the penalties described in paragraph **5.2** - on the basis of parameters defined according to the severity of the findings found (as per appendix 6 to this Guideline) - update the Vendor Performance Rating and, in the most serious cases, order the immediate suspension of activities or termination of the contract.

ADR subsequently monitors the resolution of the findings found by the suppliers, through documentary or on-the-spot audits.

### ***5.1. Classification of findings***

Findings are classified under the following:

- **Observation;**
- **Minor Non-Conformity;** -
- Serious Non-Conformity;**
- **Very Serious Non-Conformity.**

#### **OBSERVATION**

An observation is a finding that, if not corrected in a timely manner, could lead to a non-compliance. It can also be an indication aimed at improving what is being examined.

In the event that an observation is detected, the supplier must process it according to the timescale agreed with the relevant ADR function.

The effect of the observations in terms of impact on the Vendor Performance Rating is detailed in paragraph 6.

### **MINOR NON-CONFORMITY**

A Minor Non-Conformity is a finding that requires corrective action to avoid compromising the health and safety of workers and anyone who may be involved.

In the event of a Minor Non-Conformity, the supplier must implement a corrective action according to the timescale agreed with the relevant ADR function.

A penalty will be applied to the supplier, as indicated in paragraph **5.2**. At the same time, the Vendor Performance Rating will be updated according to the criteria listed in paragraph **6**.

### **SERIOUS NON-CONFORMITY**

A Serious Non-Conformity is a finding that can lead to significant problems for the protection of the health and safety of workers and anyone who may be involved.

In the case of a Serious Non-Conformity, the temporary suspension of existing activities may also be ordered, until the adjustments have been verified.

The supplier must implement a corrective action according to the timescale agreed with the relevant ADR function.

A penalty will be applied to the supplier, as indicated in paragraph **5.2**. At the same time, the Vendor Performance Rating will be updated according to the criteria listed in paragraph **6**.

### **VERY SERIOUS NON-CONFORMITY**

A Very Serious Non-Conformity is evidence of a significant finding such that there is a serious and imminent danger for the protection of the health and safety of workers and anyone who may be involved.

In this case, the temporary suspension of existing activities may be ordered, until the adjustments have been verified.

The supplier must implement a corrective action according to the timescale agreed with the relevant ADR function.

A penalty will be applied to the supplier, as indicated in paragraph **5.2**. At the same time, the Vendor Performance Rating will be updated according to the criteria listed in paragraph **6**.

At the end of the inspection, the responsible ADR function issues an Inspection Report. If, during the performance of audits and inspections, partial or total failure to comply with the health and safety obligations, also defined by these Guidelines, is detected, the Observation and/or Non-Conformity (NC) is formally notified in Inspection Report, indicating:

- the summary description of the Observations noted;

- the summary description of the NCs detected and the respective levels of severity;
- the request for the implementation of corrective actions and the timing of their implementation.

Following the verification and any Observations and/or NCs, the supplier must carry out an internal analysis to identify the cause, and any recurrence, and communicate it to ADR.

ADR, where the conditions exist, will also carry out the actions required by current laws, regulations (enforcement of guarantees, communications to competent authorities, etc.) as well as contractual (application of penalties, updating of the Vendor Performance Rating, contractual termination).

## **5.2. Penali**

In relation to health and safety obligations and the classification of the related findings, the following penalties will be applied:

Definition of the finding	Penalty
Observation	€ 0.00
Minor Non-Conformity	€ 500.00
Serious Non-Conformity	€ 1,000.00
Very Serious Non-Conformity	€ 1,500.00

**Table 5 – Administrative penalties**

It is specified that these amounts relate to a single Non-Conformity. Therefore, the single penalty will be multiplied by the number of Non-Conformities detected. In the event that Non-Conformities of a different severity are reported in the single Report, the amount of the penalty will be equal to the sum thereof.

The list of the main Non-Conformities is shown in Appendix 6 to these Guidelines.

## **6. Vendor Performance Rating**

### **6.1. *Supplier assessment process***

The Vendor Performance Rating is a tool of fundamental importance for ADR, which is used to assess the level of supplier performance in relation to the individual contracts assigned. Following the aforementioned findings and in the event of particularly negative assessments, ADR reserves the right to order suspension and/or removal from the Supplier Register. Furthermore, ADR reserves the option to use the Vendor Performance Rating as one of the indicators on the basis of which to define the operators to invite to its purchasing procedures, thus representing a constant stimulus to improve the quality level of performance. The Vendor Performance Rating is expressed through the application of scores that vary within a spectrum between absolutely inadequate performance and excellent performance. The scores are divided into the following assessment areas:

- Technical aspects (e.g., quality, reliability, punctuality), assessed by the Contract Management Manager and relating to the execution phase thereof;
- any non-compliance and penalties applied, with reference to the contractual SLAs;
- any non-compliance as regards Health and Safety in the workplace, as required by these Guidelines.

The Assessment Process focused on the issues of health and safety in the workplace, the subject of these Guidelines, involving increases and/or decreases in the rating relating to aspects of Health and Safety in the Workplace (*Salute e Sicurezza sui Luoghi di lavoro* - SSL rating) based on the Non-Conformities (NC) possibly detected and is structured on the following pillars:

- constant audit and periodic inspections of the supplier (based on an inspection programme) by the relevant ADR function;
- management of findings by the supplier during said audit;
- analysis of findings;
- periodic review of the supplier's rating.

To this end, the relevant ADR functions can:

- ✓ access the workplaces, premises, warehouses or storage areas at any time;
- ✓ check the identity of the supplier's staff at any time;

For each individual contract, at the start thereof, the supplier acquires a "standard" SSL rating of 65 points. During the execution of the contract, this standard rating undergoes increases and/or decreases based on any NCs detected.

Given the purely fiduciary nature of the relationship existing between ADR's supplier and the related partners (supplier's partners, including subcontractors), it is specified that any finding found on the supplier's partner will have an effect on the supplier holding the Contract, both in terms of rating review and possible sanctioning measures that can be taken by ADR. This is in order to make the supplier responsible for choosing and managing its working partners.

### ***6.2. Management of findings found by the supplier during the audit during the execution of the contract***

ADR, through the relevant functions, constantly carries out monitoring and inspections in order to verify that the supplier fulfils its obligations regarding health and safety in the workplace.

In relation to the classification of the findings found, the following review mechanism will be applied to decrease the rating:

Definition of the finding	Decreasing points
Observation	0 points
Minor Non-Conformity	1 points
Serious Non-Conformity	3 points
Very Serious Non-Conformity	5 points

**Table 6 – Penalty parameter**

### ***6.3. Reward system***

ADR has defined a Reward System aimed at enhancing the virtuous behaviour of its suppliers in terms of health and safety by reviewing and increasing the Vendor Rating score.

This Reward System is based on the evaluation of the following 3 aspects:

- **Positive outcome of the audits conducted by ADR**
- **Reporting of injuries, accidents or near misses**
- **Communication of requirements imposed by Supervisory Bodies**

which will define the **Conformity Index**, the value of which will be calculated on an annual basis, even if the observation period coincides with the term of the specific contract. Therefore, if the contractual term is more than one year, the Conformity Index will be calculated as the arithmetic mean of the annual values.



### **POSITIVE OUTCOME OF THE AUDITS**

If the audit activities give a positive outcome, or if no Non-Conformities are detected and, at most, only possible Observations are made, reward points are assigned if the supplier guarantees that its Performance Index stands at a set value higher than or equal to the 95%.

The way in which bonus points are awarded is shown below:

- 1) for each audit, the **Performance Index** is calculated, weighted on the number of items checked (i.e., the items present on the check lists used by ADR for the checks):

$$(\%) = 1 - \frac{\text{No. of Observations detected}}{\text{No. of audited items}} * 100$$

where:

- $I_P$ : Performance Index per individual audit;
  - No. of Observations detected: number of Observations detected during the individual audit;
  - No. of audited items: number of items present on the check list used.
- 2) the Performance Index, relating to an individual verification, will be weighted with respect to the number of checks carried out by ADR on the specific supplier in the analysis period relating to the specific contract.

The **Contract Performance Index** is identified as follows:

$$(\%) = \frac{\sum (I_P)h}{n}$$

where:

- $I_{Pc}$  Contract: Contract Performance Index;
- $I_P$ : Performance Index, previously calculated and relating to a single audit; - n: number of audits carried out by contract.

At the end of the contract observation period (e.g., for long-term contracts, the observation period will be annual) the supplier's Vendor Rating SSL will be updated, as follows:

- if  $I_{P \text{ contract}} \geq 95\%$ : 10 bonus will be awarded; -if  $I_{P \text{ contract}} < 95\%$ : no bonus points will be awarded.

### **REPORTING OF INJURIES, ACCIDENTS OR NEAR MISSES**

The supplier has the obligation to formally report, to ADR, all injuries, accidents or near misses that have occurred while carrying out activities on behalf of ADR. If the supplier produces a periodic report, at least quarterly, summarising injuries, accidents or near misses, it will be awarded **2** bonus

points for each report sent (in the absence of injuries, accidents or near-misses, the absence thereof must still be formally reported).

#### **REPORTS OF REQUIREMENTS IMPOSED BY SUPERVISORY BODIES**

The supplier has the obligation to formally report, in the annual analysis period, that it has/has not been subject to audit by Supervisory Bodies.

If, during the period in question, following any inspections carried out by the Supervisory Bodies, it is reported that no provisions have been imposed, **5** bonus points will be awarded to the supplier, notwithstanding the right to audit the report.

Reports relating to injuries, accidents or near misses and relating to visits by supervisory bodies must be sent by the supplier by email to the ADR Head of Contract Management (*Responsabile della Gestione del Contratto* - RGC) and in cc to the email address "lineeguidaforitori@adr.it".

### **7. Follow-Up Plan**

The audit activity carried out by ADR, by means of constant audit periodic inspections, concludes with the follow up phase of the treatment actions and corrective actions carried out by the supplier to remedy the findings identified and reported thereto in the Inspection Report. During this phase, compliance with the set times and methods will also be checked, without any entitlement to any deferral of the deadline for carrying out the corrective actions.

## 8. Appendices

Document code	Document name
Appendix 1	General Rules of Conduct
Appendix 2	Management of Work Spaces
Appendix 3	Logistics Management
Appendix 4	Compliance with Legislative Decree 81/08 and subsequent amendments and
Appendix 5	Compliance with Legislative Decree 81/08 and subsequent amendments and
Appendix 6	List of the main breaches in terms of health and safety in the workplace

**Table 7 – Appendices**

**APPENDIX 1****General Rules of Conduct**

**On carrying out the assigned work, the supplier is required to:**

- ✓ always display the identification card accompanied by a photograph containing the worker's personal details and the indication of the employer, as well as any other information required pursuant to Law 136/2010 for contracts subject to the Procurement Code
- ✓ wear the high visibility jacket in the airside area and in areas at risk of being hit by manoeuvring vehicles
- ✓ access only and exclusively the areas to which it have been authorised
- ✓ signal and segregate the work areas to avoid access by personnel not involved in the work,
- ✓ comply with the horizontal and vertical signs of prohibition, danger or requirement
- ✓ comply with the operating procedures and instructions communicated by ADR in relation to the work to be carried out
- ✓ maintain order in the workplace (e.g., eliminate all obstacles from passageways that could lead to the risk of falls, slips, injuries) and remove any residue
- ✓ avoid hazardous situations for themselves and others
- ✓ remove, at the end of the work, all the material and tools used to avoid hazardous interference or projections during the resumption of operation of the machine/system
- ✓ ensure that all maintenance activities are carried out exclusively by trained staff in accordance with current legislation on health and safety in the workplace and in possession of the necessary qualifications required according to the system, equipment or machine on which the maintenance is carried out, including the requirements defined in the use and maintenance manuals drawn up by the manufacturer
- ✓ ensure the safety of the systems before carrying out any maintenance activity in accordance with the company procedures communicated according to the activity carried out
- ✓ make systems, machines and equipment safe before carrying out maintenance and take measures against untimely reactivation through the locking systems provided by the manufacturer and electrical safety measures
- ✓ use machines and equipment that comply with current regulations
- ✓ restore all protections and safety devices, taking care to ensure their correct functioning
- ✓ protect all openings facing the void with suitable parapets

**It is also absolutely prohibited to:**

- ✓ leave equipment or material of any kind in positions or situations capable of creating hazards or interference with the activities of other workers present in the intervention area
- ✓ consume alcohol and psychotropic substances
- ✓ smoke or consume food or beverages in the workplace. Smoking is permitted exclusively in the areas specifically indicated by signs
- ✓ leave electrical cables/extensions on the ground, in transit/passage areas and, in any case, exposed to the risk of crushing or tripping. Ensure that the electrical cables are adequately protected from mechanical damage
- ✓ remove or damage fire prevention equipment and accident prevention materials or clutter the areas surrounding them
- ✓ ignite open flames and other potential sources of ignition unless duly authorised
- ✓ obstruct roads and car parks with material, vehicles or other things without authorisation and without the necessary notifications
- ✓ make promiscuous use of machines and equipment in the absence of authorisation and specific coordination measures to be defined on a case-by-case basis
- ✓ remove or tamper with the safety devices and/or protections installed on systems and machines
- ✓ make modifications of any kind to machines and systems without prior authorization
- ✓ carry out manoeuvres and operations on one's own initiative which are not within one's competence and which may, therefore, also jeopardise the safety of other people
- ✓ access, without specific authorisation, electrical substations, confined or suspected polluted spaces or other places where there are electrical, thermal, special systems or equipment, etc.
- ✓ obstruct emergency exits with materials and/or means
- ✓ take water from fire hydrants
- ✓ extinguish fires with water near electrical panels and in electrically powered systems
- ✓ introduce any type of liquid substance into the sewer
- ✓ leave waste at the site

**APPENDIX 2****Management of Work Spaces**

**In managing work areas, in addition to complying with current regulatory requirements, the supplier is prohibited from:**

- ✓ pursuant to Article 51, Law 3/2003 and ENAC Ordinance no. 5/2005, it is absolutely forbidden to smoke inside all premises and areas of the airport grounds and, specifically, inside the airports and boarding terminals; smoking can take place exclusively in dedicated and specifically marked spaces (e.g., smoking rooms); for those who breach this prohibition, the penalty measures prescribed by the law and regulations in force will be taken;
- ✓ accumulating materials, goods, equipment, packaging and/or equipment for handling outside the agreed spaces, as well as parking vehicles and vehicles outside the limits of the spaces themselves;
- ✓ store objects and materials in such a way as to cause overloading of the attics and/or mezzanines, beyond their maximum capacity;
- ✓ creating temporary deposits of materials not previously authorised, stack materials without providing suitable protections to prevent them from falling;
- ✓ leaving the fire doors open, except for the strictly necessary operating time;
- ✓ occluding/obstructing the emission vents of the ventilation/air treatment systems and of the sensors for detecting smoke;
- ✓ using electrical "flying" sockets and "multi-socket" sockets not bearing the CE mark or exceeding the maximum permitted power limit indicated on them;
- ✓ using electrical appliances without the CE and IMQ marks;
- ✓ using unauthorized electrical equipment, including workers' personal equipment. By way of example and not exhaustively, some types of prohibited equipment are listed:
  - refrigerators, electric and microwave ovens;
  - vending machines for drinks/snacks; or coffee makers and kettles;
  - coffee makers and kettles;
  - electric plates;
  - halogen and incandescent lamps (if different from the model approved in the project).
- ✓ for heating and/or cooling rooms, the use of equipment is prohibited autonomous and additional to the existing systems supplied to the premises (e.g.: stoves, air conditioners, electric radiators, etc.);

- ✓ accumulating goods, equipment, packaging, etc. which may make the transit of people difficult and above all which may prevent their rapid evacuation in case of emergency and/or danger;
- ✓ occupying, obstructing or making inaccessible, even temporarily or partially, escape routes, stairs and emergency exits, emergency and fire prevention equipment such as fire extinguishers, fire hydrants, hose reels, first aid boxes, safety signs, electrical panels;
- ✓ tampering with or modifying, even partially, or remove or damage fire prevention devices (pursuant to Article 437 of the Criminal Code).

**The following are also mandatory:**

- ✓ for the previously authorised installation of electrical equipment with a power exceeding 1000W, providing connection to the electrical network via an interlocked electrical socket;
- ✓ always and immediately informing ADR if dangerous situations are detected both inside and outside the assigned spaces, by contacting the emergency numbers.

## **APPENDIX 3**

### **Logistics Management**

**For the purposes of the correct management of aspects relating to logistics, please refer to the 'Guideline for the set-up and management of areas used for material storage and construction site logistics activities' Rev.00 of 01/27/2021 and it is mandatory to:**

- ✓ provide for the electrical recharging of any accumulator batteries exclusively in the places and/or with the authorised and/or assigned systems;
- ✓ provide for the electrical recharging of any accumulator batteries exclusively in the places and/or with the authorised and/or assigned systems;
- ✓ do not attempt to open doors, especially fire doors, by pushing them with trolleys or other equipment;
- ✓ move goods and equipment in such a way as not to dirty or cause damage, both within the spaces dedicated to contracted activities and in common areas;
- ✓ move goods, materials and equipment exclusively using suitable means and in such a way as not to constitute a danger to people (falling loads, protruding loads, risk of abrasions and injuries from protruding parts, etc.)
- ✓ store any compressed/liquefied/dissolved gas cylinders (nitrogen, oxygen, acetylene, etc.) in compliance with health and safety and environmental protection regulations, in particular, by way of example and not exhaustively, the following rules must be complied with:
  - storage rooms must be dry, cool, well ventilated and free from sources of heat, such as steam pipes, radiators, etc.;
  - storage rooms must be marked with the name of the gas placed in storage;
  - if different but compatible gases are present in the same store, the cylinders must be grouped according to the type of gas contained.
  - the storage of cylinders in rooms where combustible materials or flammable substances are located is prohibited;
  - full cylinders must be kept separate from empty ones, using suitable signs to distinguish the respective depots to which they belong;
  - cylinders must be appropriately housed on platforms raised from the ground in a vertical position and equipped with a protective cap for the dispensing valve;
  - if stored outdoors, they must be protected from direct radiation, bad weather and influences;
  - the safety data sheets of the liquid/gas contained must always be visible at the storage location.



## APPENDIX 4

### Compliance with Legislative Decree 81/08 and subsequent amendments and additions – Title I-IV, Chapter I: General prevention and protection measures

The supplier must, at the time of the inspection, always:

have been successfully subjected to documentary verification by entering the Company's Documentation into the Canopo system:

- List of supervisors
- Contract-specific DVR or POS
- DURC
- Health and Safety Risk Assessment Document with Covid-19 protocol
- Declaration of the list of contracted staff (with the indication of the fire prevention staff)
- Declaration of the Collective Agreement applied to employees
- Certificate of Registration with the Chamber of Commerce
- Formal certification of the appointment of the RSPP with related contact details
- Formal certification of the appointment of the Company Doctor

The Workers' Documentation:

- Certificate of delivery of PPE
- Certain certification of training on 'Behavioural standards and management of emergencies at the airport'
- Judgement of fitness for work -

Identity card

- Payroll Ledger (*Licro Unico del Lavoro* - LUL)
- Training reports and certificates relating to training/information/training pursuant to Legislative Decree. 81/2008 (PPE and PPE III cat. training; Forklift Drivers License, etc.) and related to professional skills (e.g. Welders License, etc. )

✓ complying with a work organisation that respects the Work Schedule and ensures that the staff present on site:

- comply with the names authorised to access the area;
- are vested with an identification card issued by the airport authorities;
- are vested with an identification card issued by the firm and that it complies with the legal requirements;
- are vested with adequate work clothing;
- are vested with and wearing PPE in relation to the work activities carried out;

✓ have a management status within the construction site area by the Company (subdivision of work areas, order and cleanliness) corresponding to the correct parameters;

✓ have a management status within the construction site area by the Company (subdivision of work areas, order and cleanliness) corresponding to the correct parameters;

- ✓ Areas for any work at height must be completely protected against the risk of falling from heights;
- ✓ carry out the delivery of materials to the area by suppliers in safe conditions;
- ✓ Work areas must be accessed and exited safely;
- ✓ adequately conserve the materials stored in the work area for the realisation of the works;
- ✓ guarantee the presence of an operator from their organisation with supervisory functions;
- ✓ workers must wear PPE (shoes, gloves, glasses, helmet, etc. as required by the safety documents) compliant with those defined in the SPECIFIC DVR/DUVRI or in the PSC

Waste management:

- ✓ the sealing status and waste storage areas must be adequate for their nature, without leaks, divided by type and correctly identified;
- ✓ the sealing of the FIRs (Waste Identification Forms) by the Manufacturers (1st and 4th copy) must be correct and complete;
- ✓ Correct compilation and updating of the "Loading and Unloading Register for Special Waste".

Hazardous Substances (Title IX, Chapter I.II):

- ✓ Hazardous products must be adequately stored (minimum quantities necessary, leak-free and correctly labelled containers, protected from atmospheric agents).
- ✓ Safety data sheets must always be present with these products.
- ✓ Each supplier or worker must communicate and manage the emergency in cases of spills on the ground.

Work machines and equipment:

- ✓ They must be equipped with use and warning manuals for CE marked machines.
- ✓ The machines and work equipment must be in good working order, equipped with documentation certifying periodic checks and maintenance must be carried out.
- ✓ They must be equipped with protective devices (valves, switches, shields, indicator lights, noise protection, etc.).
- ✓ They must be equipped with use and maintenance manuals provided by the Manufacturer.
- ✓ They must be equipped with approval booklets and certification of conformity with the required requirements for machines not CE marked.
- ✓ Documentation certifying the periodic checks and maintenance carried out on the machines and work equipment must be present.
- ✓ The staff assigned to operate the equipment must have acquired the necessary training, information and training.
- ✓ Machines and equipment with driver must be those listed in the "Vehicles and equipment" list provided by the company.
- ✓ PPE must be provided for the safe use of the equipment.

Vehicles:

- ✓ They must be equipped with safety and emergency systems (warning lights and sounds, seat belts, etc.) and be in a good state of efficiency and maintenance (tires in order, working lights, etc.).
- ✓ Drivers must have the documents required by law for driving them (driving license, specific licenses, etc.).
- ✓ Drivers must drive in compliance with the Highway Code and the specific procedures in force at the airport, as well as the traffic procedures within the construction sites.
- ✓ Company vehicles for common use on the construction site must be the same ones listed in the "Vehicles and equipment" list provided by the company.

Stairs, scaffolding, prefabricated frames and parapets:

- ✓ Portable ladders must be placed on a stable surface equipped with anti-slip devices at the lower ends of the uprights and of such a length that they protrude by at least 1 m beyond the access plane.
- ✓ Double ladders must be placed on a stable surface, equipped with devices to limit opening and held at the foot by a person.
- ✓ The user manual for the wheeled tower bridge (scaffold) must be present.
- ✓ The wheeled tower bridge (scaffold) must have its wheels firmly locked and anchored (where applicable) to the construction as reported in the use and maintenance manual.
- ✓ The Pi.M.U.S. (*Piano di montaggio, uso, trasformazione e smontaggio dei ponteggi* - Plan for the assembly, use, transformation and dismantling of scaffolding) must be present.
- ✓ The scaffolding must be built in accordance with the assembly diagram ( $h < 20$  m).
- ✓ The scaffolding must be effectively anchored to the construction.
- ✓ Certificates of training and information for workers in the assembly and dismantling of scaffolding must be present (scaffolders certificate and periodic update).

Lifting equipment, elevating platforms and forklifts:

- ✓ The identification plate must be present.
- ✓ The operators of the vehicle must have a driving licence.
- ✓ The vehicles used must be in good working order.
- ✓ The data shown on the identification plate must be legible.
- ✓ The vehicle must be manoeuvred appropriately.
- ✓ Presence of the INAIL/ex-ISPEL approval booklet (capacity > 200 Kg).
- ✓ Presence of the manufacturer's CE certification of conformity.
- ✓ Presence of the Request for verification of first installation to INAIL [Italian Institute for Accidents at Work]/ex-ISPEL [Italian National Institute for Occupational Safety and Prevention] (capacity > 200 kg).

- ✓ Presence of the request for annual periodic visit or subsequent installation (for capacity > 200 kg) and consequent report of completion.
- ✓ Ropes and chains must be in good condition and in good condition.
- ✓ Lifting equipment (bands, ropes and chains) must be equipped with an identification tag indicating its capacity and validity.
- ✓ Presence of the periodic maintenance register compliant with the manufacturer's maintenance plan.
- ✓ Presence of evidence of quarterly checks of ropes and chains.
- ✓ The machines and equipment with driver present on the construction site must be those listed in the "Mechanics and equipment" list provided by the company.

Confined spaces:

- ✓ A procedure for carrying out work in confined environments must be present and correctly implemented (Article 3, paragraph 3, Presidential Decree 177/11).
- ✓ The workers assigned to the activities to be carried out in confined spaces must be qualified, i.e. have the requirements set out in Article 2, letters c) and f), Presidential Decree 177/11.
- ✓ Emergency management equipment must be present.

Emergency and First Aid Management:

- ✓ The staff present must be trained according to the fire risk index present in ADR locations.
- ✓ Staff must be aware of their location and the actions that must be taken in the event of an emergency.
- ✓ Staff must be aware of the airport telephone numbers to contact in case of emergency.
- ✓ The escape routes on the construction site must be clearly marked and free from obstructions.
- ✓ The fire prevention officer must be present.
- ✓ Fire extinguishers must be present.
- ✓ Access to fire extinguishers must be free from obstructions.
- ✓ The charging status of fire extinguishers must be correct.
- ✓ Carry out a six-monthly check of the fire extinguishers.
- ✓ The First Aid Officer must be present.
- ✓ First aid facilities must be present and located in the place defined by the company.
- ✓ The content of first aid supplies must comply with current and currently valid legislation.

Construction site logistics area:

- ✓ The delimitation of the construction site logistics area must comply with the provisions of the PSC.

- ✓ Construction site identification signs must be posted (construction site sign, preliminary notification, multi-signage sign).
- ✓ Fire extinguishers must be present as stated in the fire risk assessment.
- ✓ Fire extinguishers must be checked every six months.
- ✓ The charging status of the fire extinguishes must be correct.
- ✓ Access to the fire extinguishers must be free from obstructions.
- ✓ The fire extinguishers must be adequately marked with signs.
- ✓ There must be a room used as a changing room/shower for workers.
- ✓ The workstations must be adequate in number for the number of workers expected on the construction site.
- ✓ The company's general documentation must be present.
- ✓ First Aid facilities must be present.
- ✓ First aid facilities must be identified with appropriate signs.
- ✓ The content of the first aid supplies must be adequate and valid..
- ✓ Emergency exits must be signposted.
- ✓ The escape routes on the site must be signposted and free from obstructions.
- ✓ The hygienic conditions of the area must be adequate..
- ✓ Any waste material must be disposed of correctly (containers without leaks, minimum quantities, according to type).
- ✓ Hazardous products must be adequately stored (minimum quantities necessary, leak-free and correctly labelled containers, protected from atmospheric agents).
- ✓ Safety data sheets must be present.

Management of premises on loan for use:

- ✓ The supplier's management of the premises (division of work areas, order and cleanliness) must be compliant.
- ✓ Fire extinguishers must be present as communicated in the fire risk assessment.
- ✓ Carry out a six-monthly check of the fire extinguishers.
- ✓ The charging status of fire extinguishers must be correct.
- ✓ Access to the fire extinguishers must be free from obstructions.
- ✓ The fire extinguishers must be adequately marked with signs.
- ✓ Emergency exits must be signposted.
- ✓ The escape routes on the site must be signposted and free from obstructions.
- ✓ The hygienic conditions must be adequate..
- ✓ The furnishings must be adequate and comply with the relevant technical standards.

- ✓ The number and equipment of toilets must be adequate for the number of staff and divided into women, men and disabled people.

## **APPENDIX 5**

### **Compliance with Legislative Decree 81/08 and subsequent amendments and additions - Title IV, Chapter I: Specific prevention and protection measures for temporary and mobile construction sites**

#### **Construction site organisation:**

- ✓ The construction site sign must be present.
- ✓ Correctness of the data reported therein (R.L., start and end date of works, subcontractors, Site Technical Director, Site Manager, etc.).
- ✓ The preliminary notification - where required - must be posted and the data must be correctly reported (CSE appointment, start of work, duration, amount, subcontractors, etc.).
- ✓ There must be a multi-signage sign indicating the PPE to be used based on the risks assessed in the safety and coordination plan.
- ✓ The POS must be present to allow immediate identification of the data relating to the construction site (works, workers, tasks, equipment).

#### **Excavations and foundations:**

- ✓ The area involved in the processing must be delimited by appropriate signs.
- ✓ The front-facing wall must exceed the height of 1.50 m.
- ✓ The necessary support reinforcement must be present.
- ✓ The cladding boards must protrude at least 30 cm from the edges of the excavation.
- ✓ The excavation work must be carried out with mechanical means.
- ✓ Deposits of materials near the edge of the excavation must be absent.

#### **General company documentation**

- ✓ There must be reports verifying the application of the PSC, the POS and the related work procedures, adjustments, cooperation, and information with the employers by the Coordinator during the execution phase.
- ✓ There must be a certificate from the Client or Project Manager verifying possession of the technical and professional requirements of the companies and self-employed workers entrusted with the works.
- ✓ Safety and Coordination Plan (*Piano di Sicurezza e di Coordinamento* - PSC)
- ✓ Declaration of conformity of the electrical system, including electrical panels, and earthing
- ✓ Report of start of work to INPS, INAIL and Construction Fund
- ✓ Accidents register
- ✓ Health and Safety File
- ✓ Election/designation of the RLS (*Rappresentante dei Lavoratori per la Sicurezza* - Workers' Safety Representative)
- ✓ Certificate of training of the Health and Safety Officer

## APPENDIX 6

### List of the main breaches in terms of health and safety in the workplace Key

- I Minor Non-Conformity II  
Serious Non-Conformity  
III Very Serious Non-Conformity

### INDICATIVE (NON-EXHAUSTIVE) LIST OF MINOR, SERIOUS AND VERY SERIOUS NON-CONFORMITIES RELATING TO THE ADMINISTRATIVE OBLIGATIONS

CATEGORY	BREACH	SEVERITY
Reporting of incidents	Failure to transmit to ADR (within 6 hours) any communication relating to Fatal, Serious or Significant and High Potential Accidents at work.	III
	Failure to notify ADR (within 24 hours) Minor accidents at work <sup>1</sup> .	II
General Provisions	Failure to participate in coordination meetings (if mandatory pursuant to law and/or the contract and/or these Guidelines).	I

<sup>1</sup> Excluding accidents on the commute home from work

**Table 8-1 – Breach in terms of SSL – Administrative obligations**

### INDICATIVE (NON-EXHAUSTIVE) LIST OF MINOR, SERIOUS AND VERY SERIOUS NON-CONFORMITIES RELATING TO WORK ACTIVITIES

CATEGORY	BREACH	SEVERITY
<b>Compliance with Legislative Decree 81/08 and subsequent amendments and additions – Title I and Title IV</b>		
General company documentation	Execution, including partial execution, of work in the absence or insufficiency of the "Supplier Documentary Compliance Assessment Form" managed by Health & Safety.	III
General Rules	Removal/Tampering/Damage to fire prevention and/or accident prevention devices.	III
	Failure to comply with the procedures, operating instructions or other provisions communicated by ADR in relation to the work to be carried out.	III
	Tampering with scaffolding, temporary structures or protective measures of one's own or that of another company	III
	Unauthorised removal of fences, blocking devices, locks, prohibition and warning signs.	III
	Failure to supervise the removal or modification of safety, signalling or control devices	III
	Access areas to which you have not been authorized (e.g. electrical substations or places where there are electrical, thermal, special systems or equipment, etc.).	II
	Promiscuous use of machines and equipment without authorisation from ADR.	II

	Failure/incorrect/incomplete adoption of safety signs.	I
	Cleaning/storage of inappropriate materials in the workplace.	I
<b>General prevention and protection measures</b>	Start, even partial, of any activity before formalising the start of work report with ADR.	III
	Use of personnel not communicated to ADR or unauthorised or without the training required by current legislation	III
	Failure to Adopt\of Availability\Use of PPE and/or DPC suitable for the work carried out in compliance with the Law and/or the Contract and/or these HSE Guidelines and/or the HSE Requirements (e.g., CE marking of conformity relating to the Community European or equivalent standard) or damaged.	III
	Consumption or possession or distribution of alcohol or drugs in the workplace.	III
<b>Management of work areas</b>	Failure to comply with the smoking ban.	III
	Use electrical equipment without the CE and IMQ marks.	II
	Use unauthorised electrical equipment, including workers' personal equipment.using electrical appliances without the CE and IMQ marks.	II
	Obstruct or make inaccessible escape routes, stairs and emergency exits, emergency and fire prevention facilities.	II
<b>Logistics</b>	Failure to comply with the rules of storage of compressed/liquefied/dissolved gas cylinders in compliance with health and safety regulations.	II
<b>Machinery/Equipment/Vehicles</b>	Failure to comply with the rules relating to the Highway Code, speed limits and safe driving.	III
	Removal and tampering with safety devices and/or protections installed on systems and machines.	III
	Use of vehicles/machinery/equipment not compliant with National Law and technical standards or not previously declared to ADR	II
	Lack of use and maintenance manuals and approval booklets and certification of conformity to the requirements required for non-CE marked machines.	II
	Lack of relevant documentation to certify the checks/tests on the supplier's vehicles/machinery/special equipment, used during works on behalf of ADR according to the applicable law.	II
	Deficiencies in the use and management (lack of control, tampering, improper use, etc.) of work equipment (platform, ladder, scaffolding, machines, tools, etc.).	II
<b>Electrical Risks</b>	<b>Absence\Deficiency\Incorrect application</b> of organisational and procedural provisions suitable for protecting workers from the consequent risks in the event of: working under voltage and/or in the presence of bare conductors and/or in proximity to electricity lines.	III
	<b>Failure to adopt\availability\use</b> of PPE and/or DPCs required for electrical risk and/or lack of presence of protections against direct and indirect contacts (earth system, circuit breaker, differential switch).	III
	Use of personnel not duly trained for work in the electrical field	III
<b>Mechanical lifting of the load</b>	Failure to respect the load capacity of floors, platforms, grills, etc.	III



	Improper use of load lifting means (e.g., lifting devices, elevating platforms and forklifts)/adoption of incorrect procedures for lifting the load.	II
	Lack of use and maintenance manuals and approval booklets and certification of conformity to the requirements required for non-CE marked machines.	II
	Lack of relevant documentation to certify the checks/tests on the supplier's vehicles/machinery/special equipment, used during works on behalf of ADR according to the applicable law.	II
Waste management	Incomplete or incorrect keeping of the FIR by the Producers (1st and 4th copy).	III
	Lack of adequate waste storage areas divided by type and not correctly identified.	II
	Failure/incorrect compilation and updating of the "Loading and Unloading Register for Special Waste".	II
Work with exposure to chemical risks	<b>CARCINOGENIC, MUTAGENIC AND ACUTE TOXIC SUBSTANCES</b>	
	Failure to notify ADR of the introduction of such chemical substances into the workplace.	III
	Non-compliance/incomplete compliance with Health and Safety regulations and ADR provisions regarding labelling and safety data sheets during the handling, transport, use and storage of chemical substances.	II
	<b>OTHER CHEMICAL SUBSTANCES<sub>2</sub></b>	
	Failure to notify ADR of the introduction of such chemical substances into the workplace.	II
	Non-compliance/incomplete compliance with the Law and/or the Contract and/or these HSE Guidelines and/or the HSE Requirements relating to labelling and safety data sheet during the handling, transport, use and storage of chemical substances.	II
	Failure to communicate and manage the emergency in the event of spills on the ground.	I
Work with exposure to physical agents	Emission of physical agents (e.g., noise, vibrations, dust) not communicated to ADR or beyond the authorized threshold limits, or which could cause damage to ADR or third parties.	II
Work with exposure to the risk of fire/explosion	Non-compliance/incomplete compliance with the Law and/or the Contract and/or with these HSE Guidelines and/or with the HSE Requirements on protective measures against explosive atmospheres (ATEX) as classified by ADR.	III
	Non-compliance/incomplete compliance with the Law and/or the Contract and/or these HSE Guidelines and/or the HSE Requirements on fire prevention measures.	II
"Hot" works	Failure to comply with the ADR procedure relating to "hot" works	III
	Work carried out not in compliance with the Law and/or the Contract and/or these HSE Guidelines and/or the HSE Requirements relating to work at high temperatures.	III
Work in confined spaces	Failure to comply with the ADR procedure relating to work "in confined spaces"	III
	Work carried out in non-compliance with the Law and/or the Contract and/or these HSE Guidelines and/or the HSE Requirements relating to work "in confined spaces"	III
	Use of staff not duly trained for work in "confined spaces"	III

<b>Emergency and First Aid Management</b>	Lack of adequately trained staff such as fire-fighting and first aid staff	II
	Absence of portable fire extinguishers or presence of fire-extinguishing devices not checked every six months	II
	Lack of first aid contents compliant with current and valid legislation.	II
	Lack of adequate means of emergency intervention or paramedical personnel (if necessary).	II
Stairs, scaffolding, prefabricated frames and parapets	Failure to adopt\availability\use of PPE and/or DPC in relation to the risks of falling from height.	III
	Use of PPE and Collective Protective Equipment (CPD) for risks of falling from heights that do not comply with the Law and/or the Contract and/or these HSE Guidelines and/or the HSE Requirements.	III
	Lack of Pi.M.U.S. ( <i>Piano di montaggio, uso, trasformazione e smontaggio ponteggi</i> - Plan for the assembly, use, transformation and dismantling of scaffolding) must be present.	III
	Use of ladders, scaffolding, scaffolding and parapets that do not comply with current legislation or use of equipment from other suppliers without prior authorisation.	II
	Absence of user manuals for equipment in use such as ladders, scaffolding and parapets	II
<b>Management of premises on loan for use</b>	Failure to prepare the fire risk assessment document (DUVRI) and calculate the fire load	II
	Failure to post fire extinguisher signs	II
	Emergency exits not marked or escape routes not usable	II
	Inadequate management of the premises by the contractor (division of work areas, order, cleaning, etc.)	I

**Table 8-2 - Breaches in terms of Health and Safety in the Workplace - Work activity (Title I-IV)**

CATEGORY	BREACH	SEVERITY
<b>Compliance with Legislative Decree 81/08 and subsequent amendments and additions – Title IV</b>		
<b>General company documentation</b>	Execution, including partial execution, of works in the absence or insufficiency of the mandatory construction site documentation (POS, emergency plans, etc.) or in the absence of the positive assessment of PSC\POS conformity carried out by the CSE.	III
	Staff identification badges that do not comply with legal provisions.	I
<b>Organisation of the construction site area</b>	Access and exit from work areas carried out in a lack of safety.	III
	Failure to report the construction site or failure to adopt adequate barriers to fence the area (if necessary).	II
	Absence of site manager or designated person in charge of the supplier.	II
	Absence or deficiency of information signs (e.g.: Construction site sign, preliminary notification) or safety (e.g.: Multi-signage sign) according to the provisions in force.	II
	Insufficient lighting of the work area.	I
	Insufficient number of toilets/changing rooms for the activity.	I
	Failure to comply with the Health and Safety requirements established by law and/or by the Contract and/or by these HSE Guidelines and/or by the HSE Requirements not mentioned in the other points of this list.	III
Stairs, scaffolding, prefabricated frames and parapets	Use of inadequately trained staff for the assembly and dismantling of scaffolding	III
	Failure to apply support reinforcement, notwithstanding the requirements deduced from the technical report on the consistency of the soil	III
<b>Excavations and foundations (depth &gt; 1.5 m)</b>	Activities not protected against exposure to excavation-related Health and Safety risks (e.g., unprotected excavation, personnel within the operating range of the excavation machine).	II
	Presence of material deposits near the edge of the excavation.	I

**Table 8-3 - Breaches in terms of Health and Safety in the Workplace - Work activities (Title IV)**