

## Health and Safety Standard: Orientation and information for Partner Companies

Code: NT.00051.GN-SP.ESS

Version: 1



The following text is a translation of the original document "Estándar de Seguridad y Salud: Orientación e información a Empresas Colaboradoras" (NT.00051.GN-SP.ESS), Version 1 and is intended to allow all Gas Natural Fenosa employees to understand its content. In the event of any discrepancy in interpretation which may arise from the translation, the contents of the original Spanish version currently in force shall prevail for all relevant purposes.

Date approved:

Date translated:



# Health and Safety Standard: Orientation and information for Partner Companies

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## Table of Contents

	Page
1. Purpose	4
2. Scope	4
3. Reference Documents	4
4. Definitions	4
5. Responsibilities	4
6. Development	4
6.1. Health and Safety Leadership Workshop.	5
6.2. Health and Safety Sensitisation Workshop.	5
7. Data record	6

NT.00051.GN-SP.ESS		Date: 04/12/2014
Version: 1		Page: 3 of 7

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# Health and Safety Standard: Orientation and information for Partner Companies

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## 1. Purpose

The purpose of this Health and Safety Standard is to establish the actions for transmitting the Health and Safety Commitment of Gas Natural Fenosa to Partner Companies.

## 2. Scope

It is applicable at all companies in which Gas Natural Fenosa holds a majority shareholding and at those in which it has operational and/or management control.

The actions described in this document will be taken, at least, for those Partner Companies (hereinafter, EECCs) that are classified within the purchasing families that have a criticality of risk regarding health and safety.

## 3. Reference Documents

**NG.00002.GN:** Manual of the comprehensive quality, environment, health and safety management system

**NT.00034.GN-SP.ESS-PT.03:** Health and Safety Standard: Prior Control, Documented Inspections and Coordination Meetings with EECCs

## 4. Definitions

- **Activator:** a person of Gas Natural Fenosa (hereinafter, the company) appointed by the corresponding business unit to give informative sessions of the Leadership Workshop.
- **Leadership Workshop:** an informative session given by Activators to the persons of EECCs with personnel under their supervision, and its mission is to transmit the objectives and concepts of the Health and Safety Commitment (CSS) project of Gas Natural Fenosa.
- **Sensitisation Workshop:** a training session given by the EECCs themselves, and its mission is to establish the CSS among personnel of the EECCs.

## 5. Responsibilities

They are identified in each section of this technical standard.

## 6. Development

The orientation of and information for EECCs are based on two lines of action:

- Health and Safety Leadership Workshop.
- Health and Safety Sensitisation Workshop.

NT.00051.GN-SP.ESS		Date: 04/12/2014
Version: 1		Page: 4 of 7

# Health and Safety Standard: Orientation and information for Partner Companies

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## 6.1. Health and Safety Leadership Workshop.

There are two fundamental objectives:

- Transmission of the basic concepts of the Health and Safety Commitment of Gas Natural Fenosa, thereby establishing the bases so that EECCs adopt them and integrate them in their daily activity and management.
- Drafting, by the EECCs, of their own action plan to transmit the basic principles of the Health and Safety Commitment to their employees and partner companies.

The target public of this workshop will be the personnel of EECCs who have personnel under their supervision.

The people who are responsible for transmitting information to the EECCs will be the *Activators* appointed by each one of the businesses/countries of the company. The informative sessions will be encompassed within the Coordination Meetings in accordance with NT.00034.GN-AP.ESS-PT.03. In order for the transmission of information to be uniform in all businesses/countries, the Activators will be trained through the Corporate University (UC).

Once the EECCs have received information through the Activators, they will be responsible for transmitting the basic principles of the CSS within their own companies.

The information made available to the EECCS will be deposited at the Extended University (UE). Subject to request from the UE, the EECCs can download the information as many times as they need, without being charged by Gas Natural Fenosa.

Initial preparation of the documentation will be the responsibility of the Network of Partner Companies.

The businesses/countries will be responsible for preparing the annual implementation plan of the Workshop, as well as for detecting the needs of informative sessions for those EECCs that are new or for existing ones where it is deemed appropriate.

The information described in section 7 will be included in each session and in the minutes of each coordination meeting (NT.00034.GN-SP.ESS-PT-03).

## 6.2. Health and Safety Sensitisation Workshop.

There are two fundamental objectives:

- Motivate all employees of the EECCs who do not have personnel under their supervision to form an active part of the company's CSS project.
- Develop the abilities of workers to prevent incidents and to work as a team through the training of certain skills such as the following:
  - Recognising, correcting and preventing unsafe conditions.
  - Recognising unsafe acts.
  - Preventing injuries due to acting unsafely.

NT.00051.GN-SP.ESS		Date: 04/12/2014
Version: 1		Page: 5 of 7

# Health and Safety Standard: Orientation and information for Partner Companies

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- Preventing co-workers from acting unsafely.

The company will be responsible for contractually requiring these training sessions, and the EECCs themselves will be responsible for giving them. At the end of the sessions, the EECCs will deliver a personal certificate (model of the format in NT.00051.GN-SP.ESS-FO.01) to the interested party and will report this event in the CONTROLAR platform<sup>1</sup>.

EECCs may give this Sensitisation Workshop based on their own documentation or using the workshop model prepared by Gas Natural Fenosa and made available to EECCs through the EU, subject to express request.

Likewise, the trainers of EECCs may be their own personnel or be contracted<sup>2</sup>. The EECCs will be informed by the company's UE if contracted trainers are needed and required through the usual process of the UE.

## 7. Data record

The record of the Health and Safety Leadership Workshop will be the coordination meeting minutes (NT.00034.GN-SP.ESS-PT.03), thereby specifying the following content:

- DATE, day when the session was held.
- ACTIVATOR, name and surnames of the person who conducts the session.
- PARTICIPATING UNIT(S), the organisational unit or units of the company for which the session is conducted (it could be that the Activator does not belong to the unit and that the same Activator could hold sessions for various organisational units of a business/country).
- EECC, corporate names of the contractor companies that attend the Workshop.
- NUMBER OF ATTENDEES, the number of people from EECCs who attend.
- PARTICIPATION LEVEL, indicate if the attitude of the attendees was "Very Participative", "Participative" or "Not very participative".
- LEVEL OF KNOWLEDGE of the company's CSS project (indicate if the group of participants before the start of the session know about the project "A lot", "Some" or "Not at all").
- POSITIVE ASPECTS OF THE SESSION, comments about positive aspects of the session.
- NEGATIVE ASPECTS OF THE SESSION, comments about negative aspects of the session.
- DOUBTS of participants about the company's CSS project.

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<sup>1</sup> In those countries where it is implemented; in all others, the business will determine the information process.

<sup>2</sup> Such contracted trainers may not be from Gas Natural Fenosa.

NT.00051.GN-SP.ESS		Date: 04/12/2014
Version: 1		Page: 6 of 7

# Health and Safety Standard: Orientation and information for Partner Companies

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- OBSERVATIONS.

**NT.00051.GN-SP.ESS-FO.01** Certificate of Attendance at the Health and Safety Sensitisation Workshop

NT.00051.GN-SP.ESS		Date: 04/12/2014
Version: 1		Page: 7 of 7

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**CERTIFICATE OF ATTENDANCE AT THE HEALTH AND  
SAFETY SENSITISATION WORKSHOP**

**Mr/Ms *Name and surnames (identification No.)* of the  
manager of the E.C. hereby certifies:**

**One, that Mr/Ms *Name and surnames (identification No.)*  
of the worker, in the date *day / month / year* attended the  
Health and Safety Sensitisation Workshop and progressed  
sufficiently in the workshop.**

**Two, that Mr/Ms *Name and surnames (identification No.)*  
of the instructor who gives the Workshop, of the company<sup>1</sup>  
*Commercial name of the company*, has given the Health and  
Safety Sensitisation Workshop consisting of *Indicate the  
number of hours of the session* hours of duration, in which  
the subjects listed in the footer of this certificate were  
included.**

Signature of the Partner  
Company manager

Instructor's signature

Worker's signature

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Footer:

Subject 1 Incidents and accidents, what they are

Subject 2 Reactive and proactive behaviours

Subject 3 How to prevent incidents

Subject 4 Basic principles of the Health and Safety Commitment of Gas  
Natural Fenosa

Subject 5 Leadership in Health and Safety

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<sup>1</sup> Only necessary if the instructor is not from the company itself