


Technical Specification

QUALITY, ENVIRONMENT AND SAFETY GUIDELINES IN OPERATIONS

ET 1106


Revision No. 6 | 06 February 2023




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Register of revisions

Revision number	Date	Motif
0	2006-10-16	Initial drafting [as ET 1006]
1	2008-02-14	General revision [as ET 1006]
2	2008-10-28	Introduction of point 5.1 (k) [as ET 1006].
3	2010-05-05	General revision [as ET 1006]
4	2018-12-14	General revision
5	2020-12-18	General revision
6	2023-02-06	General revision carried out by IDOM Consulting, Engineering, Architecture, SAU

Information classification


Confidential	<input type="checkbox"/>	Restricted	<input type="checkbox"/>	Internal use	<input type="checkbox"/>	Public	<input checked="" type="checkbox"/>
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Distribution of the document

External	Contractors <input checked="" type="checkbox"/> Qualified for Allotments <input checked="" type="checkbox"/> Internet <input checked="" type="checkbox"/> Other <input type="checkbox"/>
Internal	CA <input checked="" type="checkbox"/> AT <input checked="" type="checkbox"/> ACR <input checked="" type="checkbox"/>
	AT-ED <input type="checkbox"/> AT-EX <input type="checkbox"/> AT-GE <input type="checkbox"/> AT-MS <input type="checkbox"/>
	ACR-DC <input type="checkbox"/> ACR-GC <input type="checkbox"/> ACR-RD <input type="checkbox"/>
Nominal	< name, function, position >

Caption:	
CA: Board of Directors	ACR: Clients and Networks Area
AT: Technical Area	ACR-DC: Clients and Networks Area - Commercial Development
AT-ED: Technical Area - Engineering and Development	ACR-GC: Clients and Networks Area - Large Consumption
AT-EX: Technical Area - Exploration	ACR-RD: Clients and Networks Area - Networks
AT-GE: Technical Area - Energy Management	
AT-MS: Technical Area - Maintenance and Systems	

Elaborated:	Check:	Approved:
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The approval of this document formalised in this page, prevails over the totality of its contents.		

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Preamble

As part of the "H2 REN Programme" aimed at adapting technical specifications to prepare assets to receive hydrogen up to 100%, REN Portgás Distribuição (Portgás) has identified this regulation to be subject to assessment and consequent revision.

This revision of ET 1106 cancels and replaces the previous revision dated 18 December 2020, and it is advisable to read this technical specification in full for a correct application of its provisions.

This technical specification should be given the status of a Portgás standard which establishes the rules to be followed to achieve the discriminated objective.

1. Objective

This Technical Specification establishes and defines the practices and behaviour to be respected in terms of quality, environment and safety management by Portgás contractors.

2. Scope

This Technical Specification applies to all activities developed by companies subcontracted by Portgás, in specific and non-specific contracts of the infrastructure, in a holistic perspective of the responsibility of the value chain.

3. References

All undated documents should be considered in their latest version.

3.1. External

NP EN ISO 14001

"Environmental management systems"

NP EN ISO 9001


"Quality management systems"

NP EN ISO 45001

"Safety management systems"

Decreto-Lei n.º 50/2005 de 25 de fevereiro

"Transpõe para a ordem jurídica interna a Diretiva n.º 2001/45/CE, do Parlamento Europeu e do Conselho, de 27 de Junho, relativa às prescrições mínimas de segurança e de saúde para a utilização pelos trabalhadores de equipamentos de trabalho, e revoga o Decreto-Lei n.º 82/99, de 16 de Março"

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Decreto-Lei n.º 46/2008, de 11 de março

“Estabelece o regime das operações de gestão de RCD Alterado por decreto-lei n.º 73/2011, de 17 de junho, que também altera o regime geral de gestão de resíduos”

Decreto-Lei n.º 109/2009, alterada e republicada pela Lei n.º 3/2014 de 28 de janeiro

“Regime jurídico da promoção da segurança e saúde no trabalho”

Decreto-Lei n.º 273/2003, de 29 de outubro

“Transpõe para a ordem jurídica interna a Diretiva Estaleiros”

Decreto-Lei n.º 220/2012, de 10 de outubro

“Relativo à classificação, rotulagem e embalagem de substâncias e misturas”

3.2. Internal

Sustainability Policy

Sustainability Manual

ET 1102

Signs of Works on the **Public** Road

ET 1125

Regulation: Quality, Environmental and Safety Requirements for Non-specific Infrastructure Contracts

ET 1126

Regulation: Quality, Environmental and Safety Requirements for Specific Infrastructure Contracts Written parts that make up the target contracts for Service Provision


Occupational Risk Assessment

"List of Environmental Aspects and Assessment of Significance".

4. Definitions / Acronyms

Contractor

Entity accredited by the entities, with staff organisation, competence and suitability to ensure, according to established criteria and under a regime of service provision to Portgás, the execution of the work object of this technical specification.

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Supervision and/or inspection

Supervision activity that aims to ensure compliance of work carried out by third parties (service providers) for Portgás, respecting and enforcing what is contractually established and ensuring compliance with all legally applicable standards, from local, national or EU sources, as well as Portgás' technical specifications and procedures.

This activity may be carried out by an entity outside Portgás or by a Portgás employee as part of their duties.

Inspector

Inspection Collaborator, who supervises the execution of the work, in accordance with the approved project, as well as compliance with the applicable legal and regulatory provisions.

Technical area manager, technical manager or contract manager


Portgás employee, who is responsible for the operational management of activities related to a certain contract.

5. Guidelines on activities outsourced to companies

In alignment with its Sustainability Policy, Portgás' principles are the promotion of safe and healthy workplaces, the guarantee of safety for all workers and third parties, the protection of the environment and landscape, as well as the efficient use of resources, such as responsible management throughout the life cycle of materials and equipment.


5.1. General rules

- a) Employees working for Portgás must be duly authorised for the purpose, in accordance with ET1125 and ET1126 (depending on the case applicable), and must present themselves with appropriate posture and behaviour;
- b) The materials, equipment and services necessary for the complete and adequate execution of the service provision must comply with the applicable requirements regarding legislation and standards in force and the principles of a quality management system;
- c) Portgás may carry out, directly or through other entities, the supervision and monitoring of service provision activities, namely the control of the development of construction, manufacturing and assembly, the proper compliance with deadlines and the quality of the materials used, both at "construction sites" and at "temporary or mobile construction sites", or at the location where the activity is carried out, as well as at the executing entity's facilities or those of its subcontractors and suppliers;
- d) To ensure proper application of the materials, the contractor must ensure that its teams have adequate knowledge and training to comply with all applicable technical specifications, guidelines, procedures and standards.

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5.2. Circulation and operation of vehicles, machinery and equipment

- a) Vehicles and machinery circulating on public roads should be driven in a responsible and safe manner, in strict compliance with the Highway Code and considering good defensive driving practices, such as:
 - Maintain as constant a speed as possible, avoiding sudden braking and acceleration;
 - Ensuring that vehicles and machinery are well maintained and in good working order;
 - In inhabited areas, adopt moderate speeds in order to minimize dust emission.
- b) The most appropriate routes for transporting equipment and materials to and from the place of activity should be studied, minimising passage within settlements and near sensitive receptors (hospitals and schools);
- c) Vehicles, machinery and equipment, should be kept running only, when necessary, thus mitigating pollution;
- d) All machinery and equipment must display the CE marking, ensuring compliance with Decreto-Lei n.º 50/2005 (where applicable);
- e) Ensure the presence in the place where the activity is carried out only of equipment that has acoustic approval under the terms of the applicable legislation and that is in good state of repair/maintenance;
- f) Vehicles, machinery and equipment must undergo regular preventive maintenance to minimise gas emissions into the atmosphere, noise levels above the permitted levels or even oil and fuel spillage;
- g) Use equipment with low noise levels, especially in sensitive areas (close to homes, schools, nursing homes, hospitals, ...), or else, when possible, isolate the noisiest machinery (example: turn off small generators, when running, in vans);
- h) Schedule the noisiest works to take place during daytime periods and during working days. If this is not possible, use less noisy equipment (obtaining authorisation to operate outside normal working hours);
- i) Change the oils in the machines in proper places for this purpose, preferably in specialised locations with proper conditions for this task;
- j) The fuel supply must be carried out in appropriate locations for this purpose. When this is done on site, the use of retention basins is compulsory;
- k) To control the need for licensing and monitoring of pressure equipment and sources of pollutant emissions (e.g.: compressors, generators and others), as defined in the legislation in force.

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5.3. Handling of hazardous substances

5.3.1. General rules

- Whenever chemical products are used, ensure that Safety Data Sheets for the products are available at the site where the activity is carried out, informing employees of their existence and making them aware of their content;
- Whenever necessary to acquire products, which are not previously defined by Technical Specification, the least polluting and dangerous for the environment should be selected;
- Use products contained in containers properly labelled in accordance with the legislation in force, keeping them, whenever possible, in their original containers. When transferring part of a hazardous substance to another container, the new container must be labelled immediately (name of the substance, its hazardousness level, according to Decreto-Lei n.º 220/2012 of 10 October);
- Respect the handling and use instructions that appear on the labelling and on the technical and safety data sheets of the products;
- Avoid spillage of oils or other dangerous substances or preparations;
- Do not place or store hazardous substances in passageways;
- Keep containers closed and in an airy, cool and upright position; do not smoke or light fires in places where explosive, flammable or toxic products are stored, stored or handled;
- Whenever there is a risk of soil contamination by vehicles or equipment used in the provision of services, ensure that a spill absorption kit is available at the site where the activity is carried out.

5.3.2. In stroke situations


- The use of adequate personal protective equipment is mandatory in any spillage situation;
- In the event of a spillage of solid dangerous waste, collect the waste and place it in the original container, if this is not damaged, or in a plastic bag, using a suitable shovel and broom;
- If a hazardous liquid waste spill occurs, try to absorb the spilled liquid using absorbent material. The absorbed material should be placed in an airtight container and taken to the yard for proper disposal;
- If a small fire breaks out, use the extinguisher available in the facility (building/vehicle/operational activity);
- After the fire is extinguished, the resulting waste should be collected, packed in a plastic bag and sent to the site for appropriate final disposal;
- Whenever there is a spillage of chemical products or products hazardous to the soil at the site where the activity is carried out, the Technical Manager and the Inspector should be immediately informed; notwithstanding this, the contractor should report the occurrence to the Engineering and Development Area (QAS) of Portgás within no more than 24 hours. An Occurrence Form (Mod.074/AT-ED) must be used for this communication, which should be sent to the email address qas@portgas.pt.

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5.4. Waste

5.4.1. General rules

- a) The workplaces should be kept in a clean and tidy condition, avoiding the accumulation of dust-producing materials;
- b) Ensure the correct temporary storage of the waste produced, according to its type and in compliance with the legislation in force. The watertight containment of any spills must be provided;
- c) Whenever possible, it is recommended that the contractor use "Big Bag's" (rubbish bags) as receptacles for the waste produced at the site where the activity is carried out;
- d) It is expressly forbidden:
 - Not collecting the waste produced;
 - Burning waste;
 - Not guaranteeing the separation and recovery of the waste collected.
- e) It is forbidden to deposit solid waste on the ground, in water courses or water drainage systems;
- f) The contractor must have all licenses and permits, as a waste producer, to proceed with the classification, collection, sorting, temporary storage, transport and delivery to a licensed destination of all waste resulting from the service provision activity;
- g) An updated record of the quantities of waste generated and respective final destinations must be kept, based on the Waste Tracking Documents (eGAR); as well as the documents proving the licenses/authorisations held by them or the Operators.

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5.4.2. Specific rules

Waste should be separated and treated as follows:

5.4.3. Recoverable municipal waste

Recyclable urban waste (clean paper and cardboard packaging, clean plastic packaging, glass packaging and metal packaging) must be sent for recycling.

5.4.4. Leftover land

- a) The cleaned-up remnant soil should be separated from the soil with bituminous remains, and may be temporarily stored on the construction site, after which it should be forwarded by the contractor to one of the following destinations:
 - Reuse on site;
 - Storage in suitable storage locations.
- b) If excavation materials containing traces of contamination are found, they must be stored in places that avoid soil and groundwater contamination until they are sent to the appropriate destination.

5.4.5. Pavements (cubes and kerbs, cement and bituminous slabs)


Once the flooring remains have been separated, they should be temporarily taken to the construction site, where they should then be recycled.

5.4.6. Other non-hazardous waste

The remaining waste not specified in the previous sub-paragraphs should be sent to duly licensed waste operators (e.g. PE or steel fittings, wood, scrap metal, contaminated materials, etc.) by waste type.

5.4.7. Hazardous waste

- a) The storage of hazardous waste (oils, fuels, paints, thinners, etc.) should be done in leakproof containers, in good condition and properly labelled, in a covered and confined area with spill containment;
- b) If there are residues of cloths soiled with oils and grease from machine cleaning operations, they should be kept separately in appropriate containers;
- c) All contaminated materials and oils should be sent to an adequate destination, using for that purpose properly licensed operators.

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5.5. Dust emission


- a) Earth and other construction waste must always be transported with a protected load;
- b) Whenever necessary and when the waste resulting from the works (earth, bitumen, gravel, etc.) is transported to a work site, it should not be placed in areas sheltered from the wind, or, if this is not possible, it should be covered (with plastic or other means to avoid the dispersion of dust);
- c) In dry weather, one should proceed according to the following measures:
 - Moisten the soil before moving it;
 - Regular and controlled sprinkling of water, particularly during dry and windy periods, in work areas and access routes used by different vehicles, where dust may be produced, accumulated and suspended;
 - If there are vehicles in unpaved work areas, wash the wheels of the vehicles as they leave them.

5.6. Effluent

- a) The discharge of untreated effluents into the ground, water courses or water drainage systems is forbidden;
- b) When applicable, a destination for the effluents from the construction work must be ensured, in accordance with the legislation in force;
- c) If portable toilets are used, the contractor must ensure that the entity responsible for their maintenance operations delivers the wastewater to adequate and authorized locations, guaranteeing that it remains in their possession evidence of the same.

5.7. Natural resources

- a) A resource-efficient way of working should be promoted in order to optimise the value of products, materials and resources in the economy for as long as possible;
- b) The contractor must ensure on-site access to documents proving the authorised provenance of the aggregates; the use of sand from unauthorised quarries and extracted by unlicensed entities is forbidden;
- c) The occasional deforestation, destruction of vegetation cover and clearing must be limited to areas strictly necessary for the execution of the work.

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5.8. Documentation required at the place where the activity is carried out

The contractor must ensure access at all work fronts to the following information (in physical or digital format):

- Evaluation of Occupational Risks related to the work to be carried out, in accordance with the Health and Safety Plan or Safety Procedures Sheets;
- Environmental management sheet, containing an inventory of the waste that may be produced by the activity, identifying possible recipients;
- Safety Data Sheets of the chemicals to be used;
- Emergency Plan of the work/activity with the emergency telephones of the various parties involved;
- Declaration of conformity CE, in Portuguese, indicating the sound power (dB) for equipment manufactured after 2002;
- Permits and/or licences to carry out the interventions (e.g.: noise, protected areas, proximity of archaeological heritage);
- Verification reports under Decreto-Lei n.º 50/2005;
- Machinery and/or equipment manuals;
- Transport waybills/documents or e-Gar, where applicable;
- As well as all documentation referred to in ET 1125 or ET 1126.


The Contractor must ensure that all workers are accredited and ensure that they always have their credential card with them. Likewise for the accreditation of the machines, through tags, whenever applicable. The contractor must guarantee all the documentation requested for their company as well as for those that they subcontract. The documents should be inserted into the QAS requisite control platform (at the date of publication of this regulation - GEDOC).

5.9. Occupational health and safety requirements

The work to be carried out shall consider the management of risks in accordance with the nature of the work and its location and surroundings. Appropriate organization and management of health and safety at work is mandatory, adapted to the size of the organization and the procedural and legal requirements that it involves, ensuring prevention and management measures that safeguard the safety and health of workers.

The contractual relationship with Portgás and associated responsibilities must be defined in specific written documents and adapted to the requirements of each service provision.

The contractor is responsible for the safety of the work entrusted to him and must take the necessary measures to this end. Teams should be set up with the appropriate number of workers according to the nature of the work, complexity and associated professional risks.

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5.9.1. Companies and workers

Prior to carrying out work for Portgás, companies and workers must be assessed and authorised in accordance with the requirements set out in ET 1125 and ET 1126. Compliance with all legal conditions regarding Health and Safety at Work is mandatory:

- a) These conditions also cover any subcontractors contracted by you, including their employees, self-employed workers, sub-contractors or suppliers of goods and services;
- b) It must also be ensured that its workers have the appropriate professional and safety aptitude, namely as regards qualifications and training.

The contractor undertakes to take out and keep in force, during the execution of the service provision, the following insurance policies: mandatory Workmen's Compensation insurance; Civil Liability insurance (considering the activities in question).

It is also mandatory that the contractor guarantees working conditions that safeguard the health and safety of all workers, namely considering ergonomic issues, which should be considered during planning, especially when repetitive or difficult body movements are likely. The guarantee of hygienic conditions is also fundamental, and to this end:


- Provide access to decent toilet facilities (including showers where necessary) so that workers can effectively clean themselves of contaminants;
- Provide, in specific cases, special clothing so that the usual clothing and exposed skin are not contaminated with harmful materials;
- Give instructions to workers on the precautions needed to combat specific risks;
- Keep work areas and welfare infrastructure properly organised.

5.9.2. Identification and signposting of works

Work to be carried out involving fixed or mobile construction sites, or services taking place on public roads, must be duly identified and signposted, in accordance with the legislation in force and the requirements defined by Portgás (ET 1102).

5.9.3. Work, personal and collective protection equipment

- a) Only personal protective equipment (PPE) and collective protective equipment (CPE) with the safety characteristics required for the work to be done shall be used, considering the risks inherent to the working environment and resistance to specific conditions, such as the presence of explosive atmospheres, electricity, water, dangerous substances, confined spaces, heat/cold, noise, vibrations, impacts and working at height. This equipment must be adapted to its users and be in good working order, maintenance and repair.

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- b) The workers shall be given work suits and PPE according to the requirements of the execution of the contract, which must be in accordance with the legislation in force.
- c) The use of EPC is compulsory, depending on the risk, such as guardrails for scaffolding, trench and well guards, and machine tool guards and shields. Depending on the depth and nature of the ground, the trenches must be dug.
- d) Work equipment such as cranes, excavators, winches, mooring devices, lifting machinery, welding equipment, scaffolding, ladders, mobile platform lifts, compressors, etc. must comply with the requirements of the applicable legislation.
- e) All workers in jobs involving the driving/operating of vehicles or machinery, namely motor vehicles, cranes, lifting machinery and mobile platforms, must be duly qualified and fit.
- f) In powered machinery or vehicles such as those referred to above, workers other than the driver or operator may not be transported unless this is provided for by the manufacturer;
- g) The equipment to be used shall comply with existing national standards or, in their absence, the European standards and other international standards considered. Proper maintenance and control of facilities, protective equipment and work equipment, namely tools, machinery and vehicles, shall be ensured before they are put into operation and at appropriate and regular intervals during the work in order to guarantee adequate safety conditions.

5.9.4. Emergency situations

- a) An emergency plan must be drawn up for the various work fronts, containing instructions concerning victim assistance; firefighting and evacuation; the necessary and adequate resources for the purpose, and indication of other means of assistance to be resorted to in the event of an accident.
- b) Any fire, accident or other emergency occurring within the scope of providing services to Portgás must be immediately reported to the designated person in charge.

5.9.5. Accidents

- a) The contractor should immediately inform Portgás, in accordance with ET 1125 and ET 1126, the Construction Site/Contract Manager and the person responsible for SIGQAS, of all accidents involving their workers or those of other entities subcontracted by them. In the event of fatal or serious accidents, it is even more important that this is done immediately, as it is a legal obligation of the employee's employer to notify ACT within 24 hours;
- b) Please note that notifying Portgás does not exempt PSE, and each employer, from reporting to the competent authorities;
- c) The ESP should report the accident, if possible, immediately, and within 24 hours, send the model: "Mod. 020/AT - Accident report form" - filled in to Portgás;
- d) This participation does not exempt the contractor from its obligation as the executing entity, employer or entity that has hired the respective freelance worker to, in relation to each case, inform

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the respective insurance company(ies) and the competent authorities, namely the Authority for Working Conditions. The contractor must also simultaneously and immediately inform Portgás of the communication made to the Authority for Working Conditions;

- e) The contractor must suspend any work under its responsibility that is likely to destroy or alter the traces of the accident, without prejudice to appropriate assistance to the victims, and must prevent access to persons, machines and materials to the site of the accident, except for means of help or assistance. employer to, in each case, inform the insurance company and the competent authorities;
- f) All accidents and near misses should be the subject of an investigation report, identifying causes and taking corrective and preventive measures. A report should be produced and submitted to the Contract Manager.

5.10. Participation and contribution to the Portgás Innovation System

The contractor, where appropriate, should contribute to innovation by sharing ideas with the developer. You can do this by submitting the idea via email to: inovacao@portgas.pt

6. Responsibilities


6.1. Contractor

It is your responsibility to comply with the obligations and recommendations in this technical specification.

6.2. Supervision and/or inspection

It is your responsibility:

- a) Check that good environmental practices are implemented on construction sites;
- b) When non-compliance situations are detected, report them on the anomaly forms and send them to Portgás.

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6.3. Portgás: Technical Manager

It is your responsibility:

- a) Receive the records sent by the supervision and/or inspection;
- b) Develop the necessary efforts to comply with the requirements defined by Portgás, and whenever during the monitoring of works carried out by the company itself, situations of irregularity with good quality, environmental and safety practices are detected, interact with the executing entity with the knowledge of the Engineering and Development Area;

6.4. Portgás: Engineering and Development Area - QAS

It is your responsibility:

- a) Monitor the treatment and resolution of irregularities detected in the management of quality, environment and safety in the provision of services;
- b) Ensure compliance with the annual programme of visits by the environment and safety coordinator at the sites where the activities carried out by the contractor take place, as well as the planned supplier audits.

7. Impresses/Registers

Mod. 020/AT - Accident report form

Mod. 074/AT-ED - Occurrence sheet