



Aceros Inoxidables

OLARRA

INSTRUCTIONS FOR THE  
CORRECT PROCESSING  
OF OCCUPATIONAL  
HEALTH & SAFETY  
DOCUMENTATION v 1.0.



Aceros Inoxidables

OLARRA

[English]



Prevención

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# Introduction

This purpose of this instruction manual is to simply and clearly define the steps that contractors must follow to register as suppliers of ACEROS INOXIDABLES OLARRA, S.A. (AIOSA hereinafter), the way of checking the documentation status, both currently and in the future, in order to avoid delays and the contractor's workers being refused access, along with the correct way of filling in the Occupational Health and Safety documents that the contractors need to submit to AIOSA.

AIOSA has developed a web environment which can be accessed at the following address <http://www.olarra.com> in order to facilitate the above points as far as possible.

## 1. Access to the Web Environment

Enter the Olara website address in the URL bar in your Internet browser <http://www.olarra.com> (1), or click on the link above (Image 1)

Access the Home Page and click on the yellow helmet to access the main page of the OCCUPATIONAL HEALTH AND SAFETY area.



Image 1: AIOSA website

(1) Press CTRL+Click with mouse on the text in blue to access the website

Once you have accessed the main page of the OCCUPATIONAL HEALTH AND SAFETY area, you will find general information on how Health & Safety is organised at AIOSA and there is a dropdown menu on the left of the screen (Image 2).

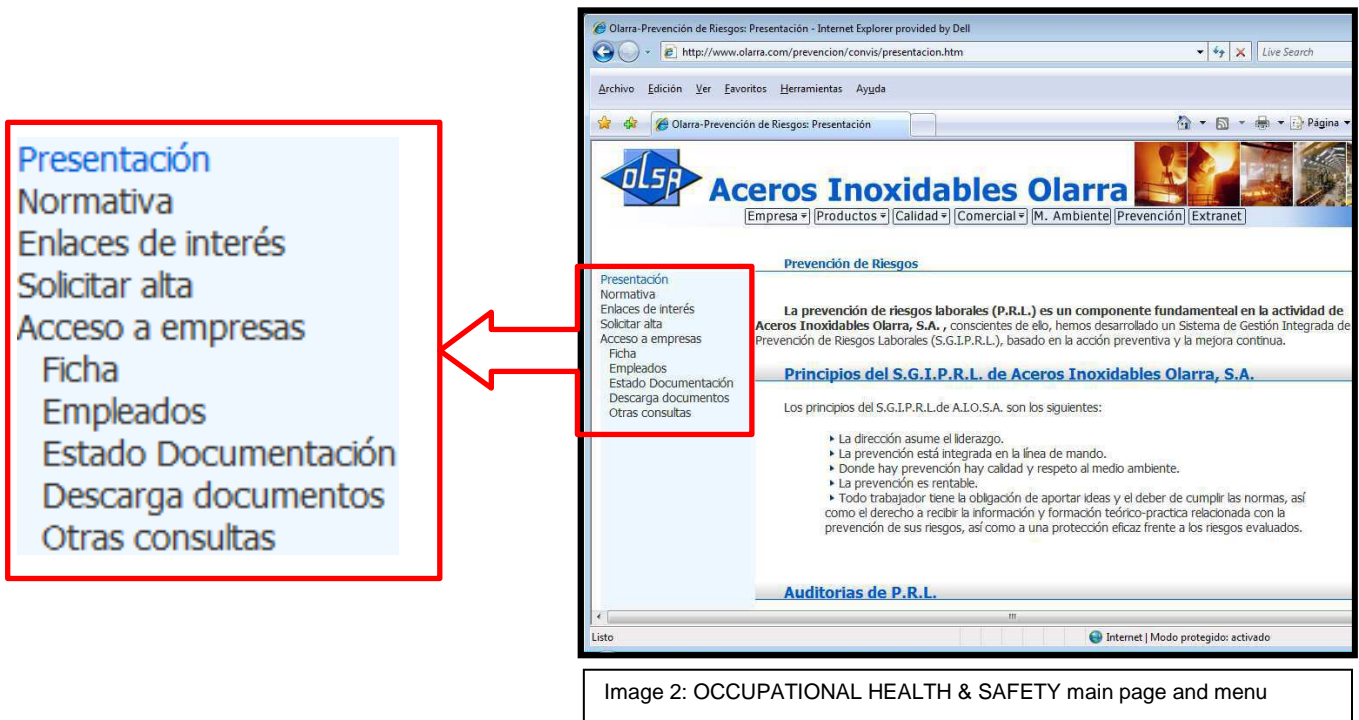


Image 2: OCCUPATIONAL HEALTH & SAFETY main page and menu

## 1.1. Legislation

To access this section, position the cursor and click on the “Legislation” option of the menu.

This page automatically redirects you to the National Health & Safety at Work Institute - [INSHT](#). All the up-to-date occupational health and safety legislation can be found there.

## 1.2. Links of interest

Position the cursor and click on the “Links of Interest” option of the menu to access this section.

The websites of organisations in addition to the one mentioned in Point 1.1. are published on this page. (Image 3)



Image 3: Websites of public administrations with OH&S content

### 1.3. Request Registration

position the cursor and click on the **“Request Registration” option of the menu** to access this section.

Only those companies that are not registered must request registration. In case of doubt, please consult the AIOSA OH&S Service by calling 944711300.

Prevenção de Riscos

Presentación  
Normativa  
Enlaces de interés  
**Solicitar alta**  
Acceso a empresas  
Ficha  
Empleados  
Estado Documentación  
Descarga documentos  
Otras consultas

este apartado puede solicitar el alta en el sistema de gestión de contrata, para ello rellene el siguiente formulario. (Rellene todos los campos del formulario)

**Información general de la empresa**

NIF/CIF: NIF\_01234  
Nombre: Nueva Contrata  
Dirección: Dirección de la contrata  
Población: Población de la contrata  
Cód. Postal: 0123456789  
Provincia: Provincia de la contrata  
Teléfono: 900123456  
Fax: 900654321  
eMail: psanchez@sevisan.com  
Gerente: Gerente de la contrata

**Información relativa a los trabajos a desempeñar en OLARRA S.A.**

Objeto de la empresa: Trabajos que voy a realizar en Olarra S.A.  
Duración de los trabajos a realizar:  Indefinida  
 Periodo del [ ] al [ ]  
 Días del mes [ ]  
Lugar de ejecución de los trabajos:  En todas las instalaciones  
 En las instalaciones de Aceria  
Nº de trabajadores ocupados por la contrata: 5

**Información de prevención**

Responsable de prevención o Coordinador de actividades preventivas: Nombre del Responsable  
eMail Resp. Prevención: psanchez@sevisan.com  
Encargado externo o Recurso preventivo: Nombre del encargado externo o recurso preventivo  
Servicio de prevención: Servicio de prevención  
Mutua de accidentes: Una mutua conocida

Borrar Datos Enviar Solicitud

Última actualización: 04/06/2007 Empresa|Productos|Calidad|Comercial|M.Ambiente|Prevenção|Extranet|Aviso legal

In this section, any company commissioned by AIOSA to carry out work may request registration in the system. That is the start of the process to authorise the contractor and its workers.

The contractor must fill in all the fields with accurate data and a clear description of the work to be carried out at AIOSA **(b)**, along with the AIOSA employee who is going to supervise the work.

Once all the fields are filled in and checked, click on the "Send Request" button **(c)**.

Once the registration request has been sent *“Your request has been recorded correctly. The Olarra OH&S Service will keep you informed about the progress of your request”* message will appear on the screen.

To speed up the process, you should call 944711300 to notify the request has been made or send an email to [contratas@olarra.com](mailto:contratas@olarra.com)

At this point, you will have to wait until the login details have been sent to you by email. The login details will be sent to the email address in the “OH&S Officer Email” field (d). The OH&S Officer must be an employee of the contractor and **never** a member of its External OH&S Service or of a consultant, etc.

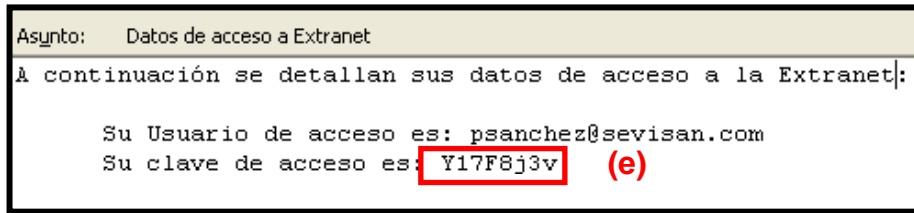


Image 5: E-mail sent by AIOSA with the login details

You should not make the password public (e), in order to be able to guarantee an adequate privacy policy. The password is issued automatically and is only sent to the person requesting it

## 1.4. Company Access

Once you have received the login details, you can access the options of this submenu, Datasheet, Employees, Documentation Status, Download Document and Other Queries, which will be explained in Points 1.4.1. to 1.4.5.

Position the cursor and click on the “Company Access” option of the menu to access this section.

A user identification screen will appear to direct you to the data of your company.

In the “User Access” field (f), enter the email address given in the “OH&S Officer Email” field (d). In the “Password” field (g), introduce the password (e) sent by email. You should use the Windows features to cut and paste the password to avoid confusion between zero and “0”, between one and “l”, etc.

Then position the cursor and click on “Enter...”

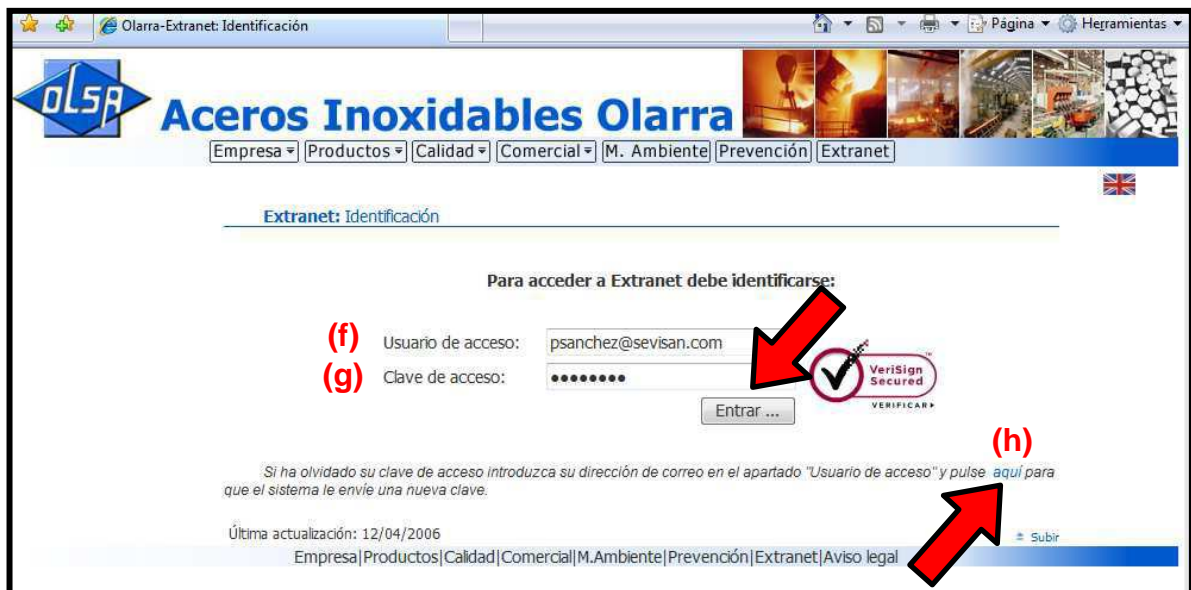


Image 6: Access to the submenu for registered companies

If you have forgotten the login details or have lost them, the system is able to create new ones and send them to the “OH&S Officer Email” field (d). Just position the cursor and click on “Here” in blue (h).

You will then have accessed the option of the selected submenu (Datasheet, Employees, Documentation Status, Download Documents and Other Queries) provided that no documents are pending downloading.

If any document is pending downloading, either because it has never been downloaded or an update is available, the screen shown in Image 7 will appear and you will be automatically redirected to the Download Documents submenu. See Point 1.4.4. for further information on the submenu option.

If you are not automatically redirected to the download page, position your cursor and click on “Here” marked in blue (i).



Image 7: Redirecting to the Download Documents page

### 1.4.1. Datasheet

Position the cursor and click on the “Datasheet” option of the menu to access this section. The purpose of this section is to show the information that the company has provided when registering, Point 1.3.

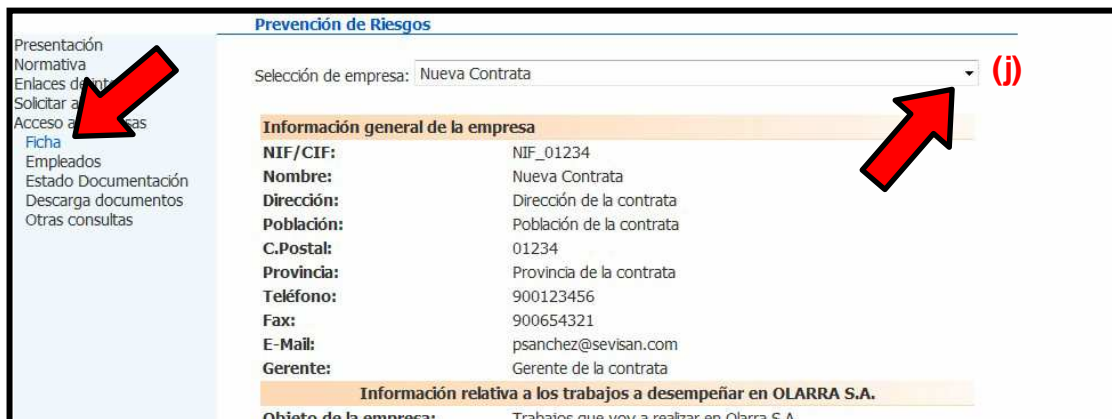


Image 8: Page for queries sent to AISOA



If you are the OH&S Officer of 2 or more contractors in the “OH&S Officer Email” field (d), you can click on the black triangle(j) to select the contractor for the query in question.

## 1.4.2. Employees

Position the cursor and click on the “Employees” option of the menu (Image 9) to access this section.

In this section, you can check all the employees registered in the system and who can work at AIOSA provided the documentation is correct. See Point 1.4.4 for further information on the status of the workers' documentation.

If you are the OH&S Officer of 2 or more contractors in the “OH&S Officer Email” field (d), you can click on the black triangle(j) to select the contractor for the consultation.

The screenshot displays the 'Prevencción de Riesgos' section of the AIOSA web application. The header features the OLSA logo and the company name 'Aceros Inoxidables Olarra'. A navigation menu on the left includes options like 'Presentación', 'Normativa', and 'Empleados'. The main content area shows a table of registered workers with columns for DNI, Apellidos, Nombre, Tarjeta, and Caducidad. A dropdown menu for 'Selección de empresa' is set to 'Nueva Contrata', with a red arrow pointing to its arrowhead labeled '(j)'. Another red arrow points to the 'Empleados' option in the left menu.

DNI	Apellidos	Nombre	Tarjeta	Caducidad
11111111	Apellido11 Apellido12	Nombre1	C000012	10/04/2009
22222222	Apellido21 Apellido22	Nombre2	C000013	10/04/2009
33333333	Apellido31 Apellido32	Nombre3	C000014	10/04/2009
44444444	Apellido41 Apellido42	Nombre4	C000015	10/04/2009

Image 9: List of contractor's workers registered

## 1.4.3. Documentation Status

Position the cursor and click on the “Documentation Status” option of the menu to access this section.

It is perhaps the most powerful and most useful application for contractors as it allows them to manage the future documentation status. The contractor can therefore avoid losses due to access being refused.

## How to make the query (Image 10)

Select the date in full (day, month and year **(k)**, until which you want to know which documents have expired. To select the day, month and year, click on the black triangles that appear next to those fields. A dropdown menu will then appear and you can select the date in question.

Position the cursor and lick on the Query button **(l)**.

You will then see the expired documents divided into two categories. On the one hand, documents referring to the company and, on the other, referring to the workers.

There are two classes of expired according to their access importance:

- ▶ Obligatory: identified by (O), failure to have those documents **prevents** access to our facilities **(m)**
- ▶ Non-obligatory: identified by (NO), failure to have those documents does not prevent access to our facilities **(n)**.

The screenshot shows the 'Prevención de Riesgos' interface. At the top, there's a navigation menu on the left and a search area. The search area includes a dropdown for 'Selección de empresa:' (labeled (j)), a date selection field (labeled (k)) with a dropdown menu open showing months from Enero to Diciembre, and a 'Consultar' button (labeled (l)). Below the search area, the status of the documentation is shown as 'INCOMPLETA'. A list of expired documents follows, categorized into Obligatory (O) and Non-obligatory (NO) items. Red arrows and labels (m) and (n) point to these categories. The Obligatory (m) items include: (O) Copia de la póliza de responsabilidad civil y fotocopia del Certificado de la Tesorería de la Seguridad Social de estar al día en el pago de las cuotas de la Seguridad Social; (O) Certificación de la modalidad preventiva asumida: Certificado de Ajenos o Mod OS-2 sellado por OSALAN u otra Administración con un Servicio de Prevención; (O) Plan de Prevención y Evaluación de riesgos por puestos (Relación de trabajadores por puestos incluida). The Non-obligatory (n) items include: (NO) Planificación de la Actividad Preventiva (Solo Obligatorio para Contratas Habituales); (NO) Certificado de Equipos de Trabajo y Sustancias y Preparado Peligrosos a introducir en A.I.O.S.A. (Docs.09.4026). Below this, a section for 'El empleado Nombre 1 Apellidos 1' lists documents for that employee, including: (O) TC-1 y TC-2 del mes anterior al inicio del trabajo u obra; (O) Fotocopia del D.N.I. de todos los trabajadores; (O) Declaración de los trabajadores de estar al día en el pago de salarios; (O) Fotocopia del Certificado de Aptitud médica.

Image 10: Way of knowing which expired items are preventing access to AIOSA

Our recommendation in order to avoid your workers wasting time, is that you should regularly check the documentation status regardless of whether you are a regular contractor that works daily at our facilities or a contractor that carries out intermittent jobs at AIOSA.

Therefore, selecting a future date (for example, one month from today) and making sure the documentation status is correct will ensure sure that the workers will not waste time when entering the facilities at least that during the next 30 days. It will also mean that the quality of the service provided by the contractor will be very positively rated by Maintenance and Production.

If you combine the above measure with checking the documentation before the 30 days have ended, for example after 25 days, and repeat the process, you will find that your workers will never waste time due to not having the documentation required by AIOSA up-to-date.

If you are the OH&S Officer of 2 or more contractors in the “OH&S Officer Email” field (d), you can click on the black triangle(j) to select the contractor for the consultation.

### 1.4.4. Downloading Documents

Position the cursor and click on the “Download Documents” option of the menu to access this section.

In this section, AIOSA (Image 11) provides contractors with Occupational Health and Safety documentation so that the contractors' OH&S officers or those they appoint use it to train and inform their workers on the risks and the preventative measures so they know and can comply with them.

The documentation made available to the contractors is divided into two parts. On the one hand and at the top (o), there are the forms that must be filled in and sent to the AIOSA OH&S Service ([contratas@olarra.com](mailto:contratas@olarra.com) fax: 94 471 13 64). On the other hand, there are the documents at the bottom (p) to be used to train and inform the workers.

The latest documents are the ones that must be downloaded. The system uses a flashing blue arrow (q) at the end of the document title and next to the pdf symbol to indicate that document has never been downloaded or when an updated version is available



Image 11: OH&S documents and forms ready to be downloaded

If you are the H&S Officer of 2 or more contractors in the "OH&S Officer Email" field (d), you can click on the black triangle(j) to select the contractor for the consultation. Once you have clicked on the form or document that you want to download, a "Download Files" message will appear on the screen (Image 12). You then need to save the file by clicking on the "Save" option (r). You need to repeat this process as many times as the documents you want to download. In order to check that you have downloaded all the pending documentation, click on "Update List" (s). The flashing arrows of the documents pending being downloaded or updated and which have been downloaded will then disappear.

You should set up a folder on your computer to save all the documents and forms that you download. That means they will always be available, even with no Internet connection, for training your workers.

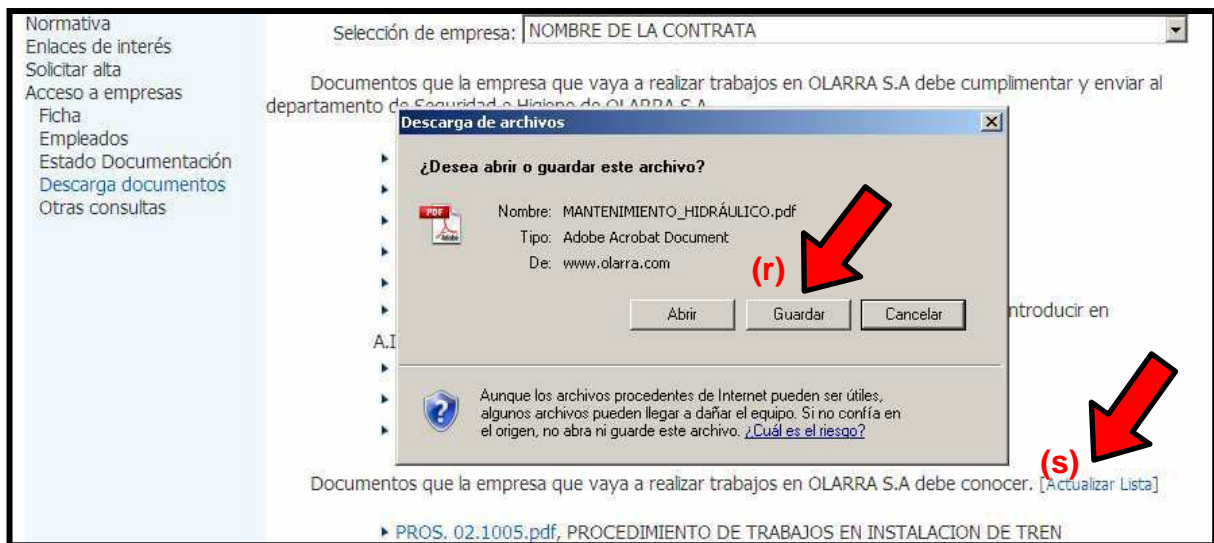


Image 12: How to save the downloaded files on your computer

Once you have downloaded them exit the "Download Documents" section. An email will then be automatically generated from [convisweb@olarra.com](mailto:convisweb@olarra.com) (Img. 13) which will be sent to "OH&S Officer. Email" (d), indicating the downloaded documents. This email will come with three attachments:

- ▶ DocsDescargados.pdf (it is the form named DOCS.09.4022)
- ▶ DOCS.09.4023
- ▶ DOCS.09.4025

These forms are partially completed and the rest of the fields have to be filled in by the contractor.

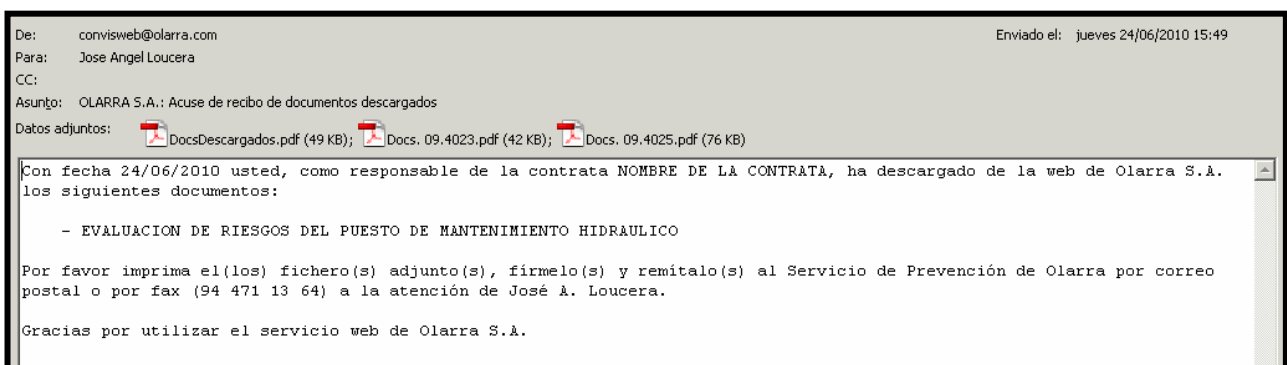


Image 13: Automatically sending out forms

If do not receive the email from “convisweb@olarra.com” for some reason, you must carry out the following steps:

- ▶ Notify the AIOSA H&S Service ([contratas@olarra.com](mailto:contratas@olarra.com))  
**Tel:944711300**
- ▶ Download the (o) forms - DOCS.09.4022, DOCS.09.4023 and DOCS.09.4025 - and fill them in by hand.

N.B.: The name of the downloaded documents must be written accurately, otherwise the form will not be valid. For example, when downloading the following document of Image 14, the text that must appear on the form is "RISK ASSESSMENT OF THE HYDRAULIC MAINTENANCE STATION".

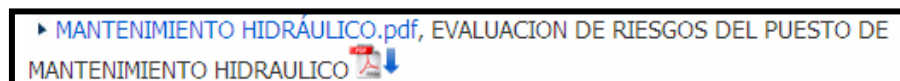


Image 14: Document example

Point 2 of this manual expands on the information to send the documents correctly.

### 1.4.5. Other Queries

To access this section, position the cursor and click on the “Other Queries” option of the menu.

Two types of queries can be made in this section:

- ▶ The documentation status can be checked for a specific worker **(t)**.
- ▶ The status of a specific document can be checked for all the members of the workforce **(u)**.

To check by worker (Image 15), you must:

Select the worker, by clicking on the black triangle at the end of the field. That will make a dropdown menu appear where you need to select the name of the worker that you want to check. Then click on “Query” and a list appears.

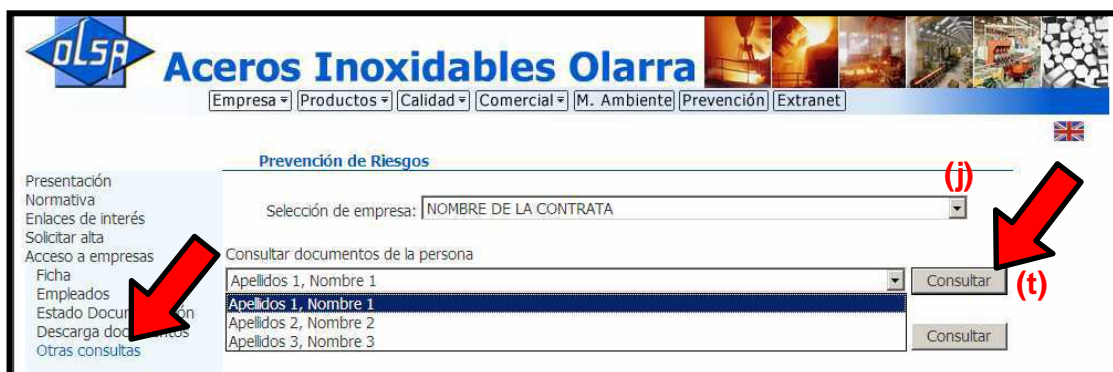


Image 15: Selecting the person

The following fields appear on the “Status of the Documentation of the Selected Person” (Image 16):

- ▶ Ok: If the box is checked, it means that the document is correct.
- ▶ Expires: The date on which the documents will no longer be valid appears on the ones that are currently correct.
- ▶ Obligatory: If the box is checked, it means that the document is essential for the selected worker to access the AIOSA facilities.

Documento	Ok	Caduca	Obligatorio
Certificado de Entrega de Equipos de Protección Individual. (Docs: 09.4025)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificado de Formación e Información a los trabajadores. (Docs: 09.4023)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Curso de manejo de Gruas Puente	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curso de manejo de Carretilla Elevadora	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curso de manejo de Plataforma Elevadora	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curso de Nivel Básico de PRL (RECURSO PREVENTIVO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curso de Riesgo Eléctrico (PERSONAL AUTORIZADO Y CUALIFICADO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curso de Trabajos en Altura	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Declaración de los trabajadores de estar al día en el pago de salarios o en su defecto copia de las nóminas. (Docs: 09.4029)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fotocopia del Certificado de Aptitud médica de los trabajadores realizado por la Mutua o su Servicio de Prevención Ajeno.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fotocopia del D.N.I. de todos los trabajadores que vayan a prestar sus servicios en A.I.O.S.A.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TC-1 y TC-2 del mes anterior al inicio del trabajo u obra. (los trabajadores que por haberse incorporado recientemente a la empresa no consten en sus TC, la empresa deberá presentar una fotocopia del Alta de la Seguridad Social).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Image 16: Status of the documentation of the person

To check by document (Image 17), you must:

Select the document, by clicking on the black triangle at the end of the field. That will make a dropdown menu appear where you need to select the name of the document that you want to check. Then click on “Query” and a list appears.

(j)

(u)

Image 17: Selecting the document

The following fields appear on the “Status of the Documentation of the Selected Person”:

- ▶ Ok: If the box is checked, it means that the document is correct.
- ▶ Expires: The date on which the documents will no longer be valid appears on the ones that are currently correct.
- ▶ Obligatory: If the box is checked, it means that the document is essential for the selected worker to access the AIOSA facilities.

Prevenção de Riesgos

Selección de empresa: NOMBRE DE LA CONTRATA

Consultar documentos de la persona

Apellidos 1, Nombre 1 Consultar

Consultar el estado del documento

Certificado de Entrega de Equipos de Protección Individual. (Docs: 09.4025) Consultar

Estado del documento seleccionado para los trabajadores de la empresa

DNI	Apellidos	Nombre	Ok	Caduca	Obligatorio
12345678	Apellidos 1	Nombre 1	<input type="checkbox"/>		<input checked="" type="checkbox"/>
23456789	Apellidos 2	Nombre 2	<input type="checkbox"/>		<input checked="" type="checkbox"/>
34567891	Apellidos 3	Nombre 3	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Image 17: Status of the document for the workers registered in the system

If you are the OH&S Officer of 2 or more contractors in the “OH&S Officer Email” field (d), you can click on the black triangle(j) to select the contractor for the consultation.

## **2. Documentation to submit to AIOSA and its processing.**

AIOSA management has established that all the contractor's workers, whether employed or self-employed, working at AIOSA must have the necessary documents in order to ensure correct Business Activities Coordination.

The minimum obligatory documents are set out in DOCS.09.4024 ENTRY REQUIREMENTS FOR THE AIOSA FACILITIES. Follow the steps in Point 1.4.4. of this manual to access the document.

**All the documentation must be sent to the AIOSA OH&S Service** by any of the following means:

- ▶ Delivered by hand at the OH&S Service offices.
- ▶ Delivered by email to [contratas@olarra.com](mailto:contratas@olarra.com)
- ▶ Sent by fax **94 471 13 64**

**ANY DOCUMENTATION THAT IS NOT CORRECTLY COMPLETED IN FULL, WHICH LACKS DATES, SIGNATURES, NAMES, ETC WILL BE CONSIDERED NOT TO BE VALID.**

**ALL THE DOCUMENTATION MUST BE SENT TO THE OH&S SERVICE AT LEAST 24 HOURS BEFORE THE ACCESS OF THE WORKER.**

### **2.1. Documentation referring to the contract.**

This documentation is obligatory and failure to produce it or if it is not up-to-date will mean **access** to the AIOSA facilities will be **banned for ALL THE CONTRATOR'S WORKERS.**

#### **2.1.1. DOCS.09.4010 Subcontracting Notification**

The contractor must send this document to the AIOSA OH&S Service, when they decide to subcontract the work commissioned by AIOSA or part of it to another contractor.

Follow the steps of Point 1.4.4. of this manual to access this document.

#### **2.1.2. DOCS.09.4022 Instructions and Information supplied to the Contractor**

This document that the contractor must send to the AIOSA OH&S Service is the acknowledgement of receipt of the documents that AIOSA has delivered to the contractor for training and informing the contractor's workers. The contractor is likewise required to facilitate the documentation provided by AIOSA to its subcontractors.



**N.B.:** When AIOSA facilitates documentation to train workers, along with delivering DOCS.09.4022 “Instructions and Information Supplied to the Contractor”, DOCS.09.4023 “Training and Information Certificate” and DOCS.09.4025 “Delivery of Personal Protection Equipment” must also be supplied. **The date of DOCS.09.4023 and DOCS.09.4025 must never be prior to the date of document 09.4022.** This is logical as we cannot train and inform or deliver the PPE required to the workers if we do not already have the information that appears on the documents.

For further information on DOCS.09.4023 and DOCS.09.4025, see Points 2.2.4 and 2.2.5 respectively.

For further information regarding this document and to access it, read Point 1.4.4. of this manual.

### **2.1.3. DOCS.09.4024 AIOSA Entry Requirements.**

This document lists all the documents, both for the workers and for the contractor, needed to be able to access the AIOSA facilities.

Follow the steps of Point 1.4.4. of this manual to access this document.

### **2.1.4. DOCS.09.4026 Work Equipment and Hazardous Substances and Preparations to be taken into AIOSA**

This document that the contractor must send to the AIOSA OH&S Service indicates that all the work equipment to be taken into AIOSA and which is to be used by workers must comply with current legislation and regulations. Introducing hazardous substances without the authorisation of the AIOSA managers is likewise strictly forbidden.

Follow the steps of Point 1.4.4. of this manual to access this document.

### **2.1.5. DOCS.09.4028 Accident and Incident Investigation Report.**

When a worker of a contractor suffers an accident at the AIOSA facilities, the contractor is required to conduct the accident investigation using this format. Once the accident has been investigated, the document will be send to the AIOSA OH&S Service and to the OH&S Coordinator appointed by AIOSA of the contractor.

Follow the steps of Point 1.4.4. of this manual to access this document.

### **2.1.6. Third-Party Liability Policy and Proof of Payment.**

The contractor must send to the AIOSA OH&S Service the third-party liability policy and its receipt where the expiry date of the policy is clearly stated.

### **2.1.7. Proof of being in Good Standing with the Social Security Institute.**

The contractor must send to the AIOSA OH&S Service the certificate from the Social Security Institute stating that the contractor is current with the payment of the Social Security contributions.

### **2.1.8. Certificate of the prevention Method Implemented**

The Contractor must send to the AIOSA OH&S Service the certificate of the prevention method implemented regardless of whether it is SPP (In-company OH&S), SPA (External OH&S), Joint OH&S, designated worker, etc.

If the prevention method implemented is using an external occupational health & safety service (SPA), the contractor must provide a certificate from the SPA stating the agreed areas (safety, hygiene, ergonomics and psychosociology, and health monitoring), and the term of the agreement (start date and end date). If the term does not appear on the certificate, it will be considered to be valid for one month from the issue date.

If the prevention method implemented is by the employer, designated workers, own OH&S service or joint OH&S service, Form OS-2 stamped by OSALAN (Basque Institute for Health & Safety at Work) or another regional authority must be submitted. (In the case that the prevention method is of the company, Form OS-3 stamped by Osalan or the Legal Audit Report must be produced.) That documentation will be valid for 4 years, unless the prevention method is changed, in which the AIOSA OH&S Service is to be immediately notified.

### **2.1.8. Risk Assessment and Prevention Plan**

The contractor must send to the AIOSA OH&S Service the Risk Assessment and the Prevention Plan of the contractor, documents usually produced by the latter's External OH&S Service (SPA). Those documents are usually very lengthy and AIOSA agrees to only the following parts being sent

At least the following parts of the Prevention Plan must be sent:

- ▶ **The identification of the company**, of its **productive** activity, the **number and characteristics of the work centres** and the number of workers and their relevant characteristics regarding occupational health and safety.
- ▶ **The organisational structure** of the company, identifying the **duties and responsibilities** of each of its hierarchical levels and the respective **communication channels** between them with respect to occupational health and safety
- ▶ **Approval by management** of the Prevention Plan, i.e., the signing of the document by the person at the contractor who is ultimately responsible for preventive measures, and endorsing the accuracy and content of the Prevention Plan.

The Risk Assessment must include:

- ▶ The assessment of the job posts that are going to carry out work at AIOSA. For example, if office workers, transporters, the sales team and mechanics have been assessed in the document in full, but only mechanics are going to carry out the work, that is the part of the Risk Assessment that has to be submitted.
- ▶ The page of the Risk Assessment identifying the name and signature of technician that conducted it and the OH&S Service to which the technician belongs must also be submitted. The assessment must have been conducted or reviewed no more than 3 years before the delivery date. If the assessment is over three years old, the Occupational Health & Safety Technician who conducted it, or failing that, who the OH&S Service in question appoints, must send a document clearly stating that a review of the assessment is not necessary as there has been no change at the contractor since it was conducted, or no change to the legislation and regulations that require it to be reviewed.

### 2.1.9. Planning OH&S Activity

This documentation is only obligatory for Regular Contractors and must be sent to the AIOSA OH&S Service. Regular Contractor is a status awarded by AIOSA management.

The plan must contain the following:

- ▶ The date on which the Security Technicians of the contractor will conduct the safety inspections of the contractor's workers at our facilities. The minimum number of inspections to be conducted per year is 3 (\*) and once conducted, the reports must be sent to the AIOSA OH&S Service and **to the Occupational Health and Safety Coordinator , designated by AIOSA, of the contractor.**
  - (\*) If work is carried out at AISOA in August, at least one of the safety inspections must be conducted during that month.
- ▶ Scheduled training for the year.

## **2.2. Documentation referring to the Contractor's Workers**

This documentation is obligatory and failure to produce it or if it is not up-to-date will mean that **access** to the AIOSA facilities will be **banned for THE CONTRACTOR'S WORKER.**

### **2.2.1. TC-1 and TC-2 social security contribution receipts.**

The contractor must send to the AIOSA Health & Safety Service the latest TCs. The TC1 will only be valid with the stamp of the financial institution where the payment has been made or the receipt for that payment. Both the TC-1 and TC-2 must be for the same month.

Self-employed workers must produce proof of payment of the “*Self-employed Social Security Contribution*” from the financial institution.

In the case of workers who have recently registered with the Social Security Institute and therefore do not appear on the TCs of the contractor, the RULING REGARDING THE REGISTRATION of the worker, a document that is issued by the Social Security Institute, must be submitted.

### **2.2.2. National ID**

The contractor must send to the AIOSA OH&S Service a photocopy of the national ID of the worker who is going to work at AIOSA.

If the worker is a foreigner and does not have a Spanish ID or residency card, a photocopy of the passport will be valid.

### **2.2.3. Fit-for-work**

The contractor must send the AIOSA OH&S Service a photocopy of the certificate stating that the worker is fit for work. **Conditional fitness certificates will not be accepted where the limitations leading to that status are not indicated.**

The validity of the fit-for-work certificate will be one year unless expressly indicated on the document.

In the case of new workers when the Health Monitoring Service has not been able to carry out the medical check-up, a nominal reference to the worker by the Health Monitoring Service will be accepted. The fit-for-work certificate will be valid for 15 days in this case.

Waiving medical check-ups is also allowed as per the terms established in current legislation.

## **2.2.4. DOCS.09.4023 Training and Information Certificate**

The contractor must send to the AIOSA OH&S Service the document after checking that it has been correctly filled in.

**N.B.:** When AIOSA facilitates documentation to train workers, along with delivering DOCS.09.4022 “Instructions and Information Supplied to the Contractor”, it must also provide DOCS.09.4023 “Training and Information Certificate”. **The date of DOCS.09.4023 must never be prior to the date of document 09.4022.** This is logical as we cannot train and inform the workers if we do not already have the information that appears on the documents.

See Point 2.1.2 for further information on DOCS.09.4022.

Follow the steps of Point 1.4.4. of this manual to access this document.

## **2.2.5. DOCS.09.4025 Delivery of Personal Protection Equipment**

The contractor must send to the AIOSA OH&S Service the document after checking that it has been correctly filled in.

**N.B.:** When AIOSA facilitates documentation to train workers, along with delivering DOCS.09.4022 “Instructions and Information Supplied to the Contractor”, DOCS.09.4025 “Delivery of Personal Protection Equipment” must also be supplied. **The date of DOCS.09.4025 must never be prior to the date of document 09.4022.** This is logical as we cannot deliver the PPE required to the workers if we do not already have the information that appears on the documents.

See Point 2.1.2 for further information on DOCS.09.4022.

Follow the steps of Point 1.4.4. of this manual to access this document.

## **2.2.6. DOCS.09.4029 Proof of payment of the workers' payroll**

This documentation is only obligatory for Regular Contractors and must be sent to the AIOSA OH&S Service. Regular Contractor is a status awarded by the AIOSA management.

Follow the steps of Point 1.4.4. of this manual to access this document.








## 2.3. DOCS.09.4054 Request for Authorisations and Helmet Stickers

The contractor must send the AIOSA OH&S Service the completed document to request the necessary authorisations for each worker.

The requests will be made in individual sleeves, for each worker and be in a binder. DOCS 09.4054 REQUEST FOR AUTHORISATION AND HELMET STICKERS, necessary qualifications and/or appointments must be in those sleeves.

### **IF NOT DULY AUTHORISED, NOBODY CAN USE THE EQUIPMENT OR PERFORM THE WORK AND FUNCTIONS REQUIRING AUTHORISATION.**

The use of certain work equipment (gantry cranes, forklift trucks and elevating platforms), performing certain jobs (Work at Heights and Electrical Work), along with performing Safety Officer duties both for AIOSA workers and for contractor workers need to be authorised. In order to obtain those permits, the operators need to accredit the necessary training and documentation as set out in the following table:

AUTHORISATION	Sticker	REQUIREMENTS
GANTRY CRANE		GENERAL (*)
FORKLIFT TRUCK		GENERAL (*)
WORKING AT HEIGHTS		GENERAL (*)
LIFTING PLATFORMS		GENERAL (*)
SAFETY OFFICER		GENERAL (*) plus Basic OH&S Course - 50 hours (60 hours construction companies) and appointment.
AUTHORISED		GENERAL (*) plus appointment, as per R.D.614/2001 Only for AIOSA workers
QUALIFIED		GENERAL (*) plus appointment by the contractor, as per R.D.614/2001

(\*) GENERAL requirements:

- ▶ Qualification or document that accredits the practical-theoretical training as per Article 19.1 of Act 31/95, **in the field for which authorisation is requested.**
- ▶ Complete and submit to the AIOSA OH&S service DOCS.09.4054 REQUEST FOR AUTHORISATIONS AND HELMET STICKERS.