

Health, Safety and Environmental Protection Policy for the Provision of Services of Contractors on VERBUND Locations and/or Construction Sites in Albania

Last updated on 10 March 2025

Table of Contents

1	Introduction	3
1.1	Objective linkage	3
1.2	References	3
1.3	Definitions	3
2	General responsibilities and regulations	4
3	Principal's contact person on site	5
4	Contractor's work supervisor and responsible person for health and safety	5
4.1	Contractor's work supervisor / supervisor on site	5
4.2	Responsible person for health and safety	6
5	Risk assessment, protective measures	6
6	Information and instruction	7
7	Coordination	7
8	Reporting duties	7
9	Release of work, prevention of accidents commitment	7
10	Working materials	7
11	Additional measures for extensive work and work involving special hazards	8
11.1	Occupational safety and environmental protection concept	8
11.2	Safety inspections	8
11.3	Collection and processing of deviations	8
11.4	Short briefings	9
12	Accidents at work	9
13	Hazardous substances	9
14	Collection, separation, and disposal of waste	9
15	Water and soil conservation	10
16	Applicable Exhibits	10

1 Introduction

This "Health, Safety and Environmental Protection Policy for Services Provided by Contractors at VERBUND Locations and/or Construction Sites in Albania" describes general information and requirements relevant to safe engagement of Contractor and the protection of the environment with the objective of establishing uniform guidelines or requirements to protect individuals, assets, and the environment.

This Policy is part of all contracts/orders between VERBUND and Contractor and applies to any works or services which Contractors provide at VERBUND locations and/or construction sites in Albania. When work starts on site, Contractor's work supervisor must document that Contractor has acknowledged this Policy by submitting to Principal's competent contact person on site the completed and signed Letter of Confirmation (Exhibit 6) and the Environmental Commitment (Exhibit 2).

Contractor's scope of services includes compliance with this "Health, Safety & Environment (HSE) Policy".

1.1 Objective linkage

Likewise, in the event that any of the regulations and/or legislation referred to in this document are subject to novation, updating, modification and/or derogation, they shall be understood to be novated, updated, modified and/or replaced by the new regulation or modification that replaces the one contained herein.

Also, the publication of new regulations on the matter will be directly binding and will be understood to be included in this document from the date of publication and, consequently, of obligatory compliance by the parties as can be seen in this document.

1.2 References

Provisions contained in the current legislation and regulations applicable to the works to be carried out, whether of a state or local nature, as well as any other regulations that may be published subsequently, are of obligatory compliance.

Principal's internal regulations must also be complied with.

1.3 Definitions

Construction work: any activity in which construction or civil engineering works are carried out. For these works, are applicable all requirements contained in the Albanian Law No. 107/2014 "On territory planning and development" and Law No. 8402, dated 10.09.1998 "On the control and discipline of construction works" as well as secondary legislation issued for their implementation.

Provision of services: works and activities contracted for a period of time established in the contracting document signed by both parties, the contracting party and the contracted party.

Suppliers and providers: companies responsible for the supply of machinery, equipment, products and work tools.

Workplace: as defined by Law no. 10237, dated 18.02.2010 "On occupational safety and health" Article 5, item 25, is any area where employees must be or must go for work purposes and which are under the direct or indirect control of the Employer.

Employer: as defined in Article 5, item 19 of Law no. 10237, dated 18.02.2010 "On occupational safety and health".

Contracting company / Contractor: natural or legal person that contractually assumes the commitment to carry out all or part of the works in accordance with the project and the contract/order, with its own or other people's human and material resources, before the Titular and/or Principal employer.

Subcontractor: a legal entity that has a contractual business relationship with a contracting company and has been authorized by the Principal to carry out activities within the scope of the contract of the contracting company.

2 General responsibilities and regulations

Contractor is obligated to comply with all rules, laws and any other relevant legislation applicable to health and safety at work as well as environmental protection in Albania. Contractor shall demonstrably monitor these requirements.

Unless the invitation to tender/ purchase order provides otherwise, it is Contractor's responsibility to take all measures necessary or required for the protection of property at the workplace / construction site (theft of materials or equipment) as well as measures to prevent environmental damage (oil leaks, etc.) and to protect the life and health of employees, as well as that of any passers-by near the work environment, and to prevent accidents (e.g. measures to prevent falls and drowning of persons, walling, etc.).

Contractor undertakes to transfer and assign all obligations referred to above also to any subcontractors or suppliers engaged by Contractor.

In order to determine the frequency of accidents or the lost time injury frequency (LTIF), Contractor is obligated to record and to report to Principal the number of hours Contractor and the subcontractors engaged by Contractor have worked at the VERBUND locations and/or construction sites.

Employees of Contractor or of Contractor's subcontractors and/or Contractor's suppliers who display grossly improper conduct or who impair the performance of Contractor's services due to their conduct must be removed from locations and/or construction sites at the request of Principal's competent contact person or their representative.

In case of any non-compliance with or infringement of the provisions of this Policy or legal provisions governing the protection of employees (such as improper or incomplete use of the necessary personal protective equipment or failure to properly secure danger zones), the following escalation levels, depending on the severity of the infringement, apply, including warnings and penalties of the of the responsible supervisory authority (e.g. the Albanian State Labour and Social Services Inspectorate):

- Level 1: oral complaint;
- Level 2: written warning;
- Level 3: suspension of work;
- Level 4: extraordinary right of withdrawal.

Principal may issue oral complaints in case of minor or first violations (unsafe action or unsafe conditions) and will document the names and dates in writing.

Principal may issue oral warnings in case of repeated violations or if immediate action is required. These warnings will be reported in writing to Contractor's work supervisor. Contractor shall document any remedial action in a report which states the defects and the measures taken (template: Exhibit 5) and report the status of remedial action directly to Principal's contact person (e.g. at project/construction meetings). Contractor's employees or subcontractors involved in a particular case must receive follow-up instructions from Contractor in connection with the violations in question. Documentary evidence that these instructions were given shall be submitted to Principal. Contractor may not claim any extra costs for these efforts.

In case of repeated infringements after prior warnings or in case of serious infringements of safety rules (imminent danger) and in case of grossly negligent conduct (severe non-compliance with necessary care and diligence) or premeditation on the part of Contractor, Principal will be entitled to procure an immediate suspension of all or any part of Contractor's work until the risk was eliminated or measures were taken to prevent infringements in the future. The work supervisor must notify any suspension of work to Principal's management representative who is responsible for safety at work, and management is required to issue a personal statement. Furthermore, all employees of Contractor and those of Contractor's subcontractors must undergo an at least 30-minute follow-up instruction by Contractor on the general aspects of work safety in connection with the service provision and the case in question. Documentary evidence that these instructions were given shall be submitted to Principal. Contractor is not entitled to claim any extra costs or change target dates or make any other adjustments to the contract for these efforts.

Escalation levels 1 to 3 may be invoked by Principal's work supervisor, by project managers and their representatives, by the assembly manager, the construction site coordinator, the local construction supervisor, and any other representatives who are named by Principal in the Health and Safety Protection Plan or the organizational chart of the project.

If Contractor infringes safety regulations and safety instructions by premeditation or repeatedly by gross negligence, Principal may give extraordinary notice for good cause and withdraw from the purchase order with immediate effect.

Besides invoking the escalation levels described above, Principal reserves the right to agree on penalties which apply to non-compliance with safety regulations. The amounts of these penalties depend on the occupational safety merits of the contract.

Safety-related shortcomings are reported in writing and must be eliminated within a reasonable deadline. If Contractor fails to take remedial action in due time, such remedial action will primarily be procured at Contractor's cost and risk.

Contractor is obligated to keep work and storage space as well as staff break rooms and the respective access areas tidy and clean. Traffic and escape routes must be kept clear at all times; access areas and facilities (e.g. light liquid separator) must be kept clear as well.

It is Contractor's responsibility to adhere to legal provisions governing working time.

3 Principal's contact person on site

Principal's contact person on site will be nominated in due time before Contractor commences its activities. That person can be the competent work supervisor, the project manager or the coordinator on site.

VERBUND contact person on site, if already known: name	Phone:	Email:

4 Contractor's work supervisor and responsible person for health and safety

4.1 Contractor's work supervisor / supervisor on site

Contractor will appoint and give Principal the names of Contractor's representatives who are responsible for the supplies/services on site and will ensure that these persons are available during working hours. The work supervisor is responsible for giving instructions to and ensuring compliance with rules and regulations by Contractor's employees and subcontractors and must be available at least within a reasonable period of time while work is being performed on site. Any change in the work supervisor during the processing of the contract (e.g. due to shift work) must be reported to the VERBUND contact person either during planning, or prior to any change, at the latest.

The name of the work supervisor / supervisor must be disclosed to the competent VERBUND contact person on site in due time, before work commences, at the latest.

Contractor's nominated work supervisor / supervisor must speak and write Albanian as well as English in order to understand information and instructions given and must report to the VERBUND contact person on site before the start of work. According to the respective access rules, prior registration with the competent department or contact person on site is mandatory. Access authorizations are part of information and instructions given and will be arranged on site. Furthermore, it is necessary to sign in and out every day.

Contractor/s work supervisor / supervisor on site: Name	Phone:	Email:

4.2 Responsible person for health and safety

In accordance with the provisions of Law no. 10237, dated 18.02.2010 "On occupational safety and health", Contractor is obliged to assign one or more employees to handle matters related to protection, occupational safety and health, and the prevention of professional risks within the enterprise, or a legal or natural person responsible for occupational safety and health, first aid, fire protection, and the evacuation of employees who will be designated (according to the Albanian name) as "Personi i ngarkuar përgjegjës për sigurinë dhe shëndetin në punë".

Contractor shall allow the employees and their representatives to participate in discussions regarding the appointment of the Personi i ngarkuar përgjegjës për sigurinë dhe shëndetin në punë. The designation of this resource shall be notified to the Principal before the starting of works.

Contractor shall nominate a safety supervisor for construction sites. This role may also be assumed by the local construction supervisor or the work supervisor.

If, according to the Law no. 10237, dated 18.02.2010 "On occupational safety and health", the Principal has appointed a construction site health and safety coordinator, all employees must comply with their instructions for the safety of all employees on site. It is the responsibility of Contractor's supervisor to check that measures are implemented.

Contractor must promptly notify Principal or the construction site health and safety coordinator of any major change in proposed work steps, work processes or timelines. The Health and Safety Protection Plan must be updated, if necessary, by the construction site health and safety coordinator in agreement with Principal and Contractor.

5 Risk assessment, protective measures

Pursuant to Article 9 of the Law no. 10237, dated 18.02.2010 "On occupational safety and health", the Contractors are obligated to identify, assess, and document the risks affecting the health and safety of employees ("workplace assessment"). Any identification and assessment of risks must also take into account particularly exposed or vulnerable employees (such as young people, expectant mothers) and the fitness of employees in terms of their physical condition, physical strength, age, and qualifications. Any medical screening and check-up prescribed by occupational health regulations shall be performed.

Depending on the job, Principal's employees, Contractor's employees, as well as passers-by at the work environment may also be exposed to risks. Potential risks must be identified, if necessary, during an on-site visit in the presence of Principal's contact person on site who is familiar with the exact local circumstances and procedures.

If jobs involve special risks, an occupational safety and environmental protection concept must be prepared according to Section 11, and detailed information on individual jobs involving special risks must be provided (Exhibit 4). This includes, but is not limited to work involving a risk of falling, being buried or sinking, work involving hazardous substances (according to Law No. 10237), work involving ionizing radiation, work on or near high-voltage lines, work involving a risk of drowning, well construction, underground earth work, tunnel construction, work with diving equipment, work in pressure chambers, work involving explosives, work in explosion-prone areas, installation and dismantling of heavy prefabricated building elements (list is non-exhaustive).

The identification of potential risks and the determination of protective measures must be documented. The determined protective measures must be available in writing and be submitted to Principal upon request before the contract is implemented. The protective measures must be implemented accordingly and be verified by Contractor's responsible representatives before work commences and, thereafter, on a continuing spot-check basis.

Contractor must create all facilities and take precautions which are necessary for the implementation of applicable accident prevention rules or otherwise, in view of the circumstances, for the protection of employees. This includes, in particular, avoiding that other employees or passers-by are exposed to risks.

Contractor must provide a sufficient number of suitable personal protective equipment (PPE) for Contractor's employees and subcontractors according to legal and local provisions or subject to any risk assessment. Necessary personal protective equipment must be used properly and completely.

6 Information and instruction

Principal will inform and instruct Contractor's work supervisor / supervisor on specific local hazards, safety technology and organization matters Albanian/English, and Contractor must confirm to have received such information and instruction.

Contractor is obligated to demonstrably inform and instruct Contractor's employees and its subcontractors, suppliers and visitors on how to perform work in a safe manner and on the general, local and trade-specific rules and regulations for the protection of employees and the prevention of accidents. Such information and instructions must be given before work commences and the work area is accessed. Copies of documentary evidence that such information and instruction was given must be submitted to Principal upon request.

Contractor's work supervisor / supervisor must make a list of the names of all employees assigned to the commissioned work (including subcontractors, if any) and report it to Principal on site according to local access and construction site regulations. Any change in reported employees must be notified.

7 Coordination

Depending on the contract, Contractor is obligated to coordinate and cooperate with all those working on the construction site pursuant to Article 6, item 6, of Law No. 10237. Furthermore, notwithstanding legal provisions, Contractor is obligated to best possibly support Principal and the appointed responsible representatives (coordinators, project managers) in connection with the fulfillment of their legal obligations.

Contractor guarantees in particular that the general risk prevention principles set forth Article 6 of Law No. 10237 as well as compliance of the Measures for the prevention of workplace accidents and occupational diseases (in Albanian "Masat për parandalimin e aksidenteve në punë e të sëmundjeve profesionale") are implemented.

8 Reporting duties

Contractor is obligated to fulfil any official or legal reporting or notification requirements (e.g. jobs involving special risks, notification of construction work,..). Contractor is also obligated to prove the fulfillment of this reporting duty to Principal.

9 Release of work, prevention of accidents commitment

As a matter of principle, work may be commenced not until after a work supervisor of Principal has released it in writing. Depending on the type of activity, that release may be issued in the form of the instruction document and /or an additional release form (work permit) or prevention of accidents commitment.

The following work requires additional releases (non-exhaustive list):

- Work involving high temperatures
- Work in containers
- Work on scaffolds
- Work in areas prone to explosions
- Work on water
- Work while diving
- Work at and near electric plants
- Work at and near high-voltage power lines
- Ground-dependent work in electric open-air switch yards

10 Working materials

Any equipment used for work (such as ladders, scaffolds, lifting platforms,..) must correspond with applicable regulations and standards and be used only as intended.

Any necessary proof of qualification must be provided and submitted prior to any job (such as crane operating license, forklift truck license etc.).

Contractor will use any equipment such as cranes, facilities, resources and other equipment Principal has provided to Contractor for the performance of the contract at Contractor's own risk. Contractor is liable for any misconduct of operating personnel, even if the equipment is operated / installed by Principal's staff assigned for that purpose. The use of any equipment provided by Principal must be notified in advance in due time and may require a written agreement in a particular case. Contractor shall plan the use of equipment in such a manner that Principal's employees are not required to work overtime, if possible. It is Contractor's sole responsibility to provide and use faultless rope loops, suspension systems, hook-up points etc. for properly hooking up loads and for briefing all employees involved in lifting activities.

Any tools and materials used must be suitable, consistent with the state of the art and be checked according to legal requirements. A valid test certificate to prove compliant condition shall be submitted upon request.

11 Additional measures for extensive work and work involving special hazards

Contractor is required to adopt the following additional measures (Sections 11.1 to 11.4) for any work involving more than 30 workdays and more than 20 employees at the same time or any work in excess of 500 man days:

- Definition of an occupational safety and environmental protection concept (Section 11.1)
- Recurrent and unannounced safety inspections by Contractor's safety professional or safety officer (Section 11.2)
- Continuing collection and processing of reported safety or environmental deviations (see Exhibit 3) in problem and measures reports and reporting on the status of remedial action in project /construction meetings (Section 11.3)
- Regular short briefings of Contractor's employees on current issues ("Toolbox Meetings") (Section 11.4)

Contractor shall draft a health and safety protection plan Plan (Masat për parandalimin e aksidenteve në punë e të sëmundjeve profesionale) and an occupational safety and environmental protection concept according to Section 11.1 for any job involving special hazards (see Section 5 "Workplace Assessment"), regardless of the duration of that job, and provide detailed information on individual tasks involving special hazards (Exhibit 4).

11.1 Occupational safety and environmental protection concept

The occupational safety and environmental protection concept shall be submitted with the initial bid and shall describe the work to be executed, the selected work processes, including demolition plans, an overview of all subcontractors involved in the supplies and services provided, and a complete risk assessment relating to all activities (see Section 5 "Workplace Assessment") along with a relevant risk assessment and risk prevention measures. Furthermore, these processes shall describe the procedure in case of accidents at work and the procedure to handle accidents and near accidents, as well as an emergency plan with rescue measures for all hazardous activities.

This description must also include instructions on how to handle the storage, transport and processing of hazardous substances that are subject to the CLP Regulation. The occupational safety and environmental protection concept must be adjusted to any changes on a continuing basis and take into account the current state of the art in the areas of occupational safety and environmental protection. If a health and safety protection plan (Masat për parandalimin e aksidenteve në punë e të sëmundjeve profesionale) must be adopted according to applicable law, the occupational safety and environmental protection concept will become part of the health and safety protection plan. Any changes of the concept during implementation must be reported to Principal and the construction site coordinator.

11.2 Safety inspections

Periodic and unannounced safety inspections by the safety professional or Contractor's safety officer must take place at least once a month. These inspections must be documented, and the records delivered to Principal at the construction meetings.

11.3 Collection and processing of deviations

Any occupational safety or environmentally relevant deviations identified and reported by Contractor or third parties (see Exhibit 3) must be documented in problem and measures reports (template: Exhibit 5) and be

followed by remedial action. Contractor's work supervisor /supervisor must report on the status of remedial action at the project/construction meetings.

11.4 Short briefings

Contractor's nominated work supervisor / supervisor shall regularly brief Contractor's employees on current issues ("Toolbox Meetings").

12 Accidents at work

According to the workplace assessment, Contractor must take precautions to ensure first aid (emergency call, recovery equipment, first aid equipment, alarm system, rescue facilities etc.). In addition, Contractor must ensure that a sufficient number of first responders are on site.

Contractor is obligated to promptly report to Principal's competent project manager and to the construction coordinator any accidents at work (including those involving less than three days of incapacitation) suffered by Contractor's employees and those of Contractor's subcontractors in connection with assignments at VERBUND locations. The reporting duty vis-à-vis Principal specifically covers also accidents which are not reportable according to Law no. 9634, dated 30.10.2006 "On work inspection". The duration of incapacitation must be reported subsequently.

Contractor is obligated to fulfil any official or legal reporting or notification requirements regarding accidents at work, especially Law no. 7703, dated 11.05.1993 "On social security in the Republic of Albania". Contractor is also obligated to prove the fulfillment of this reporting duty to Principal.

The workplace assessment must be reviewed and adjusted, if necessary, after accidents at work. Contractor shall submit to Principal without request the result of any subsequent assessment or investigation of an accident, including an analysis of the causes of the accident and the resulting measures.

13 Hazardous substances

Carcinogenic, mutagenic or reprotoxic substances (CMR substances) may be used only subject to evaluation (replacement review, determination of measures) and in agreement with Principal. The substitution review must be documented and be submitted upon request of the authority when using CMR substances.

Any hazardous substances used must generally be packed and labelled according to legal provisions and be disclosed to Principal before the commencement of activities.

Dangerous goods must be transported according to applicable international transport regulations (ADR) and national requirements. The transport of dangerous goods must be reported to Principal's safety advisor, unless it is subject to the exemption according to paragraph 1.1.3.6 ADR ("1.000 point rule").

Safety data sheets and the instructions on how to handle the hazardous substances used must be readily available in Albanian/English, and in the version applicable to Albania.

Employees who handle hazardous substances must be instructed accordingly before they commence their activities. These instructions must be documented. The hazard warnings or H (hazard) statements and safety statements or P (precautionary) statements must be observed when storing, refilling, processing and disposing of hazardous substances.

14 Collection, separation, and disposal of waste

Contractor is obligated to adhere to all rules and regulations concerning the collection, separation, and disposal of waste including recycling building materials. In connection with construction or demolition jobs, Contractor is obligated to comply with the respective rules and regulations to be applied concerning the decommissioning and separation of waste.

The agreed prices cover any costs arising in connection with the proper implementation of construction and demolition jobs or maintenance measures and the proper collection, separation, treatment, and disposal of waste from Contractor's activities.

Contractor shall

- dispose of any waste from its activities on a continuing basis, in any event immediately after the jobs are done, at the latest, in accordance with the legal provisions, i.e. in an environmentally compatible manner.
- hand over waste only to waste collection /treatment companies licensed for the specific type of waste, if Contractor does not have the necessary authorization,
- procure verification of disposal of any waste according to legal requirements,
- prove to Principal the type, origin and the fate of any waste, construction and demolition material generated in connection with Contractor's activities and send a written statement to Principal after completion of these activities within a deadline of two weeks or, in case of perennial activities, at the end of the relevant calendar year, at the latest, and
- submit to Principal any required documentation in accordance with the Decision of the Council of Ministers No. 575, dated 24.06.2015 "On the approval of requirements for the management of inert waste" and other rules and regulations to be applied and in case of waste, of a certificate of disposal is a precondition for the payment of the final invoice.

Contractor has to fulfill the obligations described above even if waste is subject to permit-free take-back.

15 Water and soil conservation

Hazardous or environmentally harmful substances must be handled and stored in a manner to ensure that they cannot be released into the environment, e.g. into the air, into water, the sewage system or the soil. These substances may be stored only in suitable and labelled containers and, if necessary, in suitable and sufficiently dimensioned collection basins. Contractor must keep a sufficient quantity of suitable absorption/binding agents and/or containing materials to be able to handle potential leaks.

Any accidental release of liquids or gas must promptly be reported to the Principal's work supervisor in order to initiate operational emergency responses. Adequate substances must be used to neutralize oil and chemical spills, and these agents must then be subject to professional disposal.

16 Applicable Exhibits

1. VERBUND Construction Site Regulations
2. Environmental Commitment for Work at VERBUND Locations
3. List of Environmentally Relevant Incidents
4. Any Work Involving Special Risks
5. Contractor Problem and Measures Report
6. Letter of Confirmation

Exhibit 1: VERBUND Construction Site Regulations

1. Prior to the start of work at the workplace /construction site, each Contractor must sign in with the Principal and sign out after work.
2. It is Contractor's obligation and responsibility to comply with the legal and agreed provisions for the protection of employees, and to provide and use suitable personal protective equipment, scaffolds, etc.
3. Contractor must ensure that Contractor's employees are fit for work (legal medical check-ups). The working equipment used by Contractor must meet the pertinent legal requirements.
4. Any facilities, working equipment etc. used with Principal's consent must be used in accordance with its intended purpose. Any existing defects must be reported to Principal.

The use of cranes and forklifts requires a written "permit" by Principal.

5. Any facilities intended to protect employees may be removed only after consultation with Principal's responsible representative or the construction site /execution coordinator. Effective alternative protective measures must be adopted. The original condition must be restored after completion of the work. Principal's responsible representative or coordinator must be involved in all safety-relevant changes.
6. It is strictly prohibited to remove measures / facilities intended to keep unauthorized individuals away.
7. If any unexpected risks arise during the work process, Contractor shall either update or renew the risk assessment and establish corresponding measures in agreement with Principal.
8. Employees are required to wear the necessary personal protective equipment (PPE) in case of potential threats or in designated areas. This applies also in case of mutual influence.
9. Only designated space may be used for storage without involving any risk for employees. Escape routes that are at least 1 m wide must be left open in storage areas and particularly in halls.
10. Each professional is responsible for keeping the construction site tidy and clean.
Own waste must regularly be disposed of (environmentally compatible disposal).
11. Instruction prior to the start of jobs: Principal will inform and instruct Contractor's nominated supervisor on the relevant safety regulations and specifics. Work may commence only after Principal has released the workplace.
Contractor must procure that information / instructions be disclosed to all employees and subcontractors within Contractor's sphere. That information and instructions must verifiably be given at the beginning of an assignment at the workplace / construction site and be submitted to Principal.
12. Contractor is obligated to promptly report to Principal any accidents at work (including those involving less than three days of incapacitation) sustained by Contractor's employees and those of Contractor's subcontractors in connection with assignments at VERBUND locations.

Exhibit 2: Environmental Commitment for Work at VERBUND Locations

Pursuant to its environmental mission statement and certification of environmental management systems, VERBUND undertakes to ensure compliance with the relevant environmental legislation, responsible resource management, and avoidance of environmental impact. This commitment applies to our own employees and to all employees of our contractors.

- **Everyone is responsible for compliance with environmental laws** at work.
- All **operational directives and instructions** must be adhered to and complied with.
- Safety data sheets must be available on site for all **materials** used.

Any environmentally relevant information must be taken into account and be specified by way of operating instruction for hazardous substances.

- Any accidental **release of liquids or gas** must promptly be reported to the work supervisor. Suitable materials prescribed in safety data sheets must be used to absorb oil or chemical spills.
- **Waste** must be collected separately in containers or at designated locations and be handed over, without exception, to a licensed waste collection /treatment company. The disposal of waste must be proven in accordance with the respective legal requirements.
- In case of a **fire**, the procedure set out in the fire alarm plan and the fire safety regulations must be followed:
- **General provisions:** If case of uncertainties, the VERBUND work supervisor or contact person must be contacted.

The undersigned has received this commitment today, read it on site and signed it to prove acknowledgement.

The undersigned is required to observe all environmental directives and measures and to ensure that these are also observed and complied with by their subordinates.

Any non-compliance will require Contractor to stop any work!

	Instructing person		Instructed person
Name		Name	
Company name/ OE		Company name/ OE	
Place, date		Signature of instructed person	

Exhibit 3: List of Environmentally Relevant Incidents

Non-exhaustive list of environmentally relevant incidents to be recorded and processed as deviations in problem and measures reports:

1. Leakage of substances (in all environmental media such as soil, ground water, air)
 - a. especially substances marked "environmentally hazardous"
 - b. Oil spills
 - c. Leaking seals /leakage
 - d. Chemical spills
 - e. Emergency power diesel leak
 - f. Fuel leak
 - g. SF₆ leak
 - h. Waste water leak
 - i. Sewer overflow due to heavy rain
 - j. Ammoniac, hydrogen leak
 - k. Removal/supply of operating materials
 - l. Traffic accidents (e.g. if a car falling into water)
2. Fire
 - a. Cable fire
 - b. Converter fire
 - c. Transformer fire
 - d. Explosion or ignition of hazardous substances
3. Water
 - a. Thermal overload (due to cooling water)
 - b. Drying (fish bypass, biotopes)
 - c. Torrents
 - d. Waster water leakage
 - e. Damage to animals (e.g. fish mortality after flushes)
 - f. Pump failures
4. Damage
 - a. Cable damage (e.g. in connection with excavation work)
 - b. Overhead line damage (e.g. damage of masts, conductor ropes)
5. Damage due to natural disasters
 - a. Mud slides
 - b. Storm damage
 - c. Avalanches
 - d. Ice, ice fall
 - e. Snow
6. Miscellaneous
 - a. Noise (over a longer time)
 - b. Damage to / injury of animals or plants

Exhibit 4: Any Work Involving Special Risks

<p>Work involving special risks includes, but is not limited to work involving a risk of falling, being buried or sinking, work involving hazardous substances, work involving ionizing radiation, work on or near high-voltage lines, work involving a risk of drowning, well construction, underground earth work, tunnel construction, work with diving equipment, work in pressure chambers, work involving explosives, installation and dismantling of heavy prefabricated building elements (list is non-exhaustive)</p>			
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to
Work	Implemented by company / individual	Duration of work from	to

Health and Safety Protection Document

(Documentation duties according to Occupational Safety Act)

Contractor Problem and Measures Report

Company name and seat	Date	Measures	Sheet	Date
	Document created by	Week		

No.	Defects and measures received by (construction coordinator, safety coordinator, safety advisor, project management, etc. or self-detected defects)	Defects and remedial measures	Measure implemented by	Implemented on

Document collected on site

Exhibit 6: Letter of Confirmation

Principal's purchase order number

Project name

We hereby confirm that we have received the mandatory "Health, Safety and Environmental Protection Policy for the Provision of Services by Contractors on VERBUND Locations and/or Construction Sites in Albania", as amended on 10 March 2025, with Exhibits.

We will also pass on this information to all relevant departments in our company.

We assure that we will comply with the legal and Principal's internal rules and regulations concerning occupational safety, fire safety, and accident protection as well as environmental protection.

All of Contractor's employees and subcontractors will be informed and instructed until or upon the commencement of work.

Place/date

Signature (Work Supervisor Contractor)