

## 1. OBJECTIVE

Instruct the CONTRACTOR regarding the procedures of Labour Safety, Hygiene and Medicine, that must be followed in the performance of activities for ITAIPU, establishing the necessary conditions for the protection of the workers, the patrimony and the environment.

## 2. APPLICATION

The present Guideline is applicable to all CONTRACTOR firms, as well as their SUBCONTRACTORS.

## 3 OBLIGATIONS OF THE MANAGEMENT AREA OF ITAIPU

### 3.1 The Management Area shall communicate to the Labour Safety Engineering Division (RHSS.AD) the date for commencing the activities of the CONTRACTOR.

### 3.2 Before the CONTRACTOR commences his activities, the Management Area shall:

3.2.1 Verify the documentation and the registration of all the workers of the CONTRACTOR and SUBCONTRACTOR, certifying the legal status of same.

3.2.2 Inspect the vehicles, equipment, tools, Individual and Collective Protection Equipment (EPI/EPC) and any provisional installations of the CONTRACTOR and SUBCONTRACTOR, checking their conditions and applicability to the fulfilment of the Contract.

3.2.3 Bring to the knowledge of the CONTRACTOR any cases of relevant associated risks and that might interfere with the activities, jointly seeking solutions that minimize such risks.

3.2.4 Oversee the work fronts with the purpose of verifying the fulfilment by the CONTRACTOR, of that prescribed in these Guidelines for Labour Safety.

## 4 OBLIGATIONS OF THE CONTRACTOR – GENERAL CONDITIONS

4.1 The CONTRACTOR, as well as his SUBCONTRACTOR, established in Paraguay or in Brazil, is subject to these Guidelines, to the Regulatory Acts of ITAIPU and to the Legislation on Labour Safety and Health of the countries of origin of the CONTRACTOR or SUBCONTRACTOR, that is:

- a) Government Directive [Portaria] 3.214, of 08/06/78 (Regulatory Standards), of the Ministry of Labour and Employment of Brazil;
- b) Decree 14.390, of 28/07/92 (General Technical Regulation on Labour Safety Hygiene and Medicine), Ministry of Justice and Labour of Paraguay;
- c) Municipal Codes, etc.

4.1.1 In the case of a CONTRACTOR established in a country other than Paraguay or Brazil, the Legislation to be applied is that of the country in which his legal representative is established, in Paraguay or in Brazil.

### 4.2 Dimensioning of the Service of Labour Safety, Hygiene and Medicine.

4.2.1 During the period of validity of the Contract, the CONTRACTOR shall present to ITAIPU and maintain in his own staff the employees registered in the posts defined as the Specialized Service of Labour Safety and Medicine, before the commencement of the activities, in accordance with the Tables I and II, taking as a minimum reference the degree of risk “3” of ITAIPU, or “4” in the case of the activity object of the Contract being classified within that level of risk.

*Note: Whenever there is an alteration in the staff of professionals involved in the Services of Labour Safety and Medicine, the CONTRACTOR shall communicate this fact to ITAIPU. The same procedure shall be adopted whenever there are modifications to the above-referenced staff of employees. In the case of a SUBCONTRACTOR, the latter shall add the number of his employees to those of the CONTRACTOR for the purpose of dimensioning the specialized personnel, in accordance with TABLE II.*

4.2.2 The CONTRACTOR is responsible for the conditions of health and safety adopted by his SUBCONTRACTOR.

TABLE I

Classification of economic activities, object of the Contract		
Contractor Code	Activities	Degree of Risk
01	Silviculture / Forest management, Cultivation of flowers and ornamental plants, Grass cutting, Control of harmful weeds;	3
02	Fishing, Aquiculture and related Services;	3
03	Fabrication and repair of metallic structures; Boiler-work; Welding services;	4
04	Work carried out with wood: Carpentry, Cabinetry;	3
05	Recycling of metallic and non-metallic scrap;	3
06	Catchment, treatment and distribution of water;	3
07	Construction: Soil preparation; Demolition; Drilling; Buildings (including complete reforms); Highway Works; Renting of construction and demolition equipment with operators;	4
08	Construction: Urbanization and landscape works; Highway signposting;	3
09	Construction: Industrial erection and dismantling;	4
10	Construction: Dams; Power stations and electricity distribution networks; Telephone and communication networks;	4
11	Works; Electrical installations; Air conditioning; Ventilation; Refrigeration; Hydraulics; Sanitation; Gas; Fire-fighting, Lightning conductors;	3
12	Works; Masonry and plastering; Water-proofing and paintwork in general; other auxiliary services;	3
13	Wholesale and retail marketing of fuels;	3
14	Retail marketing of general merchandise, with predominance of industrialised food products, convenience stores;	3
15	Restaurants; Luncheonettes and similar; Coffee shops;	3
16	Transportation: Urban and non-urban highway passenger service; General cargoes by highway; Loading and unloading;	3
17	Maintenance and repair of office machines and computers; Air-conditioning machines;	3
18	Provision of services: Legal, Accounting and Auditing, Business Management, Social Service;	3
19	Architecture and engineering services and specialized technical advisories;	3
20	Activities of investigation; Policing; Security;	3
21	Janitor activities in buildings; Urban; Sewage;	3
22	First aid activities; Health areas;	3
23	Livestock rearing; Animal treatment; Veterinary services; Pest control (animal);	3
24	Classroom education and training; Publicity; Labour gymnastics;	3
25	Tourism; activities related to exhibition and accompaniment of tourists in areas dedicated to public visitation;	3

TABLE II

Dimensioning the number of specialized personnel in relation to the Degree of Risk of the activity and to the number of employees						
Degree of Risk	Number of employees	20 to 50	51 to 100	101 to 250	251 to 500	501 to 1000
3	Technician, Labour Safety		1*	1	2	3
	Engineer, Labour Safety				1*	1
	Paramedic, Labour Health					1
	Doctor of Labour Medicine				1*	1
4	Technician, Labour Safety	1*	1	2	3	4
	Engineer, Labour Safety		1*	1	1	1
	Paramedic, Labour Health				1*	1
	Doctor of Labour Medicine			1*	1*	1

Notes:

- (\*) Minimum part-time of three hours;
- To verify the Degree of Risk of the activities object of the Contract, consult Table I.

### **4.3 Actions and programmes of safety and health**

4.3.1 Within a maximum of 30 (thirty) days after the beginning of the activities, and limited to the period of the Contract, the CONTRACTOR is obliged to present the actions and programmes of Labour Safety and Health to the management area, in accordance with the characteristics of the jobs to be executed, in accordance with the applicable legislation:

**a) For firms established in Brazil:**

Government Directive [Portaria] 3.214/78 – Programme of Labour Safety and Health, in accordance with the dispositions of the NR-9 – Programme for Prevention of Environmental Risks (PPRA) or of the NR-18 – Working Conditions and Environment in the Construction Industry (PCMAT) in accordance with the characteristics of the jobs to be executed.

**b) For firms established in Paraguay:**

General Technical Regulation on Labour Safety, Hygiene and Medicine of the Ministry of Justice and Labour – Directorate of Hygiene and Occupational Safety in accordance with Article 3<sup>rd</sup> of Decree 14.390/92.

4.3.2 The CONTRACTOR shall prepare a Preventive Analysis of the Task (APT), for all the jobs to be executed, in accordance with the model and explanations in Annex I.

4.3.3 The Management Area shall supervise the execution of the actions of the Labour Safety and Health Programme of the CONTRACTOR, whose minimum content shall be:

a) A Preventive Campaign for each subject listed below, when applicable to the work developed:

- Use and conservation of the Individual Protective Equipment and the Collective Protective Equipment;
- Safety with electricity;
- Fire-fighting and incipient fires,
- First aid;
- Alcoholism and drug addiction;
- Traffic safety;
- Movement, transportation and storage of materials.

b) Effective actions, when applicable to the work developed, for each one of the following subjects:

- Planning and supervision of services executed;
- Monthly safety inspection (vehicles, tools, Individual Protective Equipment and Collective Protective Equipment, materials, etc.);
- Invigorating the CIPA and SIPAT (see below);
- Preparation of monthly accident statistics.

### **4.4 Internal Commission on the Prevention of Accidents (CIPA)**

4.4.1 The CONTRACTOR shall form the CIPA exclusively for the contract with ITAIPU, in accordance with the NR5 (Portaria 3.214/78) and in accordance with the Dimensioning of the CIPA for Contracted Firms (Table III).

**TABLE III**

Dimensioning of the CIPA for Contracted Firms							
Contractor Code Table I	Number of Members of the CIPA	Number of Employees of the Contractor					
		2 to 19	20 to 50	51 to 100	101 to 300	301 to 500	501 to 1000
1	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
2	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
3	Permanent	*	1	3	3	4	5
	Replacement		1	3	3	4	5
4	Permanent	*	1	2	4	5	6
	Replacement		1	2	4	5	6
5	Permanent	*	1	3	3	4	5
	Replacement		1	3	3	4	5
6	Permanent	*	1	2	3	4	5
	Replacement		1	2	3	4	5
7	Permanent	*	1	3	4	4	6
	Replacement		1	3	4	4	6
8	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
9	Permanent	*	1	3	4	4	6
	Replacement		1	3	4	4	6
10	Permanent	*	1	3	4	4	6
	Replacement		1	3	4	4	6
11	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
12	Permanent	*	1	3	4	4	6
	Replacement		1	3	4	4	6
13	Permanent	*	1	2	3	4	6
	Replacement		1	2	3	4	6
14	Permanent	*	*	1	2	3	3
	Replacement		*	1	2	3	3
15	Permanent	*	*	1	2	2	3
	Replacement		*	1	2	2	3
16	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
17	Permanent	*	1	2	4	5	6
	Replacement		1	2	4	5	6
18	Permanent					1	2
	Replacement					1	2
19	Permanent	*		1	2	2	3
	Replacement			1	2	2	3
20	Permanent	*	1	2	4	5	7
	Replacement		1	2	4	5	7
21	Permanent	*	1	3	3	4	4
	Replacement		1	3	3	4	4
22	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
23	Permanent	*	1	2	4	4	6
	Replacement		1	2	4	4	6
24	Permanent		*	1	2	3	3
	Replacement			1	2	3	3
25	Permanent	*	1	2	3	4	4
	Replacement		1	2	3	4	4

(\*) In the case of it not being obligatory to constitute the CIPA, the CONTRACTOR firm will designate an official responsible for fulfilling the objectives of the CIPA. This employee shall preferably have attended the CIPA course.

- 4.4.2 In the case of the CONTRACTOR firm being obliged to constitute the CIPA, the documentation with reference to the activities of that Commission shall be forwarded to the Specialized Service of Labour Health and Medicine (SESMT) of ITAIPU, through the Management of the Contract, to wit:
- Record of the inscription of the CIPA in the Regional Labour Organization;
  - Calendar of meetings;
  - Minutes of the ordinary and extraordinary meetings;
  - Copy of the certificates of the “Course for Members of the CIPA” pertaining to the workers elected and/or indicated.

#### 4.5 Individual Protective Equipment (EPI)

- 4.5.1 The EPI is any device for individual use provided to protect the physical integrity and health of the worker, as prescribed in
- The Brazilian Standard: NR-06 – Individual Protection Equipment (EPI) Of the Directive [Portaria] 3.214, of 08/06/78.
  - The Paraguayan Standard: “Chapter XII – Personal Protection – Decree 14.390 of 27/07/92”.
- 4.5.2 The Individual Protective Equipment (EPI) must be the last resort utilized by the firm for the prevention of a risk, and before its adoption the firm shall correct the substandard conditions by means of the adoption of safe collective protections.
- 4.5.3 Every EPI shall possess the Certificate of Approval (CA), indelibly engraved on its body, issued by:
- The Ministry of Labour and Employment of Brazil, for the CONTRACTOR established in Brazil;
  - The “Directorate of Hygiene of Occupational Safety of the Ministry of Justice and Labour of Paraguay”, for the CONTRACTOR established in Paraguay.
- 4.5.4 The CONTRACTOR is obliged to:
- Purchase and supply, free of charge, the adequate EPI for the activities to be executed;
  - Train the workers regarding the correct use of the EPI;
  - Oversee the enforcement in the use of the EPI, with its unjustified refusal constituting a serious fault of the employee, adopting the policy of consequences in accordance with the **(i)** Brazilian legislation : Consolidation of the Labour Laws (CLT), articles 158 and 482H; and **(ii)** Paraguayan legislation: Labour Code, articles 277 and 278;
  - Substitute the unusable equipment for its disposal;
  - Provide means for the periodical maintenance of the EPIs.

*Notes:*

- The CONTRACTOR shall maintain an individual and updated record of all the Individual Protection Equipment provided to the employee, as well as the record of the participation of his employees in the training courses. These documents shall remain at the disposal of the SESMT of ITAIPU. These documents shall be kept under custody of the CONTRACTOR during 20 years.*
  - A copy of all the documentation pertinent to the distribution of EPIs and Training shall delivered to the management area at the close of the contract.*
- 4.5.5 It is the responsibility of the workers of the CONTRACTOR to:
- Use the individual protection equipment only for the purpose for which they are intended;
  - Assume responsibility for their storage and conservation, as well as to execute a daily inspection, requesting the replacement of the EPI when it is unsuitable for use.
  - Strictly obey the standards and instructions of safety and health pertaining to the work to be done, whether verbal, formal or visual (signs).

#### 4.6 Collective Protection Equipment (EPC)

It is the responsibility of the CONTRACTOR to provide and adequately utilize the collective protection equipment that is necessary, in accordance with the legislation in force, or in accordance with any instruction from ITAIPU.

#### 4.7 Signalling

It is the CONTRACTOR’s responsibility to observe the legislation in force as regards safety signalling.

#### **4.8 Fire Protection**

The CONTRACTOR shall possess fire fighting equipment (extinguishers) in all his vehicles and in his building constructed or ceded by ITAIPU, for the CONTRACTOR's own use, during the development of the present Contract, in accordance with the area and the risk of fire, and in compliance with the existing technical standards.

#### **4.9 Transportation of Personnel**

4.9.1 The CONTRACTOR shall transport his employees in an adequate vehicle for collective transportation, in accordance with its capacity and in maximum safety, it being prohibited to transport personnel in the bodies of trucks or pickups, even when covered.

4.9.2 It is prohibited to transport tools or equipment in vehicles together with workers.

4.9.3 It is forbidden to transport fuels or inflammables, liquid or gaseous, in vehicles for the transportation of personnel.

#### **4.10 Vehicles**

4.10.1 The CONTRACTOR shall fully obey the Brazilian or Paraguayan Transportation Code, regarding vehicles and drivers, or for the transportation of loads. The machines/equipment should contain devices that are suitable for the service in which they are to be used.

4.10.2 The vehicles shall be maintained in a good state of conservation, observing the most important points, such as tyres, body- work, windows, doors, brakes, steering, signalling, electrical and mechanical parts, safety accessories (portable fire extinguisher, reflecting triangles, safety belts, outside and inside rear-view mirrors, etc.).

#### **4.11 Identification and uniform**

4.11.1 It is obligatory to use the ID card and uniform for the identification of the employee of the CONTRACTOR.

4.11.2 The Hard Hats [Helmets] to be used by the workers of the CONTRACTOR should be class "A" or "B" for activities in electrical installations.

4.11.3 The CONTRACTOR cannot adopt the helmet colours utilized by ITAIPU: white, light blue, dark blue, red, orange or brown.

#### **4.12 Living areas, sanitary conditions and comfort in the work sites**

The CONTRACTOR shall maintain installations in his jobsites that provide for his employees' conditions, such as:

- a) Rest rooms/cloakrooms;
- b) Mess halls;
- c) Drinking fountains with filtered and refrigerated water;
- d) First aid station for the firm with activity of risk degree "4" (Table I), when dealing with 50 or more workers.

#### **4.13 Beginning of activities**

4.13.1 When the dangers and risks associated with the activities are relevant, the person responsible for the Specialized Service of Labour Health and Medicine (SESMT) of the CONTRACTOR, or his representative, prior to the beginning of activities, must check the work sites, accompanied by the Area Management and by a professional from the Division of Labour Safety Engineering of ITAIPU.

4.13.2 All workers admitted by the CONTRACTOR must receive training on integration, professional qualification and labour safety, in which they will be informed, among others, of the following items:

- The health and safety policy of the CONTRACTOR;
- The importance of communication, investigation and analysis of accidents and incidents;
- The importance and obligation of using the EPI/EPC.

*Note:*

*The integration shall be registered in the attendance list, whose copies shall be forwarded to the Management Area.*

#### **4.14 Subcontractor**

In the case of the CONTRACTOR subcontracting services duly authorized by ITAIPU, the CONTRACTOR is obliged to inform his SUBCONTRACTOR of the labour safety and health demands expressed in this document, as well as to enforce their compliance.

#### **4.15 Communication of a labour accident**

4.15.1 Upon the occurrence of an accident with injury, the CONTRACTOR shall adopt the following procedures:

- a) Immediately report the matter to the Management Area;
- b) Take measures to fill-in the Labour Accident Report Form (CAT) and register it with the official Brazilian or Paraguayan authorities, within the term established by the respective organisms;
- c) Fill-in the Labour Accident Report – CONTRACTOR Firm (Annex III), and forward it to the Management Area within 3 days after the occurrence of the accident.
- d) Conduct an investigation of the accident, forwarding a copy of the report to the Management Area.

4.15.2 Upon the occurrence of accidents with material damages (vehicles, equipment, etc.) or accidents with a high risk potential, the CONTRACTOR shall take the following measures:

- a) Immediately communicate the matter to the Manager of the Contract, and
- b) Promote an investigation of the occurrence and forward a conclusive report to the Manager of the Contract.

*Note:*

*ITAIPU can, at its discretion, participate in the investigation of the accident.*

#### **4.16 Monthly data of the contracted firm**

The form “Summary of Labour of Contracted Firm and Accident Statistic”, (Annex II) must be sent to the Management Area every month, up to the tenth day of the month following that to which the data refers.

### **5 CONTRACTORS – BASIC CONDITIONS**

The CONTRACTOR shall integrally obey three basic conditions relating to:

#### **5.1 Qualified labour**

The CONTRACTOR’s workers must be qualified to develop the activities that form the object of the Contract, with knowledge of the risks and the preventive safety measures.

*Notes:*

1. *Every worker who performs a function in an area of electrical risk must be qualified in accordance with that prescribed in the ITAIPU Standard on electrical installations and services, NR-10 – Installations and services with electricity – DET/GB/GP/007/05.*
2. *All the workers, independently of their nationality, who perform functions in an area of electrical risk under conditions of danger and electrical risk, in accordance with the RDE 036/94 of ITAIPU and Decree (Br) 93.412/86 and employing technical expertise, can receive the additional payment for electrical danger to be paid by the CONTRACTOR Firm.*

#### **5.2 Quality of the manpower**

The CONTRACTOR shall comply with the following conditions in relation to the quality of his manpower:

5.2.1 In relation to health

- a) Fully comply with the Government Directive [Portaria] 3.214/78 of the M.T.E. in its NR-7 – Programme of Medical Control and Occupational Health (PCMSO) for Brazilian CONTRACTORS and the “Decree 14.390/92 of the Ministry of Justice and Labour, SECTION III – of the Labour Medicine Service, for the Paraguayan CONTRACTORS, in the realization of the examinations for admittance, and periodical examinations, upon return to work, change of function and discharge, with the purpose of preserving the health of the workers.



- b) In the selection of workers for operational functions that involve exposure to:
  - Physical agents: noise, sources of heat;
  - Chemical agents: dust, smoke, gases, vapours;
  - Ergonomic agent: intense physical effort;
  - Electrical risk: activities with electricity;
  - Personnel possessing some of the following pathologies are to be avoided:
    - Excessive obesity; arterial hypertension; cardiac problems; alcoholism; muscular-skeletal maladies (LER/DORT); epilepsy; uncorrected or impossible to correct visual deficiencies; mental illness or imbalance; hearing deficiencies, labyrinthic pathologies; acrophobia (fear of high places); incapacitating pulmonary illnesses.
- c) It is the CONTRACTOR's responsibility to assume all the costs of implantation and maintenance of the Medical Programme, either through his own medical services or through contracted services.
- d) The CONTRACTOR's doctor of labour medicine must keep files on the workers and issue the Occupational Health Certificates (ASO), which can be requested at any time by the Management Area.
- e) The ASO is a prerequisite for the provision of identification cards by ITAIPU.
- f) The CONTRACTOR whose activities are classified as Degree of Risk "4", in accordance with the TABLE I, with 50 (fifty) or more workers, must maintain a First Aid station at the jobsite.

#### 5.2.2 Regarding the Profile

The workers of the CONTRACTOR Firm must comply with the following requirements:

- a) Literacy;
- b) Biotype: maximum weight of 100 kg for work at heights;
- c) Ability/personality traits: self-control, emotional balance, good intrapersonal relationship, capacity for organization, concentrated attention, flexibility, initiative, equilibrium, overall motor coordination and facility for working on high structures (not be afraid of height).
- d) Complementary requirements, where necessary: possess adequate licence for vehicle operation, availability for working shifts and overtime.

#### 5.3 Working Day

The working day shall respect the limits imposed by the Labour Code (CL), for the Paraguayan employees and by the Consolidated Labour Laws (CLT) for the Brazilian employees.

### 6. Professional Social Security Profile (PPP)

- 6.1 In order to comply with that prescribed in the Regulatory Instruction 118/2005, of 14/04/2005, Subsection IV, of the INSS(Br), in its article 178 and letters, the CONTRACTOR must prepare the PPP for all his Brazilian employees, corresponding to the period in which they are available more than 30 days in the same activity, in order to comply with the contract with the CONTRACTANT Entity;
- 6.2 The CONTRACTOR must keep the PPPs updated and hold them at the disposal of the CONTRACTANT, as well as delivering a copy of the PPP of all the employees to the contractual Manager, at the time of its expiry.
- 6.3 The harmful chemical agents or the physical noise agent emitted by the activities of the CONTRACTOR shall be monitored by him, being conditional upon attaining the levels of action dealt with under the letter 9.3.6 of Regulatory Standard (NR) No. 09 of the Ministry of Labour and Employment (TEM) of Brazil, and with regard to the other agents, their mere presence in the work environment;
- 6.3.1 The harmful agents covered under item 6.3 above, resulting from the activities of the CONTRACTANT, to which the employees of the CONTRACTOR may be exposed, shall be reported to the CONTRACTOR in order for him to prepare the PPP of those whose exposure is verified.

### 7. Non-compliance with the directives and the legislation

Upon confirming the non-compliance of any condition established in the present "guide-lines" or with any others that form part of the legislation in effect (Paraguayan or Brazilian), ITAIPU may adopt punitive measures against the CONTRACTOR, as prescribed in the Contract.



## ANNEX I

### PREVENTIVE ANALYSIS OF THE TASK (APT)

#### **Introduction**

The Preventive Analysis of the Task (APT) is a set of actions that are prior to operations and activities, with the purpose of perfecting the attitudes and postures of the workers involved by trying to optimize safe work.

#### **Objective**

The Preventive Analysis of the Task (APT) has the purpose of identifying, prior to the execution of the tasks, the risks existing in each stage, defining and guiding the control measures to eliminate and/or reduce these risks, thus making the task safer for all the people involved.

#### **Field of Application**

The procedures presented apply to all the work fronts, in the attributes and responsibilities of the workers involved in the tasks.

#### **Procedures**

Before the execution phase, all the programmed services and activities identified in the schedule of execution are analysed by the CONTRACTOR and by the Management Area, in order to identify the potential risks.

This work will be carried out by means of the APT, the second standard form, annexed, which should contain the following information:

- Detailed description of the tasks within a service, operation or activity;
- Identification of the risks existing in each task described;
- Safety measures for performing the services, in the sense of reducing and/or eliminating the existing risks;

The flowchart of the APT is defined as follows:

- The CONTRACTOR, in possession of the schedule of activities, prepares the APT and forwards it to the Management Area;
- The Management Area analyses the APT together with the CONTRACTOR, verifying the existing potential risks and the respective control measures. In this task, the presence of the supervisors/persons responsible for the development of the services is fundamental and indispensable.
- After the conclusion of the analysis, copies of the APT will be distributed among the personnel of the CONTRACTOR in charge of the execution and among the Management Area of ITAIPU.

#### **Technical Records**

The Management Area shall maintain a technical file of the APTs corresponding to all the jobs developed by the CONTRACTOR, which shall be at the disposal of all for the execution of new jobs, as well as for recycling those already performed.





**ANNEX III  
LABOUR ACCIDENT REPORT  
CONTRACTED FIRM**

1- The worker suffered the accident: <input type="checkbox"/> in the service of the firm <input type="checkbox"/> on the way to or from work <input type="checkbox"/> other situations		2- FIRM		3 –The patient returned (will return) <input type="checkbox"/> on same day as the accident <input type="checkbox"/> on day following the accident <input type="checkbox"/> after these dates	
4-Labour Accident Report No.		5-Place and date of issue			
6-Name		7-Age		8-Registration	
9-Present Position					
10-Sector of Group				11-Phone	
12-Normal work timetable		13-Time off system		14-Shift <input type="checkbox"/> yes <input type="checkbox"/> no	
15-Date of accident	16-Time	17-Work timetable on day of accident <input type="checkbox"/> overtime <input type="checkbox"/> normal <input type="checkbox"/> compensation			
18-Place of accident (if precinct of firm, which?)			19-Address and city		
20- Activity performed					
21-Description of the accident					
22-Object causing the injury					
23-Description of injury and body part affected (describe and specify on the back of this form)					
24-Date and hour of accident report					
25-Types of first aid given					
26-Given by: <input type="checkbox"/> Rescuer <input type="checkbox"/> Contractor's Medical Station <input type="checkbox"/> ITAIPU First Aid Station <input type="checkbox"/> others					
27-Medical service to which the victim was sent					
28-Was there internment? <input type="checkbox"/> yes <input type="checkbox"/> no			29-Was it reported to the police? <input type="checkbox"/> yes <input type="checkbox"/> no		
30-Witnesses					
Name		Address/phone		Signature	
Name		Address/phone		Signature	
31-Representative of the Contractor ( name):		Phone		Signature	

**Purpose**

Report to the ITAIPU Contract Manager any and every accident that occurs.

**Manner of Filling-in the Report:**

1. Indicate in what situation the collaborator suffered the accident;
2. Name of the Contracted Firm: Name of the firm in which the victim of the accident is assigned;
3. Indicate the return of the accident victim to his post after the accident;
4. Indicate the number of the accident report to be forwarded to the Management Area of ITAIPU Binacional (CONTRACTOR Firm);
5. Place and date this document is issued;
6. Full name of the accident victim without abbreviations;
7. Age of the accident victim on the date of the accident;
8. Matriculation of the accident victim on the date of the accident;
9. Post in which the accident victim is classified in the CONTRACTOR Firm;
10. Sector to which the accident victim is assigned;
11. Telephone of the place where the accident victim works;
12. Timetable normally worked by the accident victim with the CONTRACTOR;
13. Days-off system the accident victim works with the CONTRACTOR;
14. Indicate if the accident victim works under a shift regime or not;
15. Date on which the accident occurred;
16. Time at which the accident occurred;
17. Time-table the official worked on the day of the accident and indicate the type of work-day;
18. Place where the accident occurred;
19. Address, suburb and city where the accident effectively occurred. Indicate if the place belongs to the firm or whether it is an external area;
20. The activity performed must be described in detail including how the order for execution was received (for example, service order or verbal order, ATP No;) with the name of the person responsible;
21. Describe in detail how the accident occurred;
22. Describe in detail the object or form of energy that caused the injury, (for example, electrical discharge, screw-driver, concrete post, etc.);
23. Describe the affected part on the back of this form;
24. Date and time the supervision was advised of the accident and the name of the person;
25. Types of first aid given immediately after the accident;
26. Indicate who gave the first aid;
27. Describe the medical service to which the accident victim was transferred;
28. Indicate whether or not there was internment;
29. Indicate whether or not the police intervened;
30. Inform the name of two witnesses, with address and telephone number for contact, with signature;
31. Data of person responsible for the information with name, post, telephone number and signature.

**Note:**

*The accidents/incidents occurring must be reported and analysed and recommendations presented for corrections to the APTs, where necessary, with the purpose of preventing the repetition of accidents of the same nature.*