

Contract Work and Provision of Work or Services

ATP n.	
Activities	

INFORMATION ON RISKS AND PREVENTIVE MEASURES USED IN TAS ROME PLANT

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(Attachment 1 of Procedure PREVENZIONE E PROTEZIONE DAI RISCHI NEI LAVORI IN APPALTO O NEI CONTRATTI D'OPERA O DI SOMMINISTRAZIONE [100430103F-IT])

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ATTACHMENTS

- Module 1: Certificate of receipt of the information booklet;
- Module 2: Joint inspection report;
- Module 3: Authorisation for naked flame and high temperature work;
- Module 4: Authorisation for work on roofs, covers and test range;
- Module 5: Authorisation for work at elevated height;
- Module 6: Authorisation for work on live electrical parts (machines, equipment or electrical panels);
- Module 7: Authorisation for work in confined spaces.

1. FOREWORD

The content of this booklet constitute an integral and essential part for contracting, procurement and subcontracting as defined in Articles 1559, 1655 and 1656 C.C., and the contract of work as defined in Article 2222 C.C., providing the contracting of work to Contractors or Self-Employed persons to be carried out into Thales Alenia Space Italy S.p.A. plans (follow "TAS-I or Committee/Client") as well as the production cycle, also done outside the Company itself (follow "Contract"), where applicable.

With Contract it's also intended the issue/acceptance of "Authorisation To Proceeding" ("ATP") with or without "Limitation of Liability" (LOL).

For what not considered here, please refer to Italian Laws relating hygiene, safety at work and environment.

2. PART A

2.1. CONTENTS

In compliance with the requirements of Article 26 of Italian Legislative Decree n. 81/2008, the present booklet aims to inform the personnel of the contracting companies and the autonomous workers, who must carry out their activities in Thales Alenia Space Italia S.p.A.- Rome plant

This section has to:

- Inform everyone about the specific risks in the work areas;
- Provide the relevant emergency measures as well as the prevention and protection measures taken in connection with activities of the Client.

There are also illustrated the obligations and prohibitions which are subjected to all Contractor's employees and autonomous workers during their stay at TAS-I Rome plant .

Before the activities begin, an inspection must be done in the area where the work expected will be carried out, in order to identify any other specific risks affecting the contract activities.

2.2. ORGANISATION OF THE PREVENTION AND PROTECTION

2.2.1 Service – structure in Rome plant

CHIEF EXECUTIVE OFFICER – CEO	Massimo Claudio Comparini
CEO Delegate for Rome site Safety & Environment matters	Domenico D’Andrea
Medical Doctor	Fabrizio Salvitti
Health Safety & Environment - HSE Responsible	Roberto Raffaelli

2.2.2 Employees involved in emergencies and first aid

Their names and telephone numbers are displayed on panels placed in every building.

Qualification	Name and Surname	Telephone
Site Doctor	Fabrizio Salvitti	2012
Medical room	Arianna Di Bernardino	2222
Infirmery Tiburtina	E. Paolone	2994
HSE Manager	Roberto Raffaelli	2317 / 82026
HSE Dept.	Sara Bucci Mariano Corrieri Ilaria Esposito Andrea Macko	2751 2864 4350 4494
Fire manager Saccomuro 21 and 24 plant	Gerardo Mollica	2025 / 82823
Fire manager Tiburtina 1210 and 1226 plant	Gaetano Fanara	2658 / 82174
Clean room responsible Tiburtina 1210 plant	Mauro Baldassari	2910 / 82037
Clean room responsible Saccomuro 21 plant	Lorenzo Onofrio	2806 / 82038

2.3. EMERGENCY ORGANIZATION

2.3.1 General rules and behaviour in an emergency

Whoever discovers an emergency situation caused by internal or external events, must give the alarm using the **emergency telephone number 82222 (for Saccomuro Site), 82444 (for Tiburtina 1210 site), 84101 (for Tiburtina 1226 site), 82444 (for Tiburtina 1232 site)**, for example, when there is:

- presence of smoke or flames
- dispersion of inflammable substances
- persistent odours very different from those of normal conditions
- overheating of electrical cables
- gas leaks
- structural collapse
- flooding
- raids, armed threat
- illness or injury
- other

In the event of an unconscious person, call **112** immediately and then follow the instructions above.

Personnel not involved to deal with the emergency may act according to the procedures foreseen for the nature of intervening within the limits of their own competence and ability.

Otherwise, when there is danger, personnel must leave the area and dial the emergency number giving as much information as possible:

- type of emergency (explosion, fire, injury, etc.)
- size and gravity of the event
- evaluation of probable development
- persons present and/or involved
- eventual injured persons
- where they are calling from and telephone number
- personal details

When the evacuation signal is heard, the relevant procedure must be followed.

2.3.2 Evacuation procedure

In the buildings of Via Saccomuro 21, Via Saccomuro 24, Via Tiburtina 1210, Via Tiburtina 1226:

- **5 sounds of the emergency sirens mean**

ORDER TO EVACUATE

In the building of Via Tiburtina 1232:

- **The broadcasting of a voice evacuation message means**

ORDER TO EVACUATE

All personnel must immediately leave the work environment, without running, and gather at the “gathering points” within the plant (internal courtyards) and wait for instructions.

Partial evacuation of the workplace may be decided even without the acoustic signal, and communicated by the emergency manager or his deputy (chief of the emergency squad).

In all the buildings of the Rome Plant:

- **a continuous sound of the emergency sirens means**

ORDER TO ABANDON THE SITE

Personnel must leave the plant immediately and without obstructing the routes used by eventual emergency vehicles, or running wait for instructions.

Attention! If there is certain, grave and imminent danger, the areas are abandoned without waiting for the evacuation signal.

Once the emergency is over, Management will communicate the re-start of work activities










EVACUATION: During the evacuation is necessary to

- Keep calm;
- Leave the workplace and close doors and windows behind;

- Follow the instruction of the emergency team and TAS-I emergency procedures;
- Use the emergency stairs. **USE OF ELEVATOR IS FORBIDDEN**;
- Do not go back for any reason;
- Wait for instructions in the safe place **"GATHERING POINT - PUNTO DI RACCOLTA"**;
- To allow the emergency services access: do not create any obstacle to the buildings entrances and access roads.

The escape routes and emergency exits are shown on the plans displayed at various points around the plant.

Emergency signs

ESCAPE SIGNS		
		
Emergency Route/Exit		
		
Direction to follow		
		
First Aid box	Emergency eye wash	Emergency Phone

The escape routes and emergency exits are shown in the panels displayed in each site corridor.

2.3.3 Earthquake procedure

In case of earthquake is necessary to:

- Keep calm;
- move away from glass surfaces and objects that could fall (shelves, wardrobes, etc.);




- open the doors of the room you are in to avoid blockage;
- look for the safest place in the environment you are in: typically under the internal beams or lintels of the concrete structure or under a table or desk;
- after the quake, in case of damage to the building, go outside paying attention to both what may fall and sharp objects that may be encountered on the way;
- if you leave the building, do not use the lifts or freight elevators to avoid getting stuck inside, but follow the escape routes indicated by the appropriate signs and exit through the emergency exits.
- if you are outside during the quake, do not be alarmed: the ground outdoors is safe;
- keep away from overhead power lines and buildings.

2.3.4 Procedure in case of injury or illness

In case of an accident on incident the witness have to:

1. In the event of an unconscious person, call **112** immediately and then follow the steps below:
2. Immediately call the emergency number **82222 (for Saccomuro Site), 82444 (for Tiburtina 1210 site), 84101 (for Tiburtina 1226 site), 82444 (for Tiburtina 1232 site)** or the Medical Room (**2222**) giving all possible useful information:

- name of the injured person
- dimensions and gravity of the event
- personal information
- from where they are calling and telephone number.

EMERGENCY SIGNS		
		
First Aid	Stretcher	Safety shower

The first aid room and emergency crew numbers are indicated on the emergency board.

First aid kit are located as in the table below:

Site	Zone	Floor
Saccomuro 24	Control Room	P+0
Saccomuro 24	Clean Room - E0	P-1
Saccomuro 24	Clean Room - E1	P+0
Saccomuro 24	Clean Room - Torino B0	P-1
Saccomuro 24	Tower DONI	P+5
Saccomuro 24	Mini VAN Galileo	External Areas
Saccomuro 21	Industrial Area	P+0
Saccomuro 21	Clean Room	P+0
Tiburtina 1210	Area termica	P+0
Tiburtina 1210	Area Allineamenti	P+0
Tiburtina 1210	Vibratore	P+0
Tiburtina 1210	Laboratorio chimico	P+0
Tiburtina 1226	Palazzina uffici	P+0
Tiburtina 1226	Deposito – padiglione 1	P+0
Tiburtina 1226	Deposito – padiglione 4	P+0
Tiburtina 1232	Reception	P+0

In areas of the plant where chemical agents are most frequently used, **eye wash kits** are installed to carry out eye rinsing and decontamination in case of splashes.

In the Rome Plant there are n. 5 semi-automatic defibrillators (one for each building) which can be used by workers in charge of managing the health emergency and by the health personnel working in the company (Medical Doctor and nurse).










2.3.5 General rules of fire prevention

It is forbidden:

- to block emergency exits and gathering areas with any obstacles
- to keep gas tanks near heat sources
- to store inflammable materials or liquids near heat sources or electrical equipment
- to keep or store inflammable liquids in open containers in the work areas or expose it to the sunlight
- power electrical device that could cause sparks or discharges

- f) leave high-tension electric cables on the floor without any protection
- g) leave equipment turned on, after working hours

PANELS FOR FIRE PREVENTION DEVICES			
Direction to follow to reach the fire prevention devices			
			
PREVENTION DEVICES			
			
Fire alarm button	Hose or hydrant	Extinguisher	

2.4. CONTRACTOR/AUTONOMOUS WORKER OBLIGATIONS

Contractor obligations (where applicable).

- Supply Thales Alenia Space Italia with the documentation listed in point 2.9;
- Present to Thales Alenia Space Italia a detailed work programme with the activities schedule
- Notify contractor responsible name;
- **Perform a safety survey**, before the start of the works (see Module 2)
- Inform the employees about the existing risks in the working areas
- Respect Italian regulation and site specific instruction
- Use suitable equipment and machinery for the work to be done; supply a copy of the “declarations of conformity” for the machinery/equipment acquired after European Directives 89/392/CEE, 89/655/CEE, 95/63/CE, 91/368, 93/44 and 93/68.

2.5. RESTRICTIONS FOR EMPLOYEES / SUBCONTRACTORS OF THE CONTRACTING COMPANY AND FOR AUTONOMOUS WORKERS

It is forbidden, unless expressly authorised:

- to circulate in non-authorised areas
- to access in areas exposed to chemical and/or physical agents;
- use any chemical products without a specific authorisation;
- use vehicles, equipment and tools belonging to Thales Alenia Space, unless permitted with a written contract,

Note All necessary authorisations can be given only by the Thales Alenia Space Responsible.

2.6. CONTRACTOR AND AUTONOMOUS WORKER PERSONNEL

Only trained personnel can be authorised. They have to behave properly, without causing any damage to the working activity of the Customer.

2.7. INJURY

In case of injury, the Contractor is obliged to:

- ensure all possible co-operation
- inform Thales Alenia Space HSE Manager. Giving the following info:
 - a) name of the injured person
 - b) date and time of the accident
 - c) diagnosis and prognosis
 - d) description of the injury
 - e) details of the Company's safety insurance

First aid should follow the procedures described in the specific paragraph.

2.8. ENVIRONMENTAL PROTECTION

2.8.1 General rules on the environment protection

All the activities must be done according to technical specifications and European and Italian laws.

The Contractor is responsible for any kind of pollutants used.

In case of pollution, the Contractor is in charge of the cost, according to current environmental regulations.

In addition, the Contractor is forced to restore the previous situation and dispose all waste products, according to regulations on waste packaging.

Whenever it is necessary to use any kind of chemical product, the Contractor must provide a list of the products and SDS which will be used in TAS-I Rome.

All containers for the transportation of inflammable, corrosive and toxic products have to be equipped with:

- accessories to make safe operations;
- standard labelling indicating the substance contained, labels, risk classification, etc.;

When not in use, the containers must be stored in a safe and isolated place, agreed with Thales Alenia Space HSE.

At the end of the work all the produced waste must be taken away and disposed by the Contractor.

2.8.2 Introduction of hazardous chemical agents

In case of need to use chemical agents, the Contractor must communicate in advance the list of materials to be introduced in TAS-I by attaching the safety data sheets. All containers used to transport of hazardous chemical agents must comply with applicable regulations. When not in use, the containers must be stored in a safe and segregated place, to be agreed upon with the TAS-I Supervisor. Upon completion of the work, residues and contaminated materials (such as rags, sawdust, empty containers, etc.) must be collected and disposed of by the Contractor.

2.9. DOCUMENTS TO BE PRODUCED AT THE AWARDING OF THE CONTRACT

On Company paper:

- Name of the appointed HSE Manager;
- Copy of the company register;
- Declaration about company's health check;
- Declaration with estimates subcontracting works and their percentage of the total value;
- Quantify the safety costs concerning the contract;
- Copy of Certificate of Receipt – see Module 1.
- Copy of the "Risk evaluation" for the activities inside Thales Alenia Space;
- Documentation testifying the employer's suitability to carry out the safety measures;
- List of the machinery/equipment;
- PPE Declaration.

The requested documentation will be valid for the period of the contract .

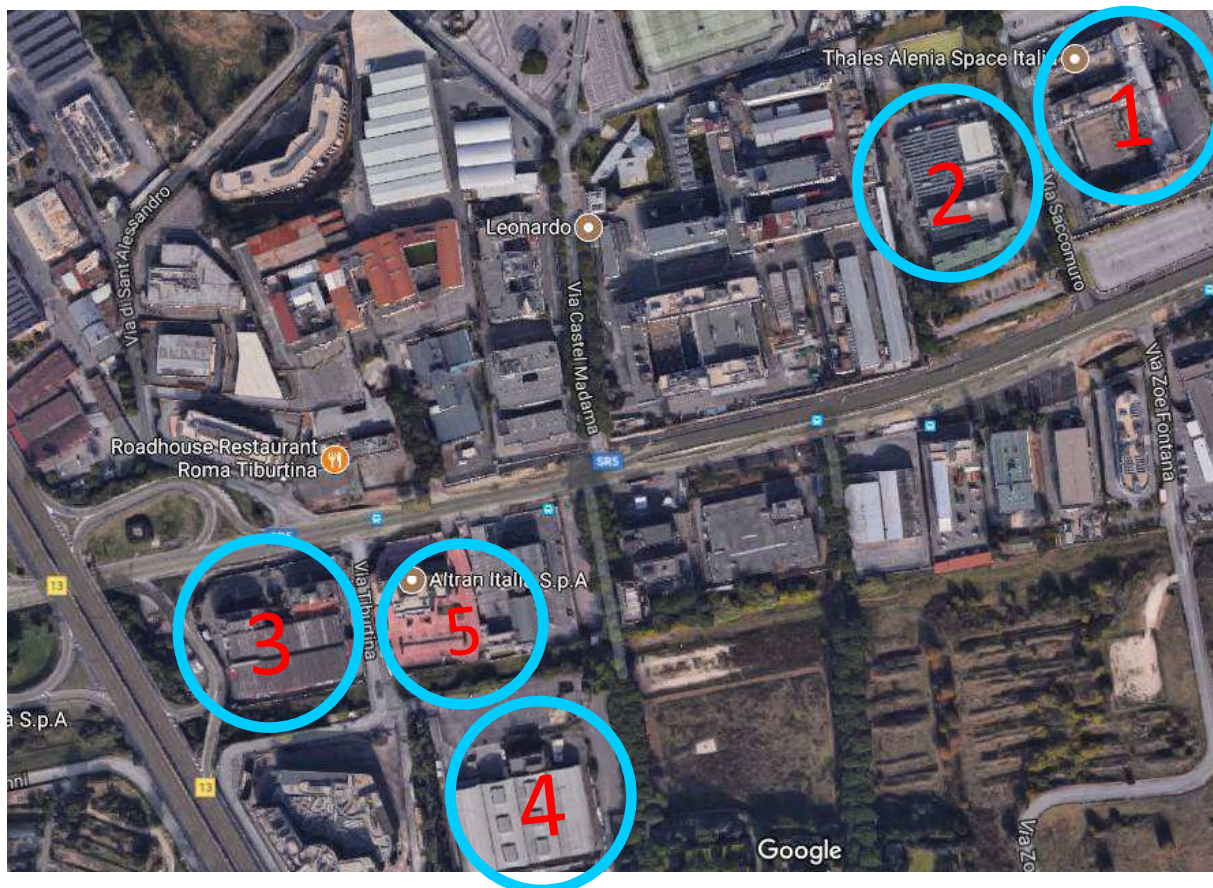
It is understood that Thales Alenia Space reserves the right to view the originals of the presented documentation at any time.

2.10. RISKS PRESENT IN THE PLANT

2.10.1 Description of the Rome Plant

Rome Plant has 5 main buildings:

- Via Saccomuro 24
- Via Saccomuro 21
- Via Tiburtina 1210
- Via Tiburtina 1226
- Via Tiburtina 1232



2.10.2 General risks

Internal roads and traffic regulation

Risks:

- collision with people and/or other vehicles
- material damage to persons/vehicles
- difficult access for exceptional transport.

Remind:

- drive carefully, respecting TAS-I rules and road signs
- do not park near emergency exits

Terraces and staircases

Risks:

- falls, slips
- falling objects

Electrical Plants and Installations

There is an electrical risk in all the technological areas, even though the electrical installations are generally equipped with differential switches and comply to IEC regulations.

In any case, before working on any electrical installation it is necessary to request the assistance of the Thales Alenia Space personnel

SAFETY SIGNALS	
	
Prohibitions signs	Warning signs

Risks:

- electrocution
- sharp surfaces

Remind:

- Activities have to be previously authorised;

Warehouse (V. Tiburtina 1226)

These areas are locked and authorisation must be given by TAS-I Department Responsible.

SAFETY SIGNALS	
	
Prohibition signss	Warning signs

Risks:

- incidental hurts
- slips and falls
- falling down of materials
- sharp surfaces

Risks of stock of flammable substances.

- chemical
- fire

Technical areas

Remind:

- Activities have to be previously authorised;

Risks:

- cuts or bruises to contact with dangerous surfaces
- accidental loss of liquid
- falling, slipping, tripping
- electrocution
- burns by contact of hot surfaces (steam or hot water pipes, burner, ...)
- limited workspaces
- noise
- ATEX atmospheres

Engine room, lifts and elevator

Remind:

- Activities have to be previously authorised;

SAFETY SIGNALS	
	
Prohibition signs	Warning signs



Risks:

- slips and falls
- cuts or bruises to contact with dangerous surfaces (sharp edges, protrusions, etc..)
- electrical shock

Thermal power stations, local units, chillers, heat pump systems

It is prohibited for unauthorized persons to enter

These premises are locked and for access it's necessary to request authorisation from the Head of Plant Systems.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- burns on hot surfaces (steam or hot water pipes, burners, ...)
- cuts or bruises to contact with dangerous surfaces (sharp edges, protrusions, etc..)
- electrical shock
- slips and falls
- fire
- ATEX atmospheres

External methane supply and distribution network

The methane is fed to the thermal power stations, gas humidifiers and heat pumps via an external pipe.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- cuts or bruises to contact with dangerous surfaces (sharp edges, protrusions, etc..)
- fire

Offices

Pay attention to cables on the floor

Risks:

- accidental hurts
- slips and falls

Bathrooms

The cleaning of the bathrooms is managed by an external company.

Risks:

- biological
- slips and falls

Deposits of toxic/flammable products and toxic waste


In the outdoor area there are toxic/flammable product deposits and segregated areas for waste storage. Access is forbidden to unauthorized persons. These premises are locked and for access it's necessary to request authorisation from the Head of Plant Systems.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Cantine - food preparation

It is prohibited for unauthorized persons to enter

Present in Via Saccomuro 24 and Via Tiburtina 1210 are managed by a supplier.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- contact burns on hot surfaces (steam or hot water pipes, burners, ...)
- cuts or bruises to contact with dangerous surfaces (sharp edges, protruding parts, machinery for food, etc..)
- electrical shock
- falls from slipping

Wastewater treatment, de-oiling plants

Remind:	
<ul style="list-style-type: none"> • Activities have to be previously authorised; • Access is forbidden to unauthorized persons. 	

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:



- work in confined space
- noise
- biological
- contact burns on hot surfaces
- cuts or bruises to contact with dangerous surfaces (sharp edges, protruding parts)
- electrical shock
- falls from slipping
- fire

Rainwater collection tanks

Remind:

- Activities have to be previously authorised;
- Access is forbidden to unauthorized persons.

SAFETY SIGNALS

	
Prohibition signs	Warning signs

Risks:

- work in confined space
- cuts or bruises to contact with dangerous surfaces (sharp edges, protruding parts)
- electrical shock
- falls, slips

Maintenance and / or construction

Risks of the context with maintenance activities and / or worksite:



- work context and associated risks
- the specific nature of the work
- the presence of other contemporary works

Technical rooms serving the fire-fighting water network (e.g. sprinklers pump station)

Remind:

- Activities have to be previously authorised;
- Access is forbidden to unauthorized persons.

SAFETY SIGNALS

	
Prohibition signs	Warning signs








Risks:

- work in confined space

- noise
- cuts or bruises to contact with dangerous surfaces (sharp edges, protruding parts)
- electrical shock
- falls, slips

Forklift charging areas













In the external areas of the plants there are specific areas for recharging forklift trucks. The areas are delimited with yellow lines. Access is forbidden to wearers of implanted medical devices.

SAFETY SIGNALS							
							
Prohibition signs				Warning signs			

Restricted area

It is forbidden to enter, unless expressly authorised , in the following areas:

- archives
- kitchen
- central heating
- power central units
- compressors
- waste deposits
- clean room
- warehouse
- computer centre
- terrace (roof)

SAFETY SIGNALS									
									
									
Prohibition signs				Warning signs					

2.10.3 Specific hazardous areas

SUMMARY TABLE	
TECHNOLOGICAL AREAS	RISK DESCRIPTION
Via Saccomuro 24	<ul style="list-style-type: none"> • Offices • Clean rooms • Storage and distribution of liquid nitrogen • Test range • Laser theodolite • Storage of toxic/corrosive/flammable products • Telecommunication antennas • Technical areas (such as: power station, UPS, sprinklers pump station, power generator, thermal station, wastewater treatment plant, etc)
Via Saccomuro 21	<ul style="list-style-type: none"> • Offices • Clean Rooms • Storage and distribution of liquid nitrogen • Laser theodolite • Anechoic chamber • PIM Anechoic chamber • Vibrators facilities • Thermal-vacuum facilities • Mechanisms laboratory • Mechanical workshop • Electronic laboratory prototypes and clean room • Storage of toxic/corrosive/flammable products • Forklift charging areas • Technical areas (such as: power station, UPS, sprinklers pump station, power generator, thermal station, wastewater treatment plant, etc)
Via Tiburtina 1210	<ul style="list-style-type: none"> • Offices • Clean Rooms • Storage and distribution of liquid nitrogen • Laser theodolite • Anechoic chamber • Vibrators facilities and multishaker • Thermal-vacuum facilities • Thermal and baric facilities

	<ul style="list-style-type: none"> • Mechanical workshop • X-ray machines • Bending machines • Washing system for titanium tubes • Alphacabin • Propulsion test area • Storage of toxic/corrosive/flammable products • Forklift charging areas • Technical areas (such as: power station, UPS, sprinklers pump station, power generator, thermal station, wastewater treatment plant, etc)
Via Tiburtina 1226	<ul style="list-style-type: none"> • Offices • Storage areas • Archive • Forklift charging areas • Technical areas (such as: power station, UPS, sprinklers pump station, power generator, thermal station, wastewater treatment plant, etc)
Via Tiburtina 1232	<ul style="list-style-type: none"> • Offices • Telecommunication antennas • Technical areas (such as: power station, UPS, fire-fighting pump station, power generator, wastewater treatment plant, photovoltaic system, heat pump systems etc)


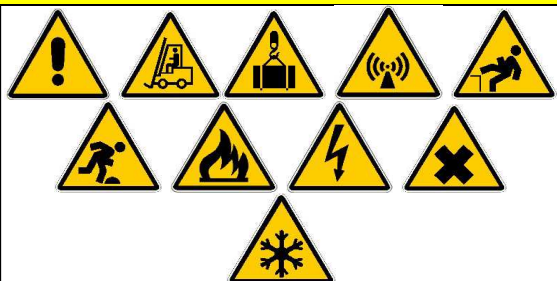
Risks reported in table are described in the previous paragraph and below.

Clean Rooms

Pay attention to cables on the floor.

Inside the Clean Rooms there are:

- cranes and lifting devices
- non-ionising radiation when EMC testing is performed

SAFETY SIGNALS	
	
Prohibition signs	Warning signs



Risks:

- incidental hurts
- slips and falls
- materials fall down
- electrical shock
- toxic/harmful substances

Storage and distribution of nitrogen liquid

It is prohibited for unauthorized persons to enter

There are storage of liquid nitrogen, in special areas delimited and closed, from these depart pipes and some parts (valves) which distribute the liquid or gas within the building at very low temperatures (<- 190 ° C).

SAFETY SIGNALS	
	
Prohibition signs	Warning signs


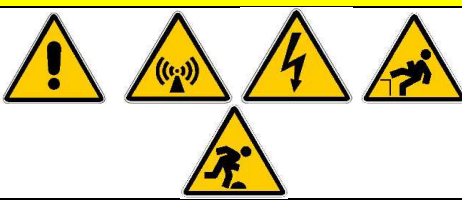
Risks:

- asphyxiation due to a leakage of nitrogen gas
- hypothermia due to a leakage of nitrogen liquid

Test station

They are located on the roof terrace of the building of Saccomuro 24. The equipment is remotely controlled

It is prohibited for unauthorized persons to access

SAFETY SIGNALS	
	
Prohibition signs	Warning signs



Risks:

- non-ionising radiation
- electrical shock
- slips and falls
- cuts or bruises to contact with dangerous surfaces (sharp edges, protruding parts)

Laser theodolite

The instrument is used in clean room

The instrument is classified as Class 2 (not dangerous). However, it is forbidden to fix the beam of light.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- non-ionising radiation (ROA)

Anechoic chambers

In the anechoic chambers are performed radiofrequency irradiation testing.

The rooms operate according to a safety procedure for disabling the radio frequency systems with the opening of the doors. The rooms are equipped with a fire extinguishing gas to drive both automatic and manual.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- non-ionising radiation (EMF)
- electrical shock
- low level of oxygen
- collisions, falls, slips
- fire

PIM Anechoic Facilities

Is an anechoic chamber in Via Saccomuro 21, in which tests are conducted, at high power radiofrequency radiation.

The rooms operate according to a safety procedure for disabling the radio frequency systems with the opening of the doors.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- non-ionising radiation (EMF)
- electrical shock
- low level of oxygen
- collisions, falls, slips

Vibrators and multishaker facilities

The facility in Via Tiburtina 1210 is physically and acoustically isolated from the rest of the environment.

During the test the vibration noise is produced with the sound pressure levels greater than 90 dB.

The room operate under a safety procedure and it is forbidden to enter the room during testing, a condition marked by a sign outside with no access light on the side of the door.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs


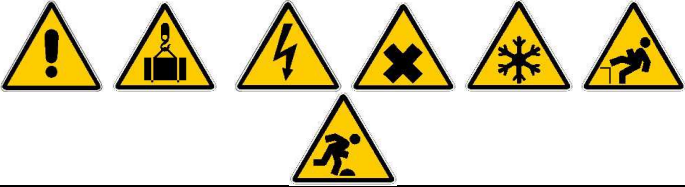
Risks:

- noise
- electrical shock
- toxic / harmful
- suspended loads
- collisions, falls, slips
- fire

Thermal-vacuum facilities

The facilities thermal-vacuum use nitrogen to reach the low temperatures (range: -130 ° to +150 ° C).

The door opening is indicated by a buzzer and a flashing yellow light. During the opening should be held away from the area of manoeuvring.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- crush (tailgate movement)
- electrical shock
- toxic / harmful
- low level of oxygen
- suspended loads
- collisions, falls, slips

Electronic laboratory prototypes and clean room (in Via Saccomuro 21)

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- electrical shock
- toxic / harmful
- burn
- collisions, falls, slips

DONI Laboratory (in Via Saccomuro 24)

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- electrical shock
- collisions, falls, slips

Quality Control Laboratory (in Via Tiburtina 1210)

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- electrical shock
- toxic / harmful substances
- fire
- noise
- collisions, falls, slips
- cutting, abrasion

Mechanisms laboratory

Mechanisms in the laboratory in Via Saccomuro 21 are performed by integration and testing of mechanical components and mechanisms of satellite or antenna's equipment.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- electrical shock
- toxic / harmful
- collisions, falls, slips

Mechanical workshop

Presence of: drill presses, milling, turning, and cropping.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- electrical shock
- noise

- cutting and / or cutting, skidding and / or abrasion
- projection of splinters and / or chips
- toxic / harmful
- collisions, falls, slips

X-ray machines

Two x-ray machines are installed in Via Tiburtina 1210 in shielded rooms with lead plates (bunker).

There is a safety procedure and it is forbidden to enter in the room during testing, there is an optical and acoustic signal, with switches to interrupt the radiation in case need.

A portable x-ray machine is used in the clean room. Removable shielded panels are used during testing to protect operators. The initiation of the test by the operator is done remotely and in a position protected by the panels. Access to the controlled area is allowed only to authorized personnel.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs



Risks:

- Ionizing Radiation
- slips and falls
- electrical shock

Bending machine

The machine in Via Tiburtina 1210 is protected by barriers.

During its operation is prohibited go over the fences.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:


- crushing of parts of the body
- piercing body parts

- electrical shock

Titanium tubes washing system

The plant is located in the clean room in Via Tiburtina 1210 and is constituted by a tank filled with a solution of low concentration of hydrofluoric acid and nitric acid, two tanks filled with detergents solutions, and a tank for treatment with ultrasound.

The tanks are equipped with vapour extraction system.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- corrosion of the skin and lungs
- toxic / harmful
- irritants
- electrical shock
- collisions, falls, slips
- suspended loads
- noise

Alphacabin

In this facility in Via Tiburtina 1210 are conducted acoustic tests, is equipped with an internal amplification system, capable of producing noise with sound pressure levels exceeding 140 dB for short periods of time (approximately 1 minute).

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- electrical shock
- collisions, falls, slips

- suspended loads

Pressure tests area

There are carried out pressure tests of the tanks for propulsion in Via Tiburtina 1210.

The test area is protected by a shield (blast shield) against the screening of potential splinters.

During the tests it is forbidden to remain or transit area.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs



Risks:

- electrical shock
- collisions, falls, slips

Thermal and baric facilities

Thermal and baric facilities are used to achieve the temperature and pressure conditions to which the satellite is subjected in space.

The facilities are installed in the clean rooms and are isolated from their surroundings.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- crush (tailgate movement)
- electrical shock
- toxic / harmful substances
- low level of oxygen

- suspended loads
- collisions, falls, slips

Moi Cog facility

The Moi Cog is a facility for mass properties measurements (in Via Tiburtina 1210).

SAFETY SIGNALS	
	   
Prohibition signs	Warning signs

Risks:

- electrical shock
- suspended loads
- collisions, falls, slips

Testing stations

Electrical/electronic equipment located in the clean rooms may have cables scattered across the floor.

Risks:

- electrical shock
- falls, slips

Telecommunication antennas

Antennas are installed on the roof of the buildings of Via Saccomuro 24 and Via Tiburtina 1232. The antenna exclusion zones are inaccessible to unauthorized workers.

SAFETY SIGNALS	
 	   
Prohibition signs	Warning signs



Risks:

- Non-ionising Radiation

- electrical shock
- cuts or bruises to contact with dangerous surfaces (sharp edges, protruding parts)

Photovoltaic and solar thermal systems

The systems are installed on the roof of the building of Via Tiburtina 1232. The access to the technical areas is allowed only to authorized personnel. Activities have to be previously authorised.

SAFETY SIGNALS	
	
Prohibition signs	Warning signs

Risks:

- collisions, slips and falls
- electrical shock
- fire
- contact burns on hot surfaces

2.11. WORK REQUIRING SPECIFIC AUTHORISATION

To perform the following activities the Contractor need a dedicated authorisation. This authorisation will be issued only after the joint inspection (see annex modules).

- FLAME AND HIGH TEMPERATURE WORK (Module 3)
- WORK ON ROOFS (Module 4)
- WORK AT HEIGHT (Module 5)
- WORKS ON ELECTRICAL SYSTEMS AND EQUIPMENT (Module 6)
- WORK IN CONFINED SPACES (Module 7)

2.11.1 Authorisation for flame and high temperature work

Safety instruction before starting the activities, be careful of:

- substances/ flammable or combustible materials;
- in case of cuts of containers or closed pipes with unknown contents;
- open containers or pipes containing materials able to evaporate or form gas if heated and then explode or create dangerous reactions;
- into rooms or containers not ventilated.

The Contractor's Responsible should agree with the:

- HSE Manager;
- Work area Responsible ;
- general management Responsible;

A dedicated authorisation for flame and high temperature work must be obtained from the HSE Manager or Facilities Responsible (see module 3).

It's forbidden to start the work until a joint preventive inspection has been made and "Authorisation for flame and high temperature work" form has been filled

The duration of the authorisation can't last more than one shift, also if the work provide more shifts or working days: in this case a permit will be issued every day or every shift.

2.11.2 Authorisation for work on roofs and covers

The Contractor have to assure all necessary safety measures for its personnel Working on roofs and covers, in accordance with Italian law.

The use of the PPE will be an exclusive responsibility of the Contractor.
To implement the works the Contractor must fill in the forms (see modules 4).

2.11.3 Authorisation for work at elevated height

The Contractor must contact the Committee's Referents (HSE and the areas Responsible), in order to detect residual risks and observe the Thales Alenia Space rules.

The use of the PPE will be an exclusive responsibility of the Contractor.

To implement the works the Contractor must fill in the forms (see modules 5).

2.11.4 Authorisation for work on live electrical parts (machines, equipment or electrical panels)

It is absolutely forbidden to work on machines, equipments or electrical panels under power

If necessary, the Contractor, during the joint inspection, shall give a written report on all precautions assumed, in accordance with current Italian Law.

The use of the PPE will be an exclusive responsibility of the Contractor.

To implement the works the Contractor must fill in the forms (see modules 6).

2.11.5 Authorisation for work in confined spaces

Before any work in confined spaces is necessary to require specific authorisation to the Facilities Manager and the HSE Manager.

The use of the PPE will be an exclusive responsibility of the Contractor.

To implement the works the Contractor must fill in the forms (see modules 7).

Work in confined spaces such as anechoic chambers, laboratories, technical rooms, and usually in some areas of clean rooms need this specific authorisation and the contractor have to organize shifts to regulate the presence of at least 2 (two) employees.

2.12. JOINT PREVENTIVE INSPECTION (ART. 26 D.LGS. 81/08)

The Manager/Responsible of the work, in accordance with Italian Law, will make a careful inspection in the areas of the work with the HSE Responsible and the areas Responsible, with the aim of establish any necessary protection and safety measure, to inform their workers and integrate it in the "Safety Plan"

The report of inspection (attached module 2) must be done before starting the activities

In case of specific risk, the contractor must require a specific authorisation (see attached modules).

The joint inspection is mandatory and the final report (attached) will be signed before the conclusion of the Agreement or any release of ATP.

2.12.1 Evaluation criteria for interferences risks

The assessment of the risks from interference is carried out according to Italian law Legislative Decree n ° 81/2008 and to the current regulations on health and safety at work.

The evaluation process is divided into three main phases:

Phase 1: Identification and analysis of all interference risk factors

The first phase consists in the examination of the basic information necessary for the identification of all the interference risk factors that could potentially derive from the execution of the commissioned activities.

Phase 2: Evaluation of all risks from interference

From the identification and analysis phase, we move on to the assessment phase of each interference risk.

The assessment of the extent of the risk (R) is carried out through the formula:

$$R = P \times G$$

where G is the severity of the consequences of an undesired event, P represents the probability that it occurs in a certain period of time.

In order to carry out an objective assessment of the level of risk, both the "P" and the "G" index have been adopted for the 4-level scales, shown in the tables below.

The risk measurement methodology considers a discrete "semi-quantitative" scale of values to be attributed to P, G and R.

		INDEX (G)			
		Mild I	Serious II	Grave III	Relevant IV
INDEX (P)	Frequent 4	4	8	12	16 L ₄
	Likely 3	3	6	9	12 L ₄
	Possible 2	2	4	6	8
	Remote 1	1	2	3	4

The major risks, in this matrix, are the boxes at the right top (lethal damage - high probability), while the smaller ones are at the closest positions to the origin of the axes (slight damage - negligible probability).

IR value	Risk assessment
1-2	NOT RELEVANT
3-4	LOW
6-8	MEDIUM
9-16	HIGH

Phase 3: Definition of prevention and protection measures to be adopted and estimation of safety costs

On the basis of the interference risks assessment, taking into account the risk indexes, are finally identified the prevention and protection measures to be adopted to eliminate / reduce the interferences in the various work phases and the subjects who must provide for their realization.

For each identified prevention and protection measure, is carried out an estimation of the costs for its realization. The sum of the costs of each prevention and protection measure represents the estimate of the "safety costs" foreseen by the art. 26, paragraph 5 of Italian Legislative Decree n. 81/2008.

3. PART B

3.1. PURPOSE OF THE EVALUATION AND MANAGEMENT OF INTERFERENCE

In compliance with the requirements of Article. 26 of Legislative Decree 81/08, this document is attached to Part "B" with the aim of:

- Promote cooperation between the Contractor and the Client in order to implement all necessary measures to prevent and protect against risks of workplace accidents on the activities covered by the Contract;
- To promote coordination between the Contractors and the Client about the appropriate steps for protection and prevention to be taken in relation to the elimination of risks due to interference between the work of contractors involved in the execution of the Agreement (and between these and work load normal activities may be conducted in the Customer affected by these).

3.2. EVALUATION AND MANAGEMENT OF INTERFERENCE

In order to promote a better management of safety at work, are suggested the following criteria and some preventive measures (to respect always) that will minimize the possibility of interference between work and workers employed in the same area inside Rome plant of Thales Alenia Space.

Avoid accidents and minimize risk is a conditioning parameter for the safety.

The Contractor must implement the organizational measures to prevent and protect the employees by the risks.

Organizational measures

- perform a risks assessment for the activities, and develop specific procedures to implement the work commissioned;
- Organize the work in order to avoid overlap between processes in space and/or time.

Mandatory measures for prevention and protection

- Isolate the work area
- Notify the start of activities;
- Keep the work area clean;
- Place the generated waste only in authorized and dedicated areas, signs them with physical barriers ;
- Always keep the fire-fighting equipment available in the working area.

3.3. MAIN REGULATIONS

For anything not covered herein, consultation should be made of the laws on safety and health protection, in particular:

_ Council Directive CEE/CEEA/CE n° 391 of 12/06/1989 - *on the introduction of measures to encourage the improvement of the safety and health of workers at the workplace.*

_ Council Directive CEE/CEEA/CE n° 654 of 30/11/1989 – *Minimum requirements for safety and health for workplaces.*

_ Council Directive CEE/CEEA/CE n° 655 of 30/11/1989 – *Minimum requirements for safety and health for equipments used from workers during the job.*

_ Council Directive CEE/CEEA/CE n° 656 of 30/11/1989 – *Minimum requirements in matter of safety and health for the use from workers of personnel protection equipments during the job (P.P.E.).*

_ Council Directive CEE/CEEA/CE n° 269 of 29/05/1990 – *Minimum requirements for safety and health for manual handling of loads.*

_ Council Directive CEE/CEEA/CE n° 270 of 29/05/1990 – *Minimum requirements for safety and health for the carried out working activities with display screen equipments.*

_ Council Directive CEE/CEEA/CE n° 394 of 28/06/1990 - *Protection of workers against risks deriving from exposure to cancerogenous agents during the job.*

_ Council Directive CEE/CEEA/CE n° 679 of 26/11/1990 - *Protection of workers against risks deriving from exposure to biological agents during the job.*

_ Council Directive CEE/CEEA/CE n° 24 of 07/04/1998 - *Protection of workers against risks deriving from exposure to chemical agents during the job.*

_ Council Directive CEE/CEEA/CE n° 92 of 16/12/1999 – *Minimum requirements for safety and health of workers who can be exposed to the explosive atmosphere risk.*

_ Council Directive CEE/CEEA/CE n° 477 of 19/09/1983 - *Protection of workers against risks deriving from exposure to asbestos during the job.*

_ Council Directive CEE/CEEA/CE n° 10 of 06/02/2003 - *Protection of workers against risks deriving from exposure to noise during the job.*

_ Council Directive CEE/CEEA/CE no. 44 of 25/06/2002 – *“Protection of workers form risks resulting from mechanical vibration”*

_ Council Directive CEE/CEEA/CE no. 46 of 23/04/2008 which modifies C.D. CEE/CEEA/CE no. 40 – *“minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (electromagnetic fields)”*

_ Council Directive CEE/CEEA/CE no. 25 of 05/04/2006 – *“minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (artificial optical radiation)”*

Module 1

CERTIFICATE OF RECEIPT

ATP N.
Activities

I, the undersigned,,
self-employed worker / legal representative of the company:
.....,

With headquarters in (town).....
(address),.....
commissioned by Thales Alenia Space Italia to carry out work on its premises at the
Rome Plant, as per Work Order no.issued on,

- relative to the job of
.....
.....

- and/or relative to continuous business relations for:
- maintenance of the installations of
.....
.....

- management of the installations of
.....
.....

hereby declare that I have received the

**“INFORMATION BOOKLET ON RISKS AND PREVENTIVE MEASURES IN ROME
PLANT”**

edition 7 – March 2023, and undertake to adjust the risk evaluation of my own activities
on the basis of the information received and pass on the information to all my employees
who will be working at the above-mentioned Thales Alenia Space Italia - Rome plant.

Date.....

Signature.....

Module 2

JOINT INSPECTION REPORT

(to be completed by company Manager)

ATP N.
Activities

On by TAS-I Rome plant ofarea

There are:

Mr..... responsible for the Company

And the following customer representatives:

Mr. Works responsible

Mr. Area responsible

Mr. HSE Manager

Which will make a joint inspection in the area where the works will be done according to contract no.issued on related to

In order to share information on specific risks and **evaluate existing interferential risks** according to Italian law (D.Lgs 81/2008, art.26, comma 3) and therefore assume all safety measure to conduct the activities.

At the end of the inspection, the Supplier responsible declare:

- to have identified during inspection, the existence of the following specific risks, and also to be aware of the consequent safety measures to be taken:

.....

- to have agreed on the use, after authorisation of the Customer Representative, of the following Customer equipment:

.....

- given the special characteristics required by that equipment in the particular work environment (e.g., clean rooms);
- to understand that Customer Works Manager must be contacted each time it is deemed necessary to verify risk situations linked to the Customer's activities, subject to the assumption of due care and prevention measure;
- to have been informed that the work done in these areas:
 - does not involve exposure to asbestos fibres or biological agents
 - does not involve exposure to cancerogen or mutagen chemical agents
 - does not involve exposure to noise levels that could overcome _____dBA;

- to have been informed by the Customer of its risk prevention and protection organisation, emergency management, generic risks and restrictions and obligations relating to safety and pertaining to the employees of the contracting Company;
- to have checked the location of the area and the first aid boxes, extinguishers, changing room for personnel and the storage area for material and equipment and to have verified their suitability;
- that timely communication will be given to the Customer works Manager of any accident, injury to the employees, and damage to the property of the Customer or third parties;
- to be totally aware of all conditions laid out in the order/contract and in all the attachments and to abide by them scrupulously.

In addition, the Supplier representatives and the Customer representatives, together declare that in the work area they have noted the existence of the following interferential risks:

.....
.....

And to assume the following measures to eliminate the above mentioned interferential risks:

.....
.....

The Supplier representatives and the Customer representatives, together declare that they have noted the existence in the work area of the following works to be done by third Companies:

.....
.....

As a consequence, the Supplier representatives bind themselves to collaborate with the third parties, under the supervision of Prevention and Protection Service personnel, in order to assume any possible measure for the mutual safety and eliminate any possible interference risk.

The Supplier representatives bind themselves to inform the personnel they direct and manage for this job , regarding all the detected risks and the measures taken to eliminate them.

The subscription of this Joint Inspection Report does not commit TAS-Italy to assume any obligation to stipulate contracts with the Supplier and/or its Subcontractors

Rome,.....

For the Supplier:

For Thales Alenia Space Italia

Works Responsible Works Responsible

HSE Mgr

Area Responsible

1. JOINT INSPECTION RISK EVALUATION

ACTIVITIES RISKS	RISK EVALUATION <i>P x G = IR</i>	SAFETY MEASURES TO BE ADOPTED FOR THE ELIMINATION OF INTERFERENCE RISKS	RESPONSIBLE OF THE ACTION						
General interference between the activities covered by the contract and the activities carried out by Thales Alenia Space	<table><tr><td>P</td><td>G</td><td>IR</td></tr><tr><td></td><td></td><td></td></tr></table>	P	G	IR				<p>Delimitation of the area of intervention with the application of fixed or mobile barriers. This aspect has to be assessed from time to time. Possible suspension of the activities carried out in the adjacent departments by the staff of Thales Alenia Space, if there is the possibility of high interference with the activities carried out by the contracting company.</p> <p>Appropriate safety signs and identifying warnings that the area or department is temporarily forbidden to Thales Alenia Space personnel.</p> <p>Identification of all the personnel of the contractor assigned to the work activities by an identification tag.</p> <p>Other _____</p> <p>_____</p>	
P	G	IR							
Other risks:	<table><tr><td>P</td><td>G</td><td>IR</td></tr><tr><td></td><td></td><td></td></tr></table>	P	G	IR					
P	G	IR							
Other risks:	<table><tr><td>P</td><td>G</td><td>IR</td></tr><tr><td></td><td></td><td></td></tr></table>	P	G	IR					
P	G	IR							

Module 3

AUTHORISATION FOR NAKED FLAME AND HIGH TEMPERATURE WORK

All the activities that required flame and high temperature work, such as soldering, rubbing, trimming need the following safety precautions:

I, the undersigned, _____ (Facilities Responsible or Health and Safety Responsible)
Authorise the execution of the following activities, under the responsibility of: _____ acting as _____
Of the Company _____
The works will start _____ from (hr) _____ to (hr) _____ Site _____ Area _____

The Company Responsible declares to be informed about site.

To perform the work, the Company Responsible and his workers will follow the listed precautions:

- Make a site survey in order to check all the safety condition;
- Respect the safety distance of 15 meters. When not possible, they must be protected against heat and sparks.
- It's forbidden to keep inflammable goods (like paints, GPL and solvent) near high temperature processing.
- The job's areas must be ventilated to avoid flammable or explosive condition.
- Check the emergency exits..
- Availability of adequate number of extinguisher.
- To be aware of the evacuation procedure.
- **At the end of the activities it is required to have a safety survey**

As confirmation of the received instructions:

Facilities Manager

Company Responsible

HSE Manager

Area Responsible

This authorization is valid for the duration of the work under the contract/ATP

At the end of jobs

Ending time:

Areas inspection after 30 minutes. The areas have been inspected and found in safe condition.

Signature of fire controller _____

Final control after 2 hours. The areas have been kept under control for the foreseen period and now are considered in safe conditions.

Signature of fire controller _____

Module 4

AUTHORISATION FOR WORK ON ROOF AND TEST RANGE

The described works, concerning access to roofs, terraces etc, will start respecting the specific directions and instructions listed below:

Description:

PPE preventive protective equipment:

Date of works: from _____ to _____

- Authorized personnel: _____

- Responsible of the work: _____

I confirm that the employees have been trained to perform the work in safe condition.

Rome _____

Works Responsible

.....

Notes:

HSE Manager

Facilities Manager

.....

.....

Module 5

AUTHORISATION FOR WORK AT HEIGHT

("Work in height" means any work over 2 m within feet position)

The described works, concerning access to elevated positions, will start respecting the specific directions and instructions:

- Use scaffolding;
- Use ropes;
- Use of cerry picker;

Description::

PPE preventive protective equipment:

- Date of works: from _____ to _____
- Authorized personnel: _____
- Responsible of the work: _____

I confirm that the employees have been trained to perform the work in safe condition.

Rome _____

Works Responsible

.....

Notes:

HSE Manager

Facilities Manager

.....

.....

Module 6

AUTHORISATION FOR WORK ON LIVE ELECTRICAL PARTS (MACHINES, EQUIPMENT OR ELECTRICAL PANELS)

The execution of the activities described below, that requires to work on electrical device under power,, will be authorised in accordance with following instruction

Description:

Plant, machine, equipment, electrical panel **subject of the work:**

PPE preventive protective equipment:

- Date of works: from _____ to _____
 - Authorised personnel: _____
 - Responsible of the work: _____
- I confirm that the employees have been trained to perform the work in safe condition.

Rome _____

Works Responsible

.....

Notes:

HSE Manager

Facilities Manager

.....

.....

Module 7

AUTHORISATION FOR WORK IN CONFINED SPACE

The execution of the activities described below, that requires the access to confined working areas, will be authorised in accordance with following instruction:

Description:

PPE preventive protective equipment:

- Date of works: from _____ to _____
- Authorised personnel: _____
- Responsible of the work: _____

I confirm that the employees have been trained to perform the work in safe condition.

Rome _____

Works Responsible

.....

Notes:

HSE Manager

Facilities Manager

.....

.....

End of document