

REPORTING SERIOUS, VERY SERIOUS AND FATAL ACCIDENTS

The scope of this document covers all FCC Group workplaces worldwide that are linked to any contract, service, concession, project or other business form.

This instruction contains guidelines for formal internal reporting of accidents classified as serious, very serious or fatal in the various echelons of FCC. Existing procedures within the workplace safety management systems in FCC's business areas must be adapted to the common framework established in this document.

It will apply in the event of any of the following types of accidents involving employees of the FCC Group or contractors/subcontractors and any incidents involving third parties:

- Those that cause the death of the worker, either immediately or at a later date, and arise in the workplace or during the commute.
- Those that are classified as serious or very serious by the doctor attending the casualty.
- Those involving more than four people regardless of their medical classification
- Those with a media impact

The reporting process will be as follows:

1. The person in charge of the project/contract/workplace or the senior person on site in the workplace at the time must immediately (i.e. as soon as he/she becomes aware of the accident) notify the Director of the Zone/Field Office/Management/Company/Factory (depending on the Area), the Safety Officer in charge of the location, and the Director of Safety in the business area.
2. The Director of the Zone/Field Office/Management/Company/Factory will report or delegate someone to report the accident (immediately) using two simultaneous notifications, both essential:
 - a. Through the **Form for reporting serious accidents** on the intranet at the following address: [Serious Accidents Reporting Address](#)

When this form is completed and sent, the corresponding management levels are informed automatically:

- Area Chairman (only in the event of fatal accidents) and Area General Manager
- Legal Advice Directors
- Organization General Manager and Directors of Human Resources (Corporate and Area)
- Directors of Labour Law and Health and Safety Department (Corporate and Area)
- Communication Department
- Insurance Director

In case of reporting system could not be available, it will be necessary to send an email attaching the form and any other important information.

- b. Urgently and before doing anything else, to the **Director of Human Resources from area**, who define and coordinate the actions (if necessary depending on seriousness) with the Directors of Labour Law and Health and Safety Department (corporate) and with the Legal Advice Directors (areas) who get in touch with external lawyer offices to provide criminal and labour law assistance.



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