



Annual Report 2018

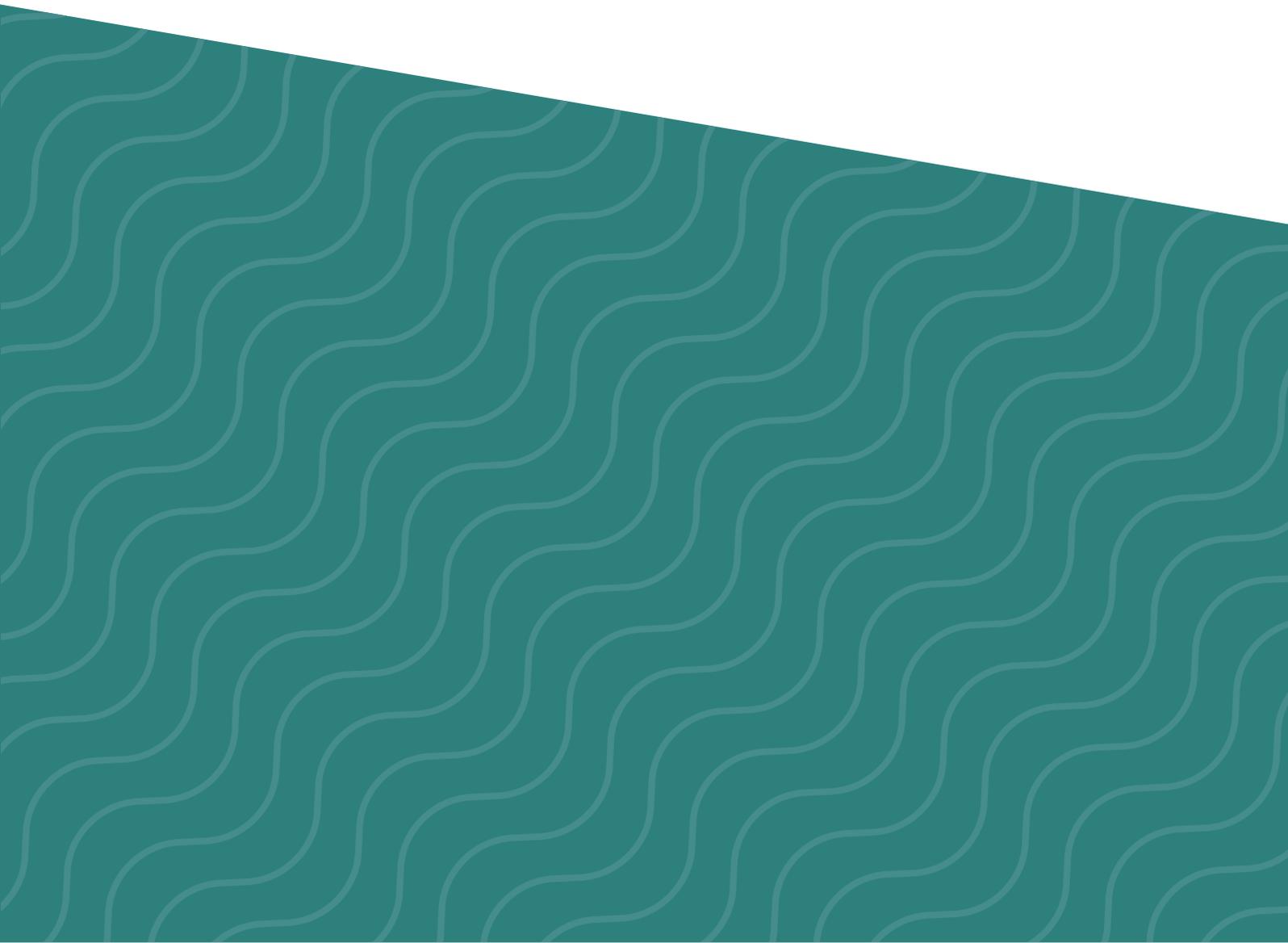


Autoridad Portuaria de Huelva



Sustainability Report 2018

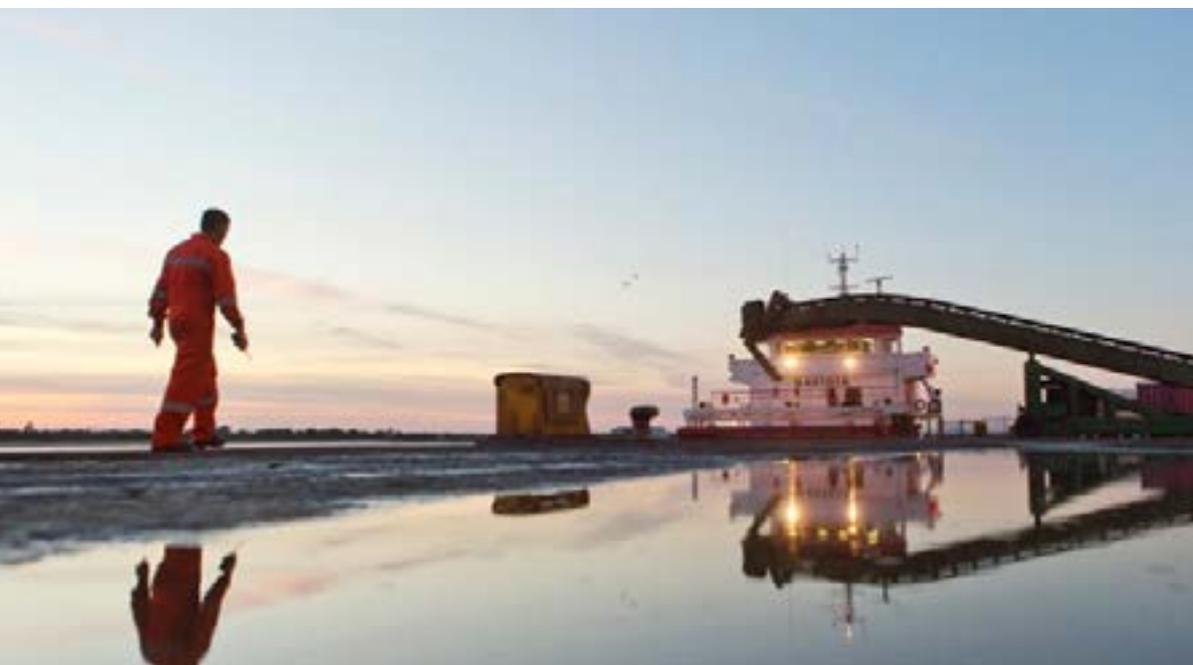
Social Dimension



Human resources policy

Pursuant to Article 47.2 of Royal Legislative Decree 2/2011 of 5 September approving the Recast Law on State Ports and the Merchant Navy: “Port Authorities and State Ports must adjust their human resources policy to the principles, criteria and stipulations of the Government’s economic and budgetary policy concerning employees in the service of the state public sector, and the criteria of courses of action and general objectives established in the Strategic Framework”.

In this regard, action by the Huelva Port Authority concerning human resources in 2018 was taken with a policy of austerity in relation to expenditure and welfare contributions and application of the skills management system, implementing its classification, training and professional development subsystems.



*Worker
in port facilities.*

Employment at the port authority

Total number of employees (S_01)

Trend in the total number of Port Authority employees.

	2016	2017	2018
Annual average workforce	203	209	218

Percentage of part-time employees against full-time employees (S_02)

Trend in the percentage of part-time Port Authority employees.

	2016	2017	2018
Percentage of part-time employees	23.30%	26.32%	32.54%

Distribution of workforce by areas of activity (S_03)

Distribution of workforce by areas of activity in 2018.

Activity	Percentage of annual average workforce
Office not covered by collective bargaining	12.26%
Office covered by collective bargaining	43.83%
Maintenance	8.86%
Port police	35.05%

Percentage of employees covered by collective bargaining agreements (S_04)

A collective bargaining agreement applied to 87.85% of the 214 employees at 31 December 2018.

Internal communication and participation

Mechanisms for employee representation and for communication with management (S_05)

Two representatives of trade union organisation, one for UGT and another for Comisiones Obreras, sit on the Huelva Port Authority's Board of Directors.

Company employees are legally represented by a 9-member unitary representation vehicle (Works Committee) and by trade unions, through the representatives of each trade union (UGT and Comisiones Obreras).

The Works Committee meets regularly with Management to address relevant issues, and commissions are also created to guarantee proper involvement of employees in corporate matters.

Mechanisms for technical involvement of employees in improvements to production processes (S_o6)

A number of committees, usually joint committees, are in place to discuss issues concerning the production process, organisation of work, application of regulations in force, prevention and safety, etc.

The committees are as follows:

- Local Skills Committee.
- Occupational Safety and Health Committee.
- Committee for Supervision and Interpretation of the Local Agreement.
- Pension Plan Committee.
- Committee for Distribution of the Fund for Social Purposes.
- Loans Committee.
- Training Committee.
- Tribunals for internal or external coverage of occupations.
- Port Police Committee.

Training

Percentage of employees on training programmes (S_o7)

Percentage of employees on training programmes	
As per bargaining agreement	81.65%
Not as per bargaining agreement	18.35%

Average number of hours of training per employee (S_o8)

	Total Hours	N.º Employees	Average*
As per bargaining agreement	14,396	192	74.98
Not as per bargaining agreement	5,499	26	203.66

*Average calculated out of the total number of employees covered and not covered by a bargaining agreement respectively.

Number of training programmes ongoing in relation to the skills management system (S_o9)

In accordance with the stipulations of the Multiyear Training Plan, approved by the Local Skills Committee on 12 February 2016, the following training programmes were carried out in 2018 in relation to the skills management system:

Annual English programme (“Language” skill)

The third training activities programme commenced in the third quarter of 2018, with the objective of improving the “language” skill through official certification, pursuant to certain levels of the European Common Reference Framework for languages.

This programme is run on an annual basis for any staff at the Huelva Port Authority wishing to improve their languages to assist them in their professional activity, and also to boost their personal profile. To this end the Huelva Port Authority issued a tender for the language-learning contract, which was awarded to the language specialist Kedaro International. The Huelva Port Authority pays this academy the monthly cost of classes for each student. The cost of this, and also enrolment fees and monthly charges, include the teaching materials necessary, and the costs of the examinations for official certification of the level concerned.

Also, in order to provide language training for staff who work shifts, a language-learning cooperation agreement was signed with Spain’s Open University (UNED).

The total number of students enrolled on language-learning courses at each level in 2018–2019 was 63, as follows:

English Nivel A1: 3	English Level C1: 3
English Nivel A2: 11	English Level C2: 3
English Nivel B1: 18	French Level C1: 1
English Nivel B2: 24	

All the 46 students enrolled in 2017-2018 who took exams between June and October 2018 obtained a sufficient grade to continue on the next course. The following official certificates were also obtained:

- **A2:** 7
- **B2:** 1
- **B1:** 10
- **C1:** 1

Occupational hazards prevention training programme (“Prevention of Occupational Hazards” skill)

The following training activities were carried out in 2018 in connection with the Prevention of Occupational Hazards:

Training for new employees

Pursuant to the provisions of Article 19 of Law 31/1995 of 8 November on the Prevention of Occupational Hazards, new employees are given sufficient and adequate practical and theoretical training as soon as they take up their functions. This kind of training was provided for a total of seven employees.

Workshop – risks and preventive measures in office

Working in an office entails specific risks which must be examined. The consequences cover such different aspects as muscular-skeletal disorders (neck and back pain, for example), eye fatigue, headaches, irritation in the eyes, thermal discomfort, monotony, lack of motivation, stress etc. This training makes employees aware of the main hazards to be found in an office, to enable them to recognise possible anomalies and, if need be, to apply the proper preventive measures.

In situ training was provided for twelve students.

Safety in facilities and logistic storage processes

The purpose of this course is to learn and analyse technical safety regulations for logistics facilities, with a particular focus on goods pallets, storage shelves, loading bays, motorised units, hired equipment and the implements used, and requisites for storage trestles.

In situ training was provided for thirteen students.

Muscular-skeletal disorders in the workplace

Examination of the legal framework and essential aspects of management of muscular-skeletal disorders in the workplace, good practices to be implemented by the company’s prevention units, and presentation of lines for implementation of active ergonomics in the various sections of the company.

In situ training was provided for two students..

Analysis of accidents in the workplace. Tools and methods

This course sets out to demonstrate and facilitate the various work methodologies, in order to extract reliable and accurate information on accident rates and the causes of events or accidents, furnishing tools and strategies to help create a healthier working environment. Particular attention will be paid to both quantitative and qualitative analysis methodologies, and their practical applications.

In situ training was provided for one student.

Safety and health leadership

The course sets out to share experiences and major advances in relation to occupational health and prevention of hazards in the workplace, issues which have now become a strategic factor of competitiveness for businesses.

In situ training was provided for one student.

New regulations for fire protection facilities

The course sets out to present major new features and the requisites for companies and for fire protection facilities.

In situ training was provided for two students.

“Port Strategy and Sector” training programme. Level 1 Course

The Port Strategy and Sector programme comprises knowledge of the port business and its environment (the various operators, agents and services offered), and the techniques and methodologies used to draw up strategic plans.

The total number of students on the programme was 21. It was also taught online via the State Ports training platform, with a partial contribution from the State Employment Training Foundation.

“Port Operations and Services” training programme

The Port Operations and Services programme comprises knowledge of land-based and sea-based operations and services relating to port traffic, from the time a request is made to put in at the Port until goods or passengers arrive at the dock, and the regulations applicable to these operations and services.

The purpose of the programme was to teach the functions of ports, identify the main port customers and agents, provide an understanding of what port services are and how they are classified, explain the different ways in which port services are managed, and provide an overview of the influence of port tariffs on port costs. The programme was taught to a total of 17 students, and was also taught online via the State Ports training platform, with a partial contribution from the State Employment Training Foundation.

Environmental training programme

The environmental training programme teaches students how to measure, assess and minimise the environmental impacts of the activities of those working in the Port Community, and also explains the regulations applicable.

The following courses were taught in 2018:

Preventing and combating pollution. Advanced level

This course sets out to provide technical backup and training for Sea and Land Action Groups, Logistics Units, and operators of the Port’s Service Control Centre (“CPCS”), with content on prevention systems,

systems to contain and collect spillages, the equipment required, maintenance and repairs; management techniques used by human response cells and logistics issues, for a proper response to instances of sea pollution, in accordance with the basic structure established in internal contingency plans, pursuant to Royal Decree 253/2004 of 13 February and ORDER FON/555/2005 of 2 March.

In situ training was provided for two students.

Energy savings and CO₂ emissions in refrigeration facilities in the foodstuffs sector

This course sets out to provide knowledge to devise a sustainable logistics refrigeration hub, using technology relating to the industrial refrigeration project.

In situ training was provided for one student.

Continuity of green systems in urban environments

This comprises a forum for reflection and debate to share experiences on spaces for public use, in order to provide tools to plan territory with a focus on the continuity of systems of green spaces as a substantial aspect to make progress in a healthy urban environment which generates opportunities and improves people's standard of living.

In situ training was provided for one student.

“Use and Exploitation of Systems” training programme

“Use and Exploitation of Systems” covers techniques to use and exploit the information and communication systems used by company management. The following course was taught:

Digital transformation Office 365

This sets out to optimise and boost the efficiency of employees in habitual operations with tools such as Excel, Word, PowerPoint, OneDrive etc.

In situ training was provided for 11 students.

Excel technician for finances

This course provides the necessary financial knowledge of the main aspects of the problems faced by the company's finance department, devising decision-making models based on spreadsheets. The programme provides practical tools and resources for efficient management of a company's finances, enabling the proper financial decisions to be taken, with the assistance of Excel at all times.

The course was taught online to 6 students.

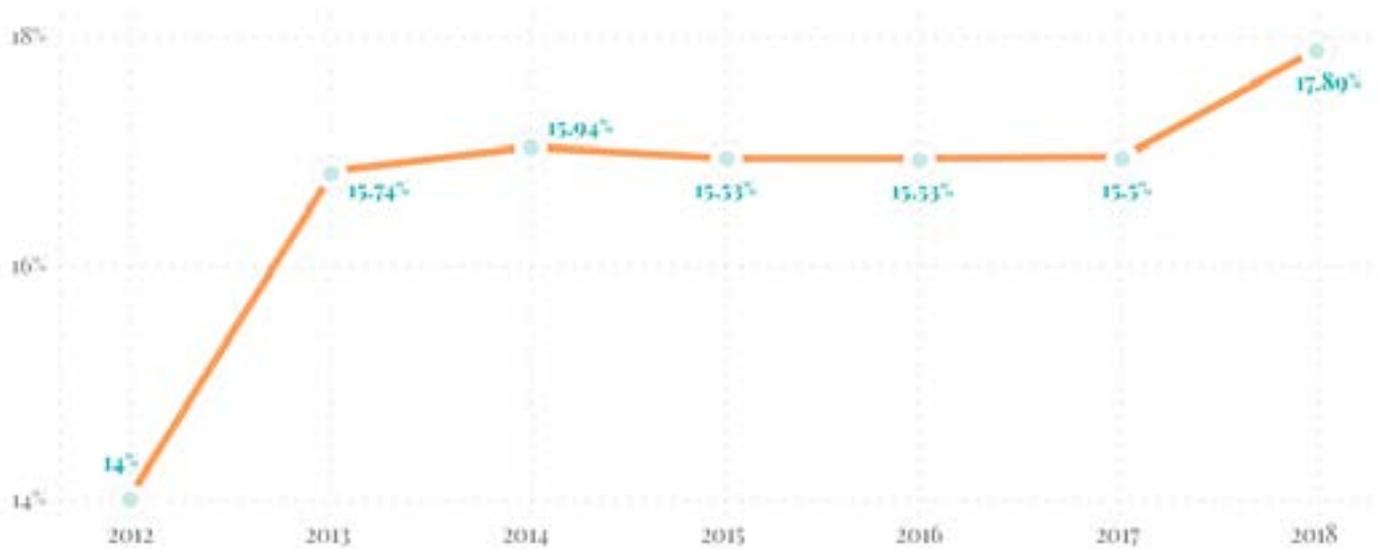
Other training courses

The following training activities were also carried out in 2018 in addition to the skills management system::

	Students	Hours
Management and Operation in the Maintenance of Facilities	1	85
Specialist in Strategic Management and Technological Innovation in Human Resources	4	800
Presto 10 Programme: Measurements and Estimates	11	605
Presto 13 Programme, advanced	3	165
International Trade	4	384
Protection of Critical Infrastructures (Port Police)	63	1,575
7th National ATPYC Congress	4	72
Master in Port Management and Planning and Intermodality	2	2,800
ADR Hazardous Goods	2	40
Head of Traffic 1	11	1,551
Capacitation for Port Management in Industry 4.0	2	38
Railway Training Conference	14	70
The new Law of Public Sector Procurement Contracts	1	11.5
Maritime Engineering (Module B: Port Engineering)	1	36
Inspection of Rail Infrastructures CFV	2	100
Workshop – Partners’ Agreement	1	4
Growth Club Presentation Conference – How to expand your business with blockchain	2	7
English by video conference	3	82
University Master in Roads, Canals and Ports Engineering	1	450
Techniques for filing and cataloguing books	1	120
SILTRA Direct Payment System	4	200

Structure of the workforce and equality

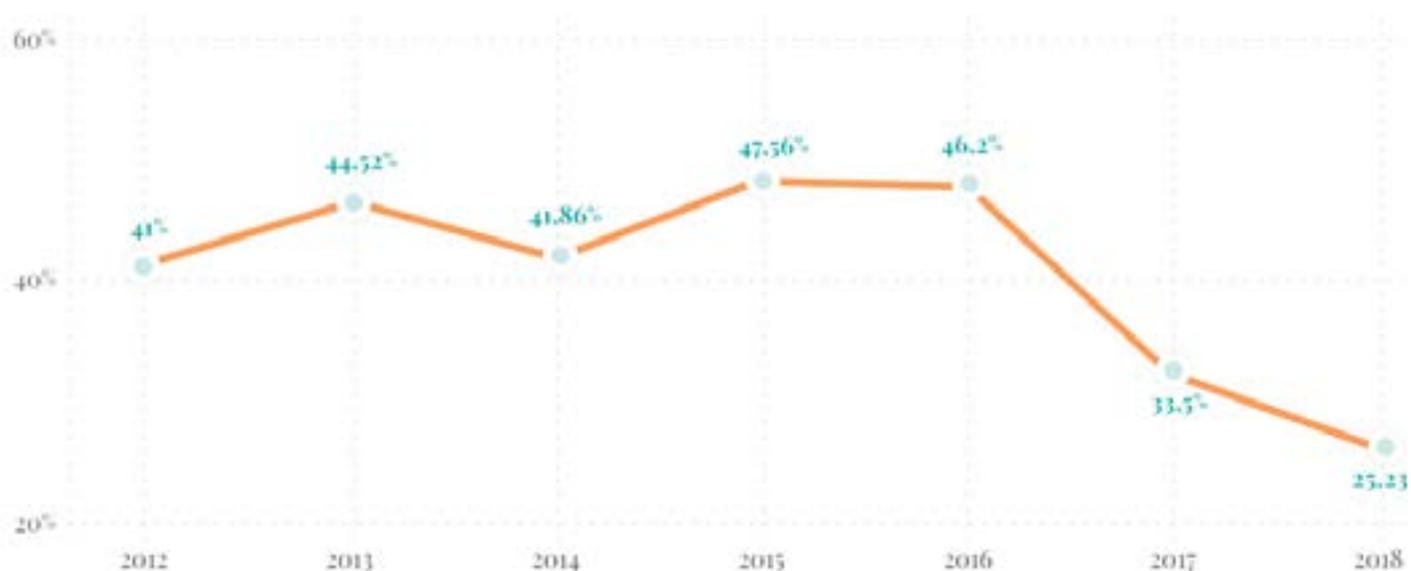
Percentage of women out of total employees (S_10)



Percentage of women not covered by collective bargaining (S_11)



Percentage of full-time employees over 50 years old (S_12)



Percentage of full-time employees less than 30 years old (S_13)



Occupational safety and health

Trend in the annual accident frequency index (FI) (S_14)

FI = (total number of accidents involving lost work time / number of hours worked) x 106.

	2016	2017	2018
N.º of accidents involving lost work time for every million hours worked	14.73	20.30	14.36

Trend in the annual accident seriousness index (SI) (S_15)

SI = (number of days lost due to accidents / number of hours worked) x 103.

	2016	2017	2018
N.º of days lost for every thousand hours worked	0.79	0.21	0.62

Trend in the annual absenteeism index (S_16)

AI = (number of calendar days lost due to absenteeism x 100) / (number of employees x 365)

The criteria established in Article 52.d of the Employment Statute are used for the purpose of calculating absenteeism.

	2016	2017	2018
Percentage of days lost due to sick leave	0.44	0.48	0.24

Training in the prevention of occupational hazards (S_17)

Total number of training hours: 43	43
Total number of employees (annual average workforce): 43	43
Average number of hours per employee: 43	43

Safety and protection exercises and simulations (S_18)

The following exercises were carried out in 2018.

27/02/2018	ENGINE ROOM FIRE ON BRAVO TUG AT SOUTHERN DOCK
03/04/2018	BELT CONVEYOR FIRE AT TMH FACILITIES
04/04/2018	FIRE ON BRAVO TUG, AND PERSON MISSING
18/04/2018	FIRE ON MARÍA ZAMBRANO TUG, AND PERSON MISSING
20/04/2018	PEOPLE JUMPING OVER FENCE AT RAIL TERMINAL
25/04/2018	OIL SPILL AT IMPALA FACILITIES
09/05/2018	BELT CONVEYOR FIRE AT TMH FACILITIES
24/05/2018	DUMPING DURING FERTILISER LOADING AT FERTIBERIA
25/05/2018	OIL SPILL AT IMPALA FACILITIES
30/05/2018	BELT CONVEYOR FIRE AT TMH FACILITIES
13/06/2018	BELT CONVEYOR FIRE AT TMH FACILITIES
27/06/2018	BELT CONVEYOR FIRE AT TMH FACILITIES
18/09/2018	EMPLOYEE INJURED ON BELT CONVEYOR AT TMH FACILITIES
18/09/2018	FIRE PROTECTION NEW CONTAINER RAIL TERMINAL AT SOUTHERN DOCK
27/11/2018	OIL SPILL AT IMPALA FACILITIES
14/12/2018	FUEL OIL SEA POLLUTION AT DECAL FACILITIES
20/12/2018	HYDROCARBON LEAKAGE AT REINA SOFÍA DOCK

It should be pointed out that the simulation carried out on 27 November involved private terminals, the Port Authority, the emergency phone number 112 and the Harbour Master's Office. IMPALA and the Port Authority deployed floating containment and dynamic collection devices, the 112 system activated the "PECLA" emergency coast pollution hazard to mobilise an advanced command post and all the response cells involved in the plan, staff were also mobilised from the Harbour Master's Office, along with floating sea rescue equipment.

Employment and job security in the port community

Requirement for preventive measures and safety measures (S_20)

The Terms and Conditions for the approval of concessions or authorisations and the particular specifications of port services require companies to meet obligations of coordination of business activities in their capacity as managers of work centres, pursuant to the provisions of *Ley 31/1995* of 8 November on the *Prevention of Occupational Hazards*.

Companies wishing to operate at this Port Authority's work centres must adhere to the procedures established for coordination of business activities, with external assistance detailed to monitor documents demonstrating the companies' compliance (Coordination of Business Activities dispatches the HPA work centres' risk assessments and issues requests to companies for their risk assessments for an effective exchange. Any special courses of action are also notified).

Mechanisms for the coordination of business activities (S_21)

In order to comply with the provisions of Article 11 g) of *Royal Decree 171/2004* ("*Designation of one or more parties to manage the Coordination of Preventive Activities*"), the Huelva Port Authority has outsourced coordination of business activities to a specialist company which receives occasional information on the companies operating in the Huelva Port service area.

This technical assistance guarantees coherent responsible application of the principles of preventive action in port areas by the companies applying, proper application of work methods, checks of interaction between the various activities, especially when they may generate hazards that are deemed serious or that affect the safety and health of employees, and also adaptations to existing risks that may affect employees of the companies applying, and the measures applied to prevent them.

Outlay on coordination: **28,800.00 €** excluding VAT.

Total number and percentage of sea goods terminals and sea passenger terminals operated as concessions or with authorisations, and companies with licences or authorisations to provide port services or commercial services with an OHSAS system (S_22)

Total number and percentage of sea terminals and service companies operating an OHSAS system.

Type of terminal/service	Total N° with OHSAS system	% OHSAS system
Goods terminal	2	9%
Passenger terminal	0	0
Loading service	0	0
MARPOL waste collection service	0	0
Technical-nautical service	0	0
Total port services	4	10%

Safety and protection training activities for the port community (S_23)

In relation to training activities for the port community, it should be pointed out that this year we conducted five emergency simulations at the Terminal Marítima de Huelva company. The simulations implemented the procedures for the terminal plan and the Huelva Port Self-Protection Plan, we trained the people involved in communications procedures, and familiarised action groups with port infrastructures and accidents in confined spaces.

It should be pointed out that the HPA takes part in most of the simulations and exercises carried out by the various concessions operating in the service area.

Relations with the social environment

“ *The Huelva Port Authority’s social commitment is manifested in initiatives to publicise the port’s activity and communications to local people, in courses of action to improve the port-city interface, and its work on a social responsibility policy committed to its immediate surroundings.* ”

One instrument which publicises the port’s activities and communicates with the local people is the Huelva Port Reception and Documentation Centre, which also holds the Historical Records. It was built as a refurbishment of the old locomotive depot, and was opened in 2003. Its purpose is to publicise the reality of the Port, its work, future projects, its past and present social and economic importance, and its intention to continue to generate wealth as a key component of the local, provincial and regional economy.

In this regard, the Huelva Port Reception and Documentation Centre played an essential role in 2018, with seventy meetings, conferences and exhibitions organised with social and business groups. It was used by a total of 4,082 people, of which 1,690 were adult females, 2,095 adult males, 161 girls and 136 boys, and 13 external visitors.

In addition to cooperation with the events and companies mentioned in section I_34, there were other activities to open up and publicise the port’s facilities.

Visits to HPA facilities

PORT FACILITIES

Visits to the port facilities by catamaran:

2.668
people

36
trips

LIGHTHOUSES

1.139
people

26
trips

As follows:

Picacho Lighthouse (Mazagón)

- **Men:** 177
- **Women:** 211
- **Children:** 144
- **Total:** 532

El Rompido Lighthouse (Cartaya)

- **Men:** 218
- **Women:** 246
- **Children:** 143
- **Total:** 607



FE DESCUBRIDORA MONUMENT

630
people

15
trips*

As follows:

- **Men:** 208
- **Women:** 251
- **Children:** 171
- **Total:** 630

*It proved necessary to suspend the visits due to a problem with the structure of the monument, which requires restoration work to be carried out.

