



**Puerto de Huelva**

Autoridad Portuaria de Huelva

# SUSTAINABILITY REPORT

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# 03 SOCIAL DIMENSION

## 3.1 Human resources policy

In accordance with article 47.2 of RDL 2/2011 approving the *Consolidated Text of the Law on Ports and the Merchant Navy*: "The Port Authorities and State Ports will have to adjust their human resources policy to the principles, criteria and provisions of the Government's economic and budgetary policy on personnel in the service of the State public sector, as well as to the criteria for action and general objectives established in the Strategic Framework".

Within this scope, the Human Resources actions of the Port Authority of Huelva that have been carried out, during 2024, include a policy of compliance with the budgets, expenses and social charges and application of the Competence Management System, developing the classification, training and professional development subsystems contained therein.

## 3.2 Employment in the Port Authority

### Total number of persons employed (S\_01)

	2022	2023	2024
Annual Average Headcount	205	207	214

### Percentage of temporary workers as a percentage of total permanent employees (S\_02)

	2022	2023	2024
Percentage of casual workers	18.67	16.56	17.05

### Distribution of staff by area of activity (S\_03)

Activity	Percentage of average annual workforce
Non-agreement office	14.25%
Office within agreement	44.74%
Maintenance	3.89%
Port Police	37.11%

### Percentage of employees covered by Collective Bargaining Agreements (S\_04)

Of the 217 employees as at 31 December 2024, 86.64% were covered by the collective agreement.

## 3.3 Internal communication and participation

### Mechanisms for worker representation and communication with management (S\_05)

In the year in question, the process of elections for the legal representation of the Entity's workers began, and at the beginning of 2025 the Works Committee was constituted with a total of nine members: four representing the CC.OO., four representing the UGT and one representing the C.T.P.A.

Together with the Works Committee, the legal representation of the workers in the Entity is articulated through each of the Trade Union Sections (CC.OO., C.T.P.A. and U.G.T.).

The Works Council holds regular meetings with management to discuss matters of interest. In addition, the committees necessary for the proper participation of workers must be set up.

On the other hand, two representatives of the Trade Union Organisations, one for U.G.T. and the other for CC.OO. form part of the Board of Directors of the Port Authority of Huelva.

### Mechanisms for the technical participation of workers in the improvement of production processes (S\_06)

There are committees, generally of a joint nature, in which matters related to the production process, work organisation, application of current regulations, prevention and safety, etc. are discussed.

These are as follows:

- Local Competition Commission
- Local Agreement Negotiating Committee
- Occupational Health and Safety Committee
- Equality Plan Monitoring Committee
- Pension Plan Monitoring Committee
- Repayable Advances and Housing Loans Commission

### 3.4 Training

#### Percentage of employees attending training programmes (S\_07)

	Percentage of employees attending training programmes*
Within the agreement	86.63%
Outside the agreement	13.37%

\*% calculated on the number of workers who complete training programmes without duplication when they repeat another training action.

#### Average hours of training per employee (S\_08)

	Total Hours	No. Employees	Average*
Within the agreement	12,827	184	69.71
Non-agreement	1,383	31	44.61

\*Average calculated on the total number of workers inside and outside the collective bargaining agreement respectively.



### Number of ongoing training programmes related to the competency-based management system (S\_09)

Courses	Participants	Hours/participant	Total hours	Men	Women
AutoCAD Civil 3D	1	200	200	1	0
Purchasing and Supplies. Level 1	50	15	750	39	11
Purchasing and Supplies. Level 1	2	15	30	1	1
Purchasing and Supplies. Level 2	38	25	950	30	8
Safety Manager	1	400	400	0	1
Urban Planning Expert	1	80	80	0	1
PRTR Training: CoFFEE	34	2	68	22	12
PRTR Training: Green and Digital Labeling. DNSH Principle	37	2	74	23	14
PRTR Training: PRTR Management	77	2	154	48	29
PRTR Training: Methodology for PRTR Management and Monitoring	48	2	96	28	20
PRTR Training: Recovery, Transformation, and Resilience Plan	80	2	160	49	31
PRTR Training: Protection of EU Financial Interests	38	2	76	24	14
Management of Fishing Activities. Level1(Ed. 2)	11	15	165	11	0
Public Domain Management. Level 1	7	15	105	4	3
Public Domain Management. Level 1	50	15	750	40	10
Management in Maritime, Port, and Logistics Companies	1	75	75	0	1
Economic-Financial Management. Level 1	33	15	495	26	7
Economic-Financial Management. Level 1	1	15	15	1	0
Languages 23-24	8	140	1.120	6	2
Management Languages 23-24	3	64	191,5	3	0

Courses	Participants	Hours/participant	Total hours	Men	Women
Logistics and Intermodality. Level 3	6	90	540	6	0
Management of the new CTC	40	4	160	36	4
Environment. Level 1	30	15	450	22	8
Environment. Level 1	10	15	150	8	2
Environment. Level 2	48	25	1,200	44	4
Environment. Level 2	6	25	150	6	0
Midenet (internal training)	39	2	78	23	16
3D numerical modeling	1	80	80	1	0
Nautical science. Level 1	53	15	795	43	10
Nautical science. Level 1	6	15	90	5	1
Port Operations and Services. Level 2	48	25	1200	41	7
Port Operations and Services. Level 3	4	90	360	4	0
Port Operations and Services. Level 4	1	135	135	1	0
PRLSPA	51	2	102	42	9
RCF Retraining	12	16	192	12	0
Port Facility Security Officer Renewal	1	12	12	1	0
HR.LL. Level 1 (Ed. 2)	8	15	120	8	0
Port Sector and Strategy. Level 4	3	135	405	1	2
Industrial Safety. Level 2	38	25	950	30	8
Industrial Safety. Level 2	6	25	150	5	1
Navigation Aid Systems. Level 1	50	15	750	40	10
Navigation Aid Systems. Level 1	10	15	150	8	2
SURCO	1	37	36.5	1	0

### 3.5 Staffing structure and equity

#### Percentage of women out of total number of employees (S\_10)

% of women out of total number of employees	21.69%

#### Percentage of women not covered by agreement (S\_11)

% of women out of agreement	27.59%

#### Percentage of permanent employees aged 50+ (S\_12)

% Permanent employees > 50 years old	41.30%

#### Percentage of permanent employees under 30 years of age (S\_13)

% Permanent employees < 30 years old	3.26%



### 3.6 Health and safety at work

#### Evolution of annual accident frequency rate (IF) (S\_14)

IF = (total number of accidents with sick leave / number of hours worked) x 10<sup>6</sup>

	2022	2023	2024
No. of accidents with sick leave per million hours worked	5.97	17.56	2.84

#### Evolution of the annual accident severity index (IG) (S\_15)

IG = (number of days lost due to accidents / number of hours worked) x 10<sup>3</sup>

	2022	2023	2024
No. of days lost per 1,000 hours worked	0.17	0.09	0.04

#### Effort in training on occupational risk prevention (S\_17)

	2024
Total number of training hours	102
Total no. of employees (annual average workforce)	214
Average number of hours per worker	0.48

## Security and Safety Exercises and Simulations (S\_18)

The following security drills and exercises were conducted in 2024:

<b>Protection</b>	
17/05/2024	Upgrading of the Port's protection level and an IP assault
06/08/2024	Threat of explosives being placed in the I.P. Change of Protection Level
18/09/2024	Drone in the vicinity of the ENAGAS port facility
26/11/2024	Management of external drone threat at FERTIBERIA facilities
23/12/2024	Verification of the state of operation of the access control system of the Port Authority's facilities
<b>Self-protection</b>	
17/01/2024	
07/02/2024	Visits to the Port Services Control Centre to inform the members of the SEIS group about the functions and tasks carried out by the Operators and Team Leaders/Railway Traffic Managers, to inform them about the applications they work with, as well as the different plans that are activated in the Port of Huelva and, within these, how emergencies are managed and how both operational and communications procedures are carried out
21/02/2024	
06/03/2024	
20/03/2024	
10/04/2024	
24/04/2024	
08/05/2024	Simulations of a rear-end collision between a passenger car and a lorry with P.M. with valve breakage and product leakage
22/05/2024	
05/06/2024	

18/09/2024	
25/09/2024	
02/10/2024	Exercises with rotary turbopumps, to see their performance, usefulness and manoeuvrability
13/11/2024	
20/11/2024	
<b>Maritime Hinterland Plan</b>	
24/04/2024	PIM IMPALA activation drill
20/06/2024	ENAGAS MIP activation drill
22/10/2024	PIM-PMN activation exercise DECAL/APH/SASEMAR/CM
11/11/2024	ENAGAS MIP activation drill
11/12/2024	PIM ATLANTIC COPPER PIM activation drill



With regard to the annual Port Security Plan exercise, the following objectives were set:

- Training in the Plan's procedures, and in particular the procedure: Q. SECURITY INCIDENT RESPONSE PROCEDURES/STANDARDS FOR ACTION - T2
- Co-ordination with the SSCDF
- Training in level change procedures.

During the week of 13 to 18 May, the Army's Special Operations Command (MOE) conducted training exercises in the area surrounding the Port of Huelva.

One of the exercises they had planned consisted of an assault on a facility and another was the sabotage of a ship moored at a port facility, accessing it by diving with a closed circuit from the right bank of the estuary.

In order to implement our Port Protection Plan, the role we assumed was the opposite; we pretended that the MOE combat patrols were our threat.

The development was broadly in line with the following timetable:

- The Port Control Services Centre (CPCS) receives notification from the Permanent Information and Coordination Centre (CEPIC) ordering the Port's

security level to be raised from 1 to 2 (the Port Security Officer PPO simulating the CEPIC).

- The CPCS operator immediately informs the OPP by telephone.
- OPP instructs the CPCS to take the following actions:
  - Inform COS of the Guardia Civil via telephone.
  - Immediately adopt the measures set out in the port security plan, the CPCS will step up CCTV surveillance (we will not set out the procedures for access control as this is not the subject of the exercise).

- Acknowledgement of receipt to CEPIC (Simulated, to be forwarded to the OPP).
- OPP reports by telephone to the Chairperson of the PCC (Director of the HPA), then to the PCC members.
- The CPCS operators were not given any indication of the areas and scenarios to be considered in order to simulate as closely as possible the reality of protection level 2 surveillance.
- It should be noted that we could not identify the attacker; we only detected the safety boats for the divers and control of the navigation of smaller boats in the channel.

Within the scope of the Self-Protection Plan, in addition to familiarisation with the environment and training in the use of equipment, five exercises were carried out simulating traffic accidents involving PM, in these cases a collision between a car and a tanker loaded with ammonia, resulting in the breakage of a valve and the leakage of the product.

With these exercises, we have pursued the following objectives:

- To familiarise the Intervention Group with accidents involving vehicles transporting Dangerous Goods.



- To familiarise the Order Group, the port police, with its operating procedures.
- Train communication procedures between the members of the Self-Protection Plan.
- Test what has been learned in previous simulations.

Deploying the following teams:

- URQ (Chemical Risk Unit)
- 1 BUP (Heavy Urban Pump)
- 1 BNP (Heavy Tanker Pump)
- Port Police Vehicles

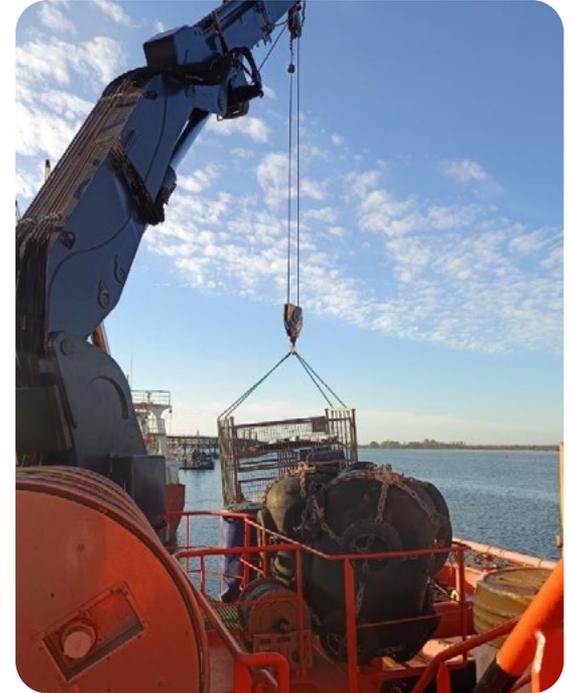
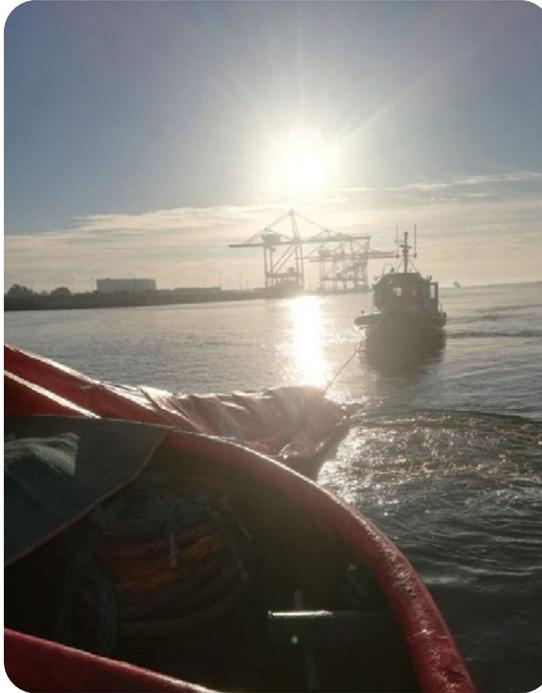
Regarding the Maritime Interior Plan, and independently to the participation in the mandatory exercises of the port terminals, the Directorate General of the Merchant Navy (DGMM), belonging to the Ministry of Transport and Sustainable Mobility, through the Maritime Captaincy of Huelva (CMH), together with the Society for Rescue and Maritime Safety (SASEMAR), the Port Authority of Huelva (APH) and DECAL Huelva, carried out a marine pollution response drill, with the deployment of real resources originating in a scenario involving an oil tanker unloading fuel oil at the DECAL jetty.

The following plans were activated in this exercise:

- PIM DECAL (DECAL's Maritime Interior Plan for installations located in service area I of the Port)
- PIM PUERTO DE HUELVA (Maritime Interior Plan for the Port of Huelva), zones I and II.
- PMN (National Maritime Marine Pollution Response Plan for the marine environment), in situation 1.

The overall objectives of the exercise were:

- To set up response structures and check established operational procedures and use available material and human resources to respond to the envisaged contamination scenario.
- To strengthen cooperation and assess the degree of coordination between the different administrations, organisations, institutions and companies involved in a marine pollution incident and their response, in accordance with the provisions of the National Marine Pollution Response System.
- Familiarisation and training of response teams in the use of LCC equipment and resources and pollution response techniques.
- To facilitate the review of the NMP by providing a proposal for possible amendments based on the findings of the exercise.
- To assess the capacity of the Spanish Administration in the management, coordination and response to a pollution incident in different emergency situations, both in events involving hydrocarbons.



Within the scope of the Self-Protection Plan, in addition to familiarisation with the environment and training in the use of equipment, five exercises were carried out simulating traffic accidents.

Achieving the following operational objectives:

- Determination of the correct monitoring of the established operational procedures, as well as the response and action times with the different resources, and their possible optimisation.
- Strengthened cooperation and coordination between support vessels and deployment vessels, as well as the CCH, the area coordinator, the managers of the activated MIPs and the various operational activities.
- Verification that safety standards are maintained throughout the exercise.
- Checking the status of the LCC teams to be deployed in the exercise and the potential combination of teams from different agencies/organisations and their coordination.



### 3.7 Employment and safety at work in the port community

#### Estimated total number of direct jobs generated by maritime freight terminals, passenger terminals and companies providing port services (S\_19)

The socio-economic impact study is carried out every two years. In 2025, the new study will be prepared with data from 2024.

#### Requirement for preventive and safety measures (S\_20)

The Port Authority of Huelva (APH) has intensified its efforts to promote safety at work and the coordination of business activities (CAE) in the port environment. This commitment has responded to both compliance with the increasingly demanding regulations in force and a growing awareness of its social responsibility and leadership in the area.

Several initiatives have been implemented, including the elaboration of specific protocols, awareness raising and sensitisation of workers and companies, and the creation of effective communication channels to ensure coordination between the different activities taking place in the port. Likewise, the supervision and control of compliance with safety measures has been strengthened, with the aim of minimising occupational risks and guaranteeing a safe and healthy working environment for all the stakeholders operating in the port of Huelva.

In the specifications for the granting of licences or authorisations for the provision of port services, CAE requirements have been established. Specifically, applicants have been required to demonstrate their

ability to integrate CAE into their OHS management system, including the designation of a person responsible for coordination, the development of procedures and effective communication to all companies and workers involved.

In the field of concessions, the person in charge of the concession, depending on his/her role as owner or principal of the activity, assumes a fundamental role in the management of the ORP and the CAE, and is responsible for organising and coordinating with them the necessary preventive measures to avoid concurrent or crossed occupational risks.

In this context, and in accordance with the procedures established for the CAE at service docks, as well as in compliance with Article 65 of the Consolidated

The Port Authority of Huelva has intensified its efforts to promote safety at work and the coordination of business activities in the port environment.



Ro-ro ramp work.

Text of the Law on State Ports and the Merchant Navy (TRLPEMM), it is established that the broker acting on behalf of the shipowner is responsible for ensuring compliance with the CAE obligations during the ship's stay in port. This responsibility covers all activities on board and in the vicinity of the ship, except the loading, stowing, unstowing, unloading or transhipment of goods, and the embarkation or disembarkation of passengers. In these specific cases, the responsibility of the CAE lies with the stevedoring company, which directly executes the above-mentioned operations.



The stevedoring company must coordinate with the other companies and workers involved in these activities, guaranteeing the health and safety of all those involved.

**Mechanisms for the coordination of business activities (S\_21)**

**T**he CAE is a fundamental pillar of port security management. This implies a proactive commitment to monitor,



coordinate and anticipate all interacting circumstances in the complex and dynamic port environment.

In this sense, it was essential to implement an OHS management system covering all the activities carried out in the port; project works, maintenance and conservation of infrastructures and port operations.

CAE is not only a legal obligation, but also an investment that has contributed to improving the efficiency of port operations, reducing the costs associated with accidents

at work and creating a safe and healthy working environment for all.

Internally, APH has the Department of Site Safety and CAE, a multidisciplinary team of highly qualified professionals. They develop and implement the CAE procedures, as well as the supervision and control of the compliance of all companies operating in the port.

Externally, it is supported by specialised engineering, which brings its experience and know-how to complement the work, especially in the CAE on construction sites and other complex projects developed in the port.

This coordinated action for the management of safety in the port environment covers a wide range of activities, from the management of the necessary documentation for the concurrent companies in the various work centres and construction sites, to the control of worker access, the authorisation of suppliers and visitors, and the supervision of compliance with OHS regulations.

To achieve these objectives, the APH's Site Safety and CAE Department has used a variety of mechanisms and means, including:

- Regular meetings.
- Information exchange.
- Specialised computer applications.
- Recruitment of specialised companies.



Single access work.



Business Activity Coordination is a fundamental pillar of security management. It involves a proactive commitment to controlling, coordinating, and anticipating all the circumstances that interact in the dynamic port environment.



Muelle de Tharsis refurbishment work.



- Drafting instructions and procedures.

In addition, this Department has carried out regular inspections at workplaces and construction sites to verify compliance with regulations. If non-compliance is detected, the necessary preventive and corrective measures are taken to ensure the safety of workers.

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**Total number and percentage of maritime freight terminals and maritime passenger terminals under concession or authorisation as well as companies licensed or authorised to provide port or commercial services with OHSAS (S\_22)**

**Total number and percentage of maritime terminals and service companies that have implemented an OHSAS or ISO 45.001 occupational risk prevention system**

<b>Type of terminal/ service</b>	<b>Total No.</b>	<b>No. with Ohsas/45001</b>	<b>% with EMS</b>
Freight terminal	6	6	100%
Passenger terminal	1	1	100%
Stevedoring service	8	2	25%
MARPOL Service	8	8	100%
Nautical technical service (pilotage, towing and mooring)	4	2	50%
Port Services (other)	50	15	30%

**Security and safety training measures for the port community (S\_23)**

Training and protection measures have been limited to exercises and drills carried out jointly in the field of both safety and security.

### 3.8 Relations with the social environment

The social commitment of the Port Authority of Huelva is manifested in the initiatives for the dissemination of the port's activity and communication with the general public, in measures for the improvement of the port-city interface and in its commitment to a policy of Social Responsibility committed to its immediate environment.

The Reception and Documentation Centre of the Port of Huelva, which is also the headquarters of its Historical Archive, built with the renovation of the old locomotive depot and inaugurated in 2003, stands out as an instrument for the dissemination of port activity and communication with the public. Its aim is to publicise the reality of the Port, its work, its projects, its historical and current socio-economic importance and its vocation to continue to be a generator of wealth and opportunities, as well as a very important part of the local, provincial and regional economy.

A total of 53 events were organised in this space in 2024, including social events, presentations, exhibitions, talks and working breakfasts. Two cultural exhibitions were organised and the space was occupied for a total of 10 days throughout the year. Of the events organised, 14 were APH's own events, 10 were private events, 14 were Master's lectures and classes and 5 were technical visits to the archive and exhibition area.



Inauguration of the Port exhibition in collaboration with INTA Reception Centre.

Today, in the Exhibition area of the Reception and Documentation Centre, you can enjoy an exhibition that was organised for the Huelva 2023 Colombinas festivities and which has been transferred to our space for the enjoyment of the public under the title "Port Authorities, economic engines of Andalusia" to mark the 150th anniversary of the Port of Huelva.



Sporting events along the Paseo de la Ría.

In addition, a total of 18 cultural and sporting events have been promoted on the Paseo de la Ría. As well as a total of 22 catamaran excursions for organisations and groups in Huelva, as outreach activities for the Port.