



Sustainability Report

Social Dimension





Social Dimension

Human resources policy

Pursuant to Article 47.2 of LRDL 2/2011 enacting the Consolidated Text of the Ports and Merchant Navy Act, “The Port Authorities and Puertos del Estado shall adjust their human resources policy to the principles, criteria and provisions of the budgetary and economic policy of the Government regarding workers of the state public sector, together with the operating criteria and general objectives established in the Strategic Framework”.

Within that sphere, Huelva Port Authority’s human resources actions were executed in 2021 pursuant to an austerity policy regarding costs and social charges and to the application of the competency-based management system, by implementing the professional development, training and classification sub-systems contained therein.

Employment at the port authority

Total number of workers (S_01)

Evolution of the total number of workers of the Port Authority

	2019	2020	2021
Annual average workforc	220	220	206

Percentage of the temporary workers of the total number of permanent workers (S_02)

Evolution of the percentage of temporary workers of the Port Authority			
	2019	2020	2021
Percentage of part-time employees	33.36%	30.27%	18.69%

Distribution of workforce by areas of activity (S_03)

Distribution of workforce by areas of activity in 2021	
Activity	Percentage of annual average workforce
Distribution of workforce by areas of activity in 2021	12.97%
Office outside collective agreement	12.97%
Office inside collective agreement	42.16%
Maintenance	6.08%
Port police	38.79%

Percentage of employees covered by Collective Agreements (S_04)

86.47% of the 207 workers employed as of 31 December 2021 came under the sphere of application of the collective agreement.

Internal communication and participation

Representation mechanisms of the workers and communication with management (S_05)

Two representatives of the Trade Union Organisations, one for U.G.T and another for CC.OO, are on the Board of Directors of Huelva Port Authority.

Along with the Works Council, a unit representation, the legal representation of the workers of the Entity is through each of the Trade Union Sections (CC.OO, C.T.P.A and U.G.T.).

The Works' Councils regularly meets with Management to discuss matters of interest. The committees required to ensure workers can participate in the life of the company have also been set up.

Mechanisms for the technical participation of workers in improving the production processes(S_06)

In general, they are joint committees, which discuss matters related to the production process, the organisation of the work, application of current legislation, prevention and safety, etc.

They are as follows:

- Local Skills Committee.
- Local Agreement Negotiating Committee.
- Health and Safety Committee.
- Equality Plan Negotiating Committee.
- Pension Plan Committee.
- Loan Committee.
- Tribunals for the external or internal covering of posts.



Training

Percentage of workers on training programmes (S_07)

Percentage of employees on training programmes

Within collective agreement	76.36%
Outside collective agreement	23.64%

Average number of hours of training per employee (S_08)

	Total Hours	N.º Employees	Average*
Within collective agreement	9,174	179	51.25
Outside collective agreement	1,566	27	58

*Average calculated using the total workers within and outside the collective agreement respectively.

Number of training programmes underway in relation to the competency-based management system (S_09)

Despite the ongoing pandemic situation caused by the SAR-CoV-2 virus, and the measures remaining in place to prevent it spreading, including those relating to social distancing, the number of training actions run in the year covered by this report increased slightly on the previous year. Priority was given to running those that did not require in-person attendance and implementing those training actions in person where there was no option for distance and/or remote training.

However, in accordance with the Multiannual Training Plan, approved by the Local Skills Committee on 12 February 2016, the following training programmes were conducted in relation to the competency-based management system:

Annual English programme ("Language" skill)

A programme of activities aimed at improving "language" skills by means of official certification of certain levels, in accordance with the Common European Framework of Reference for Languages, was run for the fifth time in the third quarter of 2021.

The programme has been run annually and is aimed at anybody of Huelva Port Authority interested in improving their language level for the better performance of their professional activity, along with improving their personal profile. Therefore, Huelva Port Authority issued a call to tender for the language training contract, which resulted in a service contract being awarded to Kedaro International, a language specialist company. In that regard, Huelva Port Authority pays the language school the training cost of each participant in the scheme every month. The costs covered in that regard, in addition to the enrolment and relevant monthly payments, include those for the educational material needed for the training scheme, along with the costs of the tests needed for the official certification of the level in question.

Furthermore, and in order to facilitate the language training of the members of the workforce whose work time is subject to the shift system, a language training partnership agreement continued in place with the Spanish National University of Distance Education (UNED). However, none of the workforce used it in the year in question.

The total number of people initially enrolled on the 2021-2022 language training programmes in each of its levels was 14, broken down as follows: Inglés Nivel A2: 2

- English Level A2: 2
- English Level B1: 2
- English Level B2: 3
- English Level C1: 4
- English Level C2: 3

Out of the total of 24 people enrolled for the 2020-2021 academic year who continued between June and September 2021, 4 achieved good enough scores to move up a level. Furthermore, the following official qualifications were obtained:

- Portuguese B1: 1
- English B2: 1
- English C1: 1

Health and safety training programme (“Health and Safety” skill)

The following Health and Safety training schemes were run in 2021:

Induction Training

Pursuant to Article 19 of the Health and Safety Act 31/1995, of 8 November, all the new workers joining the company receive sufficient and appropriate theoretical and practical induction training, at the time of being contracted. Training in that regard was given to a total of two people.

General aspects of the SARS-CoV-2

This training action was focused on establishing the general concepts, epidemiological characteristics and preventive actions, related to the infection by SARS-CoV-2 coronavirus and the ensuing illness, known as COVID-19.

The training was aimed at new recruits, a total of two people, and was conducted online.

Operational safety training programme (“Operational Safety” skill)

Industrial Safety includes all the knowledge of the safety systems and standards related to port operations, safety at the operations, port roadways and accesses.

The training aimed at improving this skill in 2021 focused on the following specific training actions:

Railway operations module of the new electronic interlocking

The purpose of the training action is to provide the necessary knowledge for the users of the new INTERSIG L905E control post regarding inputting commands and interpreting indicators on the high resolution videographic monitors. This training action was run for 17 people.

Comprehensive Security

Training on Comprehensive Security was run for 76 people. It aims to provide the members of the Port Police with the necessary security expertise, based on both the Operator Security Plan and the Port Protection Plan.

PFSO renewal

This training is part of the refresher course to renew the qualification as Port Facility Security Officer as per the established procedure that regulates the training, authorisation and quality control system and to issue the appropriate certification and of the courses of the Port Facility staff with specific protection tasks. The training was completed by 1 person.

Basic railway signalling course

The APH is currently carrying out the work on the command-and-control facilities of the Port of Huelva railway network. Those works include installing signalling equipment encompassing the electrical supply so that, in the future, the capacity of the railway network can be increased and a security system interlinked with ADIF be installed. Therefore, this training action aims to provide the participants with the necessary knowledge for the maintenance and smooth running of those rail security and safety systems.

The training session was divided into two groups and 4 people were trained in 2021.

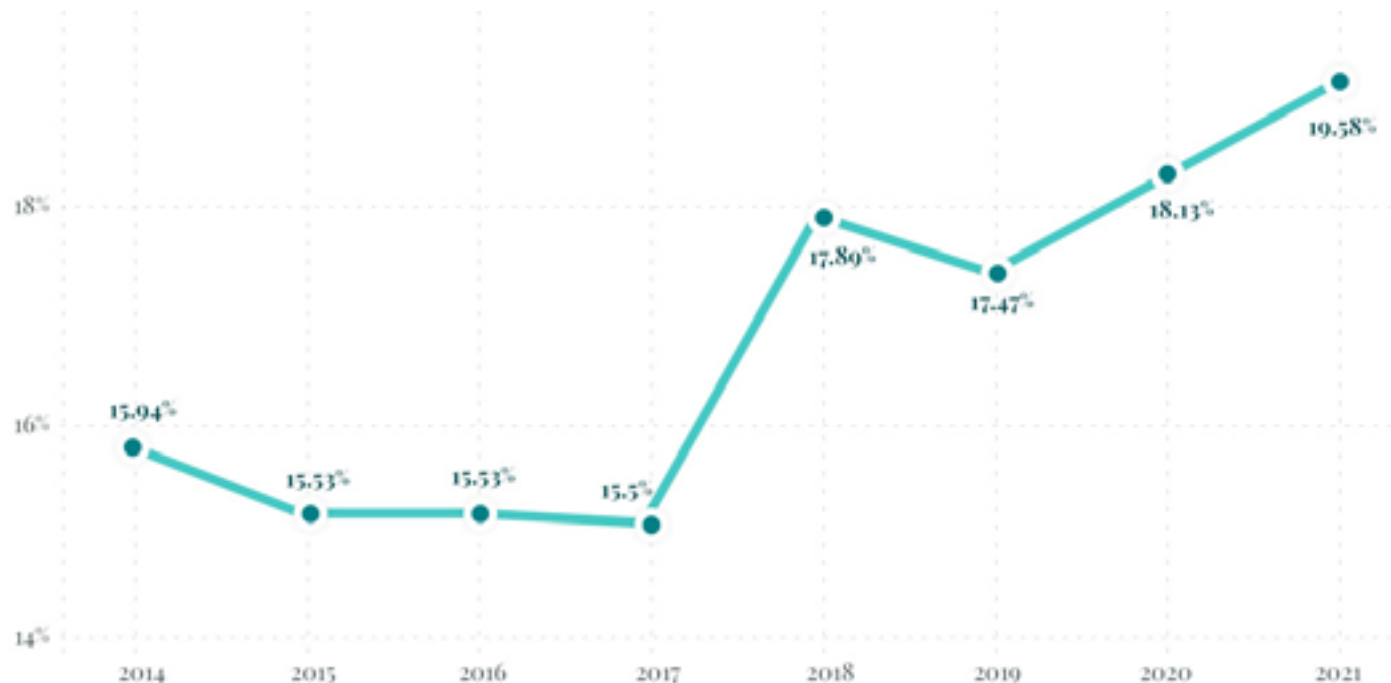
Other training courses

On the other hand, the following training actions were run apart from the competency-based management system in 2021:

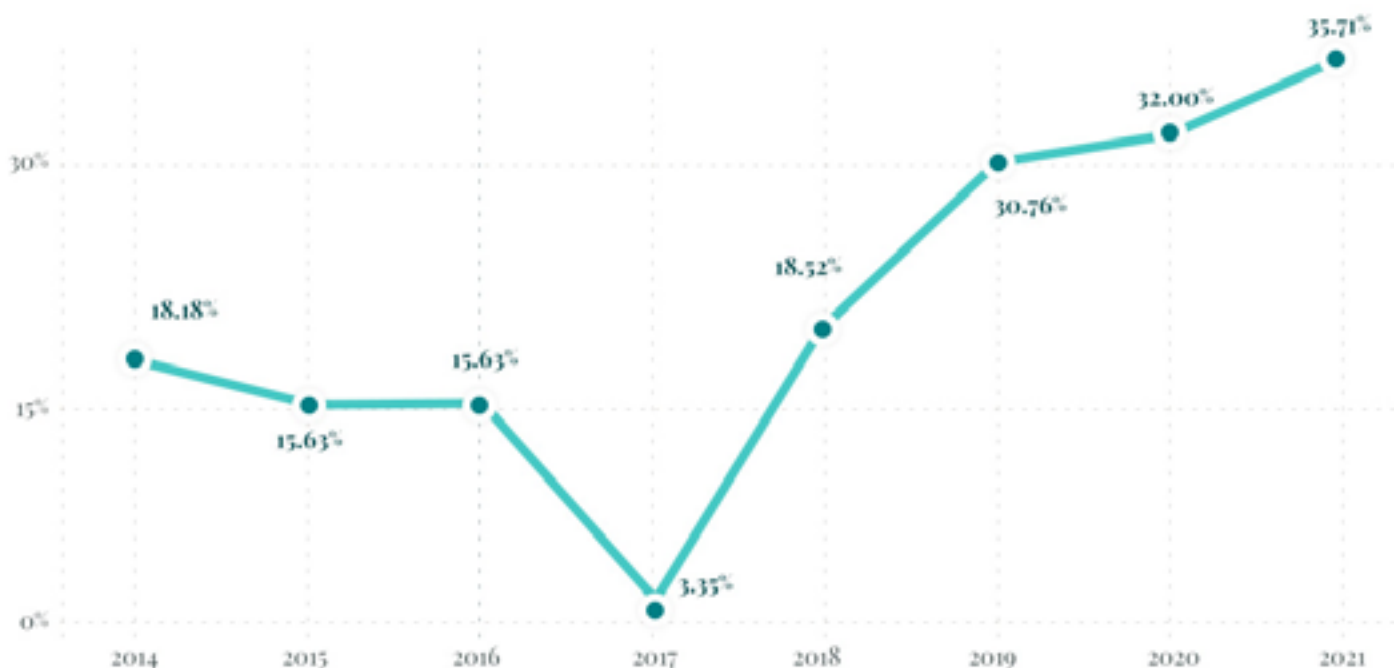
	Participants	Hours
Course on Act 29/1998 on Administrative Litigation Jurisdiction	2	220
Course on Act 39/2015 on the Common Administration Procedure	4	440
Course on Act 40/2015 on the Public Sector Legal System	4	440
Spanish Constitution Course	2	220
Positive Dispute Management	5	16
Advanced course on using CCTV cameras	6	30
Expert in political and institutional psychology and communication	1	150
Interconnection of Registers between Public Administrations. REC, SIR, GEISER	2	40
Faults in Coatings	2	48
Business Risk Manager Advanced Programme	8	1200
Business and Investments in Africa	1	50
Hydrogen, applications and market	1	20
The new remote working regulation	2	11
Comprehensive Management of administrative procedures	2	11
Intensive English	1	40
Protocol and IR	4	300
Pay gap and analysis using Excel and Power BI	3	36
Digitalisation of the cultural heritage	1	500

Structure of the workforce and equality

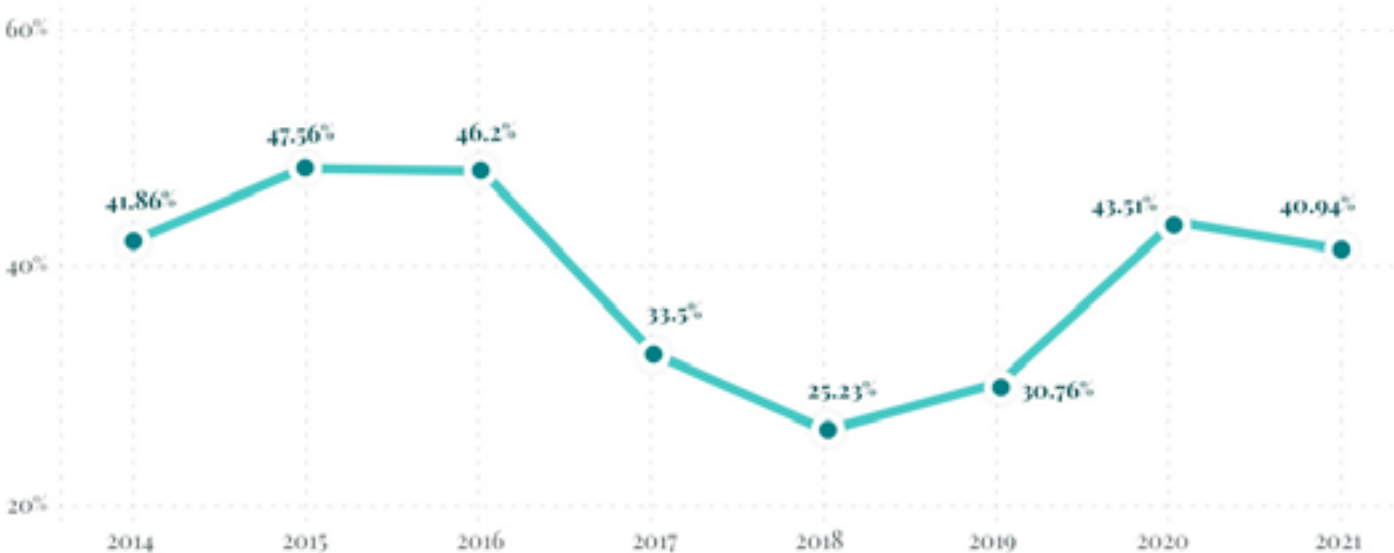
Percentage of women out of the total workforce (S_10)



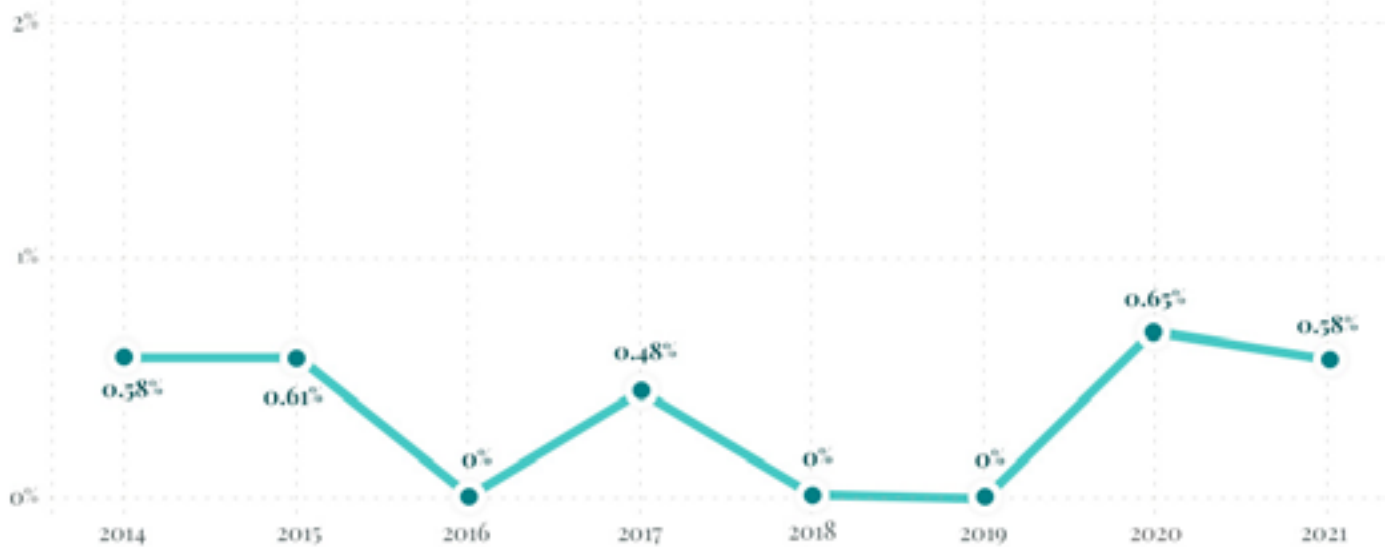
Percentage of women not covered by the collective agreement (S_11)



Percentage of permanent workers over 50 (S_12)



Percentage of permanent workers under 30 (S_13)



Occupational safety and health

Evolution of the annual accident frequency index (IF) (S_14)

IF = (número total de accidentes con baja / número de horas trabajadas) x 10⁶

Evolution of the annual accident frequency index (IF)

	2019	2020	2021
No. of accidents with sick leave per million of hours worked	16.90	16.74	5.88

Evolution of the annual accident severity index (IG) (S_15)

IG = (number of days lost per accident / number hours worked) x 10³.

Evolution of the annual accident severity index (IG)

	2019	2020	2021
No. days lost per thousand hours worked	0.79	0.22	0.01

Emphasis on health & safety training (S_17)

- Total no. of training hours: **44**
- Total no. of workers (annual average workforce): **206**
- Average no. of hours per worker: **0.21**

Protection and safety exercises and drills (S_18)

The following safety exercises and drills were conducted in 2021, but it should be noted that the training actions related to the exercises were restricted due to the Covid health emergency:

Protection

08/01/2021

PROTECTION COMMUNICATIONS WITH THE CPCS CHECK

27/05/2021

PROTECTION COMMUNICATIONS WITH THE CPCS CHECK

30/05/2021

PORT POLICE INTRUDER IDENTIFICATION

23/11/2021

IP PROTECTION CHANGE OF LEVEL

Self-Protection

20/02/2021

TIDAL WAVE - TERRITORIAL PLAN AND SELF-PROTECTION PLAN

04/11/2021

TRUCK PM ACCIDENT

18/11/2021

RESCUE AT SEA

30/11/2021

VEHICLE FALLING INTO WATER RESCUE AND SALVAGE

Internal Maritime Plan (IMP)

23/02/2021

FERTIBERIA IMP DRILL

12/04/2021

CEPSA IMP DRILL

25/06/2021

ENAGAS IMP DRILL

15/09/2021

DECAL IMP DRILL

23/09/2021

CEPSA IMP DRILL

10/11/2021

NATIONAL RESPONSE PLAN DRILL

As regards the self-protection exercises conducted, the goals for those exercises could be summarised as:

- Familiarise the IG with onboard emergencies.
- Familiarise the OG with its action procedures. (Order Group)
- Train in communication procedures between the agents of the Self-Protection Plan.
- Test what has been learnt in previous drills.



Real resources were deployed during the marine pollution control exercise on 10 November, without warning the intervention groups in advance, with the following goals:

General goals

- Set up the response structures and check the establish operational procedures, along with using the available human and material resources to respond to the pollution case used.
- Strengthen cooperation and assess the degree of coordination between the different Administrations, Authorities, Institutions and companies involved in a marine pollution incident and in the response, as envisaged in the National Response to Marine Pollution System.
- Familiarisation and training of the response groups in the handling of pollution control equipment and resources and of pollution control techniques.
- Facilitate the review of the National Maritime Plan (PMN) by proposing possible amendments based on the conclusions from the exercise.
- Assess the performance of the Spanish Administration in the management, coordination and response to a pollution incident in different emergency situations, both when hydrocarbons and toxic liquids are involved.





Specific coordination goals

- Establish the emergency phases and situations and the use of response to marine pollution incidents, taking the possible risks and vulnerable areas into account.
- Assessment of any possible damage that the pollution incident may have on people, property and the marine environment.
- Improve coordination between the different activated plans.
- Strengthening and promoting cooperation between the Harbourmaster, SASEMAR, the Port Authority and companies involved in pollution control and response.
- Improve the response coordination mechanisms in the case of a pollution incident between the maritime entities and companies (private sector) and the port maritime authorities.
- Improve the skills of the workers involved in the response, clarify their roles and responsibilities in the case of marine pollution.

Specific operational goals

- Check the real emergency response times of the Intervention Groups.
- Determine the correct monitoring of the established operational procedures, along with the response times and action using the different resources, and their possible optimisation.
- Strengthen cooperation and coordination between the support and the resource deployment vessels, along with the CCS, the zone coordinator, the directors of the activated IMPs and the different operational activities.
- Check that the safety standards are maintained throughout the exercise.
- Check the state of the fire-fighting equipment to be used in the exercise and the potential combination of equipment of different agencies or authorities, along with their coordination.
- Increase the use of proactive collection equipment

This was a marine pollution control exercise at provincial level, part of the training and regular drill programme of the National Maritime plan, defined in Article 30 of the FOM/1793/2014. Order.

Employment and job security in the port community

Estimated total number of direct jobs generated by maritime freight terminals, passenger terminals and companies that provide port services (S_19)

As has been discussed in Indicator E_14, the Port of Huelva Economic Impact Study updated with 2020 data considers the rest of the port industry (shippers, freight forwarders, stevedores, moorers, tugboat services, etc.) within the impact group of the port industry. According to the data provided by this study that follows the methodology based on the 2016 Input-Output Framework of the Andalusian Institute of Statistics and Cartography, **the total direct jobs generated by this group stands at 691.**

Requirement for safety and preventive measures (S_20)

In its Specifications, Huelva Port Authority (APH) requires the applicants for licences or service provision authorisation to submit, among others, a sworn statement that they comply with the occupational health and safety (H&S) obligations pursuant to the Health and Safety Act 31/1995, of 8 November and other enacting legislation and, in particular, as regards what is envisaged with respect to the business activities coordination (CAE), as the owner of the work centre, in RD 171/2004, of 30 January, implementing Article 24 of the aforementioned CAE Act.

Business activities coordinating mechanisms (S_21)

H&S is a key aspect of managing port safety, which has led to a redoubling of our efforts to control, coordinate and anticipate all the circumstances that interact in the port setting.

An environment as complex as a port, when many agents carry out their work simultaneously in the same setting, requires a high degree of coordination and control so that the activity is carried out in a way that is safe for people, the environment and facilities.

In order to fulfil this objective, the APH has the CAE and Works Safety Division, along with support from a specialist external company and the Metacontratas computer application that allows all the tasks arising from the procurements of works and services to be managed in the framework of the CAE.

That coordinated action, implemented by managing the documents that need to be exchanged between the concurrent companies present at the different work centres such as in construction work, to control the workers' access to the centres, along with authorising suppliers and visitors.

The APH has CAE procedures that prior to the start of the activity by the contracted companies and once all the documentation has been collected using the Metacontratas computer application, are analysed by the CAE and Works Safety Division, with advice from the contracted technical assistance. Authorisation is then given or not according to the procedure, whether responsible and coherent application of the principles of the preventive action by the concurrent companies (EECC), the correct application of the work methods, controlling the interactions of the different activities are guaranteed, in particular, when there are hazards classified as serious or when they affect the health and safety of the workers and the adequacy of the measures applied to prevent any existing hazards that may affect the workers of the EECC.

Total number and percentage of maritime freight terminals and passenger terminals run as concessions or authorisations, along with companies with licences or authorisation to provide commercial or port services that have OHSAS system (S_22)

Total number and percentage of maritime terminals and service companies that have an OHSAS or ISO 45001 Health & Safety Management System implemented:.

Type of terminal/service	Total	No. with OSHAS/45001	% with EMS
Freight terminal	6	5	83%
Passenger terminal	2	0	0%
Stevedore service	8	1	13%
MARPOL Service	8	7	88%
Nautical technical service (pilotage, towing and mooring)	5	2	40%
Port services (others)	53	13	25%



Protection and safety training actions for the port community (S_23)

As regards this specific point, it should be noted that the terminals and companies located in the Port are included in the Internal Maritime Plan and the Protection Plans.

Relations with the social environment



The social commitment of Huelva Port Authority can be seen in the initiatives to disseminate the activity of the port and communication with the citizens, in actions to improve the port-city interface and in its commitment to a Social Responsibility policy committed to its immediate surroundings.

A key instrument to disseminate the port's activity and communicate with the general public is the Port of Huelva Documentation and Visitors Centre, which is also home to its Historical Archive. It is in the refurbished former engine shed and was opened in 2003. Its aim is to showcase the Port, its work, its projects, its current and past socio-economic importance and its mission to continue to generate wealth and opportunities, as well as being a very important part of the regional, provisional and local economy.

In this area of citizen outreach, the activity of the Visitors and Documentation Centre was also affected by the restrictions on mobility during the State of Alarm. However, 70 meetings and events organised by business and social groups, along with internal meetings, were held during 2021, with the relevant safety measures in place to prevent the spread of the virus.

All visits to the port facilities and outreach and dissemination activities were suspended in 2021 due to the Covid-19 pandemic.

However, the catamaran continued to run and provided a total of 40 services, while the Covid safety standards in place at any given time were followed. Visits to the "El Rompido" and "Mazagón" lighthouses, along with those to the Monument to the Faith of the Explorer", were stopped.

With the Red Cross Association



With the Virgen de la Cinta Community Kitchen



With the Resurgir Cooperative



With Madre Coraje NGO



With the Food Bank



With La Orden High School



Opening of the "Huelva is Rocio" exhibition at the Port Reception and Documentation Centre



Opening of the first 2021 Huelva Model Railway Meeting / Catamaran Port



Catamaran Port with the Distrito V

