

# SAFETY RULES FOR WORKS IN HALLS AND EXHIBITION AREAS

## GENERAL RISKS IN INSTALLATIONS

### Preventive Measures and Safety Instructions



Risk of starting a fire



Falling of hanging or carried objects



Use of manual work equipment



Being hit by moving vehicles



Stepping on sharp objects

Falling onto the same or a different level



Emergency and Evacuation	Work Safety Equipment and Methods	Vehicle Transit	Protection Against Falling
<ul style="list-style-type: none"> <li>Upon accessing your work area, identify the Evacuation Routes, Emergency Exits and Fire Extinguishing Systems and show them to your staff.</li> <li>In the event of an emergency, you will be advised by your Area Chief.</li> <li>Upon hearing an Evacuation Order, pass it on to all of the personnel for whom you are responsible and execute it immediately.</li> <li>Leave the area by way of the Evacuation Routes, heading towards the Emergency Exits.</li> <li>Make sure that your entire staff goes before you.</li> <li>Avoid anything that might cause or increase Panicking.</li> <li>The Hallways and Evacuation Routes must remain free of objects at all times.</li> </ul>	<ul style="list-style-type: none"> <li>All of the work tools and equipment used in Areas of Exposure must be compliant with the general requirements dictated by the Laws and the safe usage instructions established by the manufacturer. Those workers who use them must have the proper training and information on safe methods of use.</li> <li>Any works with EQUIPMENT WHICH LIFTS PEOPLE must IN ALL CASES be performed with both feet supported on the floor of the basket, which must not be used as a crane or be anchored to fixed structures.</li> <li>Those works with EQUIPMENT FOR TRANSPORTING AND LIFTING LOADS are to be carried out with them properly ensured against falls and without them passing over (whether suspended or supported) people, installations, vehicles, etc.</li> <li>Any lifting operation shall require cordoning off the area of risk of falling objects, with attention to any possible contact with aerial ducts, supports and attachments, structures, etc. The maximum load must not be surpassed, nor the maximum number of occupants either. Lighted and acoustic signals must be operative at all times. The operations of several mobile pieces of lifting equipment in one single environment must be coordinated so as to avoid accidents.</li> <li>CUTTING EQUIPMENT shall always be equipped with the proper protections against cuts and/or the projection of particles. The safety devices for putting them into operation must not be modified and must have waste aspiration systems.</li> <li>CHEMICALS must always be used in labelled packages appropriate for their contents. The use of flammable products is forbidden, as is the spraying of paints containing cellulose.</li> </ul>	<ul style="list-style-type: none"> <li>All of the vehicles which access the pavilions to carry out tasks of loading and unloading, transport and/or handling of materials must be equipped with all of the safety devices established by the manufacturer and/or the current laws in force.</li> <li>Likewise, the people who drive them must have the necessary training and must at all times comply with the safe usage methods issued by the same sources.</li> <li>Special attention must be placed on the prohibition of transporting people in those vehicles which are not designed for that purpose.</li> <li>All types of vehicles must move about the inside of the pavilion at the speed of a walking person.</li> <li>No vehicle or machine may stop or park at the emergency exits or in evacuation routes.</li> </ul>	<ul style="list-style-type: none"> <li>Carrying out works above ground height must occur with the proper forms of protection for preventing falls by people or falling objects.</li> <li>Special attention must be placed on ladders and scaffolding. These must ALWAYS have the necessary certifications, being assembled, used and dismantled in accordance with the manufacturer's instructions, by people properly trained and responsible for their use.</li> <li>SCAFFOLDING must in all cases have platforms with a width of at least 60 cm., railings measuring 90 cm. on all four sides, a foot rail measuring 15 cm., a wheel anchoring system and safety stringers, depending upon their use.</li> <li>LADDERS must in all cases have anti-slipage shoes. No repaired or defective ladders may be used. Nobody may climb above the third rung, when counting from the highest, and they are not to be supported at unstable points or used with legs astride.</li> </ul>

As a general preventive measure due to the concurrence of activities, it is expressly mandatory to wear a helmet, high-visibility vest and safety footwear during the phases of assembly and disassembly of fairs and events throughout all exhibition areas.



#### Basic Safety Rules

- Follow these rules and convey them to your own staff, as well as sub-contracted companies and self-employed workers.
- Signal and report any operations which may affect people in the nearby areas.
- All of the self-propelled vehicles and equipment must be operated at the speed of a walking person, and with their lighted and acoustic devices turned on.
- Use the Personal Protection Equipment necessary for each task and, in all cases, safety shoes.
- Immediately report any accident or incident which takes place to the person responsible.
- Welding tasks require prior authorization.

Public Emergency Service

**112**

Service  
24 hours

For any type of emergency  
**91 722 54 00**

Your own safety and that of all of us who work in the Fairground premises depends on you acting properly.  
Thank you very much for your cooperation.

"Help Us for Prevention"  
Workplace Health and Safety Committee  
IFEMA