

IFEMA - WORKPLACE RISK PREVENTION

WORK EQUIPMENT AND INSTALLATIONS



RULES ON USE OF VEHICLES

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the use of fleet vehicles by the workers of IFEMA, as well as by any others inside of the Exhibition Centre premises.

1. DESCRIPTION

Fleet vehicles are all of those which, owned by IFEMA or possessed through a rental system, are made available to the workers for transporting people and/or materials, when the needs of their jobs so require.

2. RISKS RESULTING FROM THEIR USE

- Running people over.
- Falls onto a different level.
- Being hit by moving and fixed objects.
- Injuries due to overexertion during loading and unloading.

3. RULES ON USE

DRIVERS

- The vehicles may only be driven by expressly authorised personnel who have the training and/or accreditation necessary to drive them in accordance with the rules and regulations which are applicable to them, for each type of vehicle.
- The drivers of those vehicles which, due to their nature, are subject to the Code on Road Traffic, shall be responsible for complying with that Code in their use while performing their tasks and on any type of road.
- Those drivers who are punished by the authorities with losing their driving licence shall be required to report this to their Directorate/Department immediately.

TRAFFIC

- In any case, the road signs inside of the premises must be adhered to, especially in terms of those stating speed limits, prohibited parking at emergency exits and roads reserved for emergency services.
- All must seek to ensure the integrity of the signs put in place by the manufacturers and/or IFEMA in the vehicles, in terms of their usage instructions and the prevention of risks.
- Forklifts and dumpers shall be governed, as well as by this document, by their internal safety rules, which are specifically issued in order to regulate their use by IFEMA's workers.
- In underground tunnels, regular headlight use is required.
- Special mention is made that it is prohibited to use mobile telephones or DECT terminals while driving.

TRANSPORTING PEOPLE AND ITEMS

- Drivers will at all times be responsible for:
 - Not transporting more people than those permitted for each type of vehicle.
 - Not surpassing the maximum load established.
 - Respecting the limits which are established for loads which hang out of the vehicle.
 - Ensuring the proper layout and anchoring of the load, when this is required to guarantee the safety of the occupants and any people moving about roads with transit or traffic.
 - In the handling of vehicles intended for lifting loads and/or people, the safety instructions established by the manufacturer must be adhered to.

MAINTENANCE

- The vehicles must at all times be covered by the proper forms of insurance and must have undergone the maintenance checks specified by the manufacturer and the official Technical Inspectors of Vehicles.
- The Directorates/Departments shall at all times seek to ensure the proper operation and use of the safety devices installed in the vehicles by the manufacturer.
- Those vehicles which are broken or have defects that compromise the safety of users and/or pedestrians and installations must be taken out of service. They must also be marked with an "Out of Service" sign, and all users must be informed that their use is prohibited.
- Each Directorate/Department must draft a written procedure that regulates the operations of refuelling, cleaning, maintenance and repairs, in which the parties responsible for each task are established, as well as the procedure for reporting any breakdowns.
- Also to be established are the procedures necessary to ensure that only the authorized personnel can make use of the vehicles.



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 in Prevention"
Workplace Health and Safety Committee
IFEMA