

**SAFETY SIGNPOSTING RULES**

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the safety signposting in the installations and equipment of IFEMA, to be adhered to by the Organisation, as well as any by any others inside of the Exhibition Centre premises.

**1. DESCRIPCIÓN**

The safety signs have the purpose of providing an indication or displaying a workplace safety or health requirement by way of a signal in the form of a panel, a sign, or a lighted or acoustic signal.

**2. TYPES**

PROHIBITION	WARNING	REQUIREMENT	EVACUATION AND RESCUE	FIRE FIGHTING	DANGEROUS MATERIALS
Red and White	Yellow and Black	Blue and White	Green and White	Red	Orange and Black
					

**3. PERMANENT SIGNS**

Safety signs may not be used as a measure which replaces collective or individual forms of protection, and they must be used when it is not technically possible to eliminate the risks or minimise them sufficiently. They must not be regarded as a way to replace training or information on the topics of workplace health and safety for workers either.

Signposting items (panels, signs, adhesives, etc.) must be regularly cleaned, maintained and verified in such a way that they preserve their communicative characteristics at all times.

The dimensions of the signs must be large enough to guarantee that they are properly visible and understandable, and they must be installed in the immediate proximity of the risk which they signal. When involving signs for a general risk, the sign must be installed at the entrance to the area of risk.

Those signposting items which require a source of energy must be equipped with an emergency power source that ensures their operation under any circumstances.

**4. TEMPORARY SIGNS**

Carrying out tasks or activities of a temporary nature (new construction, repairs, maintenance, etc.) is subject to the requirement to put signs in place for those risks which it has not been possible to eliminate or minimise sufficiently. For this reason, and to the extent that carrying out the tasks implies a risk to people, even if the materialisation thereof is unlikely, the parties responsible for their execution must signpost the areas of risk in accordance with the current rules and regulations in force.

Temporary signage shall be used as a complement to collective protection measures but may not replace them.

Above all, prior to the beginning of the tasks which give rise to the risk, the following situations must be signposted (though this list is not necessarily complete):

Risk that people may fall onto a different level	Risk that people may fall onto the same level	Risk of fall by hanging objects or due to items coming loose	Risk of being run over by traffic or due to vehicular manoeuvres	Risk of being trapped by or between machines and equipment	Risk of projection of particles
					

Carrying out the temporary activities mentioned above, whether by IFEMA or by any other company, inside of the exhibition centre premises, must be performed within the proper perimeter markings that isolate the work area.

These protections have the purpose of avoiding transit by people and/or vehicles through the area so that they remain outside the area of action where the work or activity risks exist.

Especially to be protected are the following areas where there may be transit or traffic pathways (though this list is not necessarily complete):

- Under lift platforms for people or items, throughout their entire area of action.
- Under fixed or moving scaffolding.
- When there is risk of falling objects due to carrying out tasks at a higher level.
- When there is risk of people falling due to the opening of entrances, manholes, ditches, etc. at ground level or in excavations.
- When there is risk of projection of particles due to welding, cutting, beating works, etc.
- When there is risk of people being run over by vehicles or due to loading and unloading manoeuvres.
- ...

The perimeter protections and markings (meshes, border tapes, fencing, "tensators," etc.) are to be installed before the beginning of any works and must remain in place as long as the risks for which they provide protection continue to exist. If necessary, the perimeter protections, cordoned zones, etc. shall be completed using the signposting panels appropriate for the risk in question.



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**