

RULES ON SAFETY IN HANDLING MACHINES AND TOOLS

The following is a description of the **RULES OF REQUIRED COMPLIANCE** regarding the use, transport, storage and preservation of machines and tools by IFEMA employees at their work stations, as well as by any other person inside of the Exhibition Centre premises.

1. DESCRIPTION, TYPES AND MATERIALS

Included within the definition of machines and tools are all those pieces of mechanical work equipment used to carry out any task related with the job, whether electrically powered, pneumatic, hydraulic or manual, with the potential ability to cause damage to people and/or items, so as to safeguard those people and items from the risks caused by the installation, operation, maintenance and repair of those machines and tools.

2. RISKS CAUSED BY THEIR USE:

- **Mechanical due to crushing, shearing, cutting, being caught or trapped, impact, bludgeoning, friction, abrasion or the projection of a fluid.**
- **Electrical due to short circuits or electrical shock.**
- **Thermal due to burning or fires.**
- **Noise-vibrations.**
- **Radiation.**
- **Fire-explosion.**



3. PREVENTIVE MEASURES:

- Intrinsic Prevention: all machines must be safe in and of themselves, and therefore, as of their design, they must fulfil the minimum safety requirements which ensure the health of the people who use them.
- Only those machines which meet the essential requirements on safety and health may be commercialized and put into service. Those machines which have been given the EC label shall be considered compliant with these standards.
- Each machine shall be marked, in a legible and indelible manner, with no less than the following indications: name and address of the manufacturer, EC marking (no smaller than 5 mm); designation of the series or model and serial number, if it exists. Likewise, it must come with an instruction manual in which the following are indicated: the conditions foreseen for use; the job which must be held by the person who uses it, and the instructions so that the machine may be put into service, used, maintained, installed and assembled without risk.
- Periodically, the proper running of the machines must be tested and additional tests carried out in those cases when machines are transformed, when there are accidents, or when a machine is not used for a prolonged amount of time.
- The controls for starting the machine up must be located outside of the danger zones and may only be activated intentionally. Moreover, the machines must be equipped with a mechanism that allows them to be fully stopped under safe conditions; the stoppage order must hold priority over any orders for the machine to be started up.
- All parts of a machine which cause danger of a person being trapped or cut, or of abrasion or projectiles, must be equipped with guards or protective devices.
- No safety mechanism with which the machine is equipped must ever be turned off or circumvented, and the protections or guards must not be removed.
- The operations for adjustment, cleaning, greasing and repairing must be performed, whenever possible, with the machine turned off and the power source disconnected. There must be locking mechanisms (the most common are padlocks) which impede the machines from being started up during such operations.
- Loose clothing, loose hair, scarves, chains, etc. must not be worn, nor must any other item that could get trapped in the machine.
- Every machine must be equipped with emergency stoppage mechanisms that make it possible to stop the machine under safe conditions. They must be visible, easy to access, of a red colour over a yellow background and, if they are buttons, they must have a mushroom cap shape.
- Every person that must use a machine has to receive the proper training and information on the risks that their work involves. The information must be understandable and must specify, at least, the conditions for use of the machine, the dangerous situations which may arise, the collective protection measures adopted, as well as the individual protection measures (individual protection equipment) necessary for using the machine.
- The danger zones of the machines must be marked with warnings and signs.
- If the lighting in the work premises is insufficient, there must be localized lighting in the danger zones of the machines

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