

**FIRA DE BARCELONA
PREVENTION SERVICE**

**PROCEDURE FOR COORDINATION OF
CORPORATE ACTIVITIES**



FIRA DE BARCELONA SECURITY RULES

FIRA DE BARCELONA PREVENTION SERVICE	PROCEDURE FOR COORDINATION OF CORPORATE ACTIVITIES	
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PERSONAL IDENTIFICATION.

Every person must have personal identification that details: name and surname(s), DNI or passport, company, etc.

TRAFFIC INSIDE THE WORK CENTRE.

- Vehicles driving within the grounds of the work centre must respect traffic regulations at all times.
- All traffic signals must be respected and the maximum speed limit is 10 km/h.
- Written permission is required from the **Fira de Barcelona** manager to totally or partially block the street or internal corridors of the sites.
- Lorries cannot drive with the body raised, nor cranes with the derrick in a horizontal position.
- Except when expressively signalled, it is prohibited to drive outside of the sections allocated for this purpose.
- Passengers must always be seated while the vehicle is moving.
- People cannot travel in those vehicles that are not authorised for the transport of people, etc.

DRIVING PERMITS.

Personnel that drive tow trucks, forklifts or any vehicle within the work centre must be in possession of a certificate accrediting their expertise or pass any tests that are considered appropriate.

RISK INFORMATION.

All persons involved in carrying out works who detect a situation or deficiency that in their judgement entails –for justified reasons- a risk of professional accident or illness must fill in the official risk communication report and turn it in as quickly as possible to the Hall Manager.

ACCIDENT NOTIFICATION.

When one of their workers suffers an accident in this work centre, the official Accident Investigation Report after being duly filled in, shall be delivered to the Workplace Risk Prevention Manager as soon as possible.

RESTRICTED ACCESS.

Certain work centre zones have restricted access and cannot be accessed without specific authorisation.

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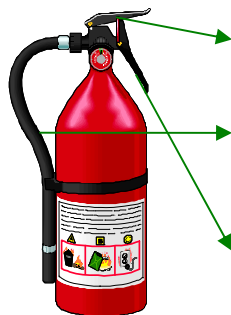
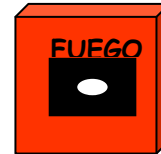


MEASURES IN CASE OF EMERGENCY

MEASURES IN CASE OF EMERGENCY

In case of detecting a fire, smelling a burning odour or in an emergency situation:

- Call the internal self-protection number, stating the location, the area and the type of situation:
Emergency telephone number: **3100 Montjuic**
4100 Gran Via
- If the above is not possible, press the closest alarm button:
- After notification, the person may attempt to extinguish the fire if they have suitable training using a fire extinguisher provided that their safety is not at risk:



Remove the safety bolt by pulling on the ring.

Remove the hose from its position and direct it at the base of the flames.

Press the extinguisher lever in bursts.

What to do if evacuation sirens are heard:

- Abandon the activity you are doing
 - ◆ Disconnect the equipment from the electrical network and close the gas cut-off key.
 - ◆ Leave rapidly but without running or stopping.
 - ◆ Close any doors you pass through if you are the last one to leave.
 - ◆ If you are with non-Fira personnel, notify them that the evacuation order has been given and make them accompany you.

- Move towards **the outside meeting points** following the signalled evacuation routes.

Meeting points:

- ◆ Hall 1: in front of hall 8 office entrance (Plaza España).
 - ◆ Hall 5: in front of hall 8 entrance (Av. Reina María Cristina s/n)
 - ◆ Hall 8: in front of SERVIFIRA entrance (Plaza España)
- Follow the instructions of the Fira security personnel.
 - Do not return to the affected area until receiving instructions from security personnel.
 - If the evacuation route is obstructed by smoke:
 - ◆ Go to an alternative exit.
 - ◆ If this is not possible, crawl towards the exit as smoke generally rises.

What to do if you need emergency health assistance:

- Notify Security about the event using the following telephone numbers:

3100 Montjuic
4100 Gran Vía

- If the person has lost consciousness, stretch the person out on the floor with his or her feet elevated.
- In case of vomiting, place the head in a sideways position.
- Always loosen and unfasten clothing, neckties, belts, etc.
- The Fira de Barcelona has a **dispensary** at each of the sites that they manage:
 - Montjuic site: Plaza Universo. Telephone 93 233 21 11. Internal telephone 21 11
 - Gran Vía site: Paseo Central or La Restauración. Close to CISS. Telephone 93 233 40 02. Internal telephone 40 02. (open during the holding of shows and assembly).

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RULES FOR ASSEMBLING AND DISMANTLING STANDS AND STRUCTURES.

IDENTIFICATION OF RISKS WHEN ASSEMBLING AND DISMANTLING STANDS AND STRUCTURES.

The development phases are as follows:

- SUPPLYING AND TRANSPORT OF MATERIALS TO THE ASSEMBLY ZONE.
- ASSEMBLY OF STANDS / STRUCTURES.
- DISMANTLING AND REMOVAL OF MATERIALS.

The most frequent risks are detailed below and can occur into three different stages:

- Falls to a different level while using manual ladders, scaffolding and the construction of two floor stands.
- Falls to the same level due to materials and obstacles in passage zones.
- Falling objects through collapse, falling off and during handling.
- Stepping on objects such as wood planks with nails, tools, etc.
- Blows and being trapped by objects during assembly tasks.
- Blows, cuts and contacts with tools, electric tools and machine tools.
- Flying fragments and particles during works with tools.
- Overexertion when handling loads or moving improperly.
- Electrical contact due to possible isolation failures and defects in electrical tools.
- Inhaling and ingesting harmful substances during carpentry, painting, etc. works.
- Fires and explosions from combustibles and/or flammable substances.
- Collisions, blows and crashes with forklifts, cranes, vehicles, etc.



GENERIC SAFETY RULES.

When works are carried out at the Fira de Barcelona facilities, workplace risk prevention regulations in force must be complied with. Especially, those works are listed that could involve more significant risks during the execution of certain works.

ORDER AND CLEANLINESS.

Taking care of orderliness and the cleanliness of the workplace is a basic safety principle.

There are a series of fundamental actions for ensuring order and cleanliness along with their proper management:

- All elements must be kept tidy, previously planning all loading and unloading tasks.
- Safe stacking methods must be specified for the materials.
- In the assembly zones, transit zones, corridors, assembly zones, etc. have been delimited. Materials thus cannot be left in the transit zones.
- Do not obstruct corridors, stairs, extinguishers, doors or emergency exits.
- Immediately clean any spilling or discharge of liquids.
- Used packaging, remains of the same, trimmings, slabs, etc. must be gathered up immediately.

WORKS AT ALTITUDES

The main objective is to prevent people involved in working at altitudes from falling during the execution of the activity taking the following precautions into account in general, in order of descending priority:

1. Vertical physical protection.

- Establishment of safe workplaces, independently of the location, using a platform that is at least 60 cm wide, a handrail at 90 cm height, an intermediate bar placed at 45 cm and a 15 – 20 cm skirting board.
- All vertical holes must have a vertical protection system that prevents people from falling.
- The different auxiliary means used during the activity, such as scaffolding, baskets, platform lifts, etc. must have an identical protection system for the worker using them.

Only when the above is not feasible shall the following be done:

2. Placement of horizontal nets.

- Placement of resistant horizontal and/or vertical nets along the length and width of the work zone.
- Load tests for the nets must be carried out, being recorded and reviewed periodically by the parties in charge of the installation companies.

When neither of the above is feasible, the following measures shall be taken:

3. Usage of Individual Protection Equipment.

- A harness must always be used and accompanied by:
 - Secure anchorage points.
 - Suitable worker training.
 - Review of the individual protection equipment on a weekly basis.

Drawing up of a rescue and evacuation plan for workers affected by any potential fall with suitable equipment and adequately trained personnel.

Ladders with a single section.

- All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges).
- Single-section stairs must be equipped with anti-slip studs and will be fixed onto the top part. The operator must also wear the safety harness and fasten it at a fixed point.
- It must be extended at least one metre above the resting point, maintaining a comfortable and safe space for accessing the upper level without jumping over the protective handrail.
- Nothing can be carried in hands while ascending or descending. If loads are carried on your back, the maximum weight will be 25 kg.
- The ladder cannot be moved horizontally while working on it. Due to this, the two ends must be securely fastened.
- The ladder will always be placed at an angle of 30° with respect to the vertical plane it is resting against, or 30 cm horizontally for each 120 cm of vertical displacement.

Scissor ladders.

- All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges).
- Scissor ladders will be equipped with studs. The operator must also wear the safety harness and fasten it at a fixed point if carrying out long static works at a great height.
- All scissor ladders must have a locking system to prevent opening.
- Metal scissor ladders shall not be used in the presence of electrocution risk due to the existence of conductive equipment and materials in the area.

Mobile work platforms.

- These must be installed by accredited and qualified personnel. Any platform that does not fulfil the following conditions will be dismantled and removed from the facilities.
- The platform must have a 90-cm height handrail, an intermediate bar and a 15 – 20 cm skirting board. Access shall be by using an inside stair through a practicable flap door.
- There must be a braking system on each of the legs of the mobile platform. Transport will be done horizontally close to the base and never while there is someone still up on it.
- The minimum width of the work platforms will be 1.2 m and will always be equipped with a complete surface of metal trays at the working level and will never be stepped.
- The platform height must be adjusted to the level where the works are being carried out, and this does not represent an excuse for not placing protections.

Installation of scaffolding structures.

- They must be installed by accredited and qualified personnel. Any scaffolding that does not fulfil the following conditions will be dismantled and removed from the facilities.
- The platform must have a 90-cm handrail, an intermediate bar and a 15 – 20 cm skirting board. Access shall be by using an inside stair through a practicable flap door.
- The support surfaces on the scaffolding must be horizontal and compact. If they are erected on inclined planes, wedges must be placed for the vertical displacement of the load.
- During scaffolding assembly, all personnel must wear safety harnesses, fastened to the structures as bodies are added.
- Scaffolding shall not be used for other purposes than the reasons for which it was installed (storing of materials, access to vertical holes, lowering and raising materials, etc.)

Hanging scaffolding / nacelles

- All personnel that are on hanging scaffolding must wear safety equipment to prevent falls.
- They must have a double handrail, one at 90 cm and another at 70 cm, an intermediate bar and a 15 – 20 cm skirting board. The floor must be anti-slip and all operations will always take place horizontally.
- The attachment of the hanging systems must be inspected periodically and load checks must have been effected and duly documented before usage.
- All of the parts that comprise the elevation systems must be inspected prior to assembly, with the results of the revision being documented in writing.
- This system cannot be used when working with heavy materials. Ascents and descents cannot be carried out with only a single person on the structure.

Lift platforms.

- They must be installed by accredited and qualified personnel and must have an anti-fall system.
- All lift platforms must have a 90-cm handrail, an intermediate bar and a 15 – 20 cm skirting board. The work surface must be smooth, compact and resistant.
- Periodic inspections of the machines must be carried out, inspecting the visual and acoustic signalling devices, as well as for any possible oil leaks, the condition of the wheels, etc.
- It is prohibited to work on a different level than the platform base, or in other words, on the handrails, using ladders or other items on it, etc.

HANDLING MATERIALS.

- Mechanical means must be used whenever possible for the handling and stacking of materials.
- For the manual handling of loads, the weight must be placed near the body with a straight back. Do not bend your back while lifting and use the strongest muscles that are in the arms, legs and thighs.
- For transporting light loads, manual wheelbarrows must be used, keeping the following recommendations in mind:
 - They cannot be used for transporting people.
 - Materials must be stacked ensuring that there is sufficient visibility.
 - Keep the wheelbarrow in front of you by pushing it especially when descending ramps.
 - If you must leave a wheelbarrow stationary, park it in a safe place that is removed from the corridor.
 - Do not overload it and distribute the load uniformly.
- To lift and transport heavy loads, lifting and transport systems must be used (cranes, forklift trucks), following the recommended usage instructions:
 - Cranes and forklift trucks can only access the grounds after receiving authorisation from the Fira de Barcelona.
 - Never lift loads if the chains or cables are tangled.
 - Slings, chains, etc. must be in perfect condition without deformations or breaks and must be suitable for the weight to be lifted.
 - The hook must be in good condition and have a safety catch to prevent accidental unhooking.
 - Loads will not be hoisted when the crane is moving.
 - Suspended loads must not move over people.
 - Sideways force or dragging must never be employed.
 - Before starting a transfer movement, the machinist must ensure that there are no people on the load to be lifted or in the space where the load is being transferred to.
 - Never leave loads suspended and do not swing them in order to move them.
 - When placing the load on a platform or cart, ensure that both ends are at the same level.
 - The hook must never be lowered beyond the point when there is less than two complete turns left on the drum cable.
 - Load hoisting and lowering manoeuvres will be managed by a single person.
 - When performing tasks for hooking and unhooking the loads at a distance of over 2 metres, protective equipment against falls must be used.

CHEMICAL PRODUCTS

All chemical products must be correctly indicated with their respective labels, always keeping them in their original packaging, and with the safety data sheet, so that users can be notified about the product risks and the preventive measures to be adapted for its control.

Do not smoke, drink or eat while handling chemical products.

Chemical products must not be heated or placed near ignition sources, except those that require heating for their usage.

Safe and ergonomically designed packaging must be used, preferably metal. Glass bottling is only suitable for small amounts. Plastic containers must be watched over for any possible deterioration and must not be placed in the sun.

Individual protection equipment must be employed in accordance with the instructions on the label and the safety data specifications.

They must be handled in properly ventilated areas and if necessary, personnel shall be equipped with the corresponding respiratory protection means.

When finishing works, the brushes, chamois, rags, etc. impregnated with these products must be placed in especially covered metal containers for disposal.

The elimination and transformation of waste shall only be carried out via a supplier.

WORK EQUIPMENT

All work equipment used at the Fira de Barcelona must bear EC marking and be accompanied by an instruction manual in Spanish, and must also be accompanied by a copy of the certificate of compliance with European regulations that are currently in force.

Machine operators must adopt the necessary measures, through proper maintenance, so that work equipment is conserved throughout its usage time under safety conditions.

When there are residual risks, all workers must have the individual protection equipment necessary to eliminate it or minimise consequences.

All machines must be equipped with one or several emergency stop devices through which injuries can be avoided or minimised.

It must be possible to hand move specific elements after an emergency stop.

The allocation of machines through adequate blocking and signalling systems is essential in order to avoid uncontrollable operation situations that may cause extremely serious accidents.

IPE

Individual Protection Equipment must be worn when risks cannot be avoided or cannot be sufficiently limited by collective technical protection measures or through measures, methods and procedures for work organisation.

All IPEs must be officially approved and bear EC marking and be accompanied by the informational brochure.

Its arrangement must be personalised and every user must watch over the maintenance and conservation of the equipment.



ELECTRIC RISK

- All connections to the electric supply must be carried out and authorised by the company in charge of the maintenance at the Fira de Barcelona facilities.
- The electrical cabinets must also be kept closed and the casing of the electrical apparatus must never be opened.
- Respect all warning and protection instructions whose purpose is to avoid contact with live parts.
- Do not use intermediate plugs (multi-plug adapters). These classes of plugs overload and can represent a serious danger.
- Do not use wires that are worn out or broken sockets.
- Never disconnect them by pulling on the wire.
- Do not handle or try to repair the installation or any electrical apparatus.
- The connection of electric wires to the energy supply board without the usage of officially approved socket plugs is prohibited.
- All electrical machines must be equipped with a earth in combination with the general board differentials or be equipped with double insulation.
- Overriding the earth of machine tools is expressly prohibited. Each one of them shall bear a warning to this effect if they are not equipped with double insulation.
- The earth wire of the feed hoses cannot be overridden.

MANUAL TOOLS

The inappropriate employment of hand tools is the source of a significant number of injuries. This is due to the fact that it is assumed that everyone knows how to use the most popular manual tools. At a general level, it is recommended:

- To select the proper tool for the work to be done.
- To keep the tools in good condition.
- To use the tools correctly.
- To avoid environments that make their correct usage difficult.
- To keep tools in a safe place.

MACHINES - TOOLS

Before working:

- Do not use machines whose handling and risks are unknown.
- The part to be worked with must be correctly and firmly fastened without obstacles to its movement.
- Shelter and gear protection casing and protections must be properly placed and attached.
- Ensure that there are no loose parts or tools on the machine that could fly off when the machine is started.

While carrying out the work:

- Only trained and duly authorised persons can operate them.
- Before leaving the machine site, the machine must be stopped and unplugged.
- If protection must be removed due to adjustment or repair needs, the machine must first be stopped and unplugged. After the repair is completed, protection must be put on once again.
- In case of irregularity (abnormal noises or vibrations, excessive heating, sparks, etc.), the machine must be stopped and your immediate superior notified. It will be taken out of service if necessary, disconnected, blocked and signalled.
- Parts will not be touched or braked with your hands while they are turning.
- Special attention must be given so that clothing and accessories cannot be tangled with turning parts.
- The machine must be stopped and it must be ensured that it cannot be accidentally turned on when proceeding to cleaning, degreasing, changing parts, taking measurements, etc.
- If there is an electric outage, the machine breaker must be set to zero before service is resumed.

SOLDERING

- The soldering permit must be filled out prior to carrying out any soldering works.
- The condition of the insulation and connections of the equipment and the board must be periodically inspected.
- The earth of the casing must be connected in order to prevent any defects in the insulation.
- The grip of the electrode carrier clamp must be perfectly insulated and in good condition. Operators must wear officially approved leather gloves.
- Fireproof screens, canvas or sheets must be placed around the soldering area in order to protect not only people but the surrounding materials.
- The electrode armour and the nature of the parts to be soldered, due to the high temperatures that they reach, make a large part of these elements volatile, giving rise to harmful gases and metal fumes that in some cases can be toxic.
- Localised extractions must be employed at the same point as the soldering, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Certain solvents and degreasers that may have been recently used on the parts could decompose due to the heat and the radiation forming phosgene (toxic). For these types of parts, it is recommended to first clean them with hot water before soldering. Furthermore, localised extractions must be employed at the same point as the soldering, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Oxygen must not be used as a substitute for breathing air, since excess oxygen entails serious risk of fire.
- If a gas inflammation occurs as a consequence of an acetylene leak in the tap or in the hand reducer, simply close the valve on the bottle.
- Copper and copper alloys must not be used in the acetylene drive line, since copper acetylide could form, which is explosive.
- If spontaneous heating of an acetylene bottle occurs, take it into the open air in a demarcated and clear area, spraying it at a distance until it cools. The supplier must be notified so that it can be removed. Do not use it again.
- Oxygen and acetylene bottles both full and empty must be stored separately from each other except when in service at the same soldering equipment.
- The bottles must always be attached to casing frames on the carts, both in storage and in service.
- Bottles must always be stored away from heat sources and electric contacts, and protected from direct sunlight.
- They must always be transported on carts, avoiding rolling them or bumping them.
- Bottles in service must always be kept in a vertical position and well fastened to their supports or a cart.
- Before starting to use a bottle, check that the manometer shows zero with the tap closed.
- Do not completely use bottles so that air does not enter them. Leave a slight surge pressure inside.
- Open the valves on the bottles slowly.
- Checking for leaks must only be done with soapy water or a suitable detector, never with flames.
- The valves of the bottles must be closed when finishing the work session or during long interruptions. After the tap is closed, the hand reducer, the hoses and the blowpipe must always be discharged.
- Do not force the valve on a bottle when it sticks or ever try to take it apart. Breakdowns must be fixed by the supplier.
- Periodically clean the mouth of the blowpipe to avoid flame flybacks, which could be dangerous. Use a brass needle for cleaning.

- Consult the pressure scale in order to ensure the correct gas pressure for each job. Incorrect pressure could lead to explosions or flame flybacks that could deteriorate the inside of the hoses.
- To light the blowpipe, first slightly open the oxygen valve, and then open the acetylene valve in a greater proportion. Next light the mixture with a spark igniter, and finally regulate the flame in order to obtain the correct dart flame.
- Do not light the blowpipe with a flame as this could cause serious burns. Always use a spark igniter.
- To turn off the blowpipe, first close the acetylene valve and then the oxygen valve.
- Never hang the blowpipe on the bottles even when turned off.
- Hot blowpipes must be stored far from raw materials that could burn or ignite.
- Avoid resting the hoses on hot objects, in puddles, on sharp edges or in vehicle passage areas.

- Individual Protection Equipment must be worn:
 - Protective shield for the face and eyes.
 - Long leather gloves.
 - Leather sleeves.
 - Leather gaiters with quick opening system with trousers over them.
 - Apron.
 - Safety shoes with non-conductive soles.
 - Replacement glass must be available for those that wear down with use.

IDENTIFICATION OF RISKS DURING EVENTS

RISK	SOURCES AND CAUSES OF RISK	PREVENTATIVE MEASURES
People falling from a different level	<ul style="list-style-type: none"> Falls down staircases in stands with an upper floor. Falls from using the wrong furniture or not using stepladders. 	Ensure that fixed staircases have handrails or banisters. Have stepladders available and check that they are in an acceptable condition before using them.
People falling over on the same level	<ul style="list-style-type: none"> Tripping over stand platforms. Tripping over due to untidy or non-cleaned area. Slipping over on slippery surfaces. 	Signpost irregularities in floor levels. Ensure area is clean and tidy. Signpost wet areas after cleaning. Use properly fitting shoes.
Dropping objects during handling	<ul style="list-style-type: none"> Manual handling of office material, filing cabinets, advertising brochures, etc. 	Training and information on manual handling of loads.
Knocks and/or cuts from immobile objects	<ul style="list-style-type: none"> Knocks against lamps or furniture. Knocks against exhibition material. 	Signpost in the case of any obstructions to passageways. Keep clean and tidy.
Knocks and/or cuts from tools	<ul style="list-style-type: none"> Cuts from office tools: scissors, cutters, etc. 	Training and information on the proper use of office tools.
Overexertion	<ul style="list-style-type: none"> Handling and transportation of exhibition material. Handling packages of brochures or leaflets. 	Training and information on manual handling of loads.
Contact with heat	<ul style="list-style-type: none"> Burns from spotlights, halogen lamps. 	Protect potential contact zones.
Contact with electrical elements	<ul style="list-style-type: none"> Equipment with plugs or cables in a poor condition. Open electrical cabinets. 	Do not use equipment in less than perfect condition on the stand: remove it. Keep electrical cabinets closed. Do not handle them.
Violent actions, assaults	<ul style="list-style-type: none"> Public attending event. 	Give employees instructions for action.
Caused through ergonomic or postural deficiencies	<ul style="list-style-type: none"> Inadequate furniture. Muscle or joint pain from using laptops. 	Have ergonomic furniture available. Provide training and information on ergonomic postures.
	Risks deriving from exhibition material or machinery.	The exhibitor should take the necessary preventative measures to avoid risks deriving from the material or machinery displayed on his/her stand.

Note to Exhibitors: please remember that it is necessary to convey this information to all the companies and staff working with you during this event or exhibition.



Work zone: Exhibition grounds of the Fira de Barcelona

Work to perform: Assembly / Dismantling of stands.

ASSEMBLY AND DISMANTLING

Risks	Preventive measures
<ul style="list-style-type: none"> - <i>FALLING OF PERSONS TO A DIFFERENT LEVEL, while using stairs and scaffolding.</i> - <i>FALLING TO THE SAME LEVEL because of objects in the passageways.</i> - <i>FALLING OF OBJECTS BY COLLAPSE caused by the installation of stands, suspended loads, etc.</i> - <i>RUNNING INTO STATIONARY OBJECTS.</i> - <i>STEPPING ON OBJECTS such as planks, wood, nails, etc. from assembly and dismantling.</i> - <i>FLYING FRAGMENTS OR PARTICLES due to assembly and dismantling tasks.</i> - <i>CUTS OR BANGS FROM OBJECTS AND/OR TOOLS.</i> - <i>ELECTRICAL CONTACT from work with electric tools or lighting installations.</i> - <i>FIRES AND EXPLOSIONS.</i> - <i>EXPOSURE TO NOISE due to using manual tools and machine tools.</i> - <i>CRASHES AND COLLISIONS WITH MOVING VEHICLES throughout the grounds.</i> 	<ul style="list-style-type: none"> - Operators that work at high altitudes shall be provided with sufficient prevention material to eliminate risk of falls (safety belts, ladders, scaffolding, etc.). - Stairs and ladders must be equipped with anti-slip shoes, a locking device and be in good condition. - Scaffolding must bear EC marking and be correctly assembled (with platforms at least 60 cm wide and handrails 90 cm high with an intermediate bar and skirting boards). - Offices and work spaces must always be clean and hygienic and free from debris. - Fire extinguishers and emergency exits must always be visible and free from obstacles. - All chemical products must be visibly labelled, in such a way that the substance can be clearly identified (paints, solvents, oils, degreasers, etc). - Flammable products are not permitted on the grounds. - A special work permit is required for soldering. Soldering equipment cannot be used without prior FIRA authorisation. - All equipment to be used in electric soldering works must be in safe usage conditions: overall protection, insulated cables without fissures and proper connections. - All load lifting equipment, cranes, forklifts, etc., must be fully equipped with safety elements and be adapted to current legislation: <ul style="list-style-type: none"> - This equipment can only be operated by authorised and qualified personnel who are responsible for their actions. - Suspended loads shall not be passed over people. - The maximum traffic speed on the Fira de Barcelona grounds is 10 km/h. - All equipment for work with electrical equipment must be in good condition, including protections, plugs, cables, fuses, earth, etc. - Only qualified persons can perform electrical tasks. - Saw discs and cutting parts and carpentry equipment must be protected. - Safety shoes, work gloves and protective glasses must be worn. - Reflective vests must be worn when there is vehicle traffic and for work outside.

EMERGENCY MEASURES AND FIRST AID	INFORMATION AND COMPLEMENTARY MEASURES
<ul style="list-style-type: none"> - Emergency Notifications: Advise security personnel at the Fira de Barcelona, present in the centre. Telephone: 93 233 31 00 MONTJUIC Telephone: 93 233 41 00 GRAN VIA - Permanent First Aid Attention Centres. Dispensary at the Fira de Barcelona facilities located in the Montjuic grounds, Plaza Universo (Open from 9 am to 8 pm) Telephone: 93 233 21 11 MONTJUIC Telephone: 93 233 40 02 GRAN VIA 	<p>You must have a work permit / authorisation in order to enter the Fira facilities to carry out work.</p> <p>There is no access to restricted areas and you must remain in general use zones and in particular, those areas where work is being done.</p> <p>Operating the breakers or any other equipment at the facilities is prohibited except with express authorisation.</p> <p>The contracting company shall be responsible for comprehensively notifying its workers, subcontractors and freelancers about the content of these instructions and the complementary Safety Guidelines.</p> <p>If you have questions before or during the execution of the works, please contact security personnel at the Fira de Barcelona.</p>

For better risk control, the Head of Service of the Hall must be notified about:

- **Accidents that workers suffer while carrying out work.**
- **All situations and shortcomings in the facilities that could entail a risk for health or safety.**



Fira Barcelona