

## Safety rules inside CCIB facilities

The following document, is an outcome from real previous Risk Assessments carried past that took place in our centre, Events in FIRA CCIB, S.L.

Every employee, third party employee and autonomous staff have to be aware and follow the rules listed below, before doing any type of work in the event.

- Only **authorized staff** will have access to CCIB facilities, and no one under the age of 18 is allowed in the assembly area.
- **Smoking is not allowed**, neither the use of any other type of substances, (such as alcohol) that could alter the perception of risk during work hours and or inside the CCIB facilities.
- **Dangerous goods** or **hazard materials** are forbidden in the CCIB facilities.
- During the event, some work in altitude may be necessary, increasing the **risk of falling objects**, and for that reason a toolbelt shall be used. The area surrounding the work in altitude shall be marked and/or isolated, and the use of helmets by ground staff is encouraged, as well as keeping area free from workers not involved and deemed necessary for the labour.
- Keep all **work areas** clear and neat, free from accumulated material that may create barriers or block the way, especially emergency exits.
- Do not block the access to fire extinguishers and firehoses, and locate the positions of the assets in the work area before starting to carry and labour. Never set them as out of use.
- The **electric feed system** shall not be manipulated without previous consent from responsible staff from CCIB.
- In accordance to the **Risk Assessment**, the appropriate **PPE** shall be used by every employee, third party employee or autonomous worker, with special attention to the **safety shoes/boots** inside the facilities during the setting and disassembling of stage, stands, etc.
- Use only those equipment's and machinery for which you are qualified and authorized for, respecting the rules indicated by the manufacturer, and ensuring they are in proper conditions for use, with no missing parts or protection, fully isolated electric cables, etc. Disconnect /turn off when not in use.
- The means of transport designed to move Material (forklift, pallet truck, etc.), shall not be used in any circumstances to transport people.
- Stands shall not be taken apart by being "Knocked down". It has to be dismantled piece by piece, and under any cases be throw, ripped off or beaten.

Breaching the safety rules will imply the cease of the ongoing work, and failing to follow indications provided by CCIB staff may lead to **immediate removal** from the centre facilities. Please, in case of any doubts you can contact by e-mail to [ctoro@ccib.es](mailto:ctoro@ccib.es) or by telephone at **+ 34 93 230 10 00**

Name, Last Name:

Stamp & Signature

Company:

Department:

Date: