







CCIB FACILITY SAFETY RULES

This document is the result of the experience and analysis of the existing risks in activities previously held in the facilities of Fira CCIB, S.L.U

The main company undertakes to ensure these rules are received by all contractors, subcontractors and freelance workers, under their responsibility or otherwise, who shall read, accept and understand the rules prior to working in the facilities of the CCIB.

	Access will be restricted to duly accredited personnel. Access to the build-up areas will be prohibited to those under 18 years of age, particularly infants and children
	It is mandatory to use of safety footwear in build-up and breakdown areas. The use of highly visible vest is mandatory in the presence of machinery or load handling equipment and personnel in the venue. Likewise, companies must ensure their personnel uses the personal protective equipment that are listed in their risk assessment guide for the tasks they undertake.
	Ladders are not permitted to work at heights above 5 metres. They must be in good condition and have all their safety features (ladder feet, stabilisers, etc.) Only one person may be on the ladder at a time. Stepladders in use must be fully extended. It is forbidden to work "straddling" atop ladders If ladders are used as a means of access, these must exceed the point of access by 1 m and be firmly clamped at the top end.
	It is expressly forbidden to smoke or use toxic substances such as alcohol, drugs or other risk perception-altering substances within the CCIB facilities or during the work day.
	It is expressly forbidden to use hazardous substances within the CCIB facilities.
	Work at heights may be carried out in the facilities that involve the risk of falling objects; to do so, a tool belt and hard hat shall be worn, the work area will be duly signposted and kept free of all non-essential personnel.

	Keep work areas clean and tidy, and <i>keep foot traffic areas, evacuation routes and emergency exits clear</i> of materials that may block or hinder access to them.
	Do not block access <i>to fire-protection equipment</i> and make sure to know where the nearest extinguishers are to the work area prior to starting any task. Never disable the existing safety device and use them properly.
	Do not tamper with the power supply without prior authorisation from the CCIB staff member responsible.
	Only use the equipment and machinery when having the necessary qualification and authorisation, always following operating standards indicated by the manufacturer. Ensure that all tools are in good working order. When using power tools, these must always be completely unplugged when not in use. Check their power cables and plugs, as it is forbidden to use tools that have been repaired using splices or electrical tape.
	Auxiliary transport equipment (carts, pallet jacks, etc.) shall be used to transport materials, NOT PEOPLE .
	<i>Demolition techniques are not permitted</i> in the stand breakdown; these must be disassembled and never thrown, pulled down, pulled apart or knocked.

The breach of the safety rules will entail the stoppage of hazardous tasks and their repetition, or not following the indications given the centre staff, and may lead to **immediate expulsion**.

Please check with our Occupation Risk Prevention Technician for any questions you may have, who may be reached by email at esegovia@ccib.es

FULL NAME

COMPANY AND POSITION

DATE

SIGNATURE & STAMP