



FERIA VALENCIA

# GENERAL STANDARDS TO PREVENT OCCUPATIONAL HAZARDS



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## 1. INTRODUCTION

Better safe than sorry is not a cliché but a proven truth. The prevention of occupational hazards is a commitment, made by companies and employees to the health of the latter, that is to the benefit of all, the complying with the legal and regulatory standards established by the Law on Prevention of Occupational Hazards and all other regulations in force concerning this issue.

All companies operating on the FERIA VALENCIA site must comply with the Prevention Standards contained in this document and must ensure that all workers for whom they are responsible (sub-contracted, self-employed, etc.) are aware of the Standards.

All companies and their staff must use safe working methods. Workers must not expose themselves to any unnecessary risks, and must report any risk or anomalous event immediately to their superiors who, if necessary, will pass on the report to FERIA VALENCIA's Risk Prevention Unit.

Companies and personnel in charge of machinery and equipment will be responsible for checking that maintenance is carried out regularly (particularly protection systems) and will ensure that all employees using the machines and/or equipment are properly trained and have the appropriate information. Any work done on machines or equipment must never modify or remove the protection systems.

Anyone in charge of staff will be held responsible for their safety and must ensure that they have received adequate information to enable them to carry out their work safely.

Staff must use the personal protective equipment provided by the company and will be responsible for its maintenance and proper use.

## 2. GENERAL CLAUSES REGARDING SAFETY IN RELATION TO CONTRACTORS

1. Contracted and subcontracted companies will on their own account comply with current work and safety regulations and also comply with and ensure that their employees and subcontracted companies comply with the current regulations regarding health and safety in the workplace, especially the Law on Prevention of Occupational Hazards and all applicable Royal Decrees regarding minimum standards of health and safety.

FERIA VALENCIA will not intervene in the direct management of prevention of occupational hazards by contracted or subcontracted parties involving their employees, although it retains the right to undertake any inspections it considers necessary with its own experts or the members of the Health and Safety Committee.

2. For the purposes indicated above the contractor must, notwithstanding its obligation to comply with the legal requirements regarding health and safety committees or health and safety co-ordinators, have a representative or person in charge who will be held responsible for complying and ensuring that the contractor's staff comply with any health and safety measure indicated by FERIA VALENCIA or that he/she decides to implement that affects the work carried out by his/her company.

Each contractor will therefore nominate a person to be in charge of safety, who will coordinate and supervise matters relating to the health and safety of the workers reporting to them, and will liaise with FERIA VALENCIA to co-ordinate and discuss all matters regarding prevention of occupational hazards the latter considers necessary at any moment.

3. Contractors must also undertake to abide by any other internal regulations they may be advised of that are related to the prevention of occupational hazards.

4. All contractors' staff must be provided with the necessary personal protective equipment (PPE) that will protect them against all risks that might arise. Contractors' workers must be informed in advance of the risks they will be protected against by using the personal protective equipment and must be previously instructed and trained in the use of said equipment by their employers. The maintenance and use of the equipment must conform with the instruction manual and must be duly certified.

5. Non-compliance with the requirements set out in the above clauses may lead to the suspension of work until the requirements are fulfilled and will be considered sufficient cause for suspending present or future contracts for work within the venue without any right to compensation.

### 3. GENERAL SAFETY REGULATIONS FOR WORKERS FROM OUTSIDE FERIA VALENCIA

- The contractor must provide the Build-up and Services Department at FERIA VALENCIA with a list of all electrical, mechanical and auxiliary equipment, as well as any welding and oxyacetylene cutting equipment to be used by them within FERIA VALENCIA's premises.
- The contractor must request authorisation from the Build-up and Services Department of FERIA VALENCIA to use or handle any fixed or mobile installation, equipment, tools, etc. that are the property of FERIA VALENCIA.
- Drivers of vehicles belonging to the contractor circulating within the premises of FERIA VALENCIA must respect the speed limit indicated (20 km/hr). Vehicles must be parked in designated areas as instructed.
- All contractors' employees will respect the safety warnings in the work and transit areas.
- Any type of accident detected by contractors' or sub-contractors' staff must be reported immediately to a member of FERIA VALENCIA's Safety and Security Department.
- Should it be necessary to implement the EMERGENCY EVACUATION PLAN, all contractor employees must follow the instructions that they will have previously received from members of FERIA VALENCIA.
- Any accident befalling a member of the contractor's or sub-contractor's staff whilst working must be reported to FERIA VALENCIA's medical service on the same day it happens.
- Contractors must ensure that the area in which they are working is clean and tidy at all times, respecting and ensure that their staff comply with the safety regulations in force at FERIA VALENCIA.
- Fork-lift trucks will be used exclusively for transporting materials, it being expressly prohibited to use them to transport of persons, and must only be used by duly authorised and trained personnel.

## 4. SAFETY REGULATIONS FOR SETTING UP AND DISMANTLING OF EVENTS

### 4.1. General Standards

- All workers must report all situations of danger detected by them during work to their immediate superiors.
- Order and cleanliness must be maintained in the workplace in order to prevent accidents.
- Before working in an area for the first time, it must be inspected and checked thoroughly.
- Once the job is finished, all tools, materials and waste must be removed in order to leave the area clear.
- Any workers not properly authorised and trained must not use machinery, equipment or electrical panels, cables or connections.
- Danger warnings, prohibitions and obligations must be respected at all times.
- Safety devices on machines and equipment must never be switched off.
- Workers carrying out tasks requiring personal protective equipment must use it.
- It is expressly forbidden to bring alcoholic drinks and other drugs into any part of the venue.
- It is prohibited to move fire extinguishers, hoses, alarms, fire hydrants, emergency lights, emergency exits or to block or cover signs indicating where they are.
- All waste that is toxic to people or the environment (paint, varnishes, solvents and their containers) must be removed by the companies that have used them, and must never be dumped in FERIA VALENCIA's drainage system,
- FERIA VALENCIA staff must ensure that the Safety Regulations are adhered to and are authorised to stop any work they consider hazardous that is being carried out anywhere in the venue by non-FERIA workers.
- **FERIA VALENCIA has a Self-protection Plan that details action to be undertaken in emergency situations. The venue's staff are responsible for providing non-FERIA workers with information and advice on the action to take. All non-FERIA workers must collaborate with Feria Valencia staff and follow their instructions.**

#### 4.2. Personal protection

- Safety equipment must be kept in perfect condition. In case of damage, replacement of equipment must be requested.
- Workwear must be properly buttoned and not too loose-fitting, with no tears, loose or hanging parts, in order to prevent it being caught or hooked on anything. It is prohibited to work with clothes stained with grease, oil, solvents, etc.
- Protective glasses must be used when workers are carrying out or are present during work where solid or liquid particles may be ejected, hazardous gasses emitted or the worker may be exposed to dazzling light, etc.
- Protective helmets must be worn wherever there is a risk of falling objects or materials. It is advisable to wear a helmet at all times during the working day.
- Workers involved in build-up and dismantling must use safety shoes with reinforced toes and rubber soles with adequate grip, but no metal, to avoid slipping and electrical contact.
- Safety gloves must be worn when performing any task where there is a risk of injury to the hands.
- Suitable insulating gloves must be used when carrying out work involving possible electrical hazards.
- The use of safety belts with shock-absorbers is compulsory for all work not protected by scaffolding, railings, platforms, etc.
- In general, safety belts must be used when carrying out any kind of work at a height over 3.5 meters and must be properly secured.
- Masks, filters or breathing equipment must be worn to carry out tasks involving any risk of breathing dust, gasses, vapours or any hazardous substance.
- Ear protectors must be used when performing tasks where noise could reach potentially hazardous levels.

### 4.3. Working at heights. Scaffolding and platforms

- People suffering from vertigo must not carry out work at height.
- All those working at height must use a tool-belt.
- When working at heights, tools or material must not be thrown. They must be handed or passed down by using a rope or a container.
- Build-up must be carried out to maximum levels of safety and, wherever possible, parts will be fixed in their definitive position before they are loosened from supporting cables or ropes.
- Scaffolding must be firm and stable, set up by trained staff and have a handrail, bracing, and toeboard.
- Prior to carrying out work on scaffolding or platforms these must be checked to ensure that they are in perfect conditions. Any anomaly must be reported to a superior.
- Before carrying out work on wheeled scaffolding, the wheels must be blocked.
- It is forbidden for workers to work at different levels directly above each other.
- Working platforms must have a minimum width of 60 cm.
  
- No more material than is necessary to ensure that the work can be carried out uninterruptedly should be stored on scaffolding and platforms in order not to overload them and keep some space clear.
- Tools, utensils and materials used on the working platform must be placed in baskets and crates, to minimise the risk of them falling.
- No worker must be on the scaffolding when it is being moved.
- When scaffolding is being used to access working platforms at a height of 3.5 m or more, safety belts or harnesses or alternative protective measures must be used.
- Floors and gangways on working platforms must be slip-proof, kept free of obstacles and provided with a drainage system to eliminate all products capable of causing slipping.
- When carrying out work on mobile platforms, safety devices must be used to prevent them from moving or falling.
- Platforms where there is a risk of falling from over 2 m high must be completely surrounded by protective railings and fitted with plinths.
- The stairs to access the platforms must be placed on one of the sides of the structure and never at a corner.



#### 4.4. Portable ladders

- Ladders must be inspected before beginning work and any not offering sufficient guarantees of safety must be discarded. The stiles must be made of one piece, and the rungs must be assembled and not merely nailed.
- Ladders must be fitted with an anti-slip device at the base and securing devices at the top.
- Before going up or down a ladder, it must be checked to ensure there are no rungs missing. Climb up the ladder facing it, hands free.
- Work must be carried out facing the ladder and holding it with one hand. Should this not be possible, workers must use a safety belt secured to a fixed point, never to the ladder.
- It is prohibited to connect two ladders together if there are no devices specifically designed for that function available.
- Ladders must not be used by two people simultaneously.
- When ladders are not being used, they must be stored protected from the sun and rain. They must never be left horizontally placed on the floor.
- Wooden ladders must not be painted (except with a transparent varnish) as paint may hide flaws or anomalies that may be dangerous.

#### 4.5. Tools

- Only the correct tools for the job in hand should be used.
- The user must inspect all tools carefully prior to use, discarding any that are defective and reporting faulty tools to an immediate superior.
- To avoid the use of tools in bad conditions, they must be labelled indicating the flaws.
- Where tools have handles these must be of a suitable size, well secured and not be cracked or chipped and, where necessary, must provide insulation.
- Electricians' tools must comply with legislation regarding safety standards.
- Tools must be kept clean of oil and grease. Cutting or sharp tools must be kept suitably sharpened, never carried in pockets or loose within toolboxes, but always in their cases or special containers

#### 4.6. Máquinas

- Portable machines must always be kept in perfect working order. Neglect in this regard might be fatal.
- Prior to beginning any work using a portable machine its condition must be checked. Any anomaly detected must be reported to the worker's immediate superior.
- Before drilling, checks must be carried out to ensure that there are no cables or obstacles in the area where the work is to be done that might cause accidents when operating the drill.
- When working with pneumatic machines, these must not be disconnected from their hoses or valves without first shutting down the feed and allowing the air to escape from the tool itself. The hose must not be bent to interrupt the air flow, except in cases of emergency.
- Protective glasses must be used that comply with safety standards.
- Riveting machines and similar pneumatic tools must always be held with the head or toolbit facing downwards when not in operation. After use, the tool-bit or head must be removed from the machine.
- Compulsory protection for fixed grinding machines will comprise: a protective screen that the work can be seen through; a protective guard covering  $\frac{3}{4}$  of the grinding wheel; the tool rest must be at the same level as or above the axis, with a maximum distance of 3 mm to the edge of the grinding wheel. Protective glasses must be worn that comply with safety standards.
- It is forbidden to adjust the tool rest while the disk is in operation.
- The sides of the grinding wheel must never be used to sharpen tools.
- When grinding small pieces these must be held with a clamp or with pliers. Portable grinding machines must be fitted with a metallic protector and the operator must wear protective glasses or a face guard at all times.

#### 4.7. Prevention of electrical risks

- Before using an electrical apparatus or installation, check that it appears to be in perfect working order, ensure that you are aware of any precautions to be taken when using it and apply them scrupulously.
- Before connecting an electrical apparatus, check that the electrical supply is the correct one for the machine.
- While using an electrical apparatus or installation, use only the controls that are necessary for the purpose. Do not use or modify any of the safety devices.
- Do not use any electrical apparatus or installation if it has accidentally become wet or if you yourself have wet hands or feet.
- Do not handle or try to repair electrical machines or installations. Any fault must be reported to an electrician.
- Never open the protective safeguard of electrical devices and respect all warnings and signs designed to avoid physical contact with wires or components that have electrical current running through them.
- All electrical installations at FERIA VALENCIA must comply with the Electro-technical Standards for Low Voltage and be carried out by electricians officially authorised by the Ministry of Industry.

- No manipule ni trate de reparar las instalaciones o máquinas eléctricas. En caso de anomalía avise a un electricista.
- No abra nunca las protecciones de los aparatos eléctricos y respete toda señal o protección destinadas a evitar el contacto del cuerpo con un hilo o pieza bajo tensión eléctrica.
- Todas las instalaciones eléctricas que se realicen en FERIA VALENCIA, deberán cumplir, el Reglamento Electrotécnico para Baja Tensión y ser realizadas por Instaladores Autorizados por el Ministerio de Industria.