

# EXHIBITOR SAFETY INSTRUCTIONS

## Receipt confirmation certificate to be returned to D.Ö.T

**D.Ö.T / PHARMAGORAPLUS 2020**

Fax: +33 (0)1 46 05 76 48

Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

Stand N°: .....

EXHIBITOR: .....

Represented by the person in charge of the stand Mrs / Mr, .....

Phone number: ..... Email: .....

STAND BUILDER INFORMATION Name: .....

Tel: .....

Email: .....

Declares that she/he has read the document relating to the prevention of accidents at work and health protection concerning her/his participation in PHARMAGORAPLUS 2020 and undertakes to conform to it without reserve or restriction.

### PLEASE FILL THE SECTION THAT APPLIES TO YOU

#### IF YOUR STAND IS:

- Built by the Organizer or by yourself or by only one company without subcontractor

☐

Please return this certificate (page 1) to the DÖT Company on or before February 5<sup>th</sup> 2020 and pass on this document to all contractors who you have appointed to work on your stand during the build up and breakdown of the show.

OR

#### IF YOUR STAND IS:

- Installed by at least two independent companies (including sub-contractors).

☐

Quantity ☐

- Includes partitions walls/decorations more than 3.00 meters high.

☐

- Do you use electrical tools?

YES ☐ NO ☐

- Do you use lifting machines? (forklift, electrical pallet trucks, mobile platform lift...)

YES ☐ NO ☐

#### You must:

- Return this certificate to the D.Ö.T Company on or before February 5<sup>th</sup> 2020 with a visual of your stand

- **Appoint a HEALTH AND SAFETY COORDINATOR**

Law of 31/12/93 N° 93-1418 and Decree of 26 December 1994 N° 94-1159.

*Your decorator/stand builder or yourself are not allowed to carry out this task. Only a Health and Safety Coordinator having an official French certificate of competence is allowed to complete this task.*

**In observance of current legislation, the Health and Safety Protection Coordinator appointed by the Exhibitor is obliged to send to the DÖT Company the G.H.S.P.C.P of the stand at least 30 days before the event assembly begins including the schedule of visits.**

☐ You have appointed your Health & Safety Coordinator - Name: .....

- E-mail : ..... - Phone Number: +33 (0). .. ..

☐ You don't have an Health & Safety Coordinator

Commercial stamp and signature

Place and date .....

.....

## IMPORTANT PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show Organizer by the Coordinator Mister Bernard FRANCINE in accordance with the provisions defined by the texts in force and in particular the following Law of:

**31.12.1993 nr 93-1418 and the Decree of 26.12.1994 nr 94-1159  
Modified and complemented by the Decree nr 2003-68 of 24.01.2003**

**You are therefore asked to study it and apply the regulatory measures defined in this document.  
This General Coordination Plan cannot replace the provisions of the Code of Work.  
It does not in any way reduce the responsibilities and duties  
of the companies working on the site.**

For PHARMAGORAPLUS 2020, this coordination mission is carried out by the PHARMAGORA LTD Company via a delegated Coordinator assisted by a team of experts who make up the safety group of PHARMAGORAPLUS 2020.

**This document is a  
General Health and Safety Protection Plan  
intended for the Exhibitor, his suppliers and subcontractors,**

**Founded on general prevention principles, namely:**

- **To avoid risks,**
- **To evaluate risks** which cannot be avoided,
- **To combat risks** at source,
- **To take account** of technical developments,
- **To replace what is dangerous by what is not** or by what is less dangerous,
- **To plan prevention** measures by coherent integration of techniques, work organization and working conditions,
- **To take collective protection measures** giving them priority over individual protection measures.

**The Exhibitor has a duty and legal obligation to:**

**1°) COMPLETE THE SAFETY INSTRUCTIONS CERTIFICATE (Page 1).**

And send it by fax or email to:

**DÖT - PHARMAGORAPLUS 2020**

Fax: +33 (0)1 46 05 76 48

Email: [sps@d-o-t.fr](mailto:sps@d-o-t.fr)

**2°) PASS ON THE INFORMATION ABOUT THESE INSTRUCTIONS TO ALL SERVICE PROVIDERS APPOINTED BY HIMSELF WHO WORK DURING THE ASSEMBLY AND DISMANTLING PERIODS ON HIS STAND.**

## OBLIGATORY

**During the assembly and dismantling periods, access to the exhibition halls will be authorised only to people wearing an Assembly/Dismantling badge.**

**Obligation of protection reminder** Cf. Chapter VIII.3. of this document.

**You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.**

**For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.  
(Art. R 4412-70 of the Code of Work)**

**To be accepted into the halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.**

## EVENT ASSEMBLY AND DISMANTLING DATES

### BARE STANDS EXHIBITORS

HALL	BUILDING	DISMANTLING
<b>3</b>	The 12 <sup>th</sup> March 2020 de 11:00 am to 11:00 pm The 13 <sup>th</sup> March 2020 de 8:00 am to 11:00 pm	The 15 <sup>th</sup> March 2020 de 6:15 pm to 11:00 pm The 16 <sup>th</sup> March 2020 de 8:00 am 11:00 am

### EQUIPPED STANDS EXHIBITORS

HALL	BUILDING	DISMANTLING
<b>3</b>	The 13 <sup>th</sup> March 2020 de 2:00 pm to 11:00 pm	The 15 <sup>th</sup> March 2020 de 6:15 pm to 11:00 pm

**On the last assembly day, no motorised vehicle will be allowed into the halls (unless special dispensation has been granted by the Organizer).  
In the dismantling period, on 15<sup>th</sup> March 2020, motorised vehicles may only work after 07:00 pm in the halls.**

## CONTENTS

### I. GENERAL INFORMATION ABOUT THE OPERATION

### II. ADMINISTRATIVE INFORMATION

### III. GENERAL ORGANIZATION OF THE SHOW

### IV. HANDLING CONDITIONS

### V. CLEANING

### VI. INSTALLATIONS AVAILABLE DURING ASSEMBLY AND DISMANTLING

### VII. ACCESS CONTROL

### VIII. GENERAL SAFETY OBLIGATION FOR EACH WORKER

### IX. GENERAL RULES OF CONSTRUCTION

### X. FIRE SAFETY

### XI. ORGANIZATION OF EMERGENCIES

### XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

## I. GENERAL INFORMATION ABOUT THE OPERATION

### I.1. DEFINITION

The Exhibitors' Safety Instruction is a document written and devised by the Coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of PHARMAGORAPLUS 2020.

It must be communicated to all Exhibitors who must transmit it to their stand designer / suppliers when they have named them. It enables them to inform suppliers and subcontractors about the special measures to apply to ensure safety at work.

### I.2. COMPOSITION

The Safety Instructions including a certificate.

The safety regulations of the venue, the Fire Safety Instructions and the Exhibitor's Guide are available from the Organizer.

### I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the Exhibitor, and is charged with creating the infrastructures of the stand is considered as a company.

The Exhibitor is responsible for his own suppliers and subcontractors.

The companies, their contractors and subcontractors remain responsible for their own employees and for the means provided to work in the best conditions.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil and / or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the Organizer.

#### **In addition, it is supposed that companies have:**

**a)** Taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work.

**b)** Perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

**c)** Made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

## II. ADMINISTRATIVE INFORMATION

### II.1. THE PARTICIPANTS

#### II.1.1 GENERAL ORGANIZATION

The PHARMAGORA LTD Company acts as the general exhibition Organizer of PHARMAGORAPLUS 2020.

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>PHAMAGORA Ltd</b> Unit 12 Exhibition House Addison Bridge Place W14 8XP LONDON - UNITED KINGDOM	<b>M Adrien COLLILIEUX</b> Tel + 33 (0)1 70 61 48 98 Email: <a href="mailto:a.collilieux@closerstillmedia.com">a.collilieux@closerstillmedia.com</a>
TECHNICAL MANAGER	Contact(s) receiving exhibitors' demands
<b>Mrs Julia DANMERI</b> Tel : +44 207 348 5251 Email : <a href="mailto:j.danmeri@closerstillmedia.com">j.danmeri@closerstillmedia.com</a>	<b>Mrs Laury-Anne RENARD</b> Tel : +44 20 7013 4656 Email : <a href="mailto:l.renard@closerstillmedia.com">l.renard@closerstillmedia.com</a>
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
Not communicated.	<b>MAIRIE DU XV<sup>ème</sup> Arrondissement</b> 31 rue Peclet 75015 PARIS Tel: +33 (0)1 55 76 75 15

#### II.2.2. HSP COORDINATION / FIRE SAFETY

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 93 rue du Château 92100 BOULOGNE BILLANCOURT Tel: +33 (0)1 46 05 17 85 - Fax: +33 (0)1 46 05 76 48 Email: <a href="mailto:sps@d-o-t.fr">sps@d-o-t.fr</a>	<b>Cabinet RAILLARD</b> 10 rue Frédéric Passy 92200 NEUILLY SUR SEINE Tel/ Fax : +33 (0)1 47 22 72 18 Email: <a href="mailto:cabinet.raillard@icloud.com">cabinet.raillard@icloud.com</a>
<b>The fire safety representative will be present on site from 12<sup>th</sup> March 2020.</b> <b>The date of the safety committee tour of inspection is scheduled on 13<sup>th</sup> March 2020.</b>	
FIRE PROOFING	
<b>Groupelement NON FEU</b> 37-39 rue de Neuilly BP 249 92113 CLICHY Tel: +33 (0)1 47 56 31 48	<b>Groupelement Technique Français de l'Ignifugation</b> 10 rue du Débarcadère 75017 PARIS Tel: +33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
NA: No double storey stands planned on the exhibition.	

## II.2. DEFINITION OF WORK AREAS

VENUE	HALL
<b>PARIS EXPO – Porte de Versailles</b> 1 Place de la Porte de Versailles 75015 PARIS Accueil : Tel : +33 (0)1 40 68 22 22 Service Exposants : Tel : +33 (0)1 40 68 16 16	<b>3</b>

## II.3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Madame Dominique DABNEY - Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel: +33 (0)1 40 45 36 50	Service des Risques Professionnels Monsieur François GUINE 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel: +33(0)1 40 05 38 16
O.P.P.B.T.P.	GLOSSARY
1 rue Heyrault 92660 BOULOGNE Cedex Tel: +33 (0)1 40 31 64 00	<b>CRAMIF:</b> Caisse Régionale d'Assurance Maladie d'Ile de France <b>OPPBTP:</b> Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

## II.4. EMERGENCY SERVICES

### ON THE SHOW SITE:

GENERAL SURVEILLANCE POST
Tel: + 33 (0)1 72 72 18 18
FIRE SAFETY
Tel: + 33 (0)1 72 72 15 32

### OFF SITE:

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS Tel: 18 ou 112 (mobile) ou +33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS Tel: 17 ou +33 (0)1 53 68 81 00
SAMU (FIRST AID EMERGENCY)	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS Tel: 15 ou +33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS Tel: +33 (0)1 56 09 20 00

## III. GENERAL EVENT ORGANIZATION

### III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitor's Guide.

## III.2. SCHEDULE OF USE OF HALLS

Public opening:

DATES & TIME
The 14 <sup>th</sup> & 15 <sup>th</sup> March 2019 from 9:00 am to 6:00 pm.

## III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitor's Technical Guide.

## III.4. SITE CONSTRAINTS

### III.4.1. TRAFFIC MOVEMENTS INSIDE THE PARK

The temporary occupation of this site implies compliance with the standards and conditions (times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings.

These regulatory texts, as well as the site specifications, can be consulted by contacting the Organizer.

Management of parking (and its duration), traffic movements (separate circulation between pedestrian and machines with marks on the road) and access to delivery vehicles displaying authorisation will be set up around the hall and in the Park.

**Any vehicle, even parked, must be able to be identified.  
Private vehicles must not approach the surroundings of the hall.**

### III.4.2. TRAFFIC MOVEMENTS INSIDE THE HALL

**No delivery or private vehicles will be allowed in the hall, during the assembly and dismantling periods, without access authorisation from the Organizer.**

**Means of transporting people (motorised or not) such as scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the hall.**

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

**The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.**

**The security aisles define on the exhibition general plan must be respected and kept free of any materials or crates.**

**There must be no storage or parking on the traffic movement areas defined on the plan of each hall.**

#### RESPECT: INSIDE

- The paths marked out for fire services and traffic movement areas
- The storage areas
- The environment by using non-polluting machines

#### RESPECT: OUTSIDE

- Access routes for fire services
- Parking areas
- Unloading areas
- Access gates

## **IV. HANDLING CONDITIONS**

### **IV.1. GENERAL REMARKS**

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the Exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...).

Lifting and handling equipment must satisfy the requirements of current regulations.

They must be kept in good working order and have satisfied regular inspections in conformity with Article R 4535-7 of the Code of Work.

Machines must hold the following documents: (Article L 4711-1 of the Code of Work)

- Valid insurance certificate.
- Valid certificate of conformity (checking report of lifting devices).

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

**It is strictly forbidden to climb on machine not provided to transport passenger.**

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum (Article R 4541-3 of the Code of Work).

However, when it cannot be avoided, the employer must take appropriate measures or put at the disposal of the workers, suitable measures, to limit physical effort and to reduce risks during handling (mechanical assistance, grasping means).

The weight of the loads must be reduced and the working post must be adjusted to do the handlings in the best conditions (working space, reduction of the distance that the loads need moving...).

The staff must be trained in the risks of handlings.

The load must not split when it is moved.

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

**The use of straps to fix the loose loads on the forks of the lifting trucks is obligatory.**

### **IV.2. USE OF MOTORIZED MACHINES**

**The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.**

**These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.**

**The speed limit must be respected for any movement outside the hall. It must be reduced and appropriate inside the hall.**



### IV.3. LIFTING REGULATIONS

**Lifting machines must be used only for transportation and lifting of equipment and material.**

**Lifting and transportation of people must be done only with specially designed equipment.**

The certificate of conformity of the lifting equipment and accessories must be available for inspection.

It is essential that the company, which provides the equipment, exclusively carries out the maintenance and operation of all lifting gear. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care **not to work over any other workers and to take all necessary safety provisions.**

**Movements with loads in high position are banned, except with the presence of a guide who must warn the people of this operation.**

The maximum load indications of each strap must be respected.

Building and lifting operations must be carried out in conformity with Articles R 4534-95 to 102 of the Code of Work.

#### REMINDER: IT IS FORBIDDEN

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight.
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine running in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries.

### IV.4. STORAGE

**It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.**

For this purpose, traffic movement plans will be posted at the entrances of the hall. The schedules and restrictions of use will be specified on these plans.

**All workers are asked to respect these plans scrupulously.**

At the end of assembly, racks, pallets, etc... must not be stored inside the show and in the areas behind the claddings (unless authorised to do so by the Organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the Organizer's technical managers.

The companies working for the building of the stand (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

During the public opening, no machine will be allowed in the enclosure of the hall.

### V. CLEANING

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

**Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.** They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

**You are reminded that no worker must climb into a skip or truck.**

During the dismantling period, removal of the different decoration parts must not block the circulation of men and machines in the aisles around the stand.

## **VI. INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS**

### **VI.1. TOILETS**

To ease the general organization of assembly and dismantling, and improve working conditions, the Organizer will ask the venue to open additional communal toilet facilities in the exhibition hall from the first day of assembly to the end of dismantling. A maintenance service will see to the cleaning of these facilities.

**The toilet facilities that are open will be indicated on the plans posted up at the hall entrances.**

### **VI.2. CLOAKROOMS / CANTEEN**

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the Organizer.

There will be no canteen for meals.

### **VI.3. TELEPHONE ON SITE**

Each company places at its staff's disposal a telephone accessible when the site is open for work.

### **VI.4. ACCOMMODATION**

The Company is responsible for providing off-site accommodation for its staff.

## **VII. ACCESS CONTROL**

**Access to the venue is only possible for persons and vehicles carrying authorisation or a badge given by the Organizer.**

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the hall entrances.

**These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.**

## **VIII. GENERAL SAFETY OBLIGATIONS OF EACH WORKER**

### **VIII.1. WORKFORCE**

#### **VIII.1.1. MEDICAL FITNESS**

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work.

These certificates must be available on the site.

### VIII.1.2. SAFETY TRAINING

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety-training sessions (presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Health and Safety Protection Plan).

## VIII.2. REGISTERS

### VIII.2.1. LEGAL REGISTERS

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services.

All employers based outside France with the intention of providing services in France must submit a prior declaration of posting of its workers to the work inspectorate branch of the place where the service is to be provided, before the posting gets underway.

Access to the online declaration portal: [www.sipsi.travail.gouv.fr](http://www.sipsi.travail.gouv.fr)

### VIII.2.2. JOINT SITE VISITS

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P. according to the state of the site at the time of the visit and the way the visit is carried out.

## VIII.3. PROTECTIONS

The workers are reminded that they must give **priority to COLLECTIVE protections** over INDIVIDUAL protections, anytime that it is technically possible.

### VIII.3.1. COLLECTIVE PROTECTIONS

**Definition:** Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...) designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

**No double storey building is planned on this exhibition. Refer to the Chapter IX. of this document:  
"General rules of construction": IX.2. "Working at height".**

### VIII.3.2. INDIVIDUAL PROTECTIONS

When collective protection system cannot be implemented, the workers protection must be ensured by appropriate "stop falling" system that cannot permit a free fall as more as one meter. When this kind of equipment is used, the worker must never leave alone.

**Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IPE):**

- Work clothes,
- Gloves adapted to the work,
- Safety hard hats compliant with standards,
- Safety shoes (reinforced toes + anti-perforation soles),
- Safety harness that conforms to standards when the collective protection provisions cannot be implemented (Art R 4223-61 of the Code of Work),
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

**Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the venue during the assembly and dismantling periods.**

**For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory.**

## **IX. GENERAL RULES OF CONSTRUCTION**

### **IX.1. DECORATIONS**

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks, which result from this. They must be designed for safe, clean dismantling.

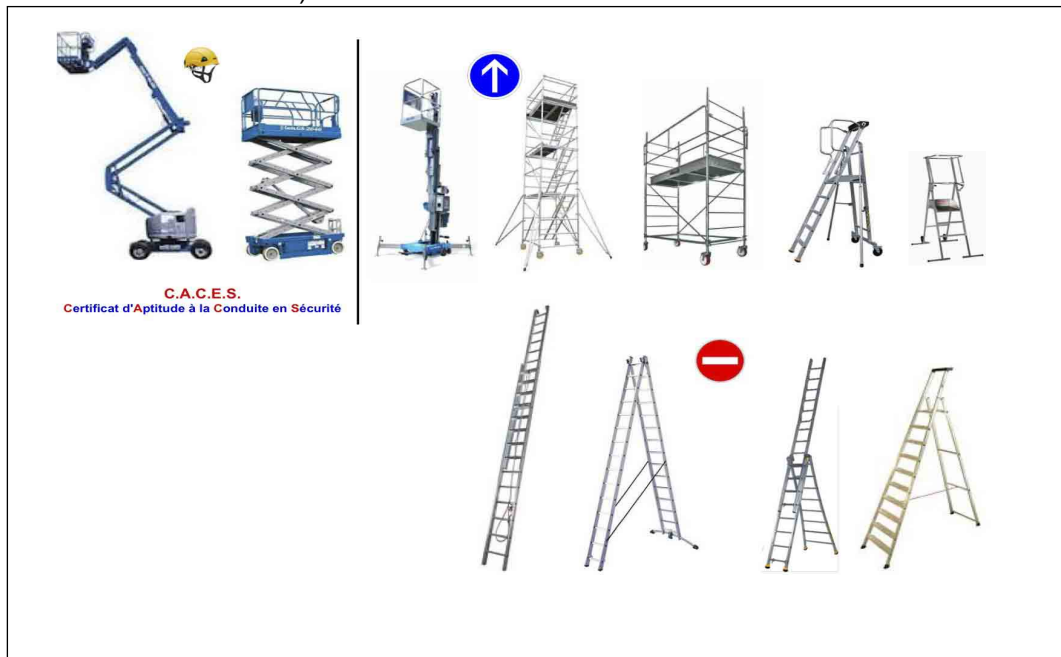
**It is strictly forbidden to « blow out » panels and partitions during dismantling.**

### **IX.2. WORKING AT HEIGHTS**

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (Articles R 4323-58 to 90).

**Ladders, stepladders and footsteps must not be used as work positions.  
(Article R 4323-63 of the Code of Work)**

However these facilities may be used when it is impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time (Article R 4323-63 of the Code of Work).



**Companies may work at height with scaffoldings or mobile platforms.**

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, **the guardrails and the stability props must be in place.**

**Article R 4323-77: Scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the Article R 4323-59.**

**The scaffolding must be level when it is used.  
The wheels of mobile scaffolding must be locked in position when it is in use.  
No worker must remain on mobile scaffolding while it is being moved.**

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P.E. by their personnel is effective.

**These equipments must include progressively secured floors and access to the higher levels by guard rails**

**Legal restrictions concerning work at heights must be respected.**

### **IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY**

**Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P.**

**Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.**

Within the framework of the timetable of assembly and dismantling of the stand, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

**The Exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.**

These means can be common to several workers or companies. **In the case of mutualisation of the material resources (scaffolding, forklift, lift, etc.), a loan and supply agreement must be drawn up between the parties before use.**

**The equipment must be completed and approved before any intervention on it by another company.**

This chronological order will be in the same way adapted to dismantling.

**The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.**

### **IX.4. SITE CONNECTIONS / LIGHTING**

#### **IX.4.1. REGULATIONS**

To avoid the risk of electrocution, damage to electrical cables, and multiplication of connections on the same line, "wild" connections to existing outlets in the hall are not tolerated.

The electrical boxes must be ordered from the Organizer or the Exhibition Center. The power ordered must allow supplying the needs of the companies during assembly, exhibition and dismantling.

It is obligatory for the companies that use the installation to report immediately to the responsible persons any defect or degradation noted.

From this box, the enclosures and the connected electrical installations must be checked by a person or an approved organization before being put into service. The report of this inspection must be available and kept on the site for the duration of assembly and dismantling.

The enclosures will include a manual cutoff and reset switch and a 30mA differential protection device.

The electrical installations will be carried out according to the French regulations in force. The supply, installation and maintenance of the installations are the responsibility of the installation company.

All construction cables must be HO7 RNF. Extenders and extension cords must be fully unwound before use, unless specific terms from the manufacturer and must be compliant with the standards in force. The plugs must be unbreakable.

Personnel involved in electrical installations will have received training and must have a credential as part of publication UTE C 18510.

**The technical traps of the hall must be correctly closed or protected in case of temporary opening to avoid any risk of falling of people.**

#### **IX.4.2. LIGHTING**

The general lighting in the work areas must be compliant with lighting regulations determined by Decree nr 83.721 of 2 August 1983 and repeated in the Code of Work in Articles R 4223-1 to 12.

**Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.**

**The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.**

#### **IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES**

##### **IX.5.1. HAZARDOUS MATERIALS**

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Representative, and **put in place the protection measures specified on the sheet.**

**Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.**

##### **IX.5.2. NOISE DISTURBANCE**

The use of noisy machines or equipment must adhere strictly to current regulations.

All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

#### **IX.6. RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE**

To avoid dust, fumes emission or noxious emanations when fixed or portable electrical tools are used (saws, sanders, blowtorches, welding torches, etc...), efficient protection means must be provided (central vacuum, masks, glasses...).

**Only water disc cutters will be allowed for cutting tiles, stones...**

**To be accepted into the hall, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.  
(Art. R 4412-70 of the Code of Work)**



These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. **They must in no circumstances be placed in the movement aisles**, and the electricity supply must be disconnected when they are not in use.

## IX.7. WORK INVOLVING HEAT

For any work involving heat (grinding or welding operation), a **“FIRE PERMIT”** must be applied for from the venue person in charge.

### IX.7.1. INFLAMMABLE MATERIALS AND PRODUCTS

**Gas bottles** under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

**It is forbidden to keep or store gas bottles, full or empty, in the hall.**

### IX.7.2. EXTINGUISHING MEANS

#### Communal means:

The layout of the stands must not impede access to the emergency systems or fire-fighting equipment such as equipped fire taps, emergency phones, smoke ventilators, extinguishers. All this equipment must be clearly visible and accessible on a permanent basis.

#### Specific means for each worker:

Each company must plan in his IHSPP the means of prevention suited to his activity and his work zone. If necessary, the worker complete by specific means the common means of extinguishing.

- Spray water extinguisher with additive (general case).
- CO2 extinguisher (Inside or near the electrical rooms).

## X. FIRE SAFETY

The fire safety regulations are deposited with the Organizer and available in the Exhibitor's Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

The Official Safety Committee (or the ERP safety officer) will carry out a safety inspection visit to the installations. During this visit, the qualified representative of the stand is requested to be present on his stand. The Exhibitor undertakes to respect the instructions of the personal safety expert and the fire safety expert.

At the time of this Committee's tour of inspection, the stand installation must be complete.

The Exhibitor (or his representative) must be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.



## **XI. ORGANIZATION OF EMERGENCIES**

### **XI.1. COMPANY EMERGENCY MEASURES**

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the halls plans.

The first-aid worker present within each company on the site will provide first aid in the event of an accident.

**(1 first-aid worker for 10 employees).**

They must wear an identification pictogram on an armband or on their helmets and their names must be entered in the I.H.S.P.P.

**In case of accident precise:** The hall  
The stand name  
The lane and the stand number  
Number of people involved and injuries kinds

### **XI.2. COLLECTIVE ORGANIZATION OF THE SHOW**

#### **REMINDER OF THE EMERGENCY PHONE NUMBERS**

**GENERAL SURVEILLANCE POST: +33 (0)1 72 72 18 18**

**FIRE SAFETY: +33 (0)1 72 72 15 32**

**THE EMERGENCY PHONE NUMBERS ARE DISPLAYED AT THE TECHNICAL OFFICE.**

## **XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN**

**It is obligatory for all the Exhibitor's service providers to draw this document:**

- **Within 30 days before any work for principal contracts.**
- **Within 8 days for short time or finishing work.**

**The working company must send his IHSP to the Health and Safety Coordinator and to the stand employer AT LEAST 8 DAYS BEFORE THE START OF WORK on the stand.**

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

### **XII.1. THE EXHIBITOR**

The exhibiting company must give a copy of the Safety Instructions drawn up by the show Safety Coordinator to their service providers or to the Safety Coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

### **XII.2. COMMUNICATION OF THE DOCUMENT**

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

### **XII.3. AVAILABILITY OF THE I.H.S.P.P.**

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.