



Safety rules Subcontractors

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INTRODUCTION

Welcome to our company. We are sure that our joint collaboration will prove beneficial to both our companies.

This manual applies to all collaborating companies and, by extension, to their subcontractors when carrying out work or providing services on ExpoMeloneras premises, whether such work is carried out on a self-employed basis or as employee. Our aim with this manual is to provide you with all the information you will require over the life of the contract under which your company is to provide its services or work at the work centre. Given the importance of this document, it is deemed an integral part of the contract.

The information provided in this document refers both to the negotiation phase and to the signing of the contract and subsequent performance and supervision of the services or work arranged. All business activities must therefore be coordinated accordingly and the work monitored on a continuous basis.

DOCUMENTATION REQUIRED OF SUBCONTRACTORS

Collaborating companies that carry out work on the premises of ExpoMeloneras must furnish the documents listed below, such documents providing details of the company and of the workers and equipment needed to carry out the work, with this extending to subcontractors as well.

Update. The contractor will be responsible for notifying ExpoMeloneras of any change in the information contained in such documents, updating the information as often as required.

The collaborating company must provide ExpoMeloneras with the following basic documentation and proof as part of the process of coordinating business activities:

a. COMPANIES WITH A SERVICES CONTRACT (NOT CONSTRUCTION WORK)	General company documents	· Civil liability insurance · Receipt of payment for the civil liability insurance · Clearance certificate for payment of Social Security contributions · TC1 · Clearance certificate showing the company is current with its tax obligations (central government and autonomous community taxes) · Occupational risk prevention structure (contract to be shown if third-party prevention services have been arranged) · Receipt of payment for third-party prevention services · Risk assessment and specific preventive planning for the services arranged · Work centre opening certificate for the services arranged
	Specific documentation for the company (where appropriate)	· DQ.54 request to authorise subcontracting · Certificates to carry out the arranged services issued by official bodies (where appropriate) · Registration as producer of hazardous waste · Accreditation of prevention officers · Permit to enter confined spaces · Working procedure
	General documentation for company employees	· Specific training for the job · Training in occupational risk prevention · Receipt showing delivery of personal protective equipment · Certificate of medical fitness · TC2 form/registration certificate with the Social Security acquired within the last 30 days
	Specific documentation for company employees (where appropriate)	· Authorisation to use and handle machinery · Official accreditations (crane operator licence, forklift operator license, electrician, etc.) · Driving licence
	General documentation for the working teams your company intends to send to our centres	· CE marking / conformity certificate under Spanish Royal Decree 1215/97 · Instructions manual from the manufacturer · Civil liability insurance policy for the working team · Receipt of payment of the insurance premium for the working team
	Specific documentation for the working teams your company intends to send to our centres (where appropriate)	· Inspections required by law or regulations · Assembly plan for auxiliary equipment (cranes, scaffolding, etc.) · Technical inspection card for the equipment · ITV certificate (MOT for vehicles) · Vehicle registration document

b. COMPANIES WITH A CONSTRUCTION CONTRACT	General company documents	· Civil liability insurance · Receipt of payment for the civil liability insurance · Clearance certificate for payment of Social Security contributions · TC1 clearance certificate · Clearance certificate showing the company is current with its tax obligations (central government and autonomous community taxes) · Filing with the Spanish Registry of Accredited Companies (Registro de Empresas Acreditadas, or REA for short) · Occupational risk prevention structure (contract to be shown if third-party prevention services have been arranged) · Receipt of payment for third-party prevention services · Prior communication of the opening of the work centre where the work is to be carried out · Health and safety plan for planned construction work · Risk assessment and specific preventive planning for unplanned work · Book of subcontractors · Certificate of adherence to the Safety Plan / Risk Assessment (subcontractors)
	General documentation for company employees	· Minimum training in occupational risk prevention - Initial (8 hours) · Second cycle of training - trade-specific (20 hours) · Information on the specific risks the work poses for workers · Receipt of delivery of personal protective equipment · Certificate of medical fitness · TC2 form/registration certificate with the Social Security acquired within the last 30 days
	Specific documentation for company employees (where appropriate)	· Qualified construction worker card · Appointment of prevention officer/s · Training of prevention officer/s - Basic level (60 hours) · Authorisation to use and handle machinery · Official accreditations (crane operator licence, forklift operator license, electrician, etc.) · Driving licence
	General documentation for the working teams your company intends to send to our centres	· CE marking / conformity certificate under Spanish Royal Decree 1215/97 · Instructions manual from the manufacturer · Civil liability insurance policy · Receipt of payment of the civil liability insurance policy
	Specific documentation for the working teams your company intends to send to our centres (where appropriate)	· Inspections required by law or regulations · Assembly plan for auxiliary equipment (cranes, scaffolding, etc.) · Technical inspection card for the equipment · ITV certificate (MOT for vehicles) · Vehicle registration document
c. SELF-EMPLOYED WORKERS (discuss with Occupational Risk Prevention Department)	Specific documentation for self-employed workers	· Civil liability insurance · Receipt of payment for the civil liability insurance · Receipt of latest Social Security contribution · Clearance certificate showing the worker is current with its tax obligations (central government and autonomous community taxes) · Authorisation of the contracting company to subcontract and contract third-party personnel (where applicable) · If the self-employed is an economically dependent worker the following documents must also be provided: - Certificate or statement confirming compliance with the requirements set out in article 5.2 of Spanish Royal Decree 197/2009, of 23 February 2009 - Tax office certificate of the last income tax return showing only the income from economic activities (01 form)

APPLICABLE LAW

- Spanish Act 31, of 8 November 1995, on occupational risk prevention (Ley 31/1995).
- Spanish Royal Decree 39, of 17 January 1997, enacting the Regulation on Prevention Services (Real Decreto 39/1997).
- Spanish Royal Decree 1627, of 24 October 1997, on minimum health and safety resources at construction sites (Real Decreto 1627/2004).
- Spanish Royal Decree 171, of 30 January 2004, implementing art. 24 of Act 31/1995 (Real Decreto 171/2004).
- Spanish Act 54, of 12 December 2003, reforming the regulatory framework for occupational risk prevention (Ley 54/2003).



SAFETY REGULATIONS

With the aim of preventing occupational accidents, all companies and/or professionals who carry out work at ExpoMeloneras on a self-employed basis or as the employee of a third-party must observe the applicable regulations on the subject of occupational risk prevention in relation to the work to be carried out there.

Companies that contract or subcontract the entrusted work shall ensure that their contractors and/or subcontractors adopt the prevention and safety measures described previously.

The general rules on conduct and procedure detailed below may be extended accordingly to reflect the specific nature of the work at any given time. In addition to the general rules, all applicable law governing occupational risk prevention must be observed at all times.

1. Machinery

All machinery and tools to be used must be EC type-approved and bear the corresponding marking. Each machine or tool must be fitted with emergency stop devices enabling it to be stopped safely. Machine danger zones must be marked with warnings and signage. Any part of a machine or tool that could trap, cut, graze or project material must be fitted with guards or protective devices. Anyone required to operate a machine or tool must have received suitable training and information on the risks involved in using it. In no event may any safety device of the machine or tool be deactivated, nor may guards or protective elements be removed.

2. Evacuation routes

All passages and walkways, such as evacuation routes, must be unobstructed at all times, even when the stands are being assembled and taken down. All material must remain within the boundaries of the assembly or stand areas, with passages, walkways and other communal areas kept completely clear.

3. Safety right of way

The location of and access to the following fire fighting and prevention material and installations must be respected: fire hose cabinets, emergency alarm buttons, emergency exits, and so on, even when these are located within the contracted area.

4. Maximum capacity

In accordance with applicable law, ExpoMeloneras has a maximum capacity of occupants for each area depending on the type of event being staged. The organiser is aware of this maximum capacity and undertakes not to exceed it.

5. Fire prevention

The materials used for the stands or other installations must meet applicable law and regulations on fire prevention. Decorative items may not include any flammable material or product, such as straw, wood shavings, paper shavings, sawdust, etc.

No flammable materials may be stored without the prior and express knowledge and consent of ExpoMeloneras. Before the work gets under way, all companies shall notify their personnel of the location of existing evacuation routes and emergency exits.

6. Vehicle access, loading and unloading

Access will be provided via the gates and doors enabled for such purpose and only on the days and times stipulated in each case. The organiser will be liable for any damage caused to ExpoMeloneras property during the loading, unloading, transport, assembly and disassembly work.

7. Free stand design

Companies that choose to design and decorate their own stand must send ExpoMeloneras their proposed design (floors and elevation) for its approval, which will depend on the associated risks



RISKS AND PREVENTIVE MEASURES

Risk of same-level falls

- Keep your assigned working area clean and uncluttered.
- Do not store any material or carry out any work in indoor passages and walkways.
- Take care when crossing wet floors or surfaces.
- Pick up and remove all tools and material at the end of the job.
- Do not lay cables, pipes, hoses, etc. in the work area.
- Keep circulation areas unobstructed.
- Wear safety footwear (if necessary).
- Pay attention to floor elevation differences and to any irregular or damaged flooring or work surfaces.
- Use auxiliary lighting if existing lighting levels are low.



Risk of elevated falls

- Sign and demarcate the work area.
- Elevated zones that pose a risk of elevated falls must always be accessed using stable and suitable equipment: duly certified ladders and other equipment and, where necessary, using suitable and certified fall arrest systems.
- Use additional personal protective equipment such as fall arrest belts and harnesses with the end of the life line attached to suitable anchoring points (with safety lock or rings attached to structural elements of the building).
- Avoid working directly on portable ladders.
- Rules and regulations on scaffolding and ladders must be respected in relation to all elevation work and a body harness should be used when necessary. Scissor platform lifts should be used instead of scaffolding whenever possible.



Risk of fire and/or explosion

- Do not smoke in areas where smoking is prohibited.
- Familiarise yourself with the building where you work: evacuation routes, emergency exits, fire extinguishers and alarm buttons.
- If you spot an emergency situation (fire, accident, or any other circumstance requiring a swift response), be sure to raise the alarm in the following order:
 1. Call Reception to report the kind of emergency you have seen and explain where it is located as accurately as possible.
 2. Other staff members.
 3. If this proves impossible, press the closest alarm button and call 112.
- Do not attempt to put out the fire unless you are expressly qualified or trained to do so. Safety comes first.
- Before moving, ensure you have a clear evacuation route. Do not let the fire surround you.
- Heed the instructions of the designated emergency officers.
- Never use the lift when evacuating the building.
- Remember that the emergency telephone number is 112 in Spain.

Risk of stepping on objects

- Keep the premises or area where you are working clean and free of obstacles.
- Do not leave materials on the ground with nails or screws protruding.
- Pick up all tools and material at the end of the job. Do not lay cables, pipes, hoses, and so on in the work area.
- Keep circulation areas unobstructed.
- Wear safety footwear (when necessary).
- Use auxiliary lighting if existing lighting levels are low.

Risk of electric shock

- Do not touch electrical equipment and installations, unless you are qualified to do so.
- 24 V equipment and tools must be used in enclosed places and/or wet/damp areas.
- Ensure that each piece of equipment is connected to the power supply with the proper plug.
- Spliced or exposed cables are forbidden. Electrical connections of equipment must be suitably covered and protected.
- Plug sockets must have an earth wire and both plugs and extension cords must be in good condition.
- Electricians must have received the training prescribed by Spanish Royal Decree 614/2001, on electrical risks.

Risk of being run over or struck by vehicles

- All vehicles that circulate on the premises must have the safety measures and devices established by the manufacturer.
- Drivers or operators shall have the necessary training and shall observe and apply these measures at all times.
- They must keep an eye out for other people in the area in which they are using their vehicle. Remember that pedestrians have right of way.
- Do not transport more people than the maximum allowed for each vehicle type.
- Pedestrians must always keep within the pedestrian circulation area and pay particular care when crossing any vehicle circulation area.
- Observe existing signposting and signage at all times.



Blows and cuts with objects and/or tools

- Use suitable tools and make sure they are in good working order.
- Keep cutting tools in their sleeves when not in use.
- Ensure that the tools are properly maintained.
- Store the tools appropriately when not in use.
- We recommend using a tool belt.
- Use protective gloves whenever necessary to guard against mechanical hazards such as cuts and blows.

Cuts and/or blows from moving machine parts

- Never attempt to handle or touch machinery in operation or when moving. Work always when the machine is stopped, having disconnected it from the power supply and waited for all machine parts to have come to a complete stop.
- Use safe machinery bearing CE marking.
- Do not bypass or remove the guards or protective elements of the machines.
- Use the machines in accordance with the manufacturer's instructions.
- To lower the risk of being cut, we recommend the use of protective gloves to guard against mechanical hazards.

Contact with hazardous chemical substances

- Provide suitable information on the risks and control measures needed to safely work with the substances in question.
- Containers must therefore be correctly labelled and safety sheets provided for hazardous substances. All necessary information on these substances must be provided to those workers that use them.
- Use the necessary personal protective equipment: eye and/or facial protection, gloves, masks, etc.
- Store substances in suitable locations depending on the type of substance. Pay careful attention to flammable products.
- Do not eat, drink, or smoke while working with these substances.
- Wash your hands well after handling these substances.

Flying fragments or particles

- Never remove the original deflectors or guards.
- Use protective goggles or a face shield capable of withstanding flying particles.
- Do not place yourself level with the rotation of the blade, disc, or abrasive element, or with the path of turning elements.

Getting trapped in or between objects

- Elevation equipment such as scissor platform lifts, elevators, forklift trucks, and tasks involving the moving of goods can involve this risk.
- Ensure that the load is fully positioned on the platform surface without projecting.
- Do not overload the elevator and respect the maximum load laid down.
- Do not use forklift trucks to transport people.
- Respect the indications on use and load restrictions for these machines and equipment. Ensure you remain outside their operating range at all times.
- Do not remove guards or protective devices that prevent direct access to the moving part/s of the work machinery and equipment.

- Stay outside the operating range of the moving parts of work machinery and equipment and avoid all contact with such parts.
- Work machinery and equipment should only be inspected, maintained, repaired and cleaned after it has been stopped.

BASIC EMERGENCY AND EVACUATION RULES

- Familiarise yourself with your work area and show your personnel where they can find the evacuation routes, emergency exits, extinguishers and alarm buttons.
- On hearing the alarm, alert all personnel for which you are responsible and prepare to evacuate the building by heading to the emergency exits.
- Do not use the lift when evacuating the building.
- Do not stop to collect personal belongings.
- Ensure that all your personnel are ahead of you and head to the indicated meeting point. If you notice that somebody is missing, notify the emergency services.
- Avoid any action that could generate or induce panic.



FIRE PREVENTION MEASURES

- At the end of the shift, ensure that sockets are unplugged and switches turned for all electrical machinery and installations. Also make sure you leave your work station in good order.
- Never bring flammable materials, products, or waste close to heat sources (lamps, etc.).
- Never throw cigarette butts, matches, or the contents of ash trays into waste paper bins. All such material will be suitably removed by the cleaning services.
- Circulation areas must be kept completely unobstructed. Do not obstruct emergency exits or access to fire-fighting equipment.
- Do not use wedges, stops, or other objects to obstruct doors separating different areas or prevent them from opening or closing. These doors must always remain closed but unlocked during working hours.
- Do not light fires or smoke in areas where signs indicate that such activity is prohibited.
- Flammable, hazardous, or unstable products must be labelled as such in accordance with applicable law.
- Do not connect more than one device to the same socket.
- Do not attach adaptors to sockets as these may bypass the earthing protection of the equipment.
- All employees must inform their immediate superior of any unsafe or dangerous situation they may spot during their work.
- Observe all displayed signs and instructions for emergencies and ensure these are observed by others.
- In the event of fire, follow the displayed instructions and warnings to the letter.

ACCIDENT RESPONSE



- **PROTECT:** to prevent the situation from worsening
 - If the danger remains present, ensure that you and the victim are out of harm's way.
- **RAISE THE ALARM:** request outside assistance. Alert the emergency services
Whenever we need to alert the emergency services, we should clearly indicate the following:
 - Location.
 - Type of accident.
 - Number of injured.
 - Our telephone number and name.
- **PROVIDE FIRST AID:** assess the situation and act accordingly.
 - Provide first aid or do whatever is asked of you by the emergency call handler until the ambulance arrives.
 - Keep calm.
 - Do not move the accident victim unless you absolutely have to.
 - Do not attempt anything you are unsure of.



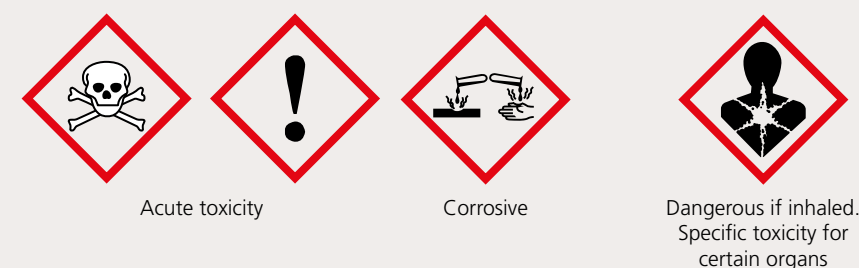
SAFETY SIGNAGE

Pictograms drawing attention to dangerous substances and products

Physical dangers

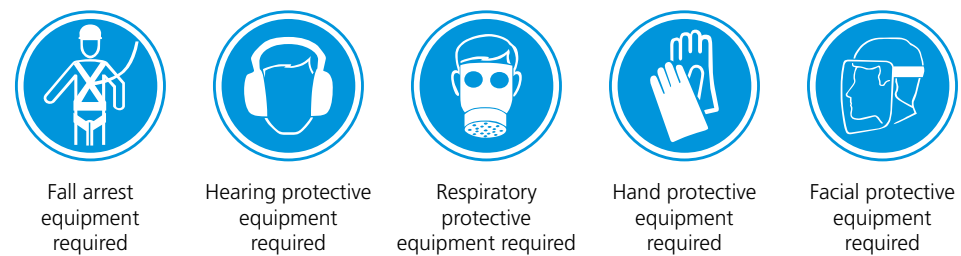


Health dangers

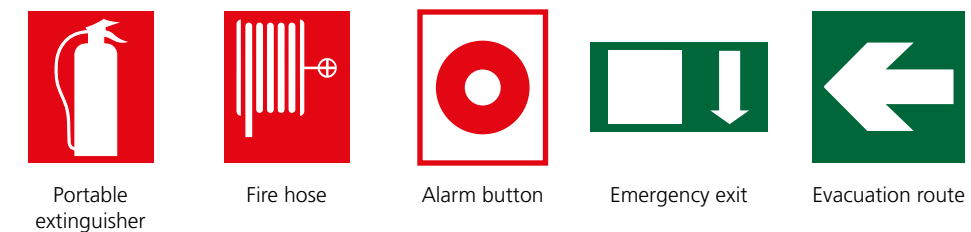




Prohibition signs



Signs relating to fire-fighting and rescue equipment





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