

# EXHIBITOR SAFETY INSTRUCTIONS

## Certificate to be returned to D.Ö.T

D.Ö.T / CTCO-C!PRINT 2020  
 93 rue du Château - 92100 BOULOGNE  
 Fax : +33 (0)1 46 05 76 48  
 Email : sps@d-o-t.fr

Stand N°:.....  
**EXHIBITOR:** .....  
 Represented **by the person in charge of the stand** Mrs / Mr,.....  
 Phone number:..... - Email.....

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

### PLEASE FILL ONE OF THESE FRAME OBLIGATORY

#### IF YOUR STAND IS:

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

**You return only this certificate to the D.Ö.T Company before 2<sup>sd</sup> January 2020 and 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**

OR

#### IF YOUR STAND IS

- Installed by **at least two** independent companies (including sub-contractors).
- **Includes a mezzanine floor**
- **Includes partitions walls more than 3.00 meter high**

Quantity

#### You must:

- Return this certificate to the D.Ö.T Company before 15<sup>th</sup> December 2019 with a view of your stand  
 - **Appoint an HEALTH AND SAFETY COORDINATOR** and communicate his contact details together with his GHSPCP General Health and Safety Protection Coordination Plan to the D.Ö.T Company. 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 mission. Only a Health and Safety Coordinator having an official certificate of competence is allowed to carry out this mission**

**In observance of current legislation, the Health and Safety Protection Coordinator appointed by the exhibitor is obliged:**

- 1°) **To send to the DÖT Company, the G.H.S.P.C.P** of the stand in hard copy, at least 30 days before the event assembly begins.
- 2°) To specify their **dates of work** on site arranged under contract with their client.

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 Mr Wilfrid GUET in accordance with the provisions defined by the texts in force and in particular the following law:

**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 CTCO-C!PRINT 2020, this coordination mission is carried out by the SARL 656 Éditions via a delegated coordinator assisted by a team of experts who make up the safety group of CTCO-C!PRINT 2020.

**This document is a  
General Health and Safety Protection Plan  
Intended for the exhibitor, his suppliers and sub-contractors**

**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 post, fax or email to:

**DÖT - CTCO-C!PRINT 2020  
93 rue du Château - 92100 BOULOGNE – BILLANCOURT  
Fax : +33 (0)1 46 05 76 48  
Email : 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.**

Each supplier must complete an I.H.S.P.P., which **must be returned to the exhibitor.**  
A copy of each I.H.S.P.P. must remain available for consultation on the worksite.

## OBLIGATORY

**Obligation of protection reminder** Cf : Chapter VIII-2 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 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

HALLS	BUILDING	DISMANTLING
Halls 1 - 2.1 - 2.2 - 3.1 - 3.2 - Galerie 2 - Passage 21 - Passage 3 - Passage 34	The 1 <sup>st</sup> February 2020 from midday to midnight. The 2 <sup>nd</sup> February 2020 from 00.01am to midnight The 3 <sup>rd</sup> February 2020 from 7.00am to midnight The 4 <sup>th</sup> February 2020 from 00.01am to 09.59am	The 6 <sup>th</sup> February 2020 from 5.00pm to midnight The 7 <sup>th</sup> February 2020 from 00.01am to 2.00pm

### EQUIPPED STANDS EXHIBITORS

Halls	BUILDING	DISMANTLING
Halls 1 - 2.1 - 2.2 - 3.1 - 3.2 - Galerie 2 - Passage 21 - Passage 3 - Passage 34	The 3 <sup>rd</sup> February 2020 from 2pm to midnight The 4 <sup>th</sup> February 2020 from 00.01am to 09.59am	The 6 <sup>th</sup> February 2020 from 5.00pm to midnight

**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 6 February 2020, motorised vehicles may only work after 6.00pm for cherry pickers and 7.00pm for forklifts in the halls.**

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### 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 CTCO-C!PRINT 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 Sub-contractors 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 and the Fire Safety instructions 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 sub-contractors.

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 GL EXHIBITIONS LYON Company acts as the general exhibition organizer of CTCO - C!PRINT 2020

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
<b>SARL 656 EDITIONS</b> 1 place Tobie ROBATEL 69001 LYON Tel : +33 (0)4 78 30 36 69 Email: <a href="mailto:organisation@656expo.net">organisation@656expo.net</a>	<b>Monsieur Pierre MIRLIT</b> Tel : +33 (0)4 78 30 36 39 Email: <a href="mailto:pierre.mirlit@656editions.net">pierre.mirlit@656editions.net</a>
TECHNICAL & LOGISTICAL MANAGER	Exhibitor's contact
<b>Madame Marie DE CLAIRBOIS</b> Tel : +33 (0)4 78 30 44 55 Email: <a href="mailto:marie@656editions.net">marie@656editions.net</a>	<b>Mrs Maxime LEVRAT &amp; Mr Nicolas BASTIDE</b> Tel: +33 (0)4 78 30 35 55 Email: <a href="mailto:logistic@656editions.net">logistic@656editions.net</a>
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
<b>COPARCO</b> 41 avenue Kleber 75116 PARIS Tel: +33 (0)1 43 46 27 77 Email: <a href="mailto:stanislas.boursier@coparco.com">stanislas.boursier@coparco.com</a>	<b>MAIRIE DE CHASSIEU</b> Services Techniques 27 chemin de l'Afrique 69680 CHASSIEU Tel : +33 (0)4 78 90 04 44

#### II. 1. 2 HSP Coordination / Fire Safety

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
<b>D.Ö.T</b> 93 rue du Château 92100 BOULOGNE 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>ATH</b> 262 avenue Jean Jaurès 69150 DECINES Tel :+33 (0)4 78 49 49 34 Fax :+33 (0)4 78 49 41 39
<b>The fire safety representative will be present on site at the assembly</b> <b>The date of the safety committee tour of inspection hasn't been defined</b>	
FIRE PROOFING	
<b>Groupement NON FEU</b> 37-39, rue de Neuilly BP 249 - 92113 CLICHY Tel : + 33 (0)1 47 56 31 48	<b>Groupement 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	
N/A	

## II. 2. DEFINITION OF WORK AREAS

VENUE	HALLS
<b>EUREXPO LYON</b> Avenue Louis Blériot 69680 CHASSIEU <b>Exhibitors' Service:</b> Tel : +33 (0)4 72 22 30 30	<b>Halls 1 - 2.1 - 2.2 - 3.1 - 3.2 - Galerie            2 - Passage 21 - Passage 3 -            Passage 34</b>

## II. 3. THE OFFICIAL BODIES

INSPECTION OF WORK	CRAM RHÔNE ALPES
8 <sup>ème</sup> Section d'arrondissement 8/10 rue Nord 69625 VILLEURBANNE Cedex Tel: +33 (0)4 72 65 58 17	Service Prévention des risques Professionnels. 26 rue Aubigny 69003 LYON Tel: +33 (0)4 72 91 96 96
O.P.P.B.T.P.	Glossary
45 avenue Leclerc 69007 LYON Tel : +33 (0)4 78 37 36 02 Fax : +33 (0)4 78 37 69 23	CRAM : Caisse Régionale d'Assurance Maladie OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

## II. 4. EMERGENCY SERVICES ON THE SHOW SITE:

MEDICAL EMERGENCY	GENERAL SURVEILLANCE POST
Information displayed at the hall entrances Infirmary at the main entrance of EUREXPO From 3 <sup>rd</sup> February from midday to 4 <sup>th</sup> February 10am. From 6 <sup>th</sup> February 5pm to 7 <sup>th</sup> February midday.	Tel : + 33 (0)4 72 22 33 04
	FIRE SAFETY
	Tel : + 33 (0)4 72 22 33 32

### OFF SITE:

FIRE SERVICE	POLICE STATION
27 chemin de l'Afrique 69680 CHASSIEU Tel: 18 ou 112 (mobiles) ou + 33 (0)4 78 40 64 99	76 route de Lyon 69680 CHASSIEU Tel: 17 ou + 33 (0)4 78 40 18 59
SAMU / SMUR	NEAREST HOSPITAL
Tel: 15 ou + 33 (0)4 72 11 63 87	Hôpital Edouard HERRIOT 5 Place d'Arsonval 69003 LYON Tel: + 33 (0)4 72 11 60 80

## 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 & TIMES
From 4 <sup>th</sup> February 2020 from 10am to 6pm
From 5 <sup>th</sup> February 2020 from 9.30am to 6pm
From 6 <sup>th</sup> February 2020 from 9.30am to 5pm

### 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 and access to delivery vehicles displaying authorisation will be set up around the halls and in the park. (See Exhibitor Guide).

**Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified**

#### III. 4. 2 Traffic movements inside the halls.

**No delivery or private vehicles will be allowed in the halls, 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 halls.

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.**

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

#### 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 the Article R 4535-7 of Code of work.

Machines must hold the following documents.

- 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 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 MACHINES WITH AN ENGINE**

**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 halls.  
It must be reduced and appropriate inside the halls**

## **IV. 3. LIFTING REGULATIONS**

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

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company, which provides the equipment. 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.**

**Lifting loads over the traffic aisles is 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.

The lifting works must be done in accordance with the articles R 4534-95 à 102 of the French 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 accesses to the halls. 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 exhibiting companies (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.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

#### V. CLEANING

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

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

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.**

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

##### VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the Safety Coordinator demand to the Organizer to ask the Venue to open additional communal toilet facilities in the exhibition halls **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 halls entrances.**

##### VI. 2. CLOAKROOMS

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

### VII. 1. PROTECTION OF WORKERS

#### VII. 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.

#### VII. 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 Safety and Health Protection Plan).

### VII. 2. REGISTERS

#### VII. 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)

#### VII. 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.

### VII. 3. ACCESS

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

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

### VIII. 1. COLLECTIVE PROTECTION

**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.

**This collective protection must be rigid composed of a high and low hand rail and a baseboard, safely attached and must be installed from the outside with appropriate means, before any work is purchased on a storey or at height during assembly or dismantling. It must be removed only after the installation of the definitive protection or partition. The stairs must be assembled as a priority and made safe by guardrails as soon as they are set up.**

**The stairs cavities must be protected (Closed or with a guardrail).  
Material deliveries access must be secured.**

**It is reminded that the structure of the mezzanine, or high decorative parts must be designed to take collective protection**

**For the dismantling all these protection must be reinstalled.**

**Each company in their respective Individual Health and Safety Protection Plan must describe collective protections.**

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

**Article R 4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.**

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

**Any ensuing work stoppage will also be charged to the defaulting company.**

## **VIII. 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 (IP):

- 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 Work Code).
- 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 show site 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 R 4323-90).**

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P.

In any case the people working for the building and dismantling must have a certificate to work at height and a valid authorization from his employer.

**Ladders, stepladders and footstep platforms must not be used as work positions.**

(Article R 4323-63 of the work code)

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 work code)

**The companies may work at heights with scaffoldings or mobile platforms**

Approved personnel must assemble scaffolding, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, **guardrails and 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. by their personnel is effective.

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 work, 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.

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

Electrical installations on the worksite must be carried out according to regulations in force.

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies, which use the installations, are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

**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.**

An approved body must inspect the worksite electrical installation before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line: **Unauthorised connections on the existing power points in the halls will not be tolerated.**

All the worksite cables and extension leads must be in good condition and compliant with current standards.

**Worksite electricity cabinets are available from the Park.**

### 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 work code 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 halls (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 Control Agency, 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 halls, electrical cutting or sanding tools, fixed or portable, must be equipped with a vacuum or dust collection system.**

Art. R 4412-70 of 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.6. 1 Fire permit**

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc...)

For any grinding or welding operation, **a fire permit** must be applied for from the venue department in charge.

**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 halls.**

## **X. FIRE SAFETY**

The fire safety regulations are deposited with the organizer and available in the Exhibitor 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.

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.

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

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

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

**MEDICAL EMERGENCY – Information displayed on site**

**GENERAL SURVEILLANCE POST - Tel : +33 (0)4 72 22 33 04**

**FIRE SAFETY - Tel: +33 (0)4 72 22 33 32**

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

**All the exhibitor's stand providers must draw this document**

**At least 30 days before any assembly for main contracts**

**At least 8 days for work of short time and/or finishing work.**

**All the companies working for the exhibitor must give this form to stand employer and to the safety coordinator if the case arises before any work on building site.**

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.