

General safety regulations



Autovía A-2, Km. 311, E-50012
ZARAGOZA - España
Teléfono +34 976 794 700.
P.O. Box, 108, 50080 ZARAGOZA
Internet <http://www.feriazaragoza.es>
E-mail: info@feriazaragoza.es

In compliance with section 24 of the Spanish Act 31/95 and with the Royal Decree 171/2004 of 30th January, on the coordination of business activities, we inform you about our basic safety regulations, as well as the general risks and the measures which must be applied in the event of an emergency.

Throughout the site

In order to prevent risks to your health or the health of your colleagues:

- Respect all the instructions and the safety and environment regulations.
- Smoking is only allowed in certain authorised areas. Use the ashes.
- Immediately report any incident or Hazardous Practice that you believe may cause personal injuries or damage.
- Put the tools you use in back in their place; keep your working area clean and tidy.

When moving around the site

- Beware of the traffic of fork lifts, move around carefully.
- Do not stay in places other than where your work is carried out.
- Never cross doors when they are closing, wait until they open again.
- Be careful when entering aisles and do not enter if any fork lift is in use. Never place yourself under a suspended load.
- When walking, pay attention to the traffic of fork lifts, avoid walking in the centre of the aisle. Do not stay near vertical material stores for longer than absolutely necessary.

At your workplace

With your working equipment:

- Make sure the tools and the equipment are appropriate for the work and use them safely.
- Keep your protective equipment in its original condition. Use it correctly.
- Keep the working areas as tidy as possible, by regularly cleaning them.

Procedure in the event of first aid

- Act in an organized way, warning the Medical Services or, alternatively, the person in charge of the fair, thus trying to obtain the quickest assistance and preventing untrained people from gathering around the injured person.
- Prevent new injuries in the victim, do not move them. Keep an eye on them and protect them.

Emergency procedure

1.- If you detect an emergency, warn the nearest staff. Start evacuation as described in item 2.

*If you know how to use the extinction equipment, try to extinguish the fire with the help of the extinction means at your reach, **as long as your life is not in danger**, together with the staff in the area.*

2.- If you hear the alarm signal (alarm bell, an aloud warning...) or the order of evacuation given by personnel in the company, start the evacuation:

- Stop or disconnect the machine.
- If you are working with gas bottles, close them.
- Leave via the closest emergency exits, do not stop to collect any personal belongings.

Walk, DO NOT RUN, to the nearest exit.

DO NOT PUSH the others, as the emergency situation has just started and there is enough time to control it.

If, exceptionally, there is smoke in the evacuation route, bend yourself down and leave crawling.

- Go to the Meeting Point (out of the premises).
- Stay at the Meeting Point, following the instructions given by the members of the Alarm and Evacuation Team (EAE, in its Spanish abbreviation).

Risk of fire or explosion

- Any work that involves generating sparks or an increase in temperature needs prior WRITTEN AUTHORISATION: FIRE PERMIT.
- Respect the smoking ban.
- Do not smoke when using flammable substances, such as paint, solvents, etc.
- The fire equipment and emergency exits must be kept clear at all times.
- Be familiar with the procedure in the event of fire. Know where the closest panic button is. There will be a nearby fire extinguisher while you are working.
- Make sure there are no flammable materials, floors or walls and/or flammable liquids. Otherwise, protect them.
- When welding works are being executed in raised structures, avoid dropping sparks to a lower level. If this is not possible, the area must be marked with signs.
- All the equipment to be used must be in safe using conditions: protective equipment, cable isolation with no breakage and correct joints.
- When work is interrupted, as well as at the end of the working day, the welding equipment must be disconnected and it must be checked that no open flames remain.

Same level falls: workplace

- Keep your workplace clean and tidy.
- Respect the aisles and emergency exits (they must be kept clear).
- Always move around the company using the aisles and pathways.
- Respect the company's signposting.
- As far as possible, mark the workplace and distinguish it from the rest of working areas or installations.

Falling or collapsing objects

- Respect the stacking areas at all times.
- If you pile up material, the stacking must be stable and safe.

Fork lift or truck accidents

- Circulate along the aisles and walkways. Move around carefully.
- Be careful at crossings.
- Proceed with extreme caution when moving around fork lift and truck transit areas.
- Respect the driving regulations. Drive carefully.

Electrical hazards

- The works of electrical connection in the installations must always be done with no power, following the safety regulations.
- **Do not perform any electrical work** unless you are duly prepared and authorised to do so.
- Before using a device or electrical installation, make sure it is in good condition.
- Prior to using a device, read the instructions.
- Disconnect the electrical equipment if it is damaged or faulty.
- If you connect any electrical appliance by means of extension leads, check the extension lead is earthed.
- Do not connect cables with tape. Replace the cable instead or use connecting chips inside the boxes.
- Avoid leaving electrical conductors on the floor.
- Never use water to extinguish a fire with an electrical origin.
- If a person is electrified, do not touch them directly. Turn off the electricity instead.

Noise

- Use certified ear protectors, with CE marking, when carrying out works with a high sound level.