

Zaragoza, _____ 202_

Dear Sir/Madam,

Company: _____

Event/Service: _____

In compliance with article 24 of Act 31/95, of 8 November on Occupational Safety and Health, and R.D. 171/2004, of 30 January, implementing the said article with regard to the coordination of business activities for staging the event/service to be held or carried out at Feria de Zaragoza, this procedure on the coordination of activities between the above-indicated company and Feria de Zaragoza is carried out.

In this procedure the obligations of Feria de Zaragoza as the owner of the work centre are set forth and complied with, it being established as the means of coordination, the exchange of information, instructions and notifications, thus we inform you and hand over the following documentation for the work that will be performed by the companies involved in the afore-mentioned event.

As a concurrent company, Feria de Zaragoza's coordination procedure requires you to access, know and apply the OSH Regulations available on our website in pdf format and, in particular, the work procedures established by Feria de Zaragoza that must be included in the assessment of the jobs to be carried out on the premises:

<https://www.feriazaragoza.es/expositores/servicios-de-expositores/prevencion-de-riesgos>

See website for possible updates to regulations.

ANNEX I: INFORMATION AND INSTRUCTIONS

- OSH Manual for the event or service, which includes the safety rules and measures established by Feria de Zaragoza for staging or carrying out the event or service, emergency measures and maps.
- Coordination protocol which contains the documents to be sent. (Send the signed and stamped protocol, attaching the documents requested).
- Working at heights, Forklifts, MEWP. Companies performing work at heights with forklift trucks or MEWP must be duly authorised by the company. A suitably trained safety officer must be appointed and all co-workers carrying out this type of work must be adequately trained.
- A person must be appointed to be responsible for monitoring compliance with OSH Regulations for the work to be done at Feria de Zaragoza, in accordance with the OSH Officer Appointment Protocol.
- The information and instructions received have been passed on to workers before starting the activity.

This document is an integral part of the contract signed with Feria de Zaragoza

I certify that I have in my possession and that I have checked the safety and health documentation for the workers concurring at my stand, which is specified in the following list. The said documentation is available should any further verification be required.

I also undertake to keep it up to date and to notify any changes that may occur due to whatsoever circumstances and to pass on any safety and health instructions and indications I am given to the rest of the companies and dependent employees.

- List of workers and jobs.
- Last TC2 form and/or Social Security registration for recently hired workers (Self-employed workers: Last social security contribution payment)
- Liability Insurance policy
- Copy of OSH contract (except in the case of self-employed workers) and proof of being up to date with payments.
- Risk assessment and planning of safety and health activities for the job to be carried out in the contracted work or service.

- List of personal protective equipment and collective protective equipment used at our facilities.
- Workers' signatures indicating that they have received the PPEs provided.
- List of work equipment to be used at our facilities. Presentation of EC conformity statement or report of adaptation to RD 1215/97.
- For scaffolding, ground trusses, canopies, two-storey structures and similar elements. Instructions manual for the mounted structure, structure certification, plans for assembly, use and dismantling and installation certificate.
- Medical fitness certificate issued following a mandatory medical examination.
- Document stating that the worker has received the information on hazards.
- Presence of safety officer (basic training) if the company carries out work with falling from heights hazards, electrical hazards (working with voltages), burying hazard or any other hazard considered to be serious.
- Workers' OHS training certificates (In the case of forklift or MEWP operators, machine theoretical-practical training certificates must be enclosed).

The companies declare that the information, instructions and procedures received have been taken into account in the assessment of hazards and planning of health and safety activities and that both the workers present at the work centre and their legal representatives have been informed.

In compliance with the duty of cooperation of art. 4 RD 171/04, the companies shall report to those present at the work centre, any accidents that occur as a result of the hazards involved in concurrent activities and any emergency situation that may affect the health or safety of the workers present at the said work centre.

If the activity is subcontracted to another company or self-employed person, the main company shall be informed of this, and the same information and documentation indicated shall be required.

We kindly request you to return the Health and Safety Officer Appointment Protocol and this coordination form, duly signed and in electronic format, 20 days before the start of the mounting work or the service, to:

Att.: Diego Jiménez, prevencion@feriazaragoza.es.

For any queries or clarifications, please telephone
976 764708

I have accessed, know, apply, and pass on the information on the Coordination of Business Activities.

Company manager's approval

SIGNATURE: NAME

NATIONAL ID. CARD