



BASIC SAFETY AND EVACUATION

REGULATIONS

Bilbao Exhibition Centre

Ronda de Azkue, 1

48902 Barakaldo

Tel.: 94-40 40 033

Fax: 94-40 40 011

<http://www.bilbaoexhibitioncentre.com>

BASIC SAFETY AND HEALTH REGULATIONS

0. GENERAL INSTRUCTIONS

Pursuant to the stipulations of the Occupational Hazard Prevention Act 31/95 of 8 November 1995 and other complementary regulations, the prevention regulations contained in this document must be observed by all companies that operate on at the facilities of **Bilbao Exhibition Centre S.A.** The said companies must ensure at all times that all workers under their responsibility receive a copy of these regulations.

As stipulated in Article 24 of the Occupational Hazard Prevention Act (Act 31/95), **the basic instructions for Occupational Safety and Health to be followed and fulfilled by workers and contractor companies are established in this document.**

The contractor must ensure that all supervisors, officials and personnel have sufficient training and information concerning their own occupational hazards and the preventive measures to be implemented, as well as having the necessary individual protection equipment. It must also inform workers of the hazards and preventive measures to be taken at the facilities they are going to occupy, for which an informative diagram has been provided before contracting services. In the same way, it must ensure that subcontractors who provide services on their own account at **Bilbao Exhibition Centre S.A.** facilities will at all times comply with the labour, social welfare and safety and health regulations in force for workers.

Bilbao Exhibition Centre S.A. will not intervene in the direct management of occupational hazard prevention for contractors or subcontractors regarding workers, although it is authorized to carry out all the inspections it considers advisable, by means of its technicians or members of the Safety and Health Committee, to verify compliance with the regulations established.

The contractor company will appoint a “Preventive resource” who will carry out safety and health surveillance functions on workers under its responsibility, as well as business coordination with **Bilbao Exhibition Centre S.A.** in order to coordinate all matters related with prevention.

Non-fulfilment of any obligation as regards hazard prevention may lead to work being stopped until the said regulations are duly complied with.

All work tools, tooling, machinery, material, individual protection equipment, etc. **must be approved and in perfect condition.**

1. ACCESS AND COMMUNICATION ROUTES

- Access to the facilities will be exclusively via the places established for this purpose (authorised routes and doors).
- The **signalling that exists in each work area must be respected.**
- **Vehicles must never be parked in areas where they might hinder evacuation of the facilities or in unauthorised places.** The speed limit of 10 kph must be respected at all times.
- Regulation fork-lift trucks will be driven by duly authorised persons and used exclusively for transporting material, and **never for transporting persons.**
- Drivers of special vehicles, such as cranes, lorries, etc., will remain in their vehicles **while work is being carried out** and must not leave the area.
- **Fire-fighting equipment must be respected at all times:** vehicles must not be parked and materials must not be deposited in areas where they might hinder access to this equipment.
- Personnel who are carrying out work on roads or routes will clearly mark out the work area and will **use reflective waistcoats, jackets or tabards.**

2. INDIVIDUAL PROTECTION EQUIPMENT

- In order to carry out work inside the work centre, the individual protective equipment needed for the activity to be carried out in each work position will always be used.
- All personnel who provide services at the facilities must be provided with the duly approved **individual protective equipment (IPE – EPI in Spanish)** required for the activity to be carried out. Workers will previously have been informed about the activity and the occasions when each IPE must be used, as well as about the hazards they are to be protected against. They will have been given theoretical and practical training in the use of the equipment by their company. Use and maintenance of the equipment must be in accordance with the instruction manual.
- **Work clothing must be worn correctly fastened**, not too loose and undamaged to prevent it getting caught. Clothing which is stained with grease, oil, solvents, etc. must not be worn while working.
- **In construction work, workers must wear safety footwear and protective gloves.**
- Whenever there is the risk of falling items, materials, etc, or of contact with suspended equipment, a protective helmet must be used.
- **Fall prevention systems will be used for access to and while any work is being carried out at a height of more than 2 metres** which is not completely protected by means of collective protection systems (handrails, nets, etc.).
- To carry out any work that might involve the risk of inhaling dust, fumes, vapour or any other harmful substance, workers must use the appropriate mask, face-guard, filters or breathing equipment.
- Safety glasses or goggles and hearing protection must also be used for work when so required.

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3. ELECTRICAL HAZARDS

- **Unauthorised persons are strictly forbidden to operate the company's electrical switches or switchboards.** The contractor's or subcontractor's electrical installations and appliances will only be operated by persons authorised to do so. In case of any anomalies, please notify your immediate superior.
- Avoid the use of multiple sockets.
- **Before using an electrical appliance or installation, ensure that it is apparently in perfect condition,** find out about any precautions which should be taken for its use and respect them scrupulously.
- Before starting any work, check that the mains voltage is the same as the rated voltage of the machine.
- **Never work with or near electrical installations or appliances with wet hands or feet.**
- Never open the protective or access covers of electrical appliances and always respect any sign or protective device intended to prevent bodily contact with wiring or live parts.

4. ORDER AND CLEANLINESS

- If protective devices (handrails, shelters, etc.) are removed from equipment in order to carry out maintenance work, **they must be replaced once this work has finished and the consignment terms for the equipment or installation will be checked before work starts.**
- Work will not be considered to have finished **until all materials and equipment used have been removed and the area is left clean and tidy.**
- **If any chemical product is used in carrying out work, it will be in a correctly labelled container.** Transferring such products to containers which are not properly labelled is not permitted.
- Any waste created as a result of carrying out work must be appropriately removed and must never be poured into generic containers or drains.

5. SPECIAL HAZARDS

- When work is carried out close to the edge of off-level areas, platforms, flimsy walls, etc. and, in general, in areas where collective protective systems cannot be used, **the use of fall prevention systems will be compulsory.**
- For work in which paints, varnishes, solvents, etc. must be used, **always check the safety label of each product and comply with the safety instructions.**

6. HAND TOOLS

- **The use of hand tools is only permitted if they are in good condition.**
- Connection of hand tools will be carried out to the appropriate mains voltage outlets and standard sockets of electrical switchboards.
- If extension cables are used to connect equipment, they must be in good condition and have a protective earthing conductor when not working with tools with double insulation.
- If hand tools are used in areas indicated as having potential fire or explosion hazards, inquiries must be made about possible limitations and particular conditions for use.

7. MACHINES

- **Unless workers are properly trained and authorised, they must not operate or use machinery, equipment or appliances that require specific training.**
- **All machines must be in perfect working condition.**
- Before starting work, a check will be made that the machine is in good condition and the immediate superior will be informed of any anomaly.
- When drilling is going to take place, it will be necessary to ensure that there are no cables or other kind of obstacles that might cause accidents when the drill bit passes through.
- Rivet guns and similar pneumatic tools will always be kept with the tool facing downward when they are not being used. At the end of the working day or during any rest period, the tool will be removed from the machine to which it has been fitted.
- **All obligatory protective devices will always be used on all machines** and will be checked prior to starting any work.
- When using perforating, cutting tools, etc., with which particles might come away, duly approved goggles or glasses will be worn.
- It is forbidden to adjust machine supports while they are in movement.
- **Each machine will be used for its specific purpose** and never for any other.

8. WORKING ABOVE GROUND

- **Workers must be duly authorised to carry out work at a height above ground.**

Ladders

- If ladders are used in transit areas, **the surrounding area will be marked** or a person will be placed to warn about the risk.
- **Before using a ladder, it must be checked to ensure that it is in good condition and firmly settled, with lengths of one single piece and well assembled rungs.** They will be fitted with nonslip devices at the base or fixing hooks at the top. They will be in perfect condition.
- **Work will be carried out facing the ladder and holding it with one hand. If this is not possible, a safety belt will be used, fastened to a fixed point and never to the ladder**
- **Ladders will never be used by two persons at the same time.**

- Joining together two ladders is not permitted unless they are fitted with devices specially prepared for this purpose.
- To carry out work above ground level, workers should wear a tool belt. **Tools and materials must never be thrown, they will be passed from hand to hand or using a rope or basket.**

Scaffolding and platforms

- **Scaffolding must be sturdy and stable, erected by skilled, authorised personnel** (depending on the type of scaffolding). **If the scaffolding is more than 2 metres high, it must be fitted with a handrail, a waist rail and a baseboard.** If this is not so, the immediate superior must be notified.
- **If the scaffolding has wheels, they will be locked before anybody ascends.**
- The width of the work platform **will be at least 60 cm.**
- More material than is needed to guarantee continuity of work will not be stored on scaffolding or platforms, so as not to overload them and to have free space.
- **When the scaffolding is moved, there must not be workers on it.**
- **The floors and gangways of work platforms will be nonslip,** they will be kept clear of obstacles and they will be equipped with a drainage system that allows slippery products to be removed.
- Platform access ladders will be located on one side of the structures and never on the corners.
- **When work is carried out on mobile platforms,** safety devices will be used **to prevent them from moving.**

9. LIFTING AND TRANSPORTATION

- If cables or slings are used at the work site, they must be identified with the rated work load.
- **Workers who operate lifting and transportation equipment or load handling accessories must accredit the corresponding authorisation** from the main company that certifies the corresponding training regarding safe operation.

10. BASIC PREVENTIVE MEASURES

- Unless workers are properly trained and authorised, they must not operate or use machinery, equipment, switchboards, cables, electrical connections or other equipment or appliances that require specific training.
- It is totally forbidden to take alcoholic beverages or other drugs into work areas.
- Do not place combustible materials close to lighting or heating sources.
- Avoid manual handling of loads that weight more than 25 kg.
- Use mechanical means to load and unload heavy materials.
- Comply at all times with the occupational hazard prevention regulations and in all cases, if you have any doubts, contact your immediate superior.

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11. ACCIDENT AND EMERGENCY SITUATION PROCEDURE REGULATIONS AT BEC

On entering the exhibition halls

- Check where the nearest emergency exits and fire extinguishers are located, identify personnel responsible for the hall (uniform, identifying clothing, counters).
- If you detect any anomaly, notify the personnel responsible immediately.
- Do not hinder roads, access routes or doors that enable evacuation in case of emergency.

In case of Accident or Emergency

- Quickly contact the telephone number shown below or speak to the personnel responsible.
- Identify yourself.
- Give details of the place, nature and importance of the incident.

In case of fire

- Keep calm, do not shout or run. Do not use the lifts (elevators).
- If your clothing catches fire, fall to the ground and roll; if there is a lot of smoke, crawl.
- Do not go back to pick up personal items.
- Follow the instructions of the BEC Evacuation Team.

If you detect any suspicious item:

- Do not touch it, keep away from it and call the emergency telephone number or contact the personnel responsible in the area.

EMERGENCY TELEPHONE NUMBER
944040222

These basic prevention regulations must be distributed to all workers who provide services on Bilbao Exhibition Centre S.A. facilities.

Distributed by:

Received by:

Contractor Company:

Bilbao Exhibition Centre

Ronda de Azkue, 1

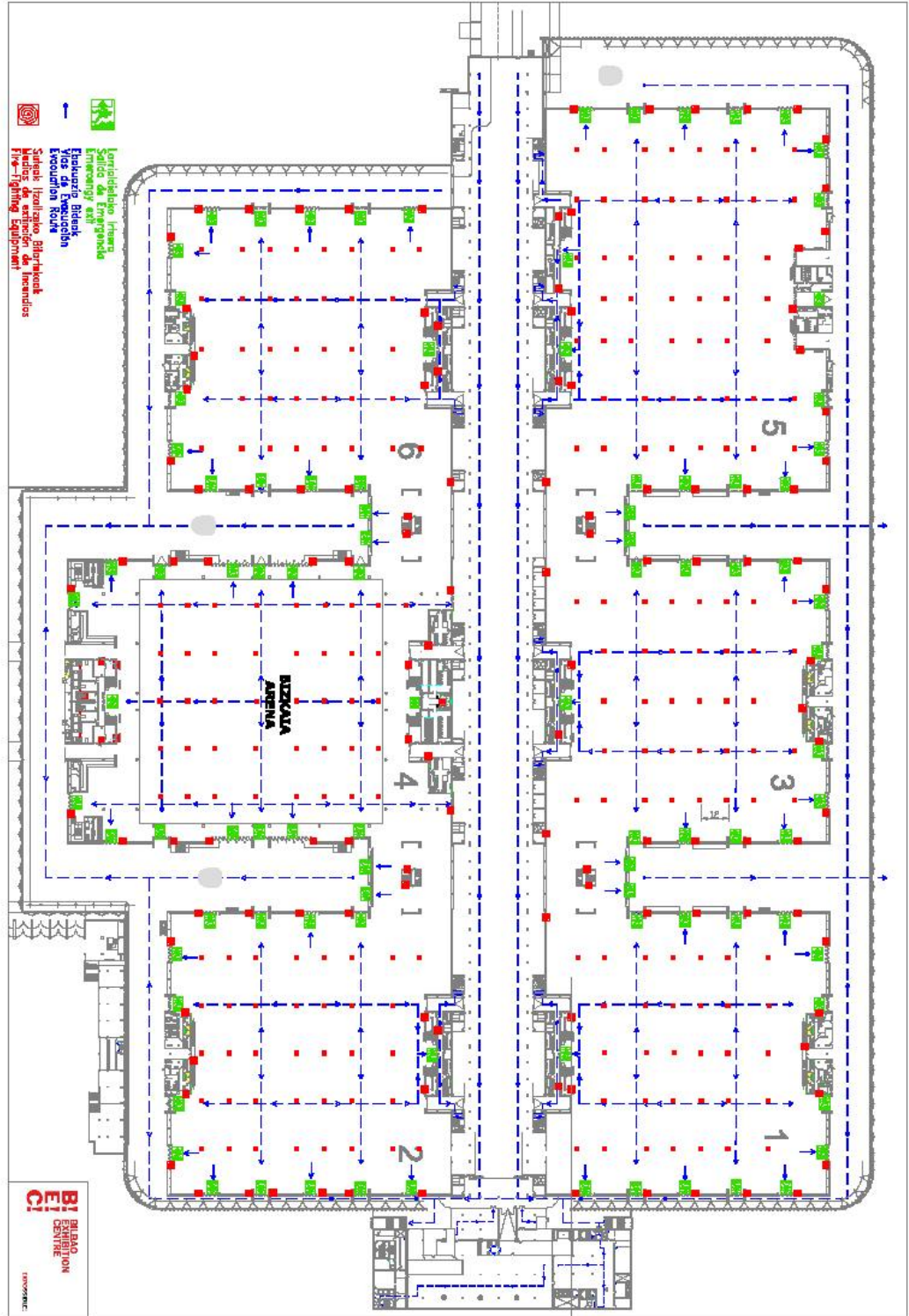
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DIAGRAM OF EVACUATION ROUTES AND EXTINGUISHER LOCATIONS



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MEETING POINTS



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