

REGULATIONS FOR SAFETY AT WORK



FIERA DI VICENZA

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Description of latest Revision

Further information on means of access to the exhibition area

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1 INTRODUCTION TO LEGISLATION

This document is an integral part of the current Technical Regulations of Fiera di Vicenza S.p.A. and is drawn up in compliance and fulfilment of the measures of cooperation and coordination promoted by the Consolidated Law on Safety **Italian Legislative Decree no. 81/08** and subsequent amendments and all associated regulations.

These Regulations are destined for all businesses and/or individuals operating within the Exhibition Area, with the exclusion however of own risks deriving from operators' activities.

The exhibition area of Fiera di Vicenza has a Safety at Work Management System that includes information and coordination of work activities carried out within the area.

The System envisages that monitoring activities be carried out in order to find Nonconformities. During the set-up and dismantling phases of events, Fiera di Vicenza staff will carry out checks to evaluate respect of current regulations, registering irregularities and giving information as to correct behaviour. Repeated violations of regulations will, in the first instance, lead to these being made known to the Exhibitor and, thereafter, to workers being asked to leave.

2 ACCESS TO THE AREA

2.1 STAND FITTERS

Stand fitters can only access the exhibition area during set-up and dismantling phases if their Company has **registered on the FDVSafety portal**, using the link:

www.fdvsafety.it



The portal requires input of full details of your Company and relative staff, as well as giving training and information on safe management of set-up and dismantling operations inside the Fiera di Vicenza S.p.A. area.

Through the portal, requests can be made for access during the set-up and dismantling phases of each event, specifying the working dates planned.

Access for set-up and dismantling phases is free on the following days:

	SET-UP	DISMANTLING
JEWELLERY EVENTS	5 DAYS BEFORE Opening hours: 8.15 a.m. ÷ 6.45 p.m. Set-up must be completed by 6.45 p.m. two days before the event.	3 DAYS AFTER Opening hours: 8.15 a.m. ÷ 6.45 p.m.
OTHER EVENTS	3 DAYS BEFORE Opening hours: 8.15 a.m. ÷ 6.45 p.m.	2 DAYS AFTER Opening hours: 8.15 a.m. ÷ 6.45 p.m.

For days other than the free ones indicated in the table above, the FDVSafety portal will provide in advance cost of access to the area. This amount must be paid in advance, so the Exhibitor may gain authorisation for access.

Through the portal, once Fiera di Vicenza has verified that data entered are correct, you can print out yourself personal badges for access to the area for the days requested for each single event.

Vehicles and persons may gain access only through the East driveway (near Hotel Alfa).

2.2 SUPPLIERS OF FIERA DI VICENZA S.p.A.

Direct Suppliers of Fiera di Venezia S.p.A. can only access the exhibition area if their Company has **registered on the FDVSafety portal, in the dedicated section** using the link:

www.fdvsecurity.it


The portal requires input of full details of your Company and relative staff, as well as giving training and information on safe management of set-up and dismantling operations inside the Fiera di Venezia S.p.A. area.

Personal access badges may only be printed out after compliance with obligations (verification of technical and professional eligibility, DUVRI – Single Risk Assessment Document) envisaged by Art.26 of Italian Legislative Decree no. 81/08 and subsequent amendments, in collaboration with the SAFETY department of Fiera di Venezia.

Vehicles and persons may gain access only through the East driveway (near Hotel Alfa).

2.3 EXHIBITORS

As far as Exhibitors are concerned, access to the area is allowed on presentation of the event registration voucher obtained through the Fiera di Venezia website or on handing in their Exhibitor card during the days just before the event.

For exhibitions put on by External Organisers, methods of access for Exhibitors will be managed by their organising offices.

2.4 ACCESS, PARKING AND CIRCULATION OF VEHICLES

Goods transport vehicles can access the Exhibition Area on the days and at the times specified by Fiera di Venezia from the external east driveway and/or from any other driveways open, and only on receipt of a parking permit, with validity established by security staff present, after showing their personal badge.

If no personal badge is available, access will only be allowed on deposit of an identity document, which will be returned when the permit is handed in.

Fiera di Venezia assumes no responsibility for any damage to vehicles parked or moving inside the exhibition area.

In order to maintain proper and effective management of space inside the area and to allow efficient organisation of trade fair events, Fiera di Venezia will expressly indicate fines on the specific pass issued by Fiera staff on entering the exhibition area. Fiera di Venezia reserves the right to fine exhibitors or vehicle owners for any violation of parking or drop-off limits, as well as any cost whatsoever for removal of vehicles, for which Fiera di Venezia will not be held responsible, not to mention any other damages incurred by Fiera di Venezia following non-compliance with the above requirements.

Highway Code regulations apply within the exhibition area and the speed limit is 20 km/hr.

Vehicle parking:

- is only allowed in the spaces allocated and not after closing time;
- must not obstruct internal circulation within the exhibition area;
- must not block safety exits or driveways;
- must not obstruct possible need to use fire-fighting equipment.

Only electric vehicles (forklift trucks, transpallets etc.) may enter the pavilions, unless Fiera di Vicenza decides otherwise, in connection with requirements for a particular event.



2.5 PERSONAL IDENTITY BADGE

All workers must wear their identity badge so they may be identified, as well as that of their Company.

TESSERINO PERSONALE OBBLIGATORIO PERSONAL BADGE REQUIRED	
	Nome/Name : _____
	Cognome/Surname : _____
	Nato il/Born on : _____
	A / In : _____
	Ditta / Company : _____
	Indirizzo / Address : _____
	Tel. n° : _____
	Datore di lavoro / Employer : _____
Data di assunzione/Engagement date : _____	
Autorizzazione subappalto/Subcontract authorization : _____	

3 PROHIBITIONS

DIVIETI | INTERDICTIONS

 Vietato fumare <i>No smoking</i>	 Vietato assumere alcol o droghe <i>Alcoholic drinks or drugs not allowed</i>	 Vietato usare fiamme libere <i>Do not use open flames</i>	 Vietato salire dall'esterno dei trabattelli <i>Do not climb scaffolding externally</i>
 Vietato trasportare o solle- vare persone con il carrello <i>Do not move or lift persons with the forklift not allowed</i>	 Divieto di accesso ai mezzi a motore <i>No motor vehicles</i>	 Non gettare oggetti dall'alto <i>Do not drop objects</i>	 Vietato usare scale non a norma o danneggiate <i>Do not use damaged or not according to law stepladders</i>
 Non depositare materiale davanti alle uscite di sicurezza <i>Do not stock materials in front of the emergency exits</i>	 Vietato sversare liquidi <i>Do not pour any kind of liquid</i>	 Vietato rimuovere i presidi antincendio <i>Do not remove fire equipment</i>	 Vietato spostarsi sulle forche dei transpallet <i>Do not shift over transpallets' forks</i>

4 DANGERS



Carrelli in movimento
Operating forklift trucks



Caduta materiali
Watch for falling materials



Carichi sospesi
Overhead loads



Caduta persone dall'alto
Risk of falling



**Mezzi di trasporto in movimento
all'esterno dei padiglioni**
*Operating trucks outside
the pavillions*



Pericolo d'incendio
Fire risk

5 OBLIGATIONS - PERSONAL PROTECTIVE EQUIPMENT

The use of Personal Protective Equipment is regulated by Articles 74÷79 of Italian Legislative Decree no. 81/08. When working, the following PPE must be worn:



**E' obbligatorio l'uso dei guanti
protettivi**
Safety gloves required



**E' obbligatorio l'uso delle
calzature di sicurezza**
Safety footwear required

When necessary for particular tasks, use is also mandatory of:



**Utilizzare il casco
protettivo**
Use safety helmet



**Utilizzare gli
otoprotettori**
Use ear protection



**Usare gli occhiali
protettivi**
Use eye protection



**Usare la cintura
di sicurezza**
Use safety belt

6 SAFETY AT WORK

Movements, work and all types of operation by Exhibitors or Stand-fitters within Fiera di Vicenza must be done in complete compliance with regulations on Safety at Work under Italian Law, Legislative Decree 81/08 and successive modifications and amendments.

In particular, as specified in Art. 26, it is the duty of Exhibitors to verify the technical and professional eligibility of their Stand-fitters (by acquiring their certificate of registration with the CCIAA (chamber of commerce) and by self-certification regarding their possession of requirements). They must also given them detailed information on specific risks present in Fiera di Vicenza and coordinate actions of prevention and protection.

Furthermore, Exhibitors undertake to send this document - also available on www.vicenzafiera.it. - to Stand-fitters appointed by them.

6.1 SPECIAL REQUIREMENTS

RISK OR SITUATION	LOCATION	RISK EVALUATION	PREVENTION AND PROTECTION MEASURES
Material falling from above	Pavilions	MEDIUM	Take care in operating zones of overhead cranes and hoists. Respect when certain areas are off-limits. During set-up and dismantling phases of stands, be careful of work done at height around you and wear a safety helmet.
Persons falling from above	Pavilions	HIGH	Use approved scaffolding, ladders and mobile scaffolds as per their instruction manual. Mobile scaffolds should be assembled, disassembled and adjusted by properly trained staff. When setting up/dismantling two-storey stands, erect sufficient barriers or secure yourself with rope and safety harness. It is strictly forbidden to use forklift trucks to transport or lift people.
Collision with vehicles or movers	Outside areas, pavilions	HIGH	Respect road rules, markings and signs. Use high visibility vests.

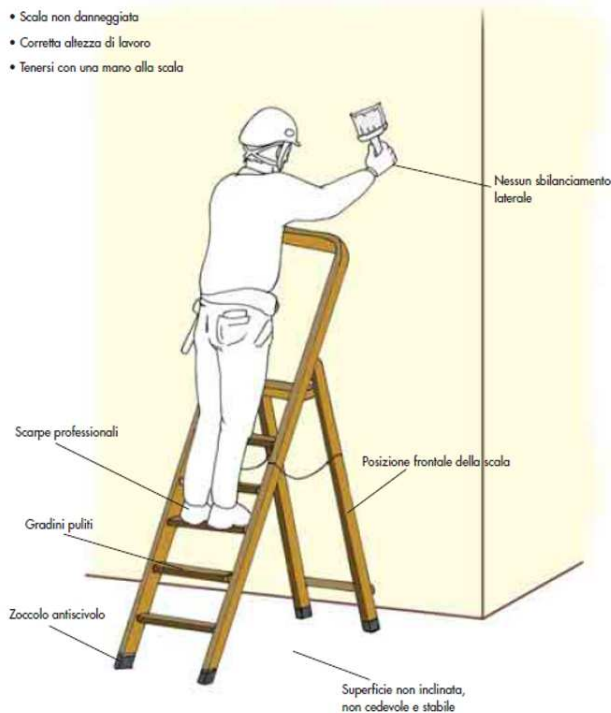
Collisions caused by transpallets	Pavilions	HIGH	People may only be transported on models with platform - one person only. People may not be transported on the forks.
Overturning of movers	Pavilions	MEDIUM	Use of non-approved extensions on forklift trucks is forbidden.
Bumps between forklift trucks or other vehicles	Pavilions	LOW	Electric trolleys and transpallets must proceed at walking speed (5 km/hr). Critical manoeuvres must be assisted by staff on the ground.
Fire	Pavilions	HIGH	In case of fire call the special number +39 0444 969555 to advise staff of Fiera di Vicenza, then follow instructions from the emergency team. It is strictly forbidden to use electric or gas fires or similar equipment. It is forbidden to bring into or keep in pavilions inflammable substances, compressed or liquid gas, caustic or corrosive substances. Any kind of operation using heat is forbidden inside the pavilions.
Accident or illness	All areas	LOW	Workers must never remain alone while work is being carried out. In the case of accident or illness call the special number +39 0444 969555 to inform Fiera di Vicenza or surveillance staff of what has happened.
Contiguity of work areas	Pavilions	HIGH	Coordinate carrying out of work with workers from adjoining areas, maintaining as far as possible spatial and/or temporal distance
Deposit of material	Pavilions, offices	LOW	Do not deposit material outside your exhibition space during set-up. Leave corridors and doorways free of obstacles
Presence of waste material	Pavilions	LOW	The use of safety shoes with puncture-resistant soles and toecaps and of gloves is obligatory in the pavilions.

Vehicles colliding with protruding structures	Pavilions	LOW	Indicate the presence of protruding parts of structures or temporary works.
Noise level over 80-85-87 dB(A)	Outside areas, pavilions	LOW	Inform workers operating in your area of levels of exposure generated by your activity. Use ear protections where necessary. Under normal conditions the sound level in pavilions is below 80 dB.
Electrocution	Pavilions	MEDIUM	Do not tamper in any way with power supply points.
Microclimate	Pavilions	LOW	During cold weather we recommend wearing winter clothing, since the halls are not heated during set-up and dismantling phases.
Dust inhalation	Pavilions	LOW	Inside the pavilions, cutting of materials is not permitted, in the absence of dust suction devices.
Dumping or dispersion of varnishes or dangerous substances in general	Pavilions	LOW	Drums of paint or dangerous substances in general must be disposed of by the companies using them. Leftover substances must NOT be dispersed into the environment by emptying or washing in the premises of Fiera di Vicenza.
Use of dangerous substances	Pavilions	LOW	Dangerous substances must be used in accordance with their instructions and as labelled.
Exposure to cancerogenous and mutagenic agents	Pavilions	LOW	The use of substances containing cancerogenous and mutagenic agents is strictly forbidden.

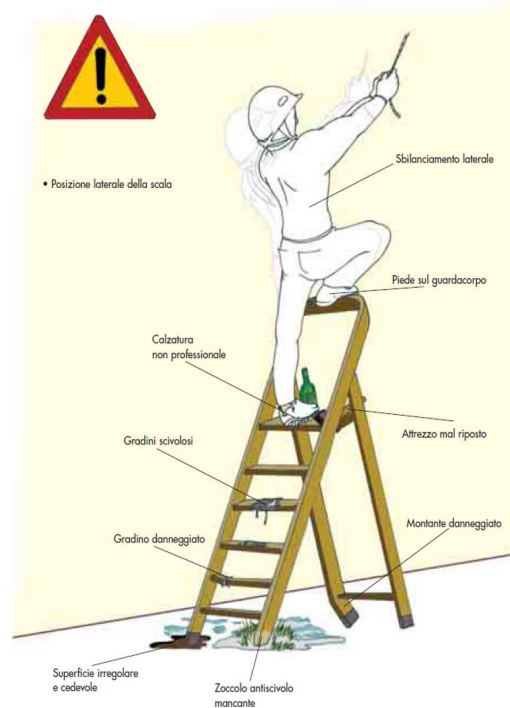
6.1.1 Stepladders

For ladders see Art. 113 of Italian Legislative Decree no. 81/08 and standard EN 131.

YES



NO

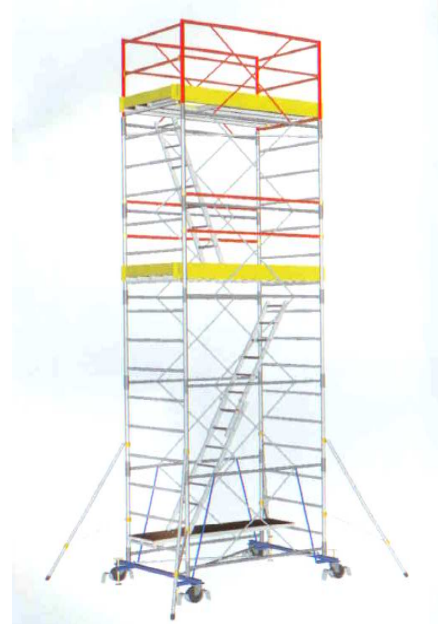


- **all types of ladder must have anti-slip devices on the bottom end of the stiles;**
- wooden stiles must be held with metal braces fixed under the two rung ends; ladders over 4 metres in length must have an intermediate brace;
- make sure the ladder is in a stable position;
- climb up and down the stepladder always facing the ladder itself;
- when climbing up or down the ladder, three limbs must always touch the ladder at any one time (three-point rule);
- only one person at a time should use the ladder;
- always get down off the ladder before moving it along;
- **never climb beyond the fourth rung from the top of the ladder;**
- **never work astride the ladder;**
- You can climb onto any platform or the rung below it only when the stiles extend at least 60 cm above the platform.

6.1.2 Mobile scaffolds

The work area is accessed **from inside** the scaffold using ladders connecting the various levels. Check that the work area is stable and level and if necessary make it level using planks, where the scaffold does not already have adjustable uprights. The work area must have proper railings. Check that intended heights do not exceed those allowed in the instruction manual or on the plaque on the scaffold itself. The scaffold must be properly anchored to fixed points at least every two levels. When this is impossible, it must be suitably braced, as envisaged in the user manual.

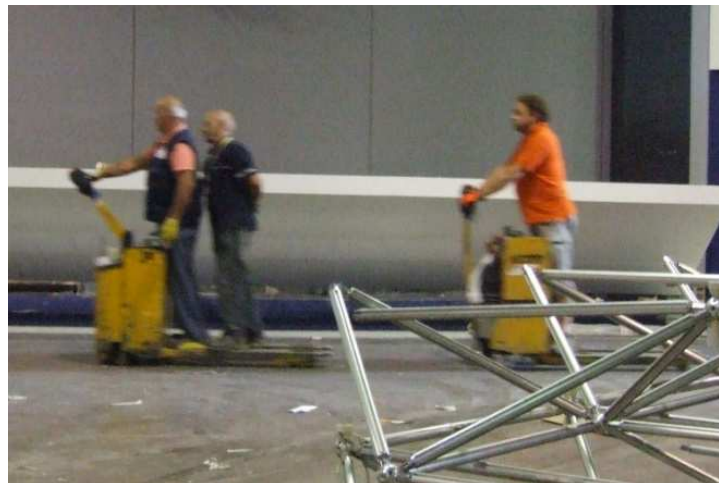
Mobile scaffolds should be assembled, disassembled and adjusted by properly trained staff (Circ. 30/2006 Ministry of Labour and Social Security).



6.1.3 Driving forklift trucks and transpallets

Given the high number of forklifts and transpallets present, special care and caution must be taken in driving them, respecting speed limits and manoeuvring with caution, especially when turning blind corners. Inside the halls, forklifts must travel at walking speed and may only be used by properly trained staff. **Lifting and transporting people on the forks of the truck or transpallet is strictly forbidden.**

NO



6.1.4 Checks and coordination

While work is ongoing, Fiera staff may carry out checks into respect of these Regulations on Safety at Work and of current legislation, going on to write coordination reports, indicate any Nonconformities found and deliver information material.

Violations by workers of the above regulations will give rise to the following action steps:

- a record being drawn up of non-respect of standards and Regulations;
- its communication both to the Employer of the Contractor and to the Exhibitor of the stand;
- workers who do not respect the regulations being sent away.

7 FIRE PREVENTION

Materials used in setting up the stands must conform to requirements below:

- a) Floors and walls must be of fire reaction class no higher than 2
- b) Materials likely to catch fire on both sides, platforms, raised floors, panels for internal walls of stands, curtains and false ceilings, must be of fire reaction class no higher than 1
- c) Upholstered furniture must be no higher than 1IM class
- d) Materials must be classified under Ministerial Decree 26th June 1984 (or analogously in accordance with standard UNI EN 13501-1:2009).
- e) All furnishing materials must be used in strict conformity with requirements of their certification.

Certification of materials must be delivered to the Operations Department. In the case of non-compliance, Fiera di Vicenza will automatically take the steps deemed necessary to safeguard safety at the event.

7.1 PROVISIONS IN CASE OF FIRE OR DANGEROUS SITUATIONS

Fiera di Vicenza has its own fire prevention team, a Fire Brigade presence during events and a fire prevention system (extinguishers, hydrants etc.). In the event of danger, inform the fire prevention team immediately in person or using Safety telephones in the Exhibition Area. In the event of fire, in addition to warning staff as set out above, each company must see that all their workers remain calm and follow the instructions of staff in charge.

Should an evacuation order be given, workers must not run, nor use the lifts, but must go to the nearest safety exit.

7.2 EXPLOSIVE ATMOSPHERES

In order to avoid possible conditions of ignition of fires and possible formation of explosive atmospheres, in accordance with the current ATEX evaluation of Fiera di Vicenza, forklift trucks and transpallets may not be recharged inside the pavilions.