

Aerospace & Defence 2017 Turin

DUVRI (SINGLE DOCUMENT RISK ASSESSMENT INTERFERENTS)

Legislative Decree no. 81/2008 coordinated by the Legislative Decree no. 106/2009

SHELL SCHEME STAND EXHIBITION AND INSTALLATION SYSTEMS
SERVICE - INCLUDING ANY SUBSEQUENT MAINTENANCE

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INTRODUCTION

This document , prepared pursuant to paragraph 3 of Article 26 of Legislative Decree no . 81/ 08, as amended by ABE is the Form for the Evaluation of Risks Interfering (in seguito DUVRI) for setting up and dismantling of the stands (see attached list) shell scheme .

In particular, this document covers the installation and removal of the shell scheme stands and common areas , any equipment not organized directly by the client and / or the Organization shall be considered free areas whose Exhibitors will be held responsible for your area regarding provisions on health and safety pursuant to Legislative Decree 81/2008. In particular, each exhibitor free areas should consider to prepare a DUVRI pursuant to article 26 of this act or to arrange a PSC under Title IV of the same decree.

With reference to the work activities entrusted by contract, work performance , or administration of the DUVRI contains the main provisions to eliminate or, where that is not possible, to minimize the risk of interference and preventive measures and emergency , through the document must promote cooperation and coordination with employers contractors, performers and the self-employed .

The DUVRI is attached to contracts , work performance , or administration of the Organisers will stipulate that employers with contractors, performers and the self-employed .

The DUVRI is not an elaborate static, but dynamic in relation to the evolution of the initial conditions , fixed in the design phase , needs updates, modifications and additions in order to describe more precisely a situation of potential danger and to identify and adopt the most effective procedures work and / or preventive measures and emergency .

In this document, have not been included measures to eliminate the risks arising from their individual contractors or self-employed individuals , but only the risks arising from the interference present in performing the service.

TERMINOLOGY AND DEFINITIONS

MANAGER : is the person who is managing the event location or grants in use, in whole or in part, to an organizer , together with ancillary services (electricity, water, gas, cleaning, etc. .) , Established by contract , regulates the use of the facilities; detects and reports subjects (credentialed) that can offer services directly to any Organizer / Exhibitor / Contractor .

ORGANIZER is the person who gives life to the profile of the event, promote the event, ensures the delivery of services (energy and power , water, gas, cleaning , etc.). During the event - including the setting up and dismantling times - purchasing them both with the contract directly from external suppliers (accredited or not by the Manager), and through the Manager .

SUPPLIER: companies, enterprises , self-employed (or not accredited by the Manager) having a contract with the Organiser or by the Manager , which have to operate within the site as part of the work of setting up / dismantling of the exhibition spaces , provision of services , maintenance, etc. ..

CONTRACTING ENTITY : means any company (, Installer , Supplier, organizer , etc.). Entrusting altrisogetti (contractors, fitters, or subcontractors) works, supplies or services within the venue where the " Contracting Party" carries with its employees certain activities and / or work , also be a " Contractor " .

CONTRACTOR : companies, enterprises , self-employed in any capacity that will operate during the event mentioned above , these include fitters and suppliers.

SUBCONTRACTOR : executing company and / or self-employed person who intervenes for the execution of work on the basis of a contractual relationship with a subordinate contractor , subcontractor also shall mean the executing company and / or self-employed person who establishes the contractual relationship with who is in turn sub-contractor.

SELF : a natural person whose professional activity contributes to the completion of the work

relationship of subordination

CONTRACT AGREEMENT : the contract by which one party (Contractor) take over, with the means necessary organization and management at their own risk , the obligation to fulfill in favor of another (Contracting Party) work or service for a consideration in cash; into Italian the contract is governed by articles 1655 and following of the Civil Code.

Subcontract : is the contract between the Contractor and Subcontractor which is alien to the Contracting Party in spite of the authorization , the Contractor can not to subcontract the performance of the work unless authorized by the Contracting Party .

CONTRACT OF WORK : This is the contract by which a person (usually a craftsman) undertakes to another , for a certain remuneration and without an employment contract , to do a certain work or to perform a certain service ; into Italian the contract will be governed by articles 2222 and following of the Civil Code .

CONTRACT ADMINISTRATION : It is a contract by which one party undertakes (giving out) to the consideration of a price to execute in favor of the (given) performance of periodic and ongoing things, in Italian law the contract will be adjusted Article 1559 of the Civil Code .

INTERFERENCE : it is the circumstance in which an event occurs risky among the staff of the Client / Organizer and the Contractor or between staff of different contracting companies operating in the same location with different contracts . Examples of applications in the presence of interference risks :

- a. Risks Arising from several overlapping activities of the carried out by different contractors ;
- b . Placed risks in the workplace of the customer from the processing contractor ;
- c . existing risks in the workplace of the customer , where it is expected That the contractor must operate , in Addition to Those specific to the asset ' s contractor ;
- d. Risks Arising from Particular mode of execution (which involve risks in Additions To Those specific to the asset contracted) Explicitly requested by the client .

Examples of applications without interference risks

- a. mere supply without installation , installation or assembly , except in cases where they are Necessary activities or procedures Which are interfering with the supply ;
- b . services for Which it is scheduled to run in places in the legal availability of the Employer Client ;
- c . intellectual services.

CONTRACTUAL PARTIES INVOLVED AND EXPOSED TO RISKS INTERFERENTS

Client :

ADVANCED BUSINESS EVENTS

Italy

Viale Regina Margherita 216

00198 Roma

ITALIA

CF/ P.IVA: 11388161009

Site **MANAGER**: GL Events spa

SUPPLIERS:

- G Planet Spa

SUMMARY OF THE MAIN STEPS WORK

1 . Preparation work area and tracings

- Protection floor exhibition space
- Bounding perimeter of the work area
- Tracking of the exhibition space

2 . Procurement of materials and equipment

- Loading and unloading
- Training of temporary storage areas

3 . Mounting structures : such as American and then setup elements

- Shelves and accessories in various materials , canvas

4 . Installing electrical systems

- Distribution FM
- Distribution lights
- Light Fixtures
- Electrically operated equipment and accessories and video

5 . Finishing works

- Works of decoration and complete graphic

6 . Laying furnishings and materials

- Various interior
- Products on display

if any work in outdoor areas , pagodas Ticket assembly , During assembly and disassembly is Necessary to delimit the areas of intervention by color tape to foreclose access to non -experts .

8 . Removal equipment and materials

- Various interior
- Products on display

9 . Removing the electrical and video

- Electrically operated equipment and accessories
- Light Fixtures
- Distributions

10 . Removing setup elements

- Shelves and accessories in various materials

11 . Removal equipment and materials

- Training of temporary storage areas
- Loading and unloading

Timeline

description	26-27/11	27/11	28-30/11	01-02/12
Mantling				
equipment				
event				
dismantling				

8:00 to 20:00 hours

The purpose of this Document and of the coordination and cooperation that will be implemented in the aftermath of and in the course of work are:

- Describe and regulate critical steps that contribute to the realization of the event ;

- Define the responsibilities of the parties involved in the case of award of the work in the Contract , or employee, or administration .

The client - in his capacity as principal employer - with respect to Contractors and Suppliers who will be responsible to operate at the site where the work will take place object of the contract , with the present document aims to promote information about the risks from interference that could arise between the activities of procurement / assembly / disassembly / disposal of the exhibition space and the typical activities at the place .

Contractors and Suppliers are required to examine this document with the utmost care and attention and to reach the Organizer any considerations , additions and / or comments deemed necessary.

And ' necessary to supplement this document with an operational safety plan for each company that attends, to preserve the site of construction.

Given the peculiar nature of the work and possible operational variables that can occur daily - such as , but not limited to , meteorological variables , variables related to vehicular traffic as well as the activities carried out simultaneously by multiple contractors and / or providers of work

- This document can not be considered exhaustive .

In accordance with the principles of autonomy and responsibility proper to each employer and each contractor and / or each person undertaking the work , this document does not in any way limit or run out the specific obligations and responsibilities of those entities as well as provided by law for the protection of health and safety in the workplace .

Contractors, subcontractors , suppliers are still subject to strict compliance with the regulations on accident prevention , occupational hygiene and improvements in the safety and health of workers at work , and in this regard, employers of contractors and self-employed are required to communicate to the client , any changes in their work organization, such example :

- Introduction of new work equipment and / or substance - prepared;
- Significant changes to the job duties and / or staff ;
- Significant change in work procedures;
- Change in shifts.

Each Contracting Party shall observe and enforce the companies have designated the entire system of laws and regulations in force concerning safety, hygiene, prevention, accidents at work and fire prevention . In addition, you must comply with the rules established by the client and the emergency plan of the site.

It should be noted , moreover, that it is the obligation of the contractors, subcontractors , suppliers , informing and forming

properly their workers about the contents of this document with particular regard to:

- Risks arising from the overlap of work and / or presence in the same place of work of workers belonging to different companies ;
- Prevention and protection measures identified in order to avoid and / or minimize the risks referred to above ;
- Behavioral norms of general procedures to be followed in case of emergency .

As required by paragraph 3, Article 26 of Legislative Decree no . 81/ 08, as amended employers , including subcontractors :

- Cooperate in the implementation of the measures of prevention and protection against risks of workplace accidents on employment contract;
- Coordinate procedures to prevent and protect against the risks to which workers are exposed by sharing information in order to eliminate risks due to interference between the work of the various companies involved in the overall .

Contractors, subcontractors, suppliers update the preventive measures in relation to organizational and production changes that are relevant to health and safety at work, or in relation to the degree of evolution of techniques of prevention and protection.

MODES OF OPERATION

In this document, have not been included measures to eliminate the risks arising from their individual contracting companies or self-employed individuals, but only the risks arising from the interference present in performing the service.

Before the trust which works The client, however, and each Customer / Supplier will verify the technical - professional contractors and / or self-employed involved:

Subscribe to Commerce, Industry, Handicraft and Agriculture business object comma1, letter a), point 1), Article 26 relating to the type of contract.

Self-certification issued by the contractor or self-employed workers of the requirements of technical and professional qualifications, pursuant to Article 47 of the comma 1, letter a), point 2), Article 26 consolidated text of the laws and regulations concerning documentation administrative pursuant to the Decree of the President of the Republic of 28 December 2000, n. 445. Allegato XVII - Paragraph 1

Document single regular contributions referred to DM 24 October 2007.

Contractors, Suppliers and in general each executing company or self-employed person involved, taking note of this Form for the Evaluation of Risks Interfering - when deemed necessary for the purpose of improving the protection of health and safety in the workplace - should produce a own plan (DVR SPECIFIC) risks related to its activities, the report must be coordinated and not inconsistent with this document.

The Organiser and the Manager disclaim any responsibility for any facts or consequences resulting from failure to comply with the law, the Technical Regulations and Rules of Conduct set out, and reserve the right to compensation in each location where any non-compliance should be to derive it damages of any nature.

SPECIFIC RISKS CONTAINED IN THE WORKPLACE

- During the activity, you may drop materials related to the work of loading / handling / unloading and Falls from a height of material / objects measurements

-Avoid the simultaneous temporal processing.

- Interdiction underlying areas worktops share.

- During the activity of assembly / disassembly of the stands, may be present electric cables and sockets in the corridors. measurements

Electrocution - Before starting work, perform safety checks.

note: to be considered in plant - voltage or changes of paintings and \ or equipment on the site;

or is expressly forbidden the use of substances containing carcinogens or mutagens.

or inside the premises is forbidden to use free flames and / or activities that can generate dangerous situations trigger.

The risk of explosion is considered remote.

- Waste materials and workmanship stranded during the work load / handling / unloading and assembly / disassembly (nails, glass , metal , etc.) .
measurements

Contractor - each in its own space will be required daily to removal of waste.

It is ABSOLUTELY FORBIDDEN TO THE CONTRACTING PARTIES , TO CONTRACTORS AND SUB-CONTRACTORS TO ASK TO BORROW OR USE EQUIPMENT, MACHINES, PLANTS AND OTHER SUPPLIERS, THIRD THESE .

LIST OF ACTIVITIES NOT LIMITED TO WORK

Are identified in the following work activities concerning businesses that will operate in the areas of work:

Companies for the construction of stands

Activity carried out involves the assembly and disassembly of structures used in the course of trade fairs. The materials used for the assembly operations are various materials of different sizes stored in a special dedicated warehouse (cleaning and retouches of the panels are made with diluents and water-based paints) . For the assembly / disassembly of the panels are used special hand tools and, where appropriate , stairs and bridges on wheels , in full respect of the rules of safety (proper installation , do not overload, ban travel by people on the bridge , for short-term use without heavy material handling , use of safe anchorage , DPI , constant maintenance of materials used, use of warning signs and delineation of work areas) .

Regarding in detail the workings of floors and mounting panels , the realization is carried out mainly using equipment of the manual type and power tools . For the laying of the various structures are also used ladders and / or scaffolding , to perform the machining in height , and in relation to the area concerned by the machining .

Which exposure to risk, can be recognized mainly :

- Manual handling of loads ;
- Fall from a height ;
- Material falling from above
- Punctures, cuts , abrasions
- Vibrations for the possible use of power tools power tools and / or battery with regard to exposure to hand-arm system HAV , and means of transport (trucks, vans, trucks) with regard to exposure to whole-body vibration (WBV) ;

What Personal Protective Equipment (in the cases provided by law or by specific procedures relating to individual jobs) will become mandatory :

Head Protection

- Helmet / Protective helmet (UNI EN 397) .

Foot protection

- Safety shoes / boots with steel toe cap , sole puncture-proof , non-slip sole (UNI EN 345- S3).

Body Protection

- Protective clothing and / or coveralls of work (UNI EN 340) .

hearing Protection

- Headphones (EN 352-1 , EN 352-3) ;
- Banded Ear Plugs (EN 352-2) .

Eye and face protection

- Eye protection from mechanical risks (EN 166).

Respiratory Protection

- Disposable dust masks (EN 149 FFP2) ;
- Respirator for organic vapor and dust FFA1P2D (EN 405:2001) during painting operations (if any) of the works.

Hand Protection

- Protective gloves against mechanical risks from (EN 388) ;
- Gloves for protection against chemicals and micro-organisms (UNI EN 374).

GENERAL RULES OF CONDUCT

- 1) Obligation to comply with the measures of prevention and safety instructions in this document and in the Regulations of the Manager
- 2) Agree on the timing days and times to enter the premises with the Client , to avoid duplication and interference with other activities within the exhibition area.
- 3) Do not do any work (repair or replacement) of live parts.
- 4) Use only portable electrical tools with double insulation
- 5) Use only electrical equipment in perfect working order.
- 6) Prohibition to speak on panels and electrical systems without prior authorization.
- 7) There should be no electrical cables / extensions on the ground, in areas of transit / pass and still exposed to the risk of crushing.
- 8) Ensure that electrical cables is ensured adequate protection against mechanical damage .
- 9) Make sure , before starting work and at the end the day, the efficiency of the electrical conducting a visual check on the integrity of cables and connections.
- 10) Prohibition to perform operations or maneuvers that are not under its jurisdiction.
- 11) All openings onto the empty space must be protected with appropriate guardrails . (Appendix XVIII 2.1.5 Legislative Decree 81 /2008: the parapet of art. 126 of Chapter IV consists of one or more elements parallel to the upper margin of which is located not less than one meter from the floor , and toeboard not less than 20 cm, placed edge and resting on the floor) .
- 12) Ensure that passageways, escape routes , emergency exits and places of transit are not impeded by waste or scrap materials and / or materials and equipment.
- 13) Follow the instructions provided by safety data sheets for the products handled .
- 14) Use PPE to the specific risks associated equipment - products - activities , as indicated in this document .
- 15) Access to workplaces passageways only , in particular, not to follow paths insecure.
- 16) Go also to the business areas by carefully following the dictates communicated by the client to avoid possible interference with pedestrian walkways and / or dedicated to emergencies and with the normal activities of the site.
- 17) Prohibition to enter in departments other than those where it lends his work , unless it is absolutely necessary and expressly authorized in advance by the client .
- 18) Respect the walkways , paths and vehicular parking areas and the means that the material to be used by the clients assigned .
- 19) Observe safety signs present.
- 20) Maintain order in the workplace (remove from the places of all obstacles that can cause risk of falling, injury , etc.) . Promptly remove containers, boxes , crates, baskets , rollers , pallets and trash emptied because they are not permitted , unless authorized , storage places not identified by the client or product or equipment .
- 21) Avoid dangerous situations for themselves and others, such as dangerous acrobatics, clothing that can become entangled in moving parts, handling bulky loads with methods that may cause harm to others, using machines in improper ways , etc. . .
- 22) Prevent access by non-experts .

- 23) Always wear your identification card.
- 24) The dispersion of dust when cutting materials (wood, ceramics, metals, etc. .) Must be reduced by the use of appropriate extraction systems and PPE (masks) or by performing the cutting areas set up outside the halls (see attached plan) ;
- 25) Any use of oxy-acetylene torch to cut or grinders , circular saws or plasma processes in the floor must be performed in maximum security and in places designated outboard , making sure there are no leaks of gas escaped from aerosol or flammable materials nearby. It also requires the use of protective screens around the workstation and use of suitable DPI.
- 26) Avoid the use of the stairs when you can use the most suitable scaffolds .
- 27) Disposal of waste produced by the activity must be carried out by the individual contractor in accordance with local regulations , according to the indications of the case that will be issued by the client, including in relation to possible differentiation of the waste product.
- 28) Download your own material , if necessary , in the place identified with the references provided in order to avoid any interference with the activity of the client.
- 29) Play your role and operations in safety without causing or likely to cause a risk / damage to persons or property .
- 30) Immediately report to the Principal any accidents , near misses , and abnormal situations unforeseen risks but identified by the contractor and / or undertaking the work on site, with the obligation of suspension of work until they are deleted causes .
- 31) alarm situations and / or emergencies , you should follow the instructions provided by the operator . Will be broadcast emergency procedures provided within the site to which everyone will be required to comply .
- 32) Mark out clearly any storage areas . Provide also have to deposit schemes suitable capacity with respect to the weight of the loads to be deposited (always check that the maximum allowable flow rate is compatible with the weight of the object) , and to limit to a minimum the filing and storage of combustible materials or flammable .
- 33) Any floor coverings must be positioned in such a manner as not to constitute an obstacle (eg the presence of steps, swollen surface , etc. .) In full accordance with law . 81/ 08, as amended .

OBLIGATIONS

A. EXHIBITOR'S OBLIGATIONS AND CONTRACTING ENTITIES ASSOCIATED WITH PROCUREMENT CONTRACT OR OPERA OR ADMINISTRATION :

- 1) Verification of professional technical contractors and / or Self-Employed Workers in relation to the works , services and supplies to be awarded under contract or by means of work or supply :
 - Acquire the CERTIFICATE OF REGISTRATION TO THE CHAMBER OF COMMERCE, INDUSTRY AND CRAFTS ;
 - Scan the document of Social Security (DURC) dated not earlier than three months compared to the period of the contract;
 - To acquire the self-certification of TECHNICAL TRAINING REQUIREMENTS OF FITNESS drafted in the form of a declaration in lieu of an affidavit pursuant to art. 47 of Presidential Decree 28 December 2000 , n . 445.
- 2) Examine in detail the information contained in Attachment .1 DUVRI and prepared by the Organiser ;
- 3) Promptly report to the Organiser any interference risks not captured in DUVRI referred to in paragraph 2 above . ;
- 4) Draw up a SPECIFIC DVR / POS for their business and complementary and in agreement with the DUVRI referred to in paragraph 2 above . Organiser prepared when deemed necessary for the purpose of improving the protection of health and safety in the workplace ;

- 5) Indicate the cost of measures taken to eliminate or, where that is not possible, to minimize the risks to health and safety at work relating to each contract or opera , or administered ;
- 6) Provide contractors and / or Self-Employed Workers detailed information regarding the specific risks in the environment in which they are to operate.
- 7) Provide all kinds of collaboration and coordination organizer.

B. EXHIBITOR'S OBLIGATIONS , THE CONTRACTING PARTIES AND SUBCONTRACTORS INCLUDING SELF-EMPLOYED :

- 1) Cooperate in implementing measures to prevent and protect against risks of workplace accidents of the works subject of the contract.
- 2) Coordinate efforts to prevent and protect against risks faced by workers sharing information in order to eliminate risks due to interference between the work of the various companies involved in the overall .
- 3) Provide its personnel engaged in the performance of activities under a contract or subcontract of a special identification card bearing a photograph and containing the details of the worker , the name of the employer , date of employment , l ' authorization to subcontract (when there is subcontracting) ; when it comes to the Self-Employed Workers identification card bearing a photograph must contain the details of the worker and the indication of the customer.

C. OBLIGATIONS OF SUPPLIERS AND CONTRACTORS IN GENERAL :

- 1) comply with insurance and social security ;
- 2) possess the technical and professional requirements for the contracted activities ;
- 3) have prepared the Risk Assessment Document (or self) pursuant to Legislative Decree no. 81/ 08, as amended ;
- 4) have designated the Head of the Prevention and Protection Service (RSPP) ;
- 5) have designated the Doctor;
- 6) have designated and appropriately formed the Workers' Representative for Security (RLS) ;
- 7) have designated and adequately trained workers responsible for implementing the Fire Prevention , Fire Fighting and Emergency Management that must be present in adequate numbers , during work activities ;
- 8) have designated and adequately trained workers responsible for implementing first aid that must be present in adequate numbers , during work activities ;
- 9) observe, during the execution of the works referred to the object , the general measures for protection under Article . 15 of Legislative Decree no . 81/ 08, as amended ;
- 10) have informed and trained employees on the risks to the health and safety of workers , the use of PPE, and the specific risks associated with the contract ;
- 11) to make available at the stand copy of the documentation referred to in the preceding paragraphs for inspection by the Control Agencies , in accordance with the aforementioned guide even to the Services;
- 12) subject their employees in cases provided by law , to health surveillance ;
- 13) provide their availability for cooperation and coordination with the other contracting companies and the self-employed .

D. OBLIGATIONS OF DESIGNERS (Article 22 of Legislative Decree no. 81/ 08, as amended) :

- 1) comply with the general principles of prevention in health and safety at work at the time of the design choices and techniques ;
- 2) choose equipment, components and protective devices complying with the laws and regulations on the matter.

E. OBLIGATIONS OF INSTALLERS (Article 23 of Legislative Decree no . 81/ 08, as amended) :
1) follow the rules of health and safety at wor

ESTIMATED COSTS FOR SAFETY

According to art . 26, paragraph 5, of Legislative Decree no. 81/ 08, as amended : " In the individual sub-contracts, procurement and administration , even if in existence at the date of entry into force of this Decree referred to in Articles 1559 to exclusion of contracts to supply essential goods and services , 1655 and 1656 1677 of the Civil Code , must specifically indicate the costs of measures taken to eliminate or, where that is not possible, to minimize the risks to health and safety at work arising from the interference of the work on pain of invalidity pursuant to Article 1418 of the civil Code, the costs related to job security with particular reference to those related to their specific contract . The costs referred to in the first period are not subject to discount . "

These costs relating to the enforcement of the rules of safety and health of workers, for the duration of the work provided for in the contract will refer respectively to the estimated costs :

- Ensure the safety of the personnel of the contractor through training , health surveillance , the preparations (DPI) in reference to the contracted works ;
- Ensure the safety with respect to such risks or during the course of the work may also originate within the premises through the installation of barriers and / or boundaries for reports of ongoing activities and use of specific safety signs ;
- Procedures for the specific purpose of protecting the health and safety of workers.

The total amount in the body or extent of the works and / or services in the contract / subcontract / administration , including the costs of security, must therefore be evincibile the contract, which must also indicate the cost of security designed to perform works by taking all appropriate measures of prevention and protection of occupational hazards generated by interference .

Impresa per il montaggio dello spazio espositivo Tot. 300,00 euro

provvedimento	quantità	unità di misura	costo unitario [€]
Delimitazione perimetrale dello spazio	A corpo	A corpo	130,00
DPI per interferenze	A corpo	A corpo	40,00
Segnaletica per interferenze	A corpo	A corpo	50,00
Attività di coordinamento maestranze	1	ore	45,00
Personale a terra per manovre (moviere)	2	ore	35,00

Impresa per il montaggio dell'impianto elettrico Tot. 300,00 euro

provvedimento	quantità	unità di misura	costo unitario [€]
Delimitazione perimetrale dello spazio	A corpo	A corpo	130,00
DPI per interferenze	A corpo	A corpo	40,00
Segnaletica per interferenze	A corpo	A corpo	50,00
Attività di coordinamento maestranze	1	ore	45,00
Personale a terra per manovre (moviere)	2	ore	35,00

USE OF LADDER

1) PURPOSE

These instructions are intended to regulate the proper execution of operations using ladders , as well as on ways to prevent these risks.

INTRODUCTION

Portable ladders are not a suitable tool for the performance of work or transport trucks ; they are a device adapted to move , safely, the position of a worker by a share of departure to a higher or lower . Operations are permitted short employment spells (maximum time for each operation : 6 min ' with a maximum of 3 repetitions within one hour) light equipment (weight <1.5 kg) and committing only one hand. loads transportable should be light (weight <3.0 kg) , leaving both hands free of the worker and not minimally hinder the movement of progression of the legs.

2) DESCRIPTION OF ACTIVITIES

1 . Make sure LADDER are in perfect condition , otherwise report down to the department manager and do not use the equipment, in particular, the SCALE PORTABLE should show no

- bruising , severe corrosion or bending of pillars , steps, etc. .
- failure or damage to the equipment skid to the base of the uprights and the upper extremities or the wheels on the stairs to the pulpit.
- failure or damage , the double ladders , devices (chains, ropes or other) that prevent the opening in addition to the safety limit .
- failure or damage to the surfaces of non-slip steps or floors.
- slippery surfaces of the rungs .

2 . Cordon off the area where it operates with stairs, using pallets and appropriate signs , in particular along the thoroughfares of people and vehicles.

3 . Check the solidity of the supporting walls and do not use the LADDER against walls thin , stained glass, light box , piping , electrical , gutters , corners of buildings , branches, ropes , doors are not locked , and if you do not have the security that they are not open racks windows and any movable or weak as light fixtures , paintings electrical busways , blindoluce , etc. . or above or close to places of work or dangerous places (tanks , moving machinery , etc. .) .

4 . The scales should never be installed in places of passage of vehicles , since these cases greatly increases the risk of collisions with tip-over.

5 . The length of the lean-to ladder or double must be such that the uprights protrude at least one meter above the level of access

6 . To avoid tripping , the upper extreme of a peg must be brought to the same level of edge of the floor served up.

7 . Inspect the bearing surface , which must be flat, resistant and slip-resistant and do not use the LADDER on uneven terrain or

yielding, on steps , on scaffolding or ladders , terraces, tanks , containers, cartons or pallets and in any case

unstable bases or on loose or wet surfaces (wet or oily) . If the mounting surface is

yielding, be interposed between the scale and the lower end of the uprights a board resistant wood

(avoid the use of brick , stone and the like , which might break and other slippery materials) . in the case

wherein the support surface is such as to have a height difference between the two uprights , must compensate

with a special non-slip adjustable feet (avoid the use of any other system unstable , which bricks, etc .) .

8 . Always make sure that the space for keeping your feet in front and to the sides of the ladder is free from any obstacle , and never climb over the third-last rung , not to create condition of unstable equilibrium .

9 . Place the ladders to support up to 8 meters long with tilt equal to 75° (the foot corresponds to $\frac{1}{4}$ of the height: eg . $h = 4$ m, base = 1 m) .

10 . Both in ascent and descent that must be held in the midline , with the face toward the ladder and your hands resting on the rungs , not on the uprights (to increase the possibility of retention in the case of slipping of a foot) and must never jump down the ladder.

11 . Be assisted , on an ongoing basis , to the ground by another worker while using the stairs to assure against skidding .

12 . On the scale must be not more than one person at a time, which is obviously not must carry loads too heavy , so you can always have hands free. It is recalled that the majority of the stairs is calculated for a maximum load of 100 Kg Only on fixed ladders with rungs , if the work to be performed requires it, may

stationed more people, at least 3 meters away from each other, but in this If you need to check beforehand the resistance of the anchors .

13 . When working on a ladder , you will have to keep his face towards it, with the two feet on the same rung and moved to the uprights , without moving too much to the sides or backward , or make sudden movements .

14. Do not lean sideways down the stairs.

15 . Do not straddle or standing on the step of stepladders .

16 . Any work equipment and / or materials must be kept within small bags carried with a shoulder strap or attached to the belt to prevent it from falling and to free-both hands .

17. Metal ladders should be used with caution during the winter in external environment , when the pegs can be covered with a dangerous layer of ice .

18. The use of extension ladders must be ensured , in the implementation , which the uprights between the trunk and the next have an overlap of at least 3 rungs and pay close attention in the operations of extension recovery and to avoid crushing of hands between the posts or pegs.

19 . When shipping to shoulder the scale , it must be kept inclined , never horizontally , in particular

when the view is limited , such as in the turns , and this in order to not hit other people or vehicles that are passing . In this regard , it is good that the front part of the scale is transported to height of at least 2 meters and be careful in handling the scale, do not come into contact with lines electric ;

20 . After use , the scale should be stored in a suitable place , dry and ventilated place , well sheltered

from the weather and away from sources of excessive heat. It should not be crowded together with others, but stored separately in horizontal or vertical position and suspended from the ground, leaning against the hooks.

21. Metal ladders must be protected from oxidation by using special paint, especially close to the attacks of the rungs and uprights bent or broken should be replaced immediately.

22. The wooden ladders should never be painted, as paint can hide cracks or deterioration. Instead, you can treat with special transparent paints.

23. The maintenance of the stairs should always be very accurate and complete by an expert: this is very important to avoid injury.

Setting up and dismantling instructions

Assembly and disassembly Lighting and Stage Truss.

- delimit the working area by means of color tape to prevent access to the outside staff .
- Workers under the present structure assembly must wear a helmet
- When the structure is mounted shall be equipped with all certifications (design, testing, correct assembly) to be delivered to the Fair and to be kept at the place of manufacture. Until the structure is not equipped with certification , no worker can access under it.

Mounting and dismounting equipment

- The companies involved in the preparations must use trained personnel under Dl.gs 81/2008 and shall comply with the measures of prevention and protection provided by law and indicated in the documents provided by the organization (DUVRI , Technical Regulations , information brochures)
- The personnel must display appropriate identification card and wear the required dpi (safety shoes , gloves) and those needed for special processing
- All equipment and machinery used must be equipped with appropriate certification in accordance with the law and have the CE mark
- Do not smoke or use open flames inside the exhibition center .
- Do not work on live parts
- Do not block the paths inside the halls with various materials and equipment
- No obstructions should be exits
- The operation of welding and cutting materials must occur outside areas subject to such operations , which are visible in plan
- When working at height of 2.5 m is necessary to delimit the area below , it is absolutely forbidden to operate under workers engaged in altitude.
- If working in elevation, if possible, prefer the use of the scaffold to the scale , if the floor above 2.50 and the mandatory use of the scaffold with safety belt
- The speed limit for vehicles and electric vehicles within the Exhibition Centre is 10 km / h
- It is forbidden to all means not to electric traction (cars, trucks , forklifts etc. ..) inside the halls , will be allowed entry to vehicles with loads of remarkable dimensions respecting the routes indicated on the attached plan , it should be stressed that the break in the halls is permitted engine is switched off for the duration of loading and unloading .

