

GRAPHITEC-CONVERTEC 2009

EXHIBITOR SAFETY INSTRUCTIONS Certificate to be returned to D.Ö.T

D.Ö.T / GRAPHITEC-CONVERTEC 2009 - 81 rue de Paris - 92100 BOULOGNE
Tel : + 33 (0)1 46 05 17 85 - Fax : +33 (0)1 46 05 76 48
E-mail : sps@d-o-t.fr

PAVILION:	AISLE N°:	STAND N°:
EXHIBITOR'S NAME:		
Represented by <u>the person in charge of the stand</u> Miss / Mister,		
Phone number: - Email:		

Declares that she/he has read the document relating the prevention of accidents at work and to health protection concerning her/his participation in the GRAPHITEC-CONVERTEC 2009 and undertakes to conform to it without reserve or restriction..

In the event of you have several stands, we ask you to give us a list of all the halls, aisles and number of the whole stands.

TO BE FILLED OBLIGATORY

YOUR STAND IS: - Provided by the organizer or installed by yourself without subcontractors or installed by a decorator / stand designer without subcontractors.	<input type="checkbox"/> <input type="checkbox"/>
You return only this certificate to the D.Ö.T Company before 18 May 2009	

YOUR STAND IS - Installed by several independent companies.	<input type="checkbox"/>	Quantity <input type="checkbox"/>
- Installed by a decorator/stand designer using sub-contractors.	<input type="checkbox"/>	Quantity <input type="checkbox"/>
- Includes a mezzanine floor	<input type="checkbox"/>	
If YES to at least one of these <u>you must appoint an HEALTH AND SAFETY COORDINATOR</u> Law of 31/12/93 N°93-1418 et Décret du 26/12/94 N°94-1159 for the assembly and dismantling periods and communicate his contact details together with his General Health and Safety Protection Coordination Plan to the D.Ö.T Company before: 04 May 2009		
Company :		
Address :		
Phone : Fax :		
Email :		

In observance of current legislation, the Health and Safety Protection Coordinator appointed by the exhibitor is obliged:

- 1°) To send to the DÖT Company, the G.H.S.P.C.P of the stand in hard copy, at least 30 days before the event assembly begins.
- 2°) To specify their **dates of work** on site arranged under contract with their client.

Commercial stamp and signature

Place and date of signature
.....

EXHIBITOR SAFETY INSTRUCTIONS GRAPHITEC-CONVERTEC 2009.

IMPORTANT PLEASE NOTE

Legislation regarding the Prevention of accidents at work imposes health and safety protection coordination for any work site placing at least two companies or self-employed workers in the presence of one another.

The Exhibitor Instructions communicated to you defines all the measures set in place to prevent risks arising from the interference of the activities of the various people working on this event. This document was drawn up at the request of the show organizer by the coordinator Mr Patrick POUGNAND in accordance with the provisions defined by the texts in force and in particular the following law:

<p>Law of 31.12.1993 nr 93-1418 and the decree of 26.12.1994 nr 94-1159 Modified and complemented by the decree nr 2003-68 of 24.01.2003</p>

**You are therefore asked to study it and apply the regulatory measures defined in this document.
This General Coordination Plan cannot replace the provisions of the Code of Work.
It does not in any way reduce the responsibilities and duties of the companies working on the site.**

For the GRAPHITEC-CONVERTEC 2009, this coordination mission is carried out by the COMEXPOSIUM Company via a delegated coordinator assisted by a team of experts who make up the safety group of the GRAPHITEC-CONVERTEC 2009.

This document is a
General Health and Safety Protection Plan
Intended for the exhibitor, his suppliers and sub-contractors

Founded on general prevention principles, namely:

- **To avoid risks**
- **To evaluate risks** which cannot be avoided
 - To combat risks at source
 - To take account of technical developments
- **To replace what is dangerous by what is not** or by what is less dangerous.
- **To plan prevention measures** by coherent integration of techniques, work organization and working conditions.
- **To take collective protection measures** giving them priority over individual protection measures

This document is composed of:

- 1- THE SAFETY INSTRUCTIONS CERTIFICATE
- 2- THE SAFETY INSTRUCTIONS

The exhibitor has a duty and legal obligation to:

1°) COMPLETE THE SAFETY INSTRUCTIONS CERTIFICATE.

And send it by post, fax or email to:

DÖT - GRAPHITEC-CONVERTEC 2009
81 rue de Paris - 92100 BOULOGNE – BILLANCOURT
Phone: +33 (0)1 46 05 17 85 - Fax : +33 (0)1 46 05 76 48
Email : sps@d-o-t.fr

2°) PASS ON THE INFORMATION ABOUT THESE INSTRUCTIONS TO ALL SERVICE PROVIDERS APPOINTED BY HIMSELF WHO WORK DURING THE ASSEMBLY AND DISMANTLING PERIODS ON HIS STAND.

Each supplier must complete a I.H.S.P.P. **which must be returned to the exhibitor.**
A copy of each I.H.S.P.P. must remain available for consultation on the worksite.

OBLIGATORY

During the assembly and dismantling periods, access to the exhibition halls will be authorised only to people wearing an Assembly/Dismantling badge

You are reminded that wearing safety shoes (reinforced toe caps + anti-perforation soles) is obligatory for anyone who enters the show site during these periods.

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.

For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory

EVENT ASSEMBLY AND DISMANTLING DATES

BARE STANDS EXHIBITORS

	ASSEMBLY	DISMANTLING
PAVILLON 4	From 04 June at 2.00pm to 08 June at 12.00pm	From 12 June at 5.30pm To 15 June at 10.00am

ESSENTIEL, OPTIMUM, PLATINIUM, STANDS EXHIBITORS

	MONTAGE	DEMONTAGE
PAVILLON 4	From 06 June at 1.00pm to 08 June at 12.00pm	From 12 June at 5.00pm To 13 June at 7.00pm

On the last assembly day, no motorised vehicle will be allowed into the halls (unless special dispensation has been granted by the organizer).
In the dismantling period, on 12 May 2009, motorised vehicles may only work after 6.00pm in the halls.

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I GENERAL INFORMATION ABOUT THE OPERATION

I. I.DEFINITION

The General Safety and Health Protection Coordination Plan (G.S.H.P.C.P.) is a document written and devised by the coordinator defining all appropriate measures to prevent hazards arising from the interference of the activities of different companies during assembly and dismantling of the GRAPHITEC-CONVERTEC

It must be communicated to all exhibitors who must transmit it to their stand designer /suppliers when they have them). It enables them to inform Suppliers and Sub-contractors about the special measures to apply to ensure safety at work.

I. 2. COMPOSITION

The Safety Instructions are composed of:

- This document including a certificate.

The safety regulations of the site of VIPARIS PORTE DE VERSAILLES and the Fire Safety instructions are available from the organizer.

I.3. DEFINITION OF THE COMPANY

Any firm that provides services to the exhibitor, and is charged with creating the infrastructures of the stand is considered as a company. The exhibitor is responsible for his own suppliers and sub-contractors.

The company director remains responsible for the safety of his employees and is required to implement the means necessary to avoid and control risks.

The courts severely sanction any damage to the health or safety of employees and the civil or penal liability of the company director can be invoked.

The companies declare that they have taken note of the texts quoted in this document, as well as the general conditions of the show organization deposited with the COMEXPOSIUM Company.

In addition, it is supposed that companies have:

a). taken note of plans and documents useful in carrying out the work, and of event technical files, and that they have taken due note of the sites, places and installation areas of major structures and of all general or local elements relating to the execution of the work,

b). perfectly understood all the conditions for carrying out the work and have been made fully aware of their importance and their particular features.

c). made a detailed visit of the site and taken note of all the physical conditions and all constraints pertaining to the places of work, accesses and surroundings, to the ready execution of the work, and to the on-going organization and operation of the worksite.

II ADMINISTRATIVE INFORMATION

II.1. THE PARTICIPANTS

II. 1. 1 General Organization

The COMEXPOSIUM Company acts as the general exhibition organizer of the GRAPHITEC-CONVERTEC 2009.

ORGANIZER / EMPLOYER	TECHNICAL & LOGISTIC MANAGERS
COMEXPOSIUM 70 avenue du Général de Gaulle 92058 PARIS LADEFENSE Cedex Phone: +33 (0)1 76 77 11 11 Fax : +33 (0)1 76 77 12 12	Gilles CRESPON Phone: +33 (0)1 76 77 12 28 Fax : +33 (0)1 53 30 95 29 Email : gilles.crespon@comexposium.com Aline EMO Phone: +33 (0)1 76 77 12 91 Fax : +33 (0)1 53 30 95 29 Email : aline.emo@comexposium.com
GENERAL SHOW DIRECTOR Véronique SESTRIERES Phone: +33 (0)1 76 77 15 85	
CONTACTS RECEIVING EXHIBITORS' DEMANDS graphitec@exposium.fr Phone : +33 (0)1 76 77 11 11	
INSURANCE AGENCY – Civil resp / Dam.to property	TOWN HALL
SIACI SAINT-HONORE 18 rue de Courcelles 75 384 PARIS Cedex 08 Phone: +33 (0)1 44 20 96 69 Email : michel.garrido@s2hgroup.com	MAIRIE DU XV^{ÈME} Arrondissement 31 rue Pecllet 75015 PARIS Phone : +33 (0)1 55 76 75 15

II. 1. 2 HSP Coordination / Fire Safety

HSP COORDINATOR	SAFETY CABINET
Sté D.Ö.T: 81 rue de PARIS - 92100 BOULOGNE Phone: + 33 (0)1 46 05 17 85 Fax ; +33 (0)1 46 05 76 48 Email: sps@d-o-t.fr	CABINET WATTEAU 41 rue Lazare Carnot 77340 PONTAULT COMBAULT Phone :+33 (0)6 85 94 49 57 Fax :+33 (0)1 70 10 67 89 Email : cab.watteau@numericable.com
The ERP cabinet will be present on site from. 00/00 to 00/000/2009 The date of the safety committee tour of inspection is not define.	
FIRE PROOFING	
Groupement NON FEU 37-39, rue de Neuilly BP 249 - 92113 CLICHY Phone: + 33 (0)1 47 56 30 80	Groupement Technique Français de l'ignifugation 10 rue du Débarcadère 75017 PARIS Phone: + 33 (0)1 40 55 13 13
EXPERT IN THE SOUNDNESS OF MAJOR STRUCTURE	
SOCOTEC Centre d'affaires PARIS-Nord Le Continentale - BP 306 – 93153 LE BLANC MESNIL Cedex Phone: +33 (0)1 48 65 42 37 Fax : +33 (0)1 45 91 19 63	

II. 2. DEFINITION OF WORK AREAS

VENUE	PAVILLION
VIPARIS PORTE DE VERSAILLES 1 Place de la Porte de Versailles 75015 PARIS Reception: Phone: +33 (0)1 72 72 10 10 Exhibitors' service: Phone: +33 (0)1 72 72 10 00	4

II.3. THE OFFICIAL BODIES

WORK INSPECTION	D.D.A.S.S.
Mme CATALA 9 rue Georges Pitard 75015 PARIS Phone: +33 (0)1 40 45 36 50	75 rue de Tocqueville 75017 PARIS Phone: +33 (0)1 58 57 11 00
O.P.P.B.T.P.	CRAMIF
1 rue HEYRAULT 92660 BOULOGNE Cedex: Phone: +33 (0)1 40 31 64 00	Service des risques Professionnels. M. BOURGOIS 17/19 rue de Flandres 75019 PARIS -Phone: 01 40 05 38 16
D.D.T.M.O	Glossary
210 quai de Jemmapes 75010 PARIS Phone: +33 (0)1 44 84 42 96	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics DDTMO : Direction Départementale du Travail et de la Main d'œuvre DASS : Direction des Affaires Sanitaires et Sociales

II.4. EMERGENCY SERVICES

ON THE SHOW SITE: Time displayed on the hall plans

EMERGENCY POST	GENERAL SURVEILLANCE POST
DISPLAYED ON SITE	Phone: + 33 (0)1 72 72 18 18
	FIRE SAFETY
	Phone: + 33 (0)1 72 72 15 32

OFF SITE :

FIRE SERVICE	POLICE
6 place Violet 75015 PARIS Phone: 18 ou 112 (portables) ou + 33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS Phone: 17 ou + 33 (0)1 53 68 81 00
SAMU	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS Phone: 15 ou + 33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS Phone: + 33 (0)1 56 09 20 00

II.5. THE COMPANIES WORKING ON SITE

You will find below a preliminary list of companies working on the site

WORK	COMPANY
GENERAL INSTALLATION	CREATIFS
EQUIPPED STANDS	CREATIFS
PLATINIUM STANDS	CAP LINEA
SIGNALING	CREATIFS
GUARDS	GPS
CLEANING	OMN
FURNITURE	
OPWER ON STANDS	CREATIFS
FLUIDS	VIPARIS
POWER (MAIN)	VIPARIS

III GENERAL EVENT ORGANIZATION

III.1. GENERAL PRESENTATION OF THE SHOW

Cf. Exhibitors' Technical Guide

III.2. SCHEDULE OF USE OF HALLS

Public opening

PAVILION	DATES	TIME
4	The 09 & 10 May Night show the 11 May The 12 May	From 10.00am to 7.00pm From 10.00am to 9.00pm From 10.00am to 5.00pm

III.3. VARIOUS SERVICE PROVISIONS

Cf. Exhibitors' technical guide

III.4. SITE CONSTRAINTS

III.4.1 Traffic movements inside the park

The temporary occupation of this site implies compliance with the standards and conditions (Times of access, parking, speed etc...) defined by the regulations in force in this enclosure and its surroundings. These regulatory texts, as well as the site specifications, can be consulted by contacting the COMEXPOSIUM Company.

Management of parking (and its duration), traffic movements and access to delivery vehicles displaying authorisation will be set up around the halls and in the park. (see Exhibitor Guide).

Unloading areas will be allocated around the halls.

Private vehicles must be parked in the car parks. They must not approach the surroundings of the halls. Any vehicle even parked, must be able to be identified

III.4.2 Traffic movements inside the halls

No delivery or private vehicles will be allowed in the halls, during the assembly and dismantling periods, without access authorisation from the organizer.

Means of transporting people (motorised or not) such as: scooter, bicycle, roller blades, electric vehicles, etc... are prohibited in the halls.

Plans showing traffic movement areas, position and contact details of emergency services, the location of open toilet facilities, access schedules for machines and the storage areas will be posted at the entries.

The free movement (of men and lifting equipment) around the stands must be possible at all times during assembly and dismantling.

There must be no storage or parking on the traffic movement areas defined on the plan of each hall.

RESPECT: INSIDE

The paths marked out for fire services and traffic movement areas
The storage areas
The environment by using non-polluting machines

RESPECT: OUTSIDE

Access routes for fire services
Parking areas
Unloading areas
Access gates

IV HANDLING CONDITIONS

IV.1. GENERAL REMARKS

Lifting and handling equipment must satisfy the requirements of current regulations. They must be kept in good working order and have satisfied regular inspections.

Pallet trucks must not be overloaded. It is important to take account of the centre of gravity of the load and the state of the ground to ensure that the load does not overturn.

It is strictly forbidden to climb on the machine

Necessary organizational measures should be taken to limit recourse to manual handling to the minimum. (Article R 231.67 of Code of Work)

For the handling of glass panels, it is recommended to use suction cups. In the same way, for handling plywood sheets, the use of handling clips or panel carriers is recommended.

The containers of bulk loads intended to be hung on working equipment used for lifting must be capable of resisting the efforts undergone during the loading, transport, handling and storage of the load and be equipped to prevent the untimely collapse of all or part of the load during the same operations.

The use of straps to fix the loads on the forks of the lifting trucks is obligatory.

The maximum load indications of each strap must be respected.

Metal slings must be equipped with heart-shaped thimbles and cable clamps assembled opposite each other.

IV.2. USE OF MACHINES WITH AN ENGINE

The movement of machines presents risks and must be reduced to a minimum by strict management and distribution of the equipment.

Companies listed by the exhibitor are asked to set up means of identifying the machines and the men (stickers, identification jackets, etc...)

Machines must hold the following documents

Valid insurance certificate

Valid certificate of conformity (checking report of lifting devices).

Only companies having authorisation from the COMEXPOSIUM Company are authorised to operate on the site of the Show.

The drivers must be at least 18 years of age and hold driving permits issued by the employer as well as the CACES (safe driving aptitude certificate) and the Special Medical Fitness Certificate.

These documents must be available for inspection on the site. The users of these machines must comply with the manufacturer's instructions. No carrying a passenger, no lifting a person if the machine is not intended for the purpose, USE OF NON-POLLUTING MACHINES adapted to the tasks, places, loads and configuration of the ground.

The speed limit must be respected for any movement outside the halls. It must be reduced and appropriate inside the halls

IV.3. LIFTING REGULATIONS

For any use of a crane, a special request must be made to the COMEXPOSIUM Company.

This request must specify where the crane will be operating and the technical constraints of use and assembly. These constraints must appear in the company I.H.S.P.P.

The certificate of conformity of this equipment must be available for inspection.

It is essential that the maintenance and operation of all lifting gear are exclusively carried out by the company which provides the equipment. This equipment is the sole responsibility of this company.

Whatever the means of lifting used, the users must take care not to work over any other workers and to make all necessary safety provisions.

REMINDER: IT IS FORBIDDEN

- To drive a truck without a driving licence.
- To allow your truck to be driven by an unauthorised person.
- To lift a load greater than the machine's capacity.
- To increase the value of the truck's counterweight
- To lift a poorly balanced load.
- To lift a load with only one arm of the fork.
- To move around with a high load.
- To brake sharply.
- To take corners at high speed.
- Not to observe traffic signs.
- To use traffic lanes other than those established.
- To carry people on trucks not specially designed for the purpose.
- To leave the engine turning in the absence of the driver.
- To lift people with trucks not specially designed for the purpose.
- To abandon a truck in the movement aisles or on a slope.
- To leave the ignition key in the vehicle when the driver is absent.
- To park or go under a fork in the high position, even unloaded.
- To smoke near a charging battery or while thermal trucks are being filled.
- To place metal parts on accumulator batteries.

IV.4. STORAGE

It is imperative for materials to be stored on the aisles (or parts of aisles) reserved for this purpose, in the enclosure of the worksite or the storage areas when they are provided.

For this purpose, traffic movement plans will be posted at the accesses to the halls. The schedules and restrictions of use will be specified on these plans.

All workers are asked to respect these plans scrupulously

At the end of assembly, racks, pallets, etc... must not be stored inside the Show and in the areas behind the claddings (unless authorised to do so by the organizer).

Machines must not be stored, during the assembly–dismantling period, in the traffic movement aisles, but in a storage area determined with the organizer's technical managers.

The exhibiting companies (and their subcontractors) must schedule the arrival of their equipment and materials, their distribution, as well as the departure of empty packaging so that they do not interfere at any time with the movement of machines and men in the aisles.

For the period when open to the public, no machine will be allowed in the enclosure of the halls.

V CLEANING

The worksite must be kept clean at all times to prevent hazards that could be caused by rubbish blocking the aisles around the stand.

Exhibiting companies are responsible for cleaning their site and removing their rubble and waste of all kinds.

They must plan the reservation and removal of skips and organise how they are filled. It is the responsibility of each worker either to cover the skips, or to weigh down the rubble to prevent it from flying around.

You are reminded that no worker must climb into a skip or truck.

VI INSTALLATIONS AVAILABLE DURING THE ASSEMBLY AND DISMANTLING PERIODS

VI.1. INSTALLATIONS IN COMMON

To ease the general organization of assembly and dismantling, and improve working conditions, the COMEXPOSIUM Company and the Safety Coordinator will ask Paris Expo to open additional communal toilet facilities in the exhibition halls **from the first day of assembly to the end of dismantling**. A maintenance service will see to the cleaning of these facilities.

The toilet facilities that are open will be indicated on the plans posted up at the hall entrances.

VI.2. CLOAKROOMS

The company is required to place cloakroom facilities (if necessary) at their staff's disposal, in application of current legal texts, available for consultation from the COMEXPOSIUM Company.

There will be no canteen for meals.

VI.3. TELEPHONE ON SITE

Each company places at its staff's disposal a telephone accessible when the site is open for work. .

VI.4. ACCOMMODATION

The Company is responsible for providing off-site accommodation for its staff.

VII. ACCESS CONTROL

VII. 1. PROTECTION OF WORKERS

VII. 1. 1. Medical fitness

All personnel called upon to work on the site must be recognised as being medically FIT, and have undergone the obligatory medical examinations and vaccinations associated with the exercise of their profession, as well as those required by Medicine of Work.

These certificates must be available on the site.

VII. 1. 2. Safety training

In conformity with current regulations, and at its own responsibility, the company must ensure that every worker arriving on the site has attended safety training sessions. (Presentation of special risks, conditions of traffic movements outside and inside the site, safety conditions applicable when carrying out work, special safety instructions, explanation of the operating method, follow-up of preventive measures that have been defined for each task in the Individual Safety and Health Protection Plan).

VII. 2. REGISTERS

VII. 2. 1. Legal Registers

The enterprise must hold obligatory legal documents at the site, as they may be asked for by administrative inspection services:

VII. 2. 2. Joint site visits

When they arrive on the assembly and dismantling site, companies who have never worked on the site before must make a joint inspection visit with the Safety Coordinator of their stand. A site visit file will be established by the Coordinator and signed by each company manager.

The safety and protection measures are defined with the site managers and the stand Safety Coordinator in reference with the G.H.S.P.C.P established by the Coordinator, taking account of the event G.H.S.P.C.P according to the state of the site at the time of the visit and the way the visit is carried out (number of visitors, times of the visits, premises visited, etc...).

VII. 3. ACCESS

Access to the show site is only possible for persons and vehicles carrying authorisation or a badge given by the COMEXPOSIUM Company.

Badges will be distributed to each worker in the event.

Notices prohibiting access to the public stating the essential safety regulations to be observed on the site will be posted up at the hall entrances. These accesses will be guarded. Visits to the worksite by persons other than the authorised workers (children, friends, family, pets...) are strictly forbidden.

VIII. PROTECTION

VIII. 1. COLLECTIVE PROTECTION

Definition: Standardised means of protection set up by a company (barriers, nets, floor, cladding, guard rails...); designed to ensure the collective safety of staff working at a height or on an upper floor during assembly and dismantling.

This collective protection must be rigid, safely attached and must be installed with appropriate means, before any work during assembly, and it must only be removed after all work has finished during dismantling. The stairs must be assembled as a priority and made safe by guard rails as soon as they are set up. The stair cavities must be protected.

Collective protections must be described by each company in their respective Individual Health and Safety Protection Plan.

The company must see to the maintenance of collective protections and will be held responsible if work is carried out in areas not prepared and not protected. It must intervene immediately at any direct request from the stand Coordinator to restore or supplement these protections.

If definitive collective protections cannot be fitted, provisional collective protections must be installed, including for the stair cavities and materials delivery access.

Article R4323-65 – The collective protection devices must be designed and installed in order to avoid a gap at work station access points namely when a ladder or staircase is used. However when such a gap is unavoidable measures must be taken to ensure equivalent safety.

If a company fails to establish collective protection, the absence of which constitutes a risk for other trades and its own staff, the exhibiting company will have these collective protective measures set up by a company of its choice, at the expense of the defaulting company.

Any ensuing work stoppage will also be charged to the defaulting company.

VIII. 2 INDIVIDUAL PROTECTIONS

Companies that have to intervene during the assembly and dismantling periods must, among other things, provide their staff with the following individual protection equipment (IP):

- Work clothes
 - Gloves adapted to the work
 - Safety hard hats compliant with standards
 - Safety shoes (reinforced toes + anti-perforation soles)
 - Safety harness that conforms to standards when the collective protection provisions cannot be implemented.
- (Art R233-13-20 of the Work Code).
- Welding mask and safety goggles during welding, unloading or grinding work.

Respect for these provisions, and the upkeep and good condition of this equipment is the responsibility of each company.

Wearing safety shoes (safety toe-caps + anti-perforation soles) is compulsory for any person entering the show site during the assembly and dismantling periods.

For all people working from elevated platforms and any task presenting a risk, wearing a hard hat is compulsory

IX. GENERAL RULES OF CONSTRUCTION

IX.1. DECORATIONS

The decorations must, as much as possible, arrive on the site ready to be assembled so as to reduce building operations to the minimum and the risks which result from this. They must be designed for safe, clean dismantling.

It is strictly forbidden to « blow out » panels and partitions during dismantling

IX.2. WORKING AT HEIGHTS

Decree nr 2004-924 of 01.09.2004 concerning the use of work equipment made available for temporary work at a height and integrating new provisions in the labour code (articles R.233-13-20 to R.233-13.37).

Ladders must not be used as work positions.

Article R. 233-13-22 of the work code

Scaffoldings are means of working at a height, ensuring safety for all.

Companies may work at high levels using scaffolding or mobile platforms. It is forbidden to use step-ladders or ladders. Legal restrictions concerning work at heights must be respected.

Scaffolding must be assembled by approved personnel, respecting the directives or instructions of the manufacturer; the platforms must be correctly positioned, **the guard rails and the stability props must be in place.**

Article R4323-77 – scaffolding must be equipped on the exterior sides with collective protection devices as outlined in paragraph 2 of the article R4323-59.

For mobile scaffolding, the wheels must be locked in position when the scaffolding is in use.

No worker must remain on mobile scaffolding while it is being moved.

For the assembly of scaffolding, steps, etc..., it is essential for companies to equip their personnel with hard hats and safety harness, in addition to safety shoes and gloves. They must make sure that the use of these I.P. by their personnel is effective.

An installation company making available to a user company any devices such as scaffolding, flooring or working platforms, for example, implies respect for safety regulations and the presentation of all necessary reception, test and inspection reports.

Scaffolding can only be assembled, dismantled or modified under the control of a qualified person or by workers who have received sufficient and specific training as specified in articles R.231-36 and R.231-37 for the work to be undertaken. This training comprises:

- a) understanding the assembly, dismantling or transformation plan of the scaffolding;
- b) security whilst assembling, dismantling or transforming the scaffolding;
- c) measures for preventing people or objects falling;
- d) security measures in the event of climatic changes that could be detrimental to people by affecting the security of the scaffolding;
- e) allowable structural strain conditions
- f) all other risks that the aforementioned assembly, dismantling or transformation could involve.

This training course must be renewed according to the conditions of article R.233-3.

When scaffoldings used on worksites are brought or brought back into service, they must be examined as to their good condition and their conformity:

- Following any defect that has caused an accident or not;
- After any abnormal stress or incident that may have caused a disturbance;
- After dismantling, modification or replacement of one or more elements.

The dates and results of the examinations, as well as the names and positions of the persons carrying them out must be entered on the «safety register ».

It is obligatory for companies installing marquees, tents or structures, during the assembly, maintenance and dismantling periods, to set up collective protection measures appropriate for any work on roofs by their staff. The methods considered for carrying out this work must appear in the company I.H.S.P.P..

IX.3. MEASURES TAKEN CONCERNING CO-ACTIVITY

Companies must provide a detailed assembly and dismantling schedule in their I.H.S.P.P..

Within the framework of the timetable of assembly and dismantling work, companies acting on the same site must take all appropriate individual protection measures to prevent hazards caused by superimposed work, particularly during the installation and dismantling of gantries, signposting, light adjustments of the altimetric readings, and assembly/dismantling of large equipment.

The exhibitor or his project manager must set up a work schedule taking into account a chronological order of assembly, to avoid tasks at different levels in the same site and to carry out these tasks using suitable means.

These means can be common to several workers or companies.

This chronological order will be in the same way adapted to dismantling.

Any work which might create a situation placing workers over each other must be resolved by carrying out the work at different times, or with special protection arrangements.

The external working areas must be marked out or cordoned off with barriers so that they are inaccessible to people not involved with the assembly. The fences or barriers must in all cases be stabilised so as not to overturn if there are gusts of wind or if knocked into by a vehicle.

IX.4. SITE CONNECTIONS / LIGHTING

IX. 4. 1. Regulations

Electrical installations on the worksite must be carried out according to regulations in force and in accordance with the decree 88 10 56 of 14/11/88 and standard NFC 15.100

The personnel working on the electrical installations must have received training and must hold an approval certificate under publication UTE C 18510.

Moreover, companies which use the installations are required to point out immediately any defect or deterioration they observe to the managers of the Exhibition site.

The worksite electrical installation must be inspected by an approved body before being brought into service. This inspection report must be available for consultation and kept on site throughout the assembly and dismantling periods.

To avoid risks of electrocution, deterioration of electricity cables, and the multiplication of connections on a same line :

Unauthorised connections on the existing power points in the hall will not be tolerated.

All the worksite cables and extension leads must be in good condition and compliant with current standards.

Worksite electricity cabinets are available from the Park.

IX. 4. 2. Lighting

The general lighting in the work areas must be compliant with lighting regulations determined by decree nr 83.721 of 2 August 1983 and repeated in the work code in articles R 232.7 (1 to 10)

Light intensity in working areas must be at least 120 Lux, and 60 Lux in traffic movement aisles.

The assembly and dismantling of decors may obscure the light in the hall (roofing, canopy, stretched ceiling, mezzanine floor...), so provisional lighting must be provided.

IX.5. PREVENTION OF RISKS OF PROFESSIONAL DISEASES

IX. 5. 1. Hazardous materials

It is imperative for any company that needs to use hazardous products to send the safety data sheets to the Safety Coordinator and to the Fire Safety Control Agency, **and put in place the protection measures specified on the sheet.**

Companies are informed that any glue, resins, paint and products used must be free from solvent, ether, glycol, and be odourless and antiallergic.

IX.5. 2 Noise disturbance

The use of noisy machines or equipment must adhere strictly to current regulations. All necessary methods and provisions must be used (hood, screen, silencer etc...) so as not to exceed the regulatory limits as regards acoustic levels.

IX.6 RULES FOR USE OF ELECTRICAL TOOLS, FIXED OR PORTABLE.

To be accepted into the halls, electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system.

These appliances must be compliant with the standards (CE), be in good operating condition and equipped with their protective shields. **They must in no circumstances be placed in the movement aisles**, and the electricity supply must be disconnected when they are not in use.

Only water disc cutters will be allowed for cutting tiles, stones, etc...

IX.6. 1 Fire permit

An extinguisher appropriate to the risks must be placed by the user company near hot point work (welding stations, etc...)

For any grinding or welding operation, **a fire permit** must be applied for from the organizer.

Gas bottles under pressure must be protected from knocks, falls and heat, and no unauthorised person must be able to have access to them.

It is forbidden to keep or store **gas bottles, full or empty**, in the halls.

X. FIRE SAFETY

The fire safety regulations are deposited with the COMEXPOSIUM Company and available in the Exhibitor Guide.

The Official Safety Committee is very strict as regards structural construction (construction and decoration materials, solidity and stability of structures, upper floors, emergency provisions, electrical fittings, etc...).

The decisions taken by the committee during its tour of inspection are enforceable immediately.

At the time of this Committee's tour of inspection, the stand installation must be complete. The exhibitor (or his representative) **must** be present on the stand and be in a position to supply fire reaction reports drawn up by an approved French laboratory in respect of all materials used, together with the reports of inspections of electrical installations, soundness of structures, etc...

Failure to respect these regulations may involve the removal of materials, or it may be forbidden for the stand to be opened to visitors.

XI. ORGANIZATION OF EMERGENCIES

XI. 1. COMPANY EMERGENCY MEASURES

The company must have a first aid kit available on the site. The contact details of the show's emergency first aid post are indicated on the hall plans.

One first-aid worker (SST) for every 10 persons must be present within each company on the site. These trained persons will provide first aid in the event of an accident.

They must wear an identification pictogram on their helmets and their names must be entered in the I.H.S.P.P.

The emergency phone numbers are displayed at the Technical Office.

XI. 2. COLLECTIVE ORGANIZATION OF THE SHOW

REMINDER OF THE EMERGENCY PHONE NUMBERS

**EMERGENCY POST :
LOCATION AND TIME DISPLAY ON SITE**

SURVEILLANCE CENTER : +33 (0)1 72 72 18 18

**FIRE SERVICES : +33 (0)1 72 72 15 32 or +33 (0)1 57 25 30 18
Or 18 ou 112 (mobiles)**

XII. THE INDIVIDUAL HEALTH AND SAFETY PROTECTION PLAN

It is obligatory for all the exhibitor's service providers to send this document to the stand Safety Coordinator at least 30 days before any assembly or dismantling work is carried out.

It gives a detailed analysis of the construction and execution processes as well as the chosen operational methods when they have a particular effect on the health and safety of the people working on the site.

XII. 1. THE EXHIBITOR.

A copy of the Safety Instructions drawn up by the show Safety Coordinator must be given by the exhibiting company to their service providers or to the safety coordinator appointed for his stand. This document deals with the selected general organization measures which are of a nature to have an influence on the health and safety of the workers.

XII. 2. COMMUNICATION OF THE DOCUMENT

The stand Safety Coordinator is required to communicate to every company working on the site (at their request) the names and addresses of the other contracting companies, together with their I.H.S.P.P.

XII. 3. AVAILABILITY OF THE I.H.S.P.P.

A copy of the I.H.S.P.P. must be available at all times on site for consultation by the companies concerned.