



INTERFERENT RISK ASSESSMENT DOCUMENT

art. 26 del D. Lgs. 81/2008 e s.m.i.



Art. 26. D.Lgs. 81/08 e s.m.i. Obligations related to procurement work

1. The employer, in the event of the assignment of works, services and supplies to the contractor company or self-employed workers within his own company, or of a single production unit of the same, as well as within the entire production cycle of the the company itself, provided that it has the legal availability of the places where the contract or self-employment is carried out:

a) verifies, in the manner provided for by the Decree referred to in Article 6, paragraph 8, letter g), the technical-professional suitability of the contractors or self-employed workers in relation to the works, services and supplies to be assigned in contract or by means of a work or administration contract. Until the date of entry into force of the Decree referred to in the preceding period, the verification is carried out in the following ways:

1) acquisition of the certificate of registration with the chamber of commerce, industry and crafts

2) acquisition of the self-certification of the contractor company or self-employed workers of possession of the requisites of technical and professional suitability, pursuant to Article 47 (N) of the Consolidated Law on legislative and regulatory provisions on administrative documentation, as per the Decree of the President of the Republic of 28 December 2000, n. 445;

b) provides the same subjects with detailed information on the specific risks existing in the environment in which they are intended to operate and on the prevention and emergency measures adopted in relation to their activities.

2. In the case referred to in paragraph 1, employers, including subcontractors:

a) cooperate in the implementation of measures to prevent and protect against risks at work accidents on the work activity covered by the contract;

b) coordinate the interventions of protection and prevention from the risks to which workers are exposed, also informing each other in order to eliminate risks due to interference between the works of the various companies involved in the execution of the overall work.

3. The client employer promotes the cooperation and coordination referred to in paragraph 2, by developing a single risk assessment document indicating the measures adopted to eliminate or, where this is not possible, minimize the risks from interference or identifying, limited to the sectors of activity with low risk of accidents and occupational diseases referred to in Article 29, paragraph 6-ter, with reference both to the activity of the employer and to the activities of the contractor and self-employed workers, a own appointee, in possession of training, experience and professional competence, adequate and specific in relation to the assignment, as well as periodic updating and direct knowledge of the work environment, to supervise such cooperation and coordination. If the document is drafted, it is attached to the contract or work contract and must be adapted according to the evolution of the works, services and supplies. These data are accessed by the workers 'safety representative and the local bodies of the comparatively most representative workers' trade unions at national level. The identification of the person in charge referred to in the first period or his replacement must be immediately evidenced in the contract or work contract. The provisions of this paragraph do not apply to the specific risks inherent in the activity of contractors or individual self-employed workers. Within the scope of application of the code referred to in Legislative Decree 12 April 2006, no. 163, this document is drawn up, for the purpose of awarding the contract, by the person with the decision-making and spending power relating to the management of the specific contract.

3-bis. Without prejudice to the provisions referred to in paragraphs 1 and 2, the obligation referred to in paragraph 3 does not apply to services of an intellectual nature, to mere supplies of materials or equipment, to works or services whose duration does not exceed five men -day, provided that they do not involve risks deriving from the risk of high-level fire, pursuant to the decree of the Minister of the Interior of 10 March 1998, published in the ordinary supplement no. 64 to the Official Gazette no. 81 of 7 April 1998, or by carrying out activities in confined spaces, as per the regulation referred to in the decree of the President of the Republic of 14 September 2011, n. 177, or by the presence of carcinogens, mutagens or biological agents, asbestos or explosive atmospheres or by the presence of the particular risks referred to in Annex XI of this decree. For the purposes of this paragraph, man-days means the presumed entity of the works, services and supplies represented by the sum of the days of work necessary to carry out the works, services or supplies considered with reference to the period of one year from 'work beginning'.

3-ter. In cases where the contract is entrusted by the subjects referred to in Article 3, paragraph 34, of Legislative Decree 12 April 2006, no. 163, or in all cases in which the employer does not coincide with the client, the person who entrusts the contract draws up the interference risk assessment document containing an assessment of the standard risks relating to the type of service that could potentially derive from the execution of the contract. The person with whom the contract must be executed, before the start of the execution, integrates the aforementioned document referring it to the specific risks of interference present in the places where the contract will be carried out; the integration, signed for acceptance by the executor, integrates the contractual documents.

4. Without prejudice to the provisions of the law in force regarding joint and several liability for non-payment of wages and social security and insurance contributions, the contractor is jointly and severally liable with the contractor, as well as with each of the possible subcontractors, for all damages for which the worker, employed by the contractor or subcontractor, is not compensated by the National Institute for Insurance against Accidents at Work (INAIL) or the Insurance Institute for the maritime sector (IPSEMA). The provisions of this paragraph do not apply to damage resulting from the specific risks inherent in the activity of contractors or subcontractors.

5. In individual subcontracting, procurement and administration contracts, even if in place at the time of the entry into force of this Decree, referred to in articles 1559, with the exception of contracts for the administration of essential goods and services, 1655, 1656 and 1677 of the Civil Code (N), the costs of the measures adopted to eliminate or, where this is not possible, minimize the risks must be specifically indicated under penalty of nullity pursuant to Article 1418 (N) of the Civil Code. in matters of health and safety in the workplace deriving from the interference of processing. The costs referred to in the first period are not subject to reduction. With reference to the contracts referred to in the previous period stipulated before 25 August 2007, the costs of safety in the workplace must be indicated by 31 December 2008, if the same contracts are still in progress at that date. These data can be accessed, on request, by the workers 'safety representative and the local bodies of the comparatively most representative workers' trade unions at national level.

6. *In the preparation of the tenders and in the evaluation of the anomaly of the offers in the procedures for the award of public works, service and supply contracts, the contracting entities are required to assess that the economic value is adequate and sufficient compared to the cost of the work and the cost relating to safety, which must be specifically indicated and be consistent with the extent and characteristics of the works, services or supplies. For the purposes of this paragraph, the cost of labor is determined periodically, in specific tables, by the Minister of Labor, Health and Social Policies, on the basis of the economic values provided for by the collective bargaining stipulated by the comparatively most representative trade unions, of the social security regulations. and welfare, of the different product sectors and of the different territorial areas. In the absence of an applicable collective agreement, the cost of labor is determined in relation to the collective agreement of the product sector closest to the one taken into consideration.*

7. *Unless otherwise provided by Legislative Decree 12 April 2006 n. 163 (N), as most recently amended by Article 8, paragraph 1, of the Law of 3 August 2007, no. 123 (N), the provisions of this Decree apply to public procurement.*

8. *As part of the performance of activities under contract or subcontracting, the staff employed by the contractor or subcontractor must be equipped with a special identification card accompanied by a photograph, containing the personal details of the worker and the indication of the employer .*

Procedures to comply with current legislation on health and safety at work

Organizations

provides general documentation for the safety of the event

Expositor

Is responsible for his space, draws up his own documentation in compliance with Italian law

For information we report the cases in which the fittings fall within the scope of Article 26 of Legislative Decree 81/08, according to the Interministerial Decree of 22 July 2014.

- a) exhibition structures with a height of less than 6.50 m compared to a stable floor;
- b) biplane exhibition structures that have an area of the plan projection of the upper floor of up to 100 square meters;
- c) tents and structurally independent temporary works, made with elements produced by a single manufacturer, assembled according to the indications, configurations and maximum loads, foreseen by the same, whose overall height, including the roofing elements directly connected to the support structure, does not exceed 8.50 m in height with respect to a stable surface.

If the fittings do not fall within the cases listed above, they fall within the scope of Title IV of Legislative Decree 81/08 and therefore the customer / exhibitor must start the procedures for temporary and mobile construction sites and then appoint a safety coordinator, send the preliminary notification to the competent bodies and draw up a psc

This document drawn up pursuant to paragraph 3-ter of art. 26 of Legislative Decree 81/08 and subsequent amendments, constitutes a document relating to the specific risks from interference present in the places where the contract will be carried out.

This document will be integrated into the Evaluation Document drawn up by the Organizer (Client) thus constituting the Single Document for the Evaluation of Interference Risks to be borne by the Client Employer (Organizer).

It is therefore recalled that cooperation and coordination on safety matters between the parties must be promoted, meaning that the contractual documentation relating to the Single Document for the Assessment of Interference Risks will be considered definitive upon receipt and integration of the related documents. between the parties, while this document constitutes only information about the risks of interference in the places where the contract will be carried out.

These documents (listed as an indication and not exhaustive) are:

- extract of the Risk Assessment Document referred to in art. 28 relating to the activities covered by the contract
- documents certifying technical-professional suitability pursuant to paragraph 1 letter of art. 26.

This document contains the main information / safety requirements to provide the contractor and self-employed workers with detailed information on the specific risks existing in the environment in which they are assigned in the event of contract work, work performance or administration. intended to operate (Piacenza Expo) and on the prevention and emergency measures adopted in relation to its activities in compliance with art. 26 paragraph 1 letter b, Legislative Decree 9 April 2008, n. 81 and subsequent amendments

The purpose of this document is therefore to define part of the preventive and protective measures to be implemented following the performance of operations (in the pre and post preparation phase) carried out by contractors and self-employed workers (some of which are Official Suppliers) in order to allow the execution, in safe conditions, of the operations relating to the work phases that must be carried out simultaneously or successively between them, in the presence of workers of the Client (Organizing Body).

The Client (Organizing Body) - as the subject that "entrusts the contracts" (pursuant to art. 26, paragraph 3-ter of Legislative Decree 81/08 as amended by Legislative Decree 106/09) - will then draw up a "risk assessment document", meaning by it a document assessing the risks from interference relating to the execution of contracts between the Organizer, the Exhibitors and the Fitters. This document must contain the risk analysis and the organizational and procedural measures for their containment.

The document will be drawn up in the form of the "Single Document for the Evaluation of Interference Risks" (DUVRI) pursuant to art. 26 Legislative Decree 81/08 and subsequent amendments, by and legal responsibility of the Organizer, who in this case plays the role of "client employer".

This document must be drawn up in accordance with this document, the legal owner of the places where the contract must be executed.

The DUVRI will constitute the contractual annex of the procurement and work assignment contracts that the Organizer will stipulate with the Exhibitors and Fitters.

The document identifies as possible subjects exposed to interference risks:

- the workers of the companies that carry out work / maintenance activities within the exhibition center during the setting up and dismantling phases of the event;
- workers of companies that carry out work / maintenance activities within the exhibition center in periods when no event is scheduled;
- the employees of Piacenza Expo
- employees of the Organizing Body.

This document contains the provisions relating only to the specific risks of its areas and to the standard procedures to be adopted in the Exhibition Center, guaranteeing an appropriate level of protection in relation to:

- specific risks existing in the work environment due to work cycles, machines and systems present, etc. ;
- presence of strangers (employees of companies carrying out maintenance operations) during the execution of the works;
- fire prevention and emergency management;
- presence and use of dangerous substances and preparations;
- methods of access to private / reserved areas or restricted to third parties;
- use of equipment and services provided by the client.

It should also be remembered that the Interference Risk Assessment Document is not a static document, but is actually a dynamic document, which with the changing surrounding conditions requires updating and revision activities following technical, organizational or procedural such as to introduce new risks in the workplace.

The DUVRI constitutes a contractual attachment to the contract and work assignment contracts that the Organizer will stipulate with the Exhibitors and Fitters.

It should be noted as of now that Piacenza Expo undertakes to communicate information on the specific risks existing in the environments used and the prevention and emergency measures adopted pursuant to art. 26 paragraph 1 letter b of Legislative Decree 81/2008.

In this regard, please note that the employers of contractors and self-employed workers are obliged to notify the Client of any changes in their work organization, such as:

- introduction of new work equipment and / or substances-preparations;
- significant change in job duties and / or personnel;
- significant change in work procedures;
- change in work shifts.

Furthermore, it is recalled that it is the obligation of individual contracting companies to inform and appropriately train their workers on the information contained in this document with particular regard to:

- risks deriving from the interconnection of processes and / or the co-presence of workers from different companies (including the Client);
- prevention and protection measures taken to avoid and / or limit the risks referred to in the previous point;
- the general rules of conduct to be respected within the Client.

Finally, it is recalled what is stated in art. 26, paragraph 3: "The client employer promotes cooperation and coordination by drawing up a single risk assessment document that indicates the measures adopted to eliminate or, where this is not possible, minimize the risks from interference. This document is attached to the contract or work contract.

The provisions of this paragraph do not apply to the specific risks inherent in the activity of contractors or individual self-employed workers".

Employers, including subcontractors, must promote cooperation and coordination, and in particular:

- cooperate in the implementation of measures to prevent and protect against risks at work that affect the work activity covered by the contract;
- coordinate interventions to protect and prevent the risks to which workers are exposed, informing each other also in order to eliminate risks due to interference between the works of the various companies involved in the execution of the overall work;
- update the prevention measures in relation to organizational and production changes that are relevant for the purposes of health and safety in the workplace, or in relation to the degree of evolution of prevention and protection techniques.

As regards, instead, their employees, each employer must:

- designate and appropriately train their supervisors and the figures identified by Legislative Decree 81/08 as heads of the Prevention and Protection Service (RSPP, RLS, Company Doctor, Firefighting and Emergency Management Officer, First Aid Officer);
- in entrusting the tasks to workers, take into account their abilities and conditions in relation to their health and safety;
- provide workers with adequate PPE and identification cards and demand their use;
- take appropriate measures so that only workers who have received adequate instructions access areas that expose them to a serious and specific risk;
- use and have tools and equipment used in compliance with current regulations and, if necessary, with the appropriate approvals;
- make workers aware of the specific risks to which they are exposed with adequate instructions and specific training, preventing them from carrying out operations or maneuvers on their own initiative that are not of their knowledge or that could compromise their own safety or that of other people.

Before entrusting the work, the Client will:

- to verify the technical-professional suitability of the contracting company or self-employed worker, through the acquisition of a series of documents, including: certificate of registration with the chamber of commerce, industry and crafts, self-certification of the company contractor or self-employed workers possessing the requisites of technical-professional suitability, etc.
- provide attached to the contract the single risk assessment document which will be constituted by this preventive document, possibly modified and integrated with the specific information relating to interference on the work that the contractor will have to explain in the tender.

The contractor will have to produce its own operational plan on the risks associated with the specific activities, coordinated with the final single DVR.

The contractors and work providers will be asked to examine the DUVRI drawn up by the Organizing Body with the utmost care and attention, and to send the Client any related considerations, additions or comments.

Suspension of works

In the event of non-compliance with safety regulations or in the event of imminent danger for workers, the District Manager or the Client (Organizing Body), may order the suspension of the works, ordering their resumption only when compliance is again ensured. of current legislation and the conditions of safety and hygiene in the workplace are restored.

For suspensions due to serious and imminent danger, the Client will not recognize any compensation or indemnity to the Contractor.

Estimation of security costs

According to art. 26 paragraph 5 of Legislative Decree 9 April 2008, n. 81: "In individual subcontracting, procurement and administration contracts, even if existing at the time of the entry into force of this decree, referred to in articles 1559, with the exception of contracts for the administration of essential goods and services, 1655, 1656 and 1677 of the Italian Civil Code, the costs of the measures adopted to eliminate or, where this is not possible, minimize the risks in matters of health and safety in the

workplace deriving from interference in processing must be specifically indicated, under penalty of nullity to pursuant to article 1418 of the civil code, the costs relating to safety in the workplace with particular reference to those related to the specific contract. The costs referred to in the first period are not subject to reduction. "

These costs aimed at complying with the safety and health standards of workers, for the entire duration of the work envisaged in the contract, will respectively refer to the costs envisaged for:

- ensure the safety of the contractor's staff through training, health surveillance, preparations (PPE) in reference to the contracted work within the exhibition center;
- ensure safety with respect to interference risks that may arise within the premises during the course of the work, including through the installation of barriers and / or barriers for reporting activities in progress and use of specific safety signs;
- the procedures contained in the Supplementary Safety Plan and provided for specific safety reasons.

The total amount per lump sum or to the extent of the works and \ or services under contract / subcontract / administration, including the costs of safety, must therefore be deduced from the contract where the cost of safety aimed at carrying out works must also be indicated, adopting all the appropriate measures for the prevention and protection of risks at work due to interference.

Final remarks

Considering the possible operational variables that may occur on a daily basis - such as, by way of example, variables of a meteorological nature, variables related to vehicular traffic as well as variables related to the activities carried out simultaneously by several contractors and / or workers - this document does not can be considered exhaustive.

In compliance with the principles of autonomy and responsibility of each Employer and each contractor company and / or each contractor operating at the Client, this document does not intend in any way to limit or exhaust the specific obligations and responsibilities of the the aforementioned subjects as required by the legislation on the protection of health and safety in the workplace.

Contractors and workers are in any case required to strictly comply with the regulations in force on accident prevention, occupational hygiene and improving the safety and health of workers in the workplace.

Finally, it should be noted that each contractor is required to observe and ensure that the companies in charge of it observe the entire legal and regulatory system in force regarding safety, hygiene, prevention, accidents at work and fire prevention. By way of non-exhaustive example, the main rules on the subject are indicated below:

D.Lgs. 81/08 e s.m.i.	D.M. 37 del 22/01/08
D.M. 388 del 15/07/03	Norme CEI di competenza
D.M. 10/03/98	Norme di buona tecnica
D.M. 08/04/08	D. Lgs. 152/06
D.M. 26/06/84	D.M. 10/03/05
Circolare 1689 del 1/4/2011	D.I. 22/07/14

GENERALITY

This deed constitutes a RISK ASSESSMENT DOCUMENT IN REFERENCE TO THE SPECIFIC PLACE OF PERFORMANCE OF THE CONTRACT as required by art. 26 of Legislative Decree 81/2008, paragraph 3ter and subsequent amendments, relating to the event in question - see cover page.

The contract relates to the assignment of the set-up and dismantling (including electrical and water connections, the assembly and disassembly of the lighting equipment and the installation of the lighting fixtures) of the exhibition space. The installation of the stands inside the pavilions of the Exhibition Center consists in the assembly of aluminum structures and chipboard walls, in the installation of the carpet and the lighting system. The dismantling phase consists in the dismantling of these structures.

The activity carried out involves the assembly and disassembly of stands, stages for the public, structures used during the conduct of trade fairs. The materials used for the assembly operations are fireproof wooden panels with aluminum profiles of various sizes stored in a special dedicated warehouse (the cleaning and touch-ups of the panels are carried out with diluents and water-based paints and are therefore not dangerous from a chemical point of view.).

Special manual tools are used for panel assembly / disassembly operations and, if necessary, ladders and bridges on wheels, in full compliance with safety regulations (correct assembly, no overload, prohibition of moving with people on the deck short-term use without handling heavy material, use of safety anchors, PPE, constant maintenance of the materials used, use of warning signs and delimitation of work areas).

It will operate using scaffolding, forklifts, lifting platforms or mobile scaffolding and baskets.

In detail, the following activities are therefore envisaged:

SET UP AND TRACKING

- Exhibition space flooring protection and carpet laying
- Tracking of the exhibition set-up

LOADING AND UNLOADING OPERATIONS during set up and dismantling

- Loading and unloading operations and formation of temporary storage areas

LAYING / ASSEMBLING EQUIPMENT ELEMENTS

- Stand assembly: flooring, vertical elements (normally between 1-2.5 and 4 m high and no more than 6.5 m cm2 compared to a stable surface) in honeycomb, light partition walls, side and partition walls raised platforms and boxes, various interior furnishings (shelves, accessories, etc.)

FINISHING WORKS

- Decoration and completion works

ELECTRICAL SYSTEM AND ILLUMINATING BODIES

- Realization of internal electrical system (distribution of lights, lighting bodies, electrical equipment and accessories)

PREPARATION FOR DISASSEMBLY

- Protection of floors, removal of furniture and materials

DISASSEMBLY OF THE ELECTRICAL SYSTEM AND ILLUMINATING BODIES

- Removal of implants

DISASSEMBLY OF EQUIPMENT ELEMENTS

- Stand disassembly

According to the contract, the set-up / dismantling operations will roughly follow the following timing:

- Stand set up with free design:
- Preparation of pre-fitted stands:
- Equipment:
- Event:
- Dismantling of freely designed stands:
- Dismantling of pre-fitted stands:

The main stakeholders in this document are: **GESTORE:**

PIACENZA EXPO SPA

VIA TIROTTI, 11

29122 PIACENZA

P.IVA- C.F. 00143280337

DATORE DI LAVORO: GIUSEPPE CAVALLI

RSPP: SOCIETA S.I.L.A.DOTT.SSA GIANCARLA ROSSETTI

RLS: GRAZIANO LERTUA

ADDETTI ANTINCENDIO: GRAZIANO LERTUA, LUIGI DECIO, MICHELE FISCHETTI, SILVIA UCCELLI

ADDETTI AL PRIMO SOCCORSO: LUIGI DECIO, MICHELE FISCHETTI

It is the entity that manages the Exhibition Center.

It directly manages the Exhibition Center or grants its use, in whole or in part, to an Organizer, together with the ancillary services (electricity, water, gas, cleaning, etc.), contractually established.

Regulates the use of facilities.

It identifies and indicates subjects (qualified and accredited) who can offer services directly to any Organizer / exhibitor / fitters.

- Organizer of the exhibition:

See cover page

It is the person who, by having the Exhibition Center, devises the profile of the event, promotes the participation of companies in the exhibition and markets the related spaces, taking care of their organization and defining the exhibition layout.

It guarantees the provision of services by acquiring them with a procurement contract directly from external suppliers, accredited or not by the Manager, and by acquiring them from the Manager during the event, including set-up and dismantling times (energy and motive power, water, gas, cleaning, etc. .)

432981 - Fax +39 06 4076370 mail: - E-

- Exhibitors:

Companies / Entities that acquire, directly from the Organizer, an exhibition space within the exhibition center.

It autonomously contracts the set-up work to one or more set-up companies. At the same time it works with its employees and / or collaborators for the placement of products in its stand, in order to optimize the commercial promotion activity.

Before the start of the set-up work it will be possible to view the Exhibitor List and the floor plans with the location of the exhibitors present in the exhibition center. This list may be subject to changes until the start of the event.

- Providers of the manager

Specifically, these are the official suppliers of the manager, having a contract with the Organizer, who operate within the set-up / dismantling areas.

- Contractors:

Companies, businesses, self-employed workers who in any capacity will operate within the Piacenza Expo exhibition center on the occasion of the aforementioned event. These include fitters and suppliers of exhibiting companies.

Hereafter, "Contracting Party" means any company (exhibitor, stand builder, supplier, Organizer, etc.) that entrusts to other subjects (contractors, fitters or subcontractors), works or supplies of services within the Piacenza Expo fairgrounds on the occasion of every single event on the calendar.

If the "Contracting Party" carries out some activities and / or processes with its own employees, it will also be the "Contractor".

- Subcontractors:

Contracting company and / or the self-employed worker who intervenes for the execution of the works on the basis of a subordinate contractual relationship with a contractor company. The subcontractor also means the executing company and / or the self-employed worker who establishes the contractual relationship with whoever is in turn a subcontractor.

- Self employed:

Natural person whose professional activity contributes to the realization of the work without subordination. APPALTI E SUBAPPALTI

Exhibitors and contractors, in the case of supply, procurement, subcontracting and work contracts must comply with the provisions of Article 26 of Legislative Decree 81/2008 and subsequent amendments.

Contracts and subcontracts must be formalized in writing by making the subcontractor assume all the charges and obligations envisaged for the contractor and the provisions of this document.

The Contracting Party must verify the technical and professional suitability of the contractors and subcontractors within the terms of the law.

In this regard, it is requested to read the Technical Regulations.

SPECIFIC RISKS PRESENT IN THE EXHIBITION CENTER AND ON PREVENTION AND EMERGENCY MEASURES



The settlement, conceived with an eye already turned to future developments, was built with the most advanced architectural criteria, paying particular attention to comfort, the brightness of the interiors and the usability of structures and services. It stands on a total area of 30,000 m² and includes three exhibition halls of 10,000 m², 3,000 m² and 1,000 m², an external exhibition area of another 7,000 m², an exhibitor parking for 400 cars, a visitor parking with 2,000 parking spaces, a conference hall with over 300 seats equipped with all the most innovative equipment, a conference room with 100 seats and a training room with 40 seats, some spaces for temporary offices and coworking, a restaurant, a self-service, two bars, one bright and cozy gallery with shops and services.

The district consists of the following structures:

10,000 m² exhibition hall (hall 1)

it is in front of the main and single-storey entrance, thus allowing ample flexibility and modularity of use and hosts national and international trade fairs. Entirely wired, air-conditioned, with compressed air, gas and electricity available for any load.

3,000 m² exhibition hall (hall 2)

inaugurated in October 2006, it is located at the east entrance, has a single span, equipped with the most modern technologies and can be used independently from pavilion 1

1,000 sq m exhibition hall (hall 3)

it is in front of the auditorium, has an independent entrance and is ideal for conventions and commercial presentations. Entirely wired and with wifi coverage, air-conditioned, with the availability of compressed air, gas and electricity for any load.

A photovoltaic system consisting of 3,774 panels with a total power of 905.76 kWp is installed on the roof of the pavilions.

Outdoor area for exhibition use of 8,000 square meters

it is equipped with the necessary technological services and allows the holding of outdoor events or to implement the exhibition area of the covered pavilions.

Services Gallery

a bright and welcoming Services Gallery that connects the exhibition spaces with the Press Room, VIP Lounge, shop selling typical Piacenza products, bank branches, congress and course hall, various services.

Exhibitor parking for 400 cars

Visitor parking with 2,400 parking spaces

Congress hall with 334 seats (Conference Room A)

with a fixed parliamentary configuration, furnished according to ergonomic standards that allow a perfect view, while ensuring comfort and elegance.

Conference room with 100 seats (Conference Room B)

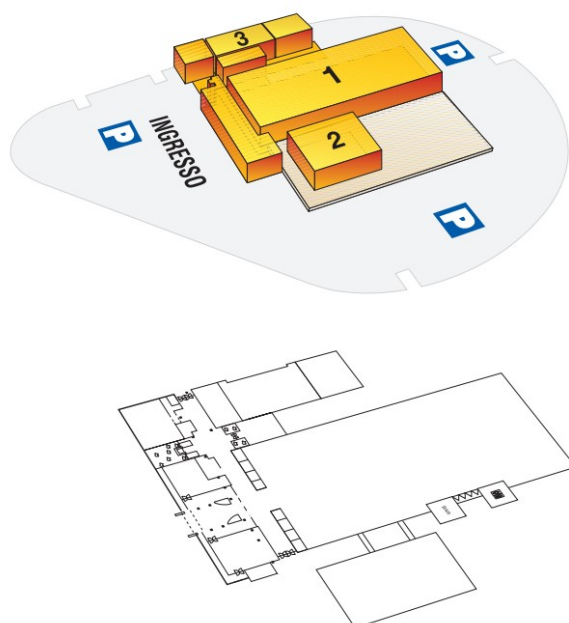
modular according to different needs to accommodate small meetings, boards of directors, restricted and reserved meetings and training courses.

Course room with 40 seats (Course Room C)

modular according to different needs to accommodate small meetings, boards of directors, restricted and reserved meetings and training courses.

Restaurant

Bar service



• Description of the Set-ups

The stands are assigned mainly according to two types: "free design stand" and "pre-fitted stand".

The "pre-fitted stands" are set up by the Organization and sold to the Exhibitor, who only provides for the equipment of the exhibition space: product positioning, installation of graphic / advertising material, etc. The pre-fitted stands are supplied in a modular structure that is assembled with modular panels of 1 m x h2.5m or 1x4.

With regard to the "free design stands", the Organization only transfers the exhibition space to the Exhibitor who arranges the set-up by designing the intervention, organizing the work activity and selecting its own contractors. However, it is recalled that the exhibitor is obliged to send the exhibition project to the technical office in order to obtain its approval in accordance with the Technical Regulations of the event and the provisions of the D.I. 22/07/14.

Any biplane exhibition structures present will not have a surface of the plan projection of the upper floor greater than 100 square meters. The only work at height will concern the hanging of event signs in the corridors and reticular structures (American), using a basket with a harnessed operator and secured with a restraint cord. No special works are foreseen except for some American ones which may be bigger than the others.

Except for some possible exceptions (expressly assessed and approved by the Client on the basis of the project presented), all the structures, in addition to the positioning of the bases, platforms and objects on the floor, are positioned on the ground with a height between 2.5 m and 3 m, while the exhibition structures will have a maximum height of less than 6.5 m with respect to a stable floor.

For the preparation of the external areas (e.g. ticketing pagodas) as well as for the installation of American-type suspended structures, during the assembly / disassembly phases, the delimitation of the work area is required by means of a two-color tape to prevent access to non-experts and physically segregate the work area limiting interference.

Finally, it should be remembered that depending on the complexity of the work carried out, a different delimitation of the work area may be required (for construction sites, eg modular fences with orange mesh).

Finally, it should be noted that any further processing / activity that may generate interference not yet contemplated at the date of creation of this document will be promptly reported in a subsequent addendum.

- Operating conditions

Given the versatility of use of the Exhibition Halls of the Exhibition Center, the following different operating configurations can be presented:

- a) All the exhibition halls are free of any activity
- b) One or more exhibition halls are being set up (the remaining halls are free of activity)
- c) One or more exhibition halls are occupied by events (the remaining halls are under construction or no activity).

Please note that the emergency telephone numbers to call in case of need are:

Piacenza Expo Spa

Tel. +39 0523.602711

Areas where the works are to be carried out and event calendar

The calendar of the exhibition and the set-up and dismantling periods are highlighted in the Exhibition Services Guide. Specific exceptions will be possible for particular needs and, therefore, the presence of Contractors will also be possible outside the above calendar.

- How to access the areas where the work is to be carried out

Access to the exhibition center, during the set-up and dismantling periods, will be allowed only to holders of a regular "entry permit" for vehicles and personnel provided by the Organizer according to the management that it decides to set up.

The same goes for external collaborators, fitters or other, in order to allow them to enter the district.

Personal cards must be shown at the entrances to the staff in charge. Vehicle permits must be placed clearly visible on the dashboard.

The exhibiting companies must then, before the start of the works, send the list of companies and the name of the manager, with relative telephone number, who will intervene in the execution of the works.

The aforementioned manager must be present at the exhibition center for the entire duration of the activities.

The staff of each company must also exhibit an identification card accompanied by a photograph, details of the worker and an indication of the employer, as required by Article 26 paragraph 8 of Legislative Decree 81/2008 and subsequent amendments 'article 5 of Law no. 136 of 13 August 2010, which integrates the provisions set out in articles 18 and 21 of the Consolidated Law on Security, Legislative Decree no. 81/2008, providing for the insertion of new elements in the identification card.

It is also mandatory for staff to equip themselves with the appropriate PPE from time to time necessary for carrying out the set-up / dismantling operations.

The exhibiting companies and contractors, in accessing the Exhibition Center, undertake to comply with the contents of the Technical Regulations of the Exhibition provided by the Organizer.

The times and methods of access are shown in the aforementioned Regulation.

Finally, please note that vehicles are not allowed to enter the pavilions; for unloading of materials it will be possible to access the surrounding square.

The only exceptions allowed will be electric traction vehicles (forklifts, forklifts, etc.), as well as, in case of objective alternative impossibility for the unloading of particularly bulky and heavy materials, explicitly authorized vehicles. In this case, specific and particular precautions will be taken in the face of a formal request for authorization (and in any case only for loading / unloading operations) to the Organizer, which reserves the right to verify the actual existence of the causes of objective impossibility to operate.

- Plants, Machines and Equipment present in the area subject to the works and special protection measures / systems to be adopted

Work on live electrical systems

ALL ELECTRICAL SYSTEMS PRESENT INSIDE THE ROOMS ARE TO BE CONSIDERED LIVE, EVEN IN THE EVENT OF TEMPORARY OUTAGES.

The halls are equipped with electrical panels for the equipment of the Contracting Parties and their Contractors (exhibitors, fitters, etc.) and with panels for the supply of electricity to the stand.

It is strictly forbidden to work on the electrical service systems or to personally connect the stand's electrical system

Plant / Machine / Equipment:	Particular protection measures / systems to be adopted:
VEHICLES, TRUCKS	<p>High visibility clothing in outdoor areas, mandatory in areas adjacent to roads, during the work phases. For critical maneuvers and with poor visibility, it would be advisable for the operator to be assisted by an operator on the ground.</p> <p>Specific procedure for critical activities and particular transports. (*)</p> <p>Respect for signs and speed limits within the 10 km / h area of the Fair</p>
FORKLIFTS	<p>High visibility clothing in outdoor areas, mandatory in areas adjacent to roads, during the work phases. For critical maneuvers with poor visibility, it would be advisable for the operator to be assisted by a colleague on the ground.</p> <p>Specific procedure for critical activities and particular transports. (*)</p> <p>Respect for signs and speed limits.</p>
TOWER CRANE	<p>Periodic checks of ropes and chains, annual checks.</p> <p>High visibility clothing in outdoor areas, mandatory in areas adjacent to roads, during the work phases.</p> <p>Helmet where there is a danger of objects falling from above.</p> <p>Delimitation and signaling with two-color tape of the areas affected by lifting / handling by the contractor or the person carrying out the activity.</p> <p>For critical maneuvers with poor visibility, it would be advisable for the operator to be assisted by a colleague on the ground.</p> <p>Specific procedure for critical activities and particular transports. (*)</p>
LIFTING PLATFORM	<p>Periodic checks, annual checks</p> <p>Helmet where there is a danger of objects falling from above.</p> <p>Delimitation and signaling with two-color tape of the areas affected by lifting / handling by the contractor or the person carrying out the activity.</p> <p>Safety harnesses.</p>
PORTABLE ELECTRICAL TOOLS	PPE (Personal Protective Equipment) required depending on the tool used.
LADDER	<p>Helmet where there is a danger of objects falling from above.</p> <p>Delimitation and signaling with two-color tape of the affected areas, by the contractor or the person carrying out the activity.</p> <p>Use of cases to hold portable equipment.</p>
TOOLS	PPE (Personal Protective Equipment) required depending on the tool used
ELECTRICAL AND MECHANICAL SYSTEMS	Do not tamper with equipment and systems.

Plant / Machine / Equipment:	Particular protection measures / systems to be adopted:
	<p>Do not make changes to the systems on your own initiative.</p> <p>Only qualified personnel are authorized to carry out interventions on the systems.</p> <p>Comply with current safety regulations.</p>
GOODS LIFTS	<p>respect loads and overloads.</p> <p>Prohibition of use in case of fire.</p>
LIFTS	<p>Prohibition of use for transporting materials.</p> <p>Procedures for emergency calls within the elevators. Prohibition of use in case of fire.</p>

Note. The above list is not exhaustive. The equipment reported is not owned by the Organizer and therefore it is not possible, as a preliminary, a complete list of the equipment that will be present at the time of the works. Before starting the activities, the contractor is required to carry out an inspection to ascertain the state of the places.

In the table above, the use of the same vehicle / plant / equipment by multiple users is to be considered mixed.

It is absolutely forbidden for Contracting Parties and Contractors to borrow or use equipment, machines, systems from other suppliers or third parties present.

In the case of rental / concession for use or leasing of "cold" machines and equipment (without driver) (Article 72 of Legislative Decree 81/2008), the Contracting Parties and / or Contractors must verify that such equipment is comply with the safety requirements set out in Annex V of Legislative Decree 81/2008 and that they are accompanied by all the necessary documentation.

(*) In all cases in which the material handling operations with lifting means are particularly critical and complex also for the safety and management of third party operators present, it is mandatory to request the presence of Piacenza Expo support staff according to what indicated in the attached document.

Personnel present in the work area

In the exhibition center, during the set-up and dismantling periods, the following workers intervene:

- Employees of the Client and of Piacenza Expo;
- Exhibitors and their Suppliers;
- Providers;
- Contractors.

Description of the workings

A non-exhaustive list of the processes referred to the main companies that will operate is provided, in order to identify the interference risks:

- that the structure of the Client brings to individual external companies
- deriving from the simultaneous presence of external companies

For some of these companies, the analysis of interference risks is of a standard type, since they are services rendered consistently during each type of event. In other cases, the document will deepen the analysis of its own risks and interference for the proper conduct of the event in question.

Therefore, the following main operating companies are considered:

Company for the management of the catering service

The company that manages the catering service operates mainly within the dedicated premises (catering areas provided in the individual exhibition halls). Therefore, consider the activity related to the service to the public and the activity related to the supply and storage of the goods treated. Particular attention is paid to the handling of food prepared and distributed to the public, to the maintenance of hygiene standards in the workplace, and to the transport of raw materials from the storage warehouses to the processing areas (kitchens, worktop behind the counter, etc.).

The management of the meal distribution service provides for the supply of drinks and food at the premises in use and the distribution of meals, during set times, to the customers of the various events in place.

As exposure to risk, the following are mainly recognized:

- Manual Handling of Loads,
- the Vibration Risk due to the possible use of electric tools (such as mixers, choppers, etc.) as regards the exposure to the HAV hand-arm system, and of means of transport (trucks, vans, motor vehicles) as regards the exposure to whole body vibration (WBV),
- the Chemical Risk only for products used for cleaning, which however already meet the requirements of the self-control plans provided for by the HACCP. As for any products that contain at least one substance classified as dangerous, the relevant safety data sheets will be provided and will be available to workers at the workplace.

Which Personal Protective Equipment (in the cases provided for by law or by specific procedures relating to individual processes) will be mandatory:

Foot protection

_ Safety shoes with steel toecap, non-slip sole (UNI EN 20345 - S2) used in canteens and refectories, as well as during manual handling operations.

_ Non-slip safety shoes for cleaning environments (UNI EN 20345 S1)

_ Head protection

_ Headgear cat. I (provided for in the HACCP self-control plan on food hygiene)

Eye protection

_ Protective glasses against projections of materials or splashes of chemical substances (UNI EN 166)

Body protection

_ UNI EN 340 S1 gowns

Hand protection

_ Latex gloves for handling food

_ Gloves for protection from mechanical risks (UNI EN 388) (used in the storage phases for loading and unloading materials)

_ Gloves for protection against chemicals and microorganisms (UNI EN 374)

_ Gloves for protection against cuts and injuries of blades and knives (EN 1082)

_ Heavy kitchen gloves EN 407 (against scalds, burns)

Company for the management of audio / video systems

The activity involves the installation and maintenance of screens and projectors, audio-video systems (speakers, microphones, etc.), wiring, lighting control, and the possible installation of mobile control panels. The activity is carried out mainly in special conference rooms used for specific events. To carry out the aforementioned activities, the contracting company uses various specialized and duly trained technicians, while as means it uses manual tools and occasionally bridges on wheels and stairs, taking care, in the use of the aforementioned bridges and stairs, to respect all the safety rules (correct assembly, no overload, prohibition of moving with people on the deck, use for short duration without handling heavy material, use of special pre-installed trusses, use of safety anchors, PPE, constant maintenance of the materials used , use of warning signs and delimitation of work areas).

Furthermore, it will be the obligation of the company:

- check tools and utensils before use
- report and have faulty tools and appliances repaired
- do not overload multiple sockets (see the amperage and of the socket and the devices to be connected)
- do not disconnect the plugs from the socket by pulling the cable
- deactivate the section of the power line concerned before the start of the works
- do not leave cables on the floor in transit areas.

Company for the management of telephone systems

Specifically, the company for the maintenance of telephone systems will deal with:

- maintenance of the regular functioning of telephone exchanges
- internal networks
- telephone lines and sets, including interventions on call
- the immediate restoration of operation, as well as the repair and replacement of boards, devices, parts and components

including sections of lines that may be damaged.

Companies for the construction of exhibition stands

The activity carried out involves the assembly and disassembly of stands, stages for the public, structures used during the conduct of trade fairs. The materials used for the assembly operations are fireproof wooden panels with aluminum profiles of various sizes stored in a special dedicated warehouse (the cleaning and touch-ups of the panels are carried out with diluents and water-based paints and are therefore not dangerous from a chemical point of view.). Special manual tools are used for panel assembly /

disassembly operations and, if necessary, ladders and bridges on wheels, in full compliance with safety regulations (correct assembly, no overload, prohibition of moving with people on the deck short-term use without handling heavy material, use of safety anchors, PPE, constant maintenance of the materials used, use of warning signs and delimitation of work areas).

As regards in detail the carpet laying and panel assembly work, the realization is carried out mainly using manual equipment and power tools. Portable ladders and / or scaffolding are also used for the installation of the various structures, to carry out the work at height, and in relation to the area involved in the work.

As exposure to risk, the following are mainly recognized:

- Manual Handling of Loads,
- the Vibration Risk due to the possible use of electric tools and / or battery powered tools with regards to exposure to the HAV hand-arm system, and of means of transport (trucks, vans, motor vehicles) as regards exposure to vibrations to whole body (WBV),
- the Chemical Risk since specific products are used to lay the carpet, generally classified as flammable and containing harmful substances, but not labeled as dangerous to health. The relevant safety data sheets will be provided and will be available to workers at the workplace.

Which Personal Protective Equipment (in the cases provided for by law or by specific procedures relating to individual processes) will be mandatory:

Head protection

_ Helmet / Protective helmet (UNI EN 397)

Foot protection

_ Safety shoes / boots with steel toecap, anti-puncture insole, non-slip sole (UNI EN 345-S3)

Body protection

_ Protective clothing and / or overalls (UNI EN 340)

Hearing protection

_ Headphones (EN 352-1, EN 352-3)

_ Earplugs with headband (EN 352-2)

Eye and face protection

_ Mechanical risk goggles (EN 166)

Respiratory protection

_ Disposable dust masks (EN 149-FFP2)

_ Respirator for organic dusts and vapors FFA1P2D (EN 405: 2001) during the painting operations (if any) of the works

Hand protection

_ Protective gloves against mechanical risk (EN 388)

_ Gloves for protection against chemicals and microorganisms (UNI EN 374)

With regard to the use of stairs, please note what is indicated in the "Guideline for the use of portable stairs in temporary and mobile construction sites" approved by the Lombardy Region on 17/08/11, and in particular it is emphasized that:

- it is forbidden to use stairs assembled on site or double stairs;
- the place of installation of the ladder must ensure the safety condition for the operator from the risk of landslide / burial;
- the floor of departure and arrival of the staircase must be free of any materials such as reinforcing bars, etc., and free from interference due to the passage of vehicles or people;
- constrain or stabilize the ladder using anti-slip / anti-tip systems;
- for the first access to the lower excavation level, the assistance at the top of another operator must be guaranteed in order to guarantee the stability of the ladder;
- a stable and flat support base must be guaranteed after the first positioning;
- the ladder must be used by only one person at a time, limiting the weight of the loads to be transported in compliance with the maximum capacities declared by the manufacturer;
- the ladder must be positioned at an angle between 65 ° and 75 ° for ladders and between 60 ° and 70 ° for step ladders;
- ladders used for height differences greater than 3 m and with an inclination greater than 75 degrees, must be equipped with systems capable of containing the fall within the difference in height of one meter. This requirement also applies to wells or tunnels in which the opposite or lateral wall to the staircase is at a distance greater than 60 cm;
- in cases where the slope has an inclination parallel to that of the ladder, a minimum distance of 15 cm from the wall must be guaranteed to the rungs;
- the ladder or one of the uprights must protrude sufficiently beyond the access level (approximately one meter) unless other devices provide a secure grip. However, the last rung at the top of the ladder must be at least at the landing level;
- the lower landing area of the excavation must have a minimum size of 60 cm in each direction;
- the stairs must not show signs of deterioration that compromise their functionality and stability;
- the upper access area to the ladder must be adequately protected to avoid falling into the void;
- in the case of wells, tunnels or environments with particular risks, external assistance must be provided for the eventual recovery of injured / meaningless personnel.

Recalling that the foreseeable duration of the ladder, used as a means of access and parking to the work height, is relative to a variable time between 15 to 30 minutes for each single positioning, let's see the prescriptions and prohibitions referring to the specific circumstance of use of the ladder:

- if you work at a height greater than 2 m., use a positioning device linked to the ladder that keeps the person inside the uprights;
- it is forbidden to use the ladders, but only those with steps;

- the site where the ladder is installed must be free from any materials such as reinforcing bars, etc., and free from interference due to the passage of vehicles or people;
- the places where the stairs are installed in correspondence with the transit areas of people and vehicles must be conveniently marked and protected (eg. with barriers and warning signs);
- a stable and flat support base must be guaranteed;
- during lateral movements no worker must be on the ladder;
- the ladder must be used by only one person at a time, limiting the weight of the loads to be transported in compliance with the maximum capacity declared by the manufacturer;
- if a simple support ladder is used, this must be positioned at an angle between 60 ° and 70 °, and constrained to the base and top on the two uprights by means of anti-slip and anti-tip systems;
- the ladder must not show signs of deterioration that compromise its functionality and stability;
- the operator must reach an ergonomically correct position according to the operation;
- during the fixing phase the ladder must be held to the foot;
- it is forbidden to lean to the side.

Company for the maintenance of heating systems

The company for the maintenance work of the heating systems within the Piacenza Expo takes care as a whole to ensure the regular functioning of the methane gas supply network. In particular:

- guarantee operation with possible replacement of fuel shut-off valves
- guarantee the functioning and possible replacement of solenoid valves and any instrumentation
- gas withdrawal points on the counters
- parts of pipelines damaged or unsuitable for requirements
- gas leak detection control units and all accessories
- maintenance of plumbing systems: water and gas adduction and distribution systems, white and black water discharge systems, water lifting systems by checking the electric pumps, maintenance of terraces and roofs with repair of outlets and external downspouts and gutters.

Company for the maintenance of lift systems

The company for the maintenance work of the elevator systems inside the Piacenza Expo will take care of maintaining the regular operation by carrying out checks and periodic legal reviews, as well as the sanitation of the cabins and their accessories, lubrication movement, repair or replacement in all cases in which the components are no longer repairable than:

- push-button panels
- warning lights and lighting lamps
- brackets, supports and pulleys
- belts for the transmission of movement
- pulleys
- bearings
- locking and safety devices
- ropes
- winch motor
- control units, pumps, etc.

Company for the maintenance of fire-fighting systems

The company for the maintenance work of the fire prevention systems within the Piacenza Expo deals with:

- maintenance of fixed fire extinguishing systems,
- portable vehicles,
- automatic fire detection systems,
- hydraulic and electrical installation to service the extinguishing systems,
- automatic sprinkler extinguishing systems

Company for scheduled ordinary and extraordinary maintenance of electrical systems

The company for the maintenance of electrical systems within the Piacenza Expo deals with:

- maintenance and replacement of switches and sockets
- sound / light call systems,
- safety systems for signaling escape routes and emergency exits,
- LV electrical substations, transformation and electrical panels,
- repair and replacement of generators,
- UPS,
- fire detection systems,
- anti-intrusion systems with verification and repair,
- grounding and protection systems from atmospheric discharges,
- maintenance of telephone equipment

The ordinary and extraordinary maintenance service on the electrical systems of Piacenza Expo consists in carrying out all the maintenance interventions necessary to guarantee the constant and perfect functioning of the systems, foreseeing breakdowns or interruptions, due to any cause, and repairing any faults in the most short time possible.

The complete ordinary maintenance includes the repair or replacement of all mechanical, electrical and electronic parts serving the electrical systems of Piacenza Expo worn out by normal operation or no longer functioning following a breakdown.

By management service, on the other hand, we mean the sum of all the actions, agreed with the Piacenza Expo District Management and / or expressly requested by the latter, aimed at guaranteeing, in compliance with the laws in force on the subject, the correct functioning of the plants.

The plants covered by the service are:

- ☑ MV / LV transformer substations.
- ☑ UPS groups and lines of use connected to them.
- ☑ Secondary distribution network in LV light \ strength.
- ☑ Air treatment groups (electrical panels \ machine board).
- ☑ Sound diffusion system.

The aforementioned activities are carried out through the use of special double-insulated portable electric tools and appropriate PPE. When using scaffolding and wheeled bridges, the company undertakes to comply with all safety regulations (correct assembly, not overloading, prohibition of traveling with people on the bridge, use for a short time without handling heavy material, use of special pre-installed trusses, use of safety anchors, PPE, constant maintenance of the materials used, use of warning signs and delimitation of work areas).

Furthermore, it will be the obligation of the company:

- check tools and utensils before use
- report and have faulty tools and appliances repaired
- do not overload multiple sockets (see the amperage and of the socket and the devices to be connected)
- use CEI approved safety plugs
- do not disconnect the plugs from the socket by pulling the cable
- deactivate the section of the power line concerned before the start of the works
- do not leave cables on the floor in transit areas.

The electrical systems must be built according to good technique and in accordance with the provisions of Law 186 \ 68, by CEI 64 \ 10 standards, by D.M. 37/08 and any other current legislation on the subject. Materials suitable for installation and bearing a quality mark must also be used.

Depending on the type of intervention to be carried out, a periodicity is established that can range from a minimum frequency of daily operations to a maximum every 6 months. It is emphasized that this periodic frequency is organized in such a way as to guarantee the best operating conditions of the same at all times and be carried out in a manner and at times that do not interfere with the normal operations of Piacenza Expo, taking into account that such operations may also take place during public holidays.

The company will have to periodically check the regular operation of the fixed electrical systems by immediately providing, in the event of any anomalies, to restore or replace them, in order to correctly determine the efficiency of the systems.

Maintenance work involving suspension of operation must be carried out by the company causing the least possible disturbance to users, possibly also resorting to night work and holidays.

Finally, the company is required to supply materials and components necessary for the correct functioning of the systems, in order to guarantee the reliability and continuity of operation of the same, using IMQ-branded materials, equipment and components with the same technical characteristics of the replaced component. , always kept in perfect working order, complete with certificates of conformity, use and maintenance manuals, favoring the use of equipment and materials that comply with the best existing technology and in any case in compliance with all current sector regulations on safety , noise pollution, etc.

For more details on the obligations and the description of the operations, please refer to the specific contracts stipulated.

Company for the construction of temporary electrical connections

The company takes care of the work necessary to temporarily connect the fixed electrical distribution systems present at Piacenza Expo with the local electrical distribution systems at the stand fittings of the exhibitions organized there.

Where the underground network of distribution tunnels is present, to reach the delivery point, the connection can come out through the wells with cast iron lid prepared for this purpose. In this case, these covers must be replaced by the supplier with others, similar in shape and resistance to mechanical loads, equipped with the necessary holes to allow the passage of the sheathed cables.

If deemed useful, the supplier will be able to create its own electricity distribution network in the aforementioned tunnels. However, these works must be removed at the end of the contract period and in any case they will not be able to give rise to compensation of any kind or increase on the prices agreed for the connections.

The electrical systems must be built according to good technique and in accordance with the provisions of Law 186 \ 68, by CEI 64 \ 10 standards, by D.M. 37/08 and any other current legislation on the subject. Materials suitable for installation and bearing a quality mark must also be used.

The supplier will have the right to use a room intended for warehouse use located within the Lingotto area. This room will be delivered to it free from any type of furniture or preparation for storage of materials: it is therefore the responsibility of the supplier himself to set up suitable to make it suitable for the intended use.

The supplier must be present in the Piacenza Expo District during the entire period of the events for which it provides the supply of electrical connections, including the days of setting up, carrying out and dismantling, according to the times established from time to time for individual events and which will be communicated in good time.

The supplier must give appropriate guarantees of availability of its staff in order to ensure timely intervention if system anomalies, failures or other unforeseen events attributable to the supply made make it necessary to implement additional work, repairs or whatever else.

Company for the realization of hangings to the exhibition structures in the pavilions of Piacenza Expo

The hangings must be carried out with adequately conformed steel cables or strands in order to create the necessary anchoring systems, laid according to the rules of good technique and sized in order to withstand the expected loads, which will be indicated each time consistently with the loads eligible by the Piacenza Expo building structures.

In the pavilions, the fixing must be made directly to the metal reticular beams constituting the horizontal support structure of the roof of the exhibition pavilions.

This operation can be done exclusively at the nodes of said beams, made with adequately protected ties in order to avoid any damage to the structures and in full compliance with the capacities of each single node, according to the attached diagram.

In pavilion 2, the fixing must be carried out exclusively in correspondence with the structural nodes of the roof slab, made with adequately protected ties in order to avoid any damage to the structure and in absolute compliance with the project capacities, which will be requested from time to time indicated.

In the congress halls the fixing must be carried out exclusively on the structural preparations (eyebolts) already existing in the slabs, made with adequately protected ties in order to avoid any damage to the structure and in absolute respect of the project capacities, which will be request indicated.

Any possibility of making ceiling anchors by using dowels, expanding nails, nail guns or anything else aimed at benefiting from support points other than those currently existing is expressly excluded.

The anchors and the relative structural contrast must be adequately protected against fire by using officially certified intumescent sheaths or paints such as to guarantee fire resistance of at least 30 minutes.

This protection must be in place for the entire length of the hanging made.

The degree of fire resistance, as well as the correct assembly, must be provided at the expense of the supplier suitable certification signed by a qualified professional, accompanied by the calculation report, construction drawings and any other documentation to illustrate the characteristics of the work.

.a This documentation must from time to time be delivered to the Client and at least 24 hours to the competent authorities before the start of the event.

.b The supplier will have the right to use a room intended for warehouse use located within the Lingotto area. This room will be delivered to it free from any type of furniture or preparation for storage of materials: it is therefore the responsibility of the supplier himself to set up suitable to make it suitable for the intended use.

.c The supplier must be present in the Piacenza Expo District during the entire period of the events for which it provides the supply of electrical connections, including the days of setting up, carrying out and dismantling, according to the times established from time to time for individual events and which will be communicated in good time.

.d The supplier must give appropriate guarantees of availability of its staff in order to ensure timely intervention if system anomalies, failures or other unforeseen events attributable to the supply made make it necessary to implement additional work, repairs or whatever else.

.e Cleaning company

.f The company deals with the cleaning service of the exhibition areas used.

.g By ordinary cleaning service of the Piacenza Expo property, we mean the execution of all the necessary interventions to ensure the constant and perfect degree of safety, comfort and hygiene for users.

.h By management service, on the other hand, we mean the set of all actions, independently defined and / or agreed with the Piacenza Expo District Management and / or expressly requested by the latter, aimed at guaranteeing, in compliance with the law in force, the correct and constant level of cleanliness of the environments.

.i Specifically, the activities carried out will be the following:

.j a) ongoing ordinary activities

.k - separate waste collection operations and transfer to containers placed outside;

.l - management and maintenance of automatic disinfection equipment for toilets;

.m b) periodic ordinary activities

.n - initial, maintenance and final operations relating to the cleaning of the Piacenza Expo premises from time to time affected by the events organized there and to the personnel responsible for this during the same;

- .o - periodic cleaning operations for office and / or relationship areas, including toilets;
- .p - periodic rat extermination and deblatization activities in all transit and service areas
- .q - operations for the chemical elimination of weeds from the squares and internal streets of the exhibition area;
- painting of the asphalt floor of halls 1,2,3
- .r - all cleaning interventions that involve or may cause disservices to the premises or environments, to be carried out in a manner and time that do not harm the own activity of Piacenza Expo and the events hosted there and therefore previously agreed with the Management of the District of Piacenza Expo and in any case in compliance with the minimum Performances to guarantee and the improvements offered by the Contractor;
- .s c) extraordinary activities
- .t - snow clearing operations from the squares and internal roads of the exhibition area.
- .u
- .v Work activities are organized in such a way as to ensure that:
- .w - all cleaning operations to be carried out before the start of the exhibition event and during the opening days of the same, are completed before the time of entry of the exhibitors;
- .x - as regards the cleaning service of the exhibition halls (toilets, aisles between the stands, areas in the immediate vicinity of the catering premises, etc.) and of the premises directly connected to them during the stages of an event, and on any notification by the Piacenza Expo staff in charge of the control activity, from the moment in which the notification occurs, the intervention aimed at solving the problem that has arisen must be carried out in a time not exceeding 15 minutes;
- .y - in order to avoid the excessive parking of full bins in the storage areas, the origin of bad smells, the waste delivery operations to the collection bins must take place in coordination with the disposal company (AMIAT) and be carried out in to avoid that the waste is stored, even temporarily, in areas other than those described above;
- .z - the permanence of bins full of waste must not exceed one hour from the time of its filling;
- .aa - the restoration of the exhibition halls at the end of a trade fair event must be carried out in the shortest possible time, agreed with the Piacenza Expo staff in charge of the control activities and in any case with timing that does not interfere with the preparation operations for the subsequent trade fair event .
- .bb
- .cc In order to better organize these activities, a work plan is created showing the cleaning activities to be carried out before the start of each trade fair and / or congress event and those on a periodic basis with a view to the best quality and hygiene standards.
- .dd Depending on the type of intervention to be carried out, a periodicity is established which can range from a minimum frequency of daily operations to a maximum every 2 months. It is emphasized that this periodic frequency is organized in such a way as to guarantee the best operating conditions of the same at all times and be carried out in a manner and at times that do not interfere with the normal operations of Piacenza Expo, taking into account that such operations may also take place during public holidays.
- .ee For details on the obligations and the description of the operations, please refer to the specific contracts stipulated.
- .ff The company will pay particular attention to signaling wet and slippery areas by means of special signs, preventing access to non-professionals. In carrying out the cleaning operations, the staff uses appropriate PPE (gloves, aprons, non-slip shoes) and is well informed about the components of the detergents used.
- .gg Finally, it is recalled that particular attention must be paid to the cleaning of the neighborhood and the principals during the fairs (within the time of entry of the exhibitors) which take place throughout the entire period of the event (preparatory phase, performance of the event, disassembly phase) having as intervention areas the exhibition halls concerned from time to time, the outdoor areas and the accessory areas on which the event itself affects.
- .hh Specifically: the company must ensure, during the entire period of the event (preparatory phase, event development, disassembly phase), to always keep the aisles of the exhibition pavilions and common areas free of materials and waste (Visitor Galleries and exhibitors on the various floors and external yards), obtaining the necessary equipment for the separate collection of waste.
- .ii It must also periodically check the degree of cleanliness of the areas affected by the event and of the toilets, supplying them with consumables as soon as necessary and providing for the emptying of the waste bag of the baskets, the emptying and / or replacement of the containers positioned in the exhibition pavilions and in the galleries.
- .jj At the end of the disassembly operations of each trade fair / congress event, the areas concerned from time to time must be returned clean and free of waste.

Finally, the company must provide for the entire period of the event (prepared phase

All interventions relating to the separate waste collection service and their conferment must be carried out in full compliance with Legislative Decree 5/2/97 n.22 and any subsequent amendments or additions, as well as all municipal regulations concerning the differentiated collection of waste, existing at the start date of the activities or which will be issued during the period of validity of the assignment to which this specification refers.

Ultimately, the snow removal service must be carried out on all external areas pertaining to Piacenza Expo, at a preventive level by spreading the appropriate salts at the onset of the weather, as well as using suitable mechanical means (salt spreaders, snow plow or other) when the event itself continues, or as soon as it has been ascertained that, despite the preventive actions, the snow cover on the ground is starting to remain on the ground and to grow.

The intervention has as a priority the clearing of the snow from the pedestrian and vehicular areas and the parking area of Piacenza Expo, as well as the clearing of the snow from the PVC covering of the Yellow Room, to be carried out as a matter of priority in order to eliminate in the bud risk of overload on the structure, and then continue on the remaining areas.

At the end of the snow clearing operations, the necessary solutions must be adopted to keep the affected areas clear of the snowpack.

Depending on the activity that is taking place in this context at the Piacenza Expo, the areas used for the accumulation of snow must be identified, whose disposal must in any case be guaranteed within 6 hours from the end of the clearing operations.

Supervisory company

The company for the surveillance work, during the set-up and dismantling phases of the fair, deals with:

- supervision and control of access points
- surveillance during the times set for the various phases.

Transport and portage company

The object works, or the portage and transport services of all the material inside the Piacenza Expo exhibition halls, involve the following operational phases:

- Supervision in the loading and unloading of vehicles
- Handling of all the display material, with mechanical and manual means
- Positioning of the exhibition material on the stands
- Handling and disposal of packaging material

For each phase, the interfering risks have been identified, schematically shown in the table:

WORKING PHASE	FATTORE DI RISCHIO	MISURE DA ADOTTARE
Loading / unloading of goods	1) Obstruction with the passage of personnel, machinery and / or vehicles 2) Material fall 3) Handling of vehicles	1) identify the temporary parking area of the vehicle in accordance with the internal provisions of the Exhibition Center 2) identify the temporary storage area of the material 3) compliance with the highway code and / or internal signs
INSTALLATION	Obstruction with passage of personnel, machinery and / or vehicles	The area to be processed must be closed, where possible, to non-assigned personnel in accordance with the internal provisions of the Exhibition Center
interferences	Activity overlay	The appropriate information / coordination actions of the interested parties will be carried out

As regards exposure to vibrations, the presence of equipment / activities that expose workers to vibrations was verified by the contracting company, searching for both hand-arm and whole body vibrations.

The evaluation of the exposure levels was based on the daily exposure value normalized over the 8 hours of work, on the basis of instrumental investigations possibly already carried out in the Company: the A (8) (m / s²) value found was then compared with the action and limit values provided for in Title VIII Chapter III of Legislative Decree 81/08:

	Sistema mano braccio	Sistema corpo intero
Day limit	A(8) = 5 m/s ² periodi brevi= 20 m/s ²	A(8) = 1 m/s ² periodi brevi= 1,5 m/s ²
Day level	A(8) = 2,5 m/s ²	A(8) = 0,5 m/s ²

For the noise assessment, the sound level surveys carried out by the contracting company were acquired and were therefore identified:

_ the levels, type and duration of exposure;

_ indirect health and safety effects due to interactions with alarms or other signals;

_ availability of adequate PPE (comparing the PPE used, with respect to the noise levels present, pursuant to the UNI EN 458: 2005 standard)

The values thus found were then compared with the values shown below, obtained from Title VIII, Chapter II of Legislative Decree 81/08:

	LEX,8h	Ppeak (pressione acustica di picco)
limit	87 dB (A)	140 dB(C)
Higher limit	85dB (A)	137 dB(C)
Lower limit	80 dB (A)	135 dB(C)

With regard to the risks associated with the activities carried out with the use of the forklift (bumps, blows, impacts, compressions), the operator will be equipped with:

High visibility clothing

Safety shoes

EN 345 Specification for safety footwear with toe resistance at 200 J.

SYMBOL of the SAFETY REQUIREMENTS:

SB: basic requirements

S1: basic requirements + closed back + antistatic

S2: basic requirements + S1 + dynamic waterproofing of the upper

S3: basic requirements + S2 + anti-puncture midsole + sole with knobs

EN 346 Specifications Protective footwear with toe resistance at 100 J: they are marked with a "P" instead of "S".

EN 347 Specifications of the characteristics of footwear for particular occupations (professional): no specific resistance of the toe cap: the marking takes place by replacing the letters "S" or "P" with the letter "O".

- First aid and emergency management

Each Contractor must be provided with specifically trained personnel for First Aid, Fire Fighting and for the management of emergencies, according to the provisions of current legislation (DM 388/03 and DM 10/03/98). He will also have to have a special medication box and a suitable fire extinguisher.

As for the fire-fighting devices, the presence for the entire duration of each scheduled event of trained fire brigade teams is expected to ensure adequate fire prevention coverage.

Emergency Plan of the Exhibition Center

Piacenza Expo has drawn up an Emergency Plan, aimed at regulating behavior and measures to be adopted in the event of an emergency.

In the event of an emergency, of any nature, the caller must specify:

1. place of the event:

- pavilion
- external area
- service center / offices

2. type of emergency (fire, flood, ...)

3. extent of the event (damage to property or people)

4. indicate if there are injuries and their number

5. your name

6. any telephone number

7. qualification (exhibitor, stand builder, ...)

8. other useful information requested at the moment.

The Piacenza Expo Exhibition Center is equipped with fire-fighting systems (fire extinguishers, hydrants, etc.) and a fire-fighting team of the Fire Brigade, present during the periods of the Exhibition.

When a dangerous situation arises, the fire team must be notified promptly, via the telephones and fire alarms present in the exhibition center. In the event of a fire, in addition to alerting the employees in the manner described above, each company must ensure that each worker remains calm and follows the instructions of the personnel in charge; the exhibitor will be able to intervene with the fire extinguisher which must be available at each stand, as required by the conditions of the technical regulations and conditions of participation in the event. In the event that the evacuation order is given, each worker must avoid running or screaming, must not use the elevators and must head for the nearest safety exits marked.

As soon as the alarm is heard, the personnel concerned are invited to leave in an orderly manner, without panicking, reaching the predetermined collection point (outside on a public road) or a safe place following the signs and in any case the shortest route.

Never take initiatives that could cause danger to yourself and others.

Once the fire has been extinguished, carefully check that there are no hidden outbreaks and do not demobilize until the fire cannot be resumed.

Once at the assembly point, the team leader or one of the employees will check for any absences

Do not return to work until the manager explicitly authorizes it.

In the event that someone should smell a burning smell, or notice a fire in progress, the Piacenza Expo FIRE-FIGHTING SERVICE must be immediately notified, following the procedure mentioned above.

The following minimum fire prevention measures will also be adopted, to protect the safety of people in the event of a fire.

Before the start of the work, one of the designated managers (in charge of emergencies or in charge of the purpose) must check:

- That the safety signs have not been tampered with or made invisible.
- That the necessary fire-fighting devices are present and fully functional
- The integrity and good functioning of the electrical and grounding systems

During the working day, one of the designated managers (in charge of emergencies or in charge of the purpose) must check:

- That during the use of flammables it is strictly forbidden to smoke, use open flame appliances, weld or handle incandescent materials without suitable safety measures.
- That work areas are kept as clean and free of combustible materials as possible

At the end of the working day, one of the designated managers (in charge of emergencies or in charge of the purpose) must check:

- That the staff uses the electrical system correctly and manages it properly
- correct the power supply of the power tools and / or machinery used
- The removal from the work area of waste or combustible waste or their proper storage
- so that they cannot cause fires.
- The correct storage of flammable products.

Smoking is prohibited in places where this is expressly prohibited by special signs. It is forbidden to smoke, to throw butts, cigarettes and flammable material inside and near the client's areas.

It is forbidden to use open flame appliances without specific authorization and beyond

General rules of conduct

- Obligation to comply with the prevention and safety measures indicated in this document and in the General Technical Regulations referring to each specific event.
- Agree on the times such as days and times of access to the premises with the Client, in order to avoid any overlap and interference with other activities carried out within the exhibition area.
- Do not perform interventions (repairs or replacements) on live parts. Use only double insulated type portable power tools. Use only electrical equipment in perfect working order. Prohibition to intervene on electrical panels and systems without prior authorization.
- Electric cables / extensions must not be left on the ground, in transit / passage areas and in any case exposed to the risk of crushing. Ensure that the electrical cables are adequately protected from mechanical damage. Before starting work and at the end of the day, check the efficiency of the electrical system by carrying out a visual check on the integrity of the cables and connections.
- Prohibition to carry out operations or maneuvers not within its competence.
- All openings facing the void must be protected with suitable parapets. (annex XVIII 2.1.5 of Legislative Decree 81/2008: the parapet referred to in art. 126 of chapter IV consists of one or more currents parallel to the paneling, the upper edge of which is placed at no less than a meter from the walking surface, and of a toeboard not less than 20 cm high, placed on the edge and resting on the walking surface.).
- Ensure that passages, escape routes, emergency exits and places of transit are not obstructed by waste deposits and / or by materials and work equipment.
- Respect the safety instructions provided by the specific safety data sheets of the products handled.
- Make use of PPE against the specific risks of the equipment - products - activities, as also indicated in this document.
- Access the workplaces only through the designated passages; in particular, do not follow unsafe paths. In addition, access the company areas by scrupulously following the dictates communicated by the Client in order to avoid any interference with pedestrian and / or emergency routes and with the normal activities of the Piacenza Expo.
- Prohibition to enter departments other than those where the work is performed, unless this is absolutely necessary and expressly authorized in advance by the Client.

- Respect the pedestrian paths, vehicular paths and parking areas of both the vehicles and the material to be used assigned by the Client.
- Respect the safety signs present.
- Maintain order in the workplace; (e.g. remove all obstacles that may cause a risk of falls, injuries, etc. from the passageways). Promptly remove containers, boxes, crates, baskets, rollers, emptied pallets and waste as storage of products or equipment in places not identified by the Client is not permitted, unless authorized.
- Avoid dangerous situations for oneself and others such as: dangerous acrobatics, use clothing that can be gripped by moving parts, transport bulky loads in ways that can cause damage to third parties, use the machines for non-permitted uses, etc....
- Prohibit access to non-professionals.
- Always wear your identification card.
- The diffusion of dust due to the cutting of materials (wood, ceramic, metals, etc.) must be reduced with the use of suitable suction systems and PPE (masks) or be carried out at the cutting areas set up outside the pavilions (see attached plan);
- Any use of oxyacetylene torch to make cuts or grinders, circular saws or plasma for floor work must be carried out in maximum safety and in the external places provided, checking that there are no gas infiltrations escaped from cylinders or inflammable materials in the vicinity. Furthermore, the use of protective screens around the workstation and the use of appropriate PPE are required.
- Avoid the use of ladders when it is possible to use more suitable scaffolding and / or scaffolding.
- The disposal of waste produced by the activity carried out must be carried out by the individual Contractor in accordance with current legislation, using the bins that Piacenza Expo will have prepared for this purpose in the appurtenances of the event, according to the indications that will be issued, also in relation to possible differentiation of the waste produced.
- Download your material, if necessary, in the place identified with the references provided, in order to avoid any interference with the Piacenza Expo activity.
- *Carry out one's role and maneuvers in safety without causing or potentially causing risks / damage to people or things.*
- *Immediately report to the Client any accidents, near misses, abnormal situations and risks not foreseen but identified by the contractor and / or on-site work provider, with the obligation to suspend the work until the causes are eliminated.*
- *For alarm situations and / or emergencies, the instructions of the Piacenza Expo staff must be followed. The emergency procedures provided for within the Exhibition Center will be sent to which everyone will be required to comply.*
- *Clearly delimit any storage areas. Also provide for storage plans of suitable capacity with respect to the weight of the loads to be deposited (always check that the maximum capacity allowed is compatible with the weight of the object), and limit the deposit and storage of combustible materials to the minimum necessary. or flammable.*
- *Any floor coverings must be positioned in such a way as not to constitute an obstacle (for example, the presence of steps, swelling of the surface, etc.) in full compliance with Legislative Decree 9 April 2008 n. 81.*
- *The machines that enter the Exhibition Center must be equipped with the safety devices required by the current accident prevention legislation, such as: carter to protect belts, pulleys and transmission gears; device against automatic restart after a power failure (Annex V of Legislative Decree 81/08 and subsequent amendments).*

Finally, it is forbidden:

- *the construction of temporary plants that do not comply with current regulations;*
- *charge forklifts, pallet trucks and other battery-powered machinery inside the halls;*
- *use, inside the exhibition halls, of stacker trucks with internal combustion engines and use, inside the exhibition halls, of stacker trucks, with internal combustion engines;*
- *introduce flammable objects, which cannot be treated with fire retardant paints, of any type (paper, cardboard, tires, fabrics and plastic coatings, tulle, etc.), use flammable glues, varnishes and / or paints;*
- *introduce motor vehicles into the halls for exhibition purposes without prior authorization;*
- *use equipment with incandescent electrical resistance, use open flames (candles, stoves, stoves, etc.) inside the pavilions, use radiant heaters inside the pavilions, outside must be agreed with the Fair Authority and each element must be accompanied by a certificate of conformity of the on-board system;*
- *use glass surfaces, unless these are of an accident prevention type (for example tempered or coupled glass);*
- *use compressed or liquefied combustible gas cylinders inside the pavilions.*
- *use compressed inert gas cylinders of any size and / or capacity. In special cases it can be authorized, subject to compliance with all the relevant regulatory requirements;*

introduce inflatable structures or balloons that use flammable gases, only those inflated with inert gas, suitably fixed and with limited dimensions are allowed;

- access with motor vehicles in general, the exhibition and conference rooms;
- introduce any animal into the exhibition or congress areas;
- use manual or electric hoists except in the stages of setting up and dismantling the exhibition and congress spaces;

- cover in any way, even partially, the fixed and mobile fire protection devices of the exhibition and congress structures and the existing signs indicating escape routes, prohibitions and limitations;
- lean with its own structures on the automatic extinction system on the false ceiling, on the pillars, on the beams and in general on everything that is part of the exhibition and congress structure;
- the presence, out of hours, of personnel assigned to setting up and dismantling the exhibition and congress spaces, unless explicitly authorized in writing;
- cover in any way, even partially, the vents for air intake.
- subject the materials inside the exhibition or congress pavilions to fireproof treatments;
- keep cardboard boxes or other packaging material on the stands or use as support supports;
- leave the electrical systems of your stand and / or exhibition space live in the absence of staff and, in any case, after the opening hours of the event unless agreed with the Fair Authority;
- use loudspeakers or sound sources that cause nuisance, unless expressly authorized in writing;
- introduce in the exhibition spaces foul-smelling materials and / or products or in any case dangerous or likely to cause harm or harassment to people;
- clutter the corridors and internal and / or external emergency exits with set-up materials, with products, with packaging and the like, during assembly, disassembly and for the entire period of the event.
- inside the pavilions, the use of work equipment and systems that do not comply with the laws and regulations in force on safety;
- tamper with or damage in any way movable and immovable property of the exhibition spaces;
- introduce significant concentrated weights, without prior authorization from the Fair Authority.

The Exhibitor and the Contracting Entity in general must:

Having formalized in writing the administration, procurement, subcontracting and work contracts with their suppliers, according to the criteria established by current legislation;

Having verified the suitability of the professional technical requirements for the contracted and subcontracted activities in accordance with art. 26 of Legislative Decree 81/2008 and subsequent amendments;

Having made contractors aware of the risks present in the exhibition center by transmitting the DUVRI for information.

Provide all types of collaboration and coordination to Piacenza Expo for the implementation of the provisions of the document.

Suppliers and Contractors in general must:

comply with insurance and social security obligations;

be in possession of the professional technical requirements for the contracted activities;

having prepared the Risk Assessment Document (or self-certification) pursuant to Legislative Decree 81/2008 and subsequent amendments;

observe, during the execution of the works referred to in the object, the general protection measures referred to in Article 15 of Legislative Decree 81/2008 and subsequent amendments;

have designated and appropriately trained the workers in charge of implementing fire prevention and fire fighting measures who must be present in an adequate number during work activities;

- having informed and trained employees on the risks to the health and safety of workers, on the use of PPE, on the specific risks associated with this contract;
- keep a copy of the documentation referred to in the previous points available at the stand for any checks by the Control Bodies, in accordance with the aforementioned Service Guide;
- subject their employees to health surveillance in the cases provided for by law;
- provide their availability for cooperation and coordination with other executing companies and with self-employed workers.

5. ACTIVITIES CARRIED OUT DURING THE EVENT IN THE PRESENCE OF THE PUBLIC

In case of carrying out the activities with the presence of the public, the company executing the intervention, in addition to compliance with the regulation and what is indicated in the previous chapters, must delimit the work areas and contact the Piacenza Expo District Management if, for safety reasons, it was necessary to interdict the areas.

In the case of works inside the exhibition stands, the company carrying out the intervention, before entering a stand, must implement the following PROCEDURE:

1. Notify the stand staff asking to be allowed to start operating;
2. Coordinate with the staff present in order to identify the work spaces;
3. Refrain from carrying out activities or operations requested by the stand manager that are in contrast with the Technical Regulations of the Exhibition.

MAIN PREVENTIONS MEASURES

In this regard, please note that, among the employer's duties, there is that of preparing the following measures and devices:

Personal protective equipment

Appropriate "CE" marked PPE will be used, in order to reduce the risk of direct damage to the health of workers resulting from the activities carried out during set-up and during the use of machines and vehicles; in particular, the risks are linked to:

- the work and transit areas of the stand;
- the work environment (atmosphere, light, temperature, etc);
- the surfaces of the materials used and / or handled;
- the use of manual set-up work equipment;
- the use of machines and equipment for preparation;
- carrying out work activities;
- work carried out at height;
- incorrect maintenance of machines and vehicles;
- the lack of protection (fixed or mobile) of vehicles and machinery;
- the use of toxic and harmful substances;
- electrocution and various abrasions.

In the process of analysis, choice and purchase of PPE to be used in the set-up, the suitability of the work phases for which they are intended, the degree of protection, possible interference with the set-up phases and the coexistence of simultaneous risks will be verified.

PPE is personal and therefore will be adapted to the anatomical characteristics of the workers who will use them.



After the purchase of the devices, workers will be adequately informed and trained about the need and procedures for the correct use of PPE.

Checks will be carried out on the correct use of PPE by the personnel concerned, detecting any problems in use: no exceptions will be allowed where use has been defined as mandatory.

The efficiency and hygiene of the PPE will be ensured through adequate maintenance, repair or replacement; in addition, suitable places will be set up for the orderly, hygienic and safe storage of PPE.

Adequate signage must be displayed to highlight the obligation to use the PPE provided for in the various work phases.

Fall from above

Dangerous situations: Every time you pass or work on scaffolding or temporary works at height (even at a modest height), near openings in the void (hatches, openings in floors, stairwells, lift shafts, etc.), on rocky walls, near excavations or when using vertical connection means (stairs, ladders, walkways, set-up lifts, etc.)



Losses of stability of the balance of people that can lead to falls from a work surface to another place at a lower altitude (usually with a height difference greater than 2 meters), must be prevented with preventive measures, generally consisting of restraining parapets applied to all free sides of beams, scaffolding, platforms, shelves, balconies, walkways and workplaces or raised passageways. It will be necessary to cover and signal openings on floors, slabs and the like or their delimitation with standard parapets..

If it is impossible to apply these protections, collective or personal measures must be taken to arrest falls with the least possible damage. Depending on the case, the following can be used: stop surfaces made up of wooden boards or semi-rigid materials; highly deformable nets or stop surfaces; personal protective equipment for restraint or fall arrest

The space corresponding to the path of a possible fall must be made free in advance of obstacles capable of interfering with people falling, causing damage or modifying their trajectory.

Fall of material from above



Dangerous situations: Whenever you pass or work near scaffolding or scaffolding and under suspended loads within the range of action of the lifting equipment.

It will be necessary to install suitable complete parapets, with toe boards in the scaffolding and in all areas with danger of falling into the void (fixed stairs, openings in the floors, lift shafts, etc.)

Uncontrolled loss of stability in the balance of material masses in a stationary position or during manual or mechanical handling and transport and the consequent movements of collapse, sliding, inclined fall on slopes or vertical in a vacuum must, as a rule, be prevented by correct arrangement of the masses or through the adoption of measures designed to hold the bodies in relation to their nature, shape and weight.

The harmful effects resulting from the possible fall of material masses on people or things must be eliminated by means of rigid or elastic arresting devices having sturdiness, shapes and dimensions proportionate to the characteristics of the falling bodies.

When the restraining or stopping devices are missing or insufficient, involuntary access to the areas of foreseeable fall must be prevented, conveniently indicating the nature of the danger. It will be necessary to prevent access or transit in areas where the risk is greatest by clearly signaling the type of risk through explanatory signs.

For all work at height, workers must secure commonly used tools to appropriate lanyards or place them in special containers.

All employees must, however, always use the personal protective helmet, equipped with a passagola for all work at height.

Slips and falls on the level



Dangerous situations: Presence of various materials, electric cables and open excavations during the movements under construction. Loss of balance during the handling of loads, also due to irregular paths.

The paths for the handling of loads and the displacement of warehouses must be chosen in such a way as to avoid interference with areas where people are as much as possible.

The pedestrian paths inside the set-up must always be kept clear of equipment, materials, rubble or anything else capable of hindering the path of operators. In any case, all employees must wear suitable safety footwear. For each work station it will be necessary to identify the closest escape route.

Provision must also be made for safe access to workplaces on the ground, in elevation and in depth. The access routes to the set-up and those corresponding to the internal paths must be illuminated according to day and night needs.

Since this risk is always present, it will be necessary to use safety footwear in all set-up activities.

Equipment for working at height

These can be: scaffolding, scaffolding, self-lifting platforms or other equipment that guarantee similar safety against falling.

Scaffolding pipes and joints: rental and assembly of complete façade tubular scaffolding in place, including transport, assembly and disassembly, including work surfaces and their service sub-platforms, including grounding and lighting. On the scaffolding a protection consisting of sheets in synthetic material suitably stretched and fixed must be applied. Furthermore, it is mandatory to create a protective structure against the fall of small materials from above on the underlying area, such as a stone guard or valance. All transit or access routes to the building must be protected from falling elements from above. Passing through the gates or accesses for vehicles and the necessary protections must be guaranteed. Anchor rings will be positioned to resist both traction and compression in an appropriate and orderly manner as at the end of the work they will not be removed, but mapped and stored as a future accessory for subsequent maintenance interventions or alternatively similar measures.

Mobile scaffolding type scaffolding: rental and assembly of tower scaffolding on wheels suitable for allowing the translation of the bridge at the end of the work performed. Metal scaffolding on wheels with modular elements, which can be inserted one on top of the other and therefore with variable height, must be used. The equipment to be used must be chosen from among the production of qualified firms that give clear and precise indications of the load and use limits of the bridge. During the processing phase it is required to present the booklet provided with the specific model of the bridge. The anchoring systems indicated by the manufacturer will be used. At the end of use, the bridge must be dismantled and stored so that the stability of the elements is guaranteed, in areas not affected by traffic or vehicle maneuvers which in the event of a collision could deform the elements themselves.

Collective protective measures should be given priority over individual protective measures. The equipment chosen must be of a size suitable for the nature of the work to be performed, the foreseeable stress and the surrounding traffic so that it is risk-free. Each access system adopted must allow evacuation in case of imminent danger. Scaffolding as per Ministerial Authorization and trabatelli as per maintenance and use booklet will be used.

Remember that using a double metal ladder, straddling it and having both hands engaged in the work involves the risk of an accident. The ladder is not a suitable tool for parking at height, but it is a tool with steps or rungs on which a person can climb or descend. The ladder can be used for small interventions that do not require the exercise of a horizontal force or movements that can put the worker in a precarious state of balance.

For work at height, in some contexts, self-propelled platforms with telescopic arms can be used and the operators must be attached with a safety belt to the parapet of the platform. The base must be positioned on a non-yielding and flat structure. Use must comply with the instructions formulated by the manufacturer and the specific maintenance and use booklet of the machinery. Before use, check the correct positioning of the stabilizers.

As for the fall arrest harness, before wearing it, carefully read the instructions for use and maintenance, as the misuse of PPE can create a serious danger for the user. The anchoring point must have a strength suitable to withstand the stresses to which it must be subjected and be compatible with the harness used. For a safe use of aerial platforms, in addition to the necessary compliance with all relevant regulatory provisions, it is advisable to adopt some operational measures and precautions: appointment of the operations manager; presence of continuous ground-board assistance; use of PPE and in particular of the seat belt; gestural ground-edge message encoding or use of intercom; assistance to the operator of the lifting equipment if the presence of obstacles in the visual field does not allow him to directly detect the position of the nacelle during its handling phases; identification of the environmental limit parameters for operations; definition of adequate procedures for the recovery of workers in the event of an emergency or equipment failure; the area below must be fenced off and made inaccessible and all workers on the ground must wear a helmet. In some special cases it will be possible to use fall protection PPE.

It is necessary that workers use protection systems, suitable for the specific use, composed of different elements, not necessarily present at the same time, in compliance with technical standards, such as the following: energy absorbers; connectors; anchoring devices; lanyards; retractable devices; flexible guidelines or lifelines; rigid guides or life lines; harnesses. The use of PPE will preferably be limited to conditions of restraint, which must be considered the technique according to which the worker is prevented by PPE from reaching areas where there is a risk of caution from above. The works must be adequately planned and supervised also in order

to be able to immediately help the worker in case of need. An emergency procedure must also be provided to help the operator who has remained suspended from the fall arrest system, needs assistance or help from other workers. The PPE must be used only by trained personnel as it is of the IIIrd life-saving category.

Other frequent sources of risk are due to cutting tools (miter saws, circular saws, etc.), the lack of parapets and protections against falling into the void from the work surfaces of stands and decks, and the lack or misuse of safety belts. safety.

The use of unsuitable means involves a violation of art. 71 of Legislative Decree 81/08 punishable by arrest from 3 to 6 months or with a fine ranging from € 2,500 to € 6,400.

Security planning

In the cases provided for by current legislation, Legislative Decree 81/08, the Operational Safety Plan (POS) must be drawn up by the employer and, in any case, a document relating to safety planning that includes all the operational phases, with particular regard to the stand assembly and disassembly plan. By way of example, some of the minimum contents for the preparation of these documents are reported:

1. identification data of the executing company;
2. the specific tasks performed by each figure present on site;
3. the list of equipment and machines used for the assembly and disassembly of the stand;
4. stand assembly and disassembly procedures, related equipment and PPE, accompanied by executive drawings (lay-out).

Stairs

For works to be carried out over 2 meters in height, ladders cannot be used except in cases where it is not possible to use other equipment (e.g. scaffolding) considered safer (Article 111 paragraph 3 of Legislative Decree 81/08) .

SAFETY FEATURES

• SIMPLE PORTABLE STAIRS

- they must be built with material suitable for the conditions of use, they can therefore be made of iron, aluminum or wood, but they must be sufficiently resistant and have appropriate dimensions for use
- the wooden stairs must have the rungs wedged in the uprights which must be held with iron rods applied under the two extreme rungs; the stairs more than 4 meters long. they must also have an intermediate tie rod
- in all cases they must be equipped with anti-slip devices at the lower ends of the two uprights and with retaining elements or anti-slip supports at the upper ends

• STAIRS WITH CONNECTED ELEMENTS

- the length of the ladder in place must not exceed 15 meters.
- for lengths over 8 meters. they must be equipped with a section bar

• DOUBLE STAIRS

- they must not exceed a height of 5 meters.
- they must be equipped with a chain or similar device that prevents the ladder from opening beyond the pre-established safety limit

• CASTLE STAIRS

- the steps must be equipped with handrails along the ramp and parapets on the perimeter of the landing
- they must be non-slip
- they must be equipped with handles for handling
- they must be equipped with wheels on only the two uprights opposite the handling handles and with anti-slip pads on the two fixed foot uprights.

If ladders are used, the requirements of art. 113 paragraph 6 of Legislative Decree 81/08):

- before using them, the operator must verify their integrity, checking the presence of non-slip elements and the correct assembly of the uprights, steps (which must always be clean) and the restraint system;
- the work area must be adequately marked and segregated to prevent people from approaching the ladder;
- they must be stably placed and must be 1/4 of their length away from the vertical support;
- they must rest on a support that guarantees the horizontal position of the rungs;
- they must be fixed or equipped with anti-slip devices or equipped with other solutions of equal effectiveness (do not place them on sheets of paper, plastic or anything else that could reduce adhesion);
- they must protrude sufficiently beyond the served surface if there are no other gripping devices;- devono essere utilizzate in modo that the worker can have a secure support and grip at any time;
- they must not have wooden strips nailed to the uprights;
- they must be used by only one person at a time;
- they must not be placed near doors that open towards of them or in places of passage;
- you must not stand "straddling" the ladder and you must not move standing on the same;
- the ladder must exceed at least 1 mt. the access level, making sure that the rung corresponds to it (it is possible to continue with only one effectively fixed upright)
- the stairs used for access to subsequent floors must not be placed one in continuation of the other;
- the stairs placed on the outer edge of a building or temporary works (scaffolding) must be equipped with handrails and parapet
- it is forbidden to repair broken rungs with wooden strips nailed to the uprights.

Bridges on wheels - scaffolding

- Before use, the operator must check and verify the integrity of the elements and state of the art assembly (as per the use and maintenance manual);
- They must be accompanied by the user manual supplied by the manufacturer and must be assembled with all the parts supplied by the manufacturer;
- The walking surface must be complete;
- The parapet on all sides must be at least 1 m. and complete with crossbar intermediate and toe board;
- They must be anchored at least every two floors;
- During the assembly and disassembly of the scaffold at height, the worker must be secured to a specific safety belt attached to a appropriate solid support;
- For access to the deck, the appropriate ladder must be used constitutes a component of the structure;
- While using the scaffolding, the wheels must be locked and the scaffolding it must be stabilized with the relative stabilizers;
- It is forbidden to move the boat with operators still present on the preparation.

Forklifts

Inside closed rooms, eg. exhibition halls, vehicles powered by diesel or any other type of fuel that produces and emits harmful substances through combustion may not be used, unless they are equipped with effective abatement systems.

- they must not be used for the transport and lifting of people;
- they must be equipped with an appropriate acoustic and luminous signaling and warning device, as well as lighting;
- check that there are no overhead electrical lines in the work area that could interfere with the maneuvers;
- check the routes and areas of maneuver, preparing any reinforcements;
- check the operation of the driving controls with particular regard to the brakes;
- check that the horn, the reverse indicator and the beacon are working properly;
- report the operation of the vehicle with the beacon;
- when moving with load or empty, keep the forks low;
- correctly position the load on the forks, adjusting their position as the path changes;
- do not make changes to the control and work organs;
- do not remove the protections;
- make deposits in a stable manner;
- keep the driver's seat clear and clean;
- do not allow other people on board the machine;
- promptly report any malfunctions or dangerous situations;
- keep the control elements clean from grease, oil, etc. ;
- refuel with the engine off and do not smoke;
- request the help of ground staff to carry out maneuvers in confined spaces or when visibility is incomplete.

AFTER USE:

- do not leave loads in an elevated position
- position the machine correctly by lowering the forks and activating the parking brake
- carry out the overhaul and maintenance operations necessary to reuse the machine with the engine off
- during maintenance operations, follow the instructions in the machine manual

SAFETY belts

- 1) In set-up works that expose to the risk of falling from a height or into cavities, when it is not possible to have protective decks or parapets, the workers in charge must use suitable safety belts with shoulder straps connected to a restraint rope (UNI EN 361- 354-795- 365 standards);
- 2) The length of the restraint rope must be such as to prevent falling by creating a positioning system (UNI EN 358). If this is not possible (for reasons of mobility of the person), considering that the fall height does not exceed 4 meters, the free fall height must not exceed 60 cm in order to avoid the use of shock absorbers. power;
- 3) All components of the fall arrest system must be accompanied by the instruction booklet provided by the manufacturer and the retailer (UNI EN 365);
- 4) For the correct use of seat belts, the information, training and training of the worker with relative verification of the learning status by the employer is also of great importance.

Electrical conductors

All wires, plugs and sockets must be properly insulated. In particular, the electrical cables must be made up of a double protective sheath (in good condition) and the plugs must have a cable gland. Furthermore, the arrangement of the cables must be kept under control in order to avoid obstacles in the passageways and transit routes.

Electrocution

Dangerous situations: Whenever you work with equipment running on electricity or pass near workers who use it or carry out excavations and / or demolitions with the possibility of interception of live power lines. Work in the vicinity of overhead power lines.

Before starting the activities, a survey of the workplaces must be carried out, in order to identify the possible existence of overhead or underground power lines and establish the appropriate precautions to avoid possible direct or indirect contact with live elements.

The paths and depth of the underground lines or in the tunnel under tension must be detected and signaled on the surface when they directly affect the work area. Specific and detailed written instructions must also be formulated for supervisors and workers in the vicinity of power lines.

The choice of electrical systems and equipment for construction activities must be made according to the specific work environment, verifying compliance with the law and good technique.

The electrical installation system must always be designed and must be drawn up in writing in the cases provided for by law; the execution, maintenance and repair of the same must be carried out by qualified personnel.

Use electrical material (cables, sockets) only after careful verification by expert personnel (electrician). Check that the tool is double insulated (220V), or powered at a very low safety voltage (50V), however not electrically connected to earth.

Always pay close attention: constantly look at the place where work is done.

Working on stationary objects; firmly fix the object in a vise. It is safer than holding it with your hands, which remain free to handle the power tool.

Find out about the correct execution of the electrical and grounding installation.

Conduits must be arranged so that there is no stress on conductor connections unless they are specifically designed for this purpose.

To avoid damage, the cables must not pass through passageways for vehicles or pedestrians. However, when this is necessary, special protection against mechanical damage and against contact with bodywork machinery must be ensured.

Type H07 RN-F or an equivalent type must be used for flexible cables.

Always check the power cables before using electrical equipment to ensure there are no wear and abrasions.

Never tamper with the earth pole

Use CEI approved safety plugs

Use double insulated equipment

Check the support points of the metal stairs

Avoid working in very humid or wet environments or with humid body parts

Always use safety shoes

TRUSS fitting

- Carry out the assembly of electrical circuits and elements on the ground as well as the adjustment of the headlights.

- Carefully read the instructions for assembling the structures provided by the manufacturer. Do not omit any element and do not make assembly changes unless expressly provided for by the manufacturer. Always make, where foreseen, the bracing of the structure.

- First check the consistency and tightness of the surface on which the structure must rest. If it is necessary to interpose boards to distribute the load. Never use materials, such as supports for the structure, that could break under the weight of the structure.

- Always check that the uprights are perfectly vertical (level or plumb line). If necessary, act on the adjustment devices placed on the bases of the uprights themselves.

- Always make sure that the ropes, chains, hooks or hooks provided for lifting the horizontal elements are in good condition and free from defects that could compromise their strength.

- Before starting the lifting, delimit and segregate the area by moving people away from the area involved in handling and always position yourself in such a way as to remain outside the area at risk of crushing.

- Start lifting slowly and check that the raised elements remain in a horizontal position;

- Never forget, once the positioning has been reached, to apply the safety blocks or hooks provided against the fall of the horizontal elements of the structure.



È obbligatorio l'uso di:



Caduta di persone dall'alto
Caduta di elementi durante il sollevamento
Ribaltamenti della struttura
Schiacciamenti

Headlight adjustment

- It is forbidden to walk on the structures
- Climbing on the structures is prohibited
- The adjustment of the headlights must be performed on the ground and with the use of scaffolding.
- It is forbidden to use the simple ladder resting on the structure itself.

Baskets

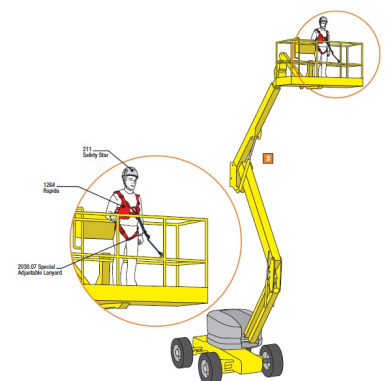
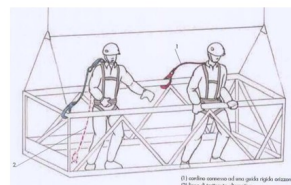
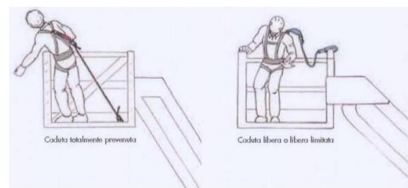
Always read the instructions for use given by the manufacturer. Place non-compliant, flat and practically horizontal. Block stabilizers by interposing resistance if the ground is soft. All maneuvers must be performed commands in the basket. The controls placed on the truck can land only when the operator on the basket is unable to fail or due to physical impossibility or when it is necessary to carry out movements without the operator on board. The basket must not be placed on fixed or mobile structures.

It is forbidden:

- get on the already developed basket;
- descend from the basket not yet in the rest position;
- simultaneous access to the basket by two people (unless expressly provided for);
- add superstructures to increase the reachable height;
- use the device in strong winds;
- stress the arm with lateral efforts;
- move the vehicle with the basket not in position rest or with the operator on board;

Caution:

- strictly respect the capacity indicated on the basket
- respect the distance from overhead power lines
- outline and indicate the area below the operating area of the basket.



È obbligatorio l'uso di:



Caduta di persone dall'alto
Caduta di elementi durante il sollevamento
Ribaltamenti della struttura
Schiacciamenti

TRUSS

Pursuant to the Circular of the Ministry of the Interior no. 1689 SG 205/4 of 1 April 2011.

Definition of "suspended load": any element (scenography, furniture or other), placed in the air or held or anchored in suspension or placed at a height or moved mechanically, before and / or during the show, by means of cranes, winches, bridge cranes, work platforms and the like.

For such scenographic and / or furnishing elements (eg televisions, screens, projectors, lighting bodies, audio speakers, trusses, platforms for lifting scenes or artists, etc.), different from the construction elements described and sized in the structural project and therefore already verified during static testing, it is therefore necessary to guarantee the static suitability of the fixed or temporary anchoring structures, the adequacy of the anchoring conditions and the planning and implementation of maintenance interventions.

OBLIGATORY technical and / or certification documentation.

The diagram shown (of which the legend follows) illustrates some typical situations, highlighting, for the purposes of the subsequent certification of the suspension system, the essential and recurring components of the system itself.

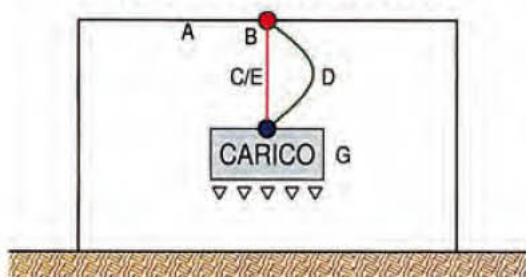
Below is the documentation necessary to certify the safety of suspended loads:

1. technical documentation illustrating the presence, type and consistency of suspended loads, signed by a qualified technician;
2. diagrams of the suspension / hanging systems highlighting, where present, the complex systems (eg the support structure itself suspended from another structure), the dynamic loads (loads that move or can do so during the show), and any motors, signed by a qualified technician;
3. certification on the static suitability of the overall system of suspended loads actually in place, signed by a qualified technician, accompanied by the certification documentation of the individual components of the system, as specified in the following table:

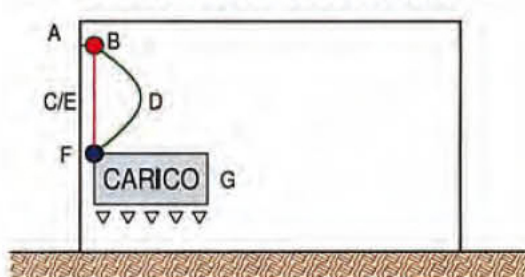
A	Support structure	Static suitability certification with highlighted the maximum useful capacity of the structure at the anchor points, signed by a qualified technician
B	Connection constraint between structure and main link	Certificate of the coupling system of the manufacturer and / or of a qualified technician
C	Main Connection	Certification of the useful capacity of the manufacturer and / or of a qualified technician
D	Safety connection	Certification of the useful capacity (higher than that of the main connection) of the manufacturer and / or of a qualified technician and annual verification of the extensible system
E	Motor	CE marking with relative declaration of conformity; excerpt from the use and maintenance booklet indicating the payload and testing (annual) in progress
F	Connection constraint between motor / main connection and load	Certification of the coupling system (e.g. hook, eyebolt, eyelet) of the manufacturer and / or a qualified technician
G	weight	Declaration showing the analytical evaluation of the static and / or dynamic suspended loads installed, signed by a qualified technician

4. attestation of knowledge and observance of the operating conditions and periodic checks (with relative implementation methods) established in the project and / or provided for by current legislation (e.g. those on engines) as well as the terms of use of components subject to expiration such as bands, ropes or other, signed by the manager of the activity / event

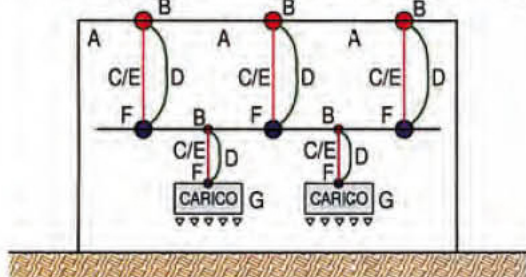
CARICO SOSPESO AL SOFFITTO



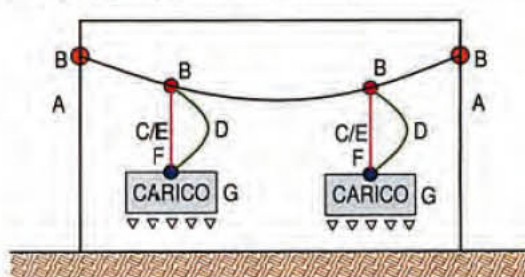
CARICO SOSPESO ALLA PARETE



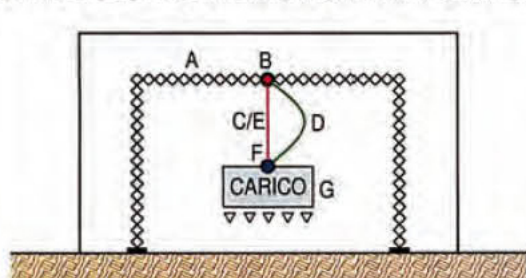
CARICO SOSPESO IN PIÙ PUNTI DEL SOFFITTO



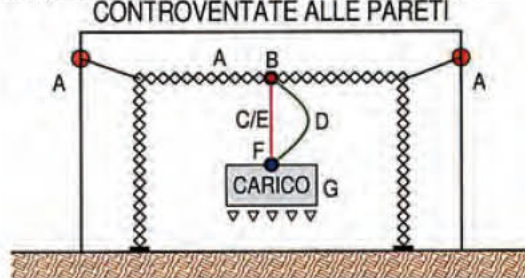
CARICO SOSPESO A FUNI COLLEGATE ALLE PARETI



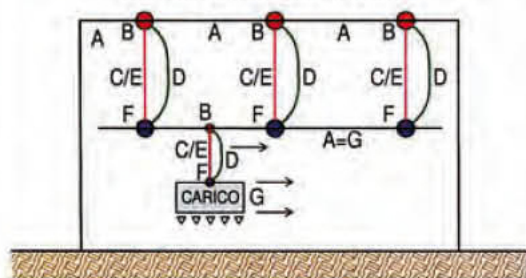
CARICO SOSPESO A STRUTTURE TEMPORANEE



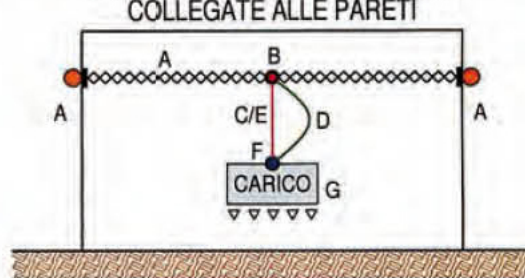
CARICO SOSPESO A STRUTTURE TEMPORANEE CONTROVENTATE ALLE PARETI



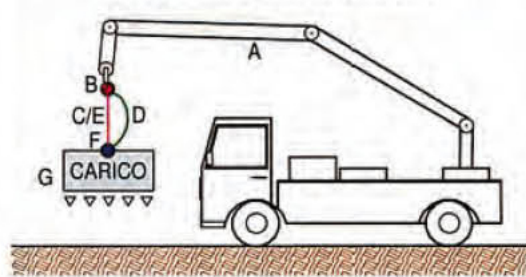
CARICO SOSPESO MOBILE



CARICO SOSPESO A STRUTTURE COLLEGATE ALLE PARETI



CARICO SOSPESO A VEICOLO



LEGENDA

- A. Struttura di sostegno
(torre luce, struttura fissa, americana, ecc.);
- B. Vincolo di collegamento fra struttura e collegamento principale
(p.e. gancio, golfare, occhiello);
- C. Collegamento principale
(p.e. tirante, fascia, fune, catena, asta);
- D. Collegamento di sicurezza
(p.e. tirante, fascia, fune, catena, asta, sistemi estensibili anticaduta);
- E. Motore/paranco (eventuale);
- F. Vincolo di collegamento fra motore/collegamento principale e il carico
(p.e. gancio, golfare, occhiello, fasce, imbrago);
- G. Carico
(p.e. casse acustiche, proiettori, fari, americane).

LADDER

1) PURPOSE

These instructions are intended to regulate the correct execution of the operations of use of portable ladders, as well as ways to prevent such risks.

PREMISE

Portable ladders are not suitable equipment for carrying out work or transporting loads; they are a device designed to safely move the position of a worker from a starting height to a higher or lower one. Short-term work operations are allowed (maximum time for each operation: 6 min 'with a maximum of 3 repetitions within an hour) with light equipment (Weight <1.5 kg) and which only involve one hand. The transportable loads must be light (weight <3.0 kg), leave both hands of the worker free and not hinder the progression movement of the legs in the least.

2) DESCRIPTION OF THE ACTIVITIES:

1. Make sure that PORTABLE STAIRS are in perfect condition, otherwise report the defect to the department manager and do not use the equipment; in particular, PORTABLE STAIRS must not have:

- dents, severe corrosion or bending of uprights, steps, etc.
- lack or damage of the non-slip devices at the base of the uprights and at the upper ends or of the wheels in the pulpit stairs.
- lack or damage, in the double ladders, of the devices (chains, ropes or other) that prevent the opening beyond the safety limit.
- lack or damage to the non-slip surfaces of the steps or floors.
- slippery rung surfaces.

2. Perimeter the area where you work with stairs, posts and suitable signs, in particular along the transit routes for people and vehicles.

3. Check the solidity of the support walls and do not use the PORTABLE STAIRS against thin walls, windows, light boxes, pipes, electrical systems, gutters, edges of buildings, branches, ropes, doors that are not locked and if there is no certainty that window frames and any mobile or not very resistant element such as lighting fixtures, electrical panels, busbars, light blinds, etc. are not opened. or above or close to workplaces or dangerous places (tanks, moving machines, etc.).

4. Ladders should never be installed in places where vehicles pass, as in these cases the risk of collisions with possible overturning increases considerably.

5. The length of the free-standing or double ladder must be such that the uprights protrude at least one meter beyond the access level

6. To avoid tripping, the top of a rung should be brought to the same level as the edge of the top served.

7. Inspect the support surface, which must be flat, resistant and non-slip and do not use the PORTABLE STAIRS on uneven or soft ground, on steps, on scaffolding or scaffolding, terraces, tanks, containers, cartons or pallets and in any case on bases unstable or loose or slippery (wet or oily). If the support surface is yielding, a resistant wooden board must be interposed between the staircase and the lower end of the uprights (avoid the use of bricks, stones and the like, which could break and other slippery materials).

In the event that the support surface is such as to present a difference in height between the two uprights, it must be compensated for with a special non-slip adjustable foot (avoid the use of any other precarious system, such as bricks, etc.).

8. Always check that the space for resting your feet in front and on the sides of the ladder is free from any obstacle and never go up beyond the third to last rung, in order not to create conditions of unstable balance.

9. Place the portable support ladders up to 8 meters long with an inclination of 75 ° (the foot corresponds to ¼ of the height: eg h = 4 m, base = 1 m).

10. Both in the ascent and descent phase it is necessary to keep on the median line, with the face towards the ladder and the hands resting on the rungs, not on the uprights (to increase the possibility of restraint in the event of a foot slipping) and must not never jump to the ground from the ladder.

11. Have another worker assist you on the ground continuously when using the ladders to ensure them against skidding.

12. On the ladder there must be no more than one person at a time, who obviously must not carry excessively heavy loads, so that you can always have your hands free. Remember that most of the ladders are calculated for a maximum load of 100 Kg. Only on fixed ladders, if the work to be performed requires it, can several people be stationed, at least 3 meters away from each other. , but in this case it is necessary to check in advance the strength of the anchors.

13. When working on a ladder, one must keep one's face towards it

14. *Do not lean sideways from the stairs.*

15. *Do not straddle or stand on the step of the double stairs.*

16. *Any work equipment and / or small materials must be kept in bags carried over the shoulder, or fastened to the belt to prevent them from falling and to have both hands free.*

17. *The metal ladders must be used with great caution during the winter period outdoors, when the rungs can become covered with a dangerous layer of ice.*

18. *When using extension ladders it is necessary to make sure, during installation, that the uprights between one section and the next have an overlap of at least 3 rungs and be very careful in the extension and recovery operations to avoid crushing the hands between uprights or rungs.*

19. *When carrying the ladder on the shoulder, it must be kept inclined, never horizontal, in particular when the view is limited, such as when turning; this in order not to hit other people or vehicles that are passing by. In this regard, it is good that the front part of the transported ladder is at a height of at least 2 meters and, when moving the ladder, be careful not to come into contact with power lines;*

20. After use, the ladder must be stored in a suitable, dry and airy place, well sheltered from bad weather and away from sources of excessive heat. It should not be stacked together with others, but stored separately in a horizontal or vertical position and suspended from the ground, resting on special hooks.

21. Metal ladders must be protected from oxidation by using special paints, especially near the rung attachments and broken or bent uprights must be replaced immediately.

22. Wooden stairs should never be painted, as the paint can hide cracks or deterioration. Instead, they can be treated with special transparent paints.

23. Stair maintenance must always be very accurate and performed by an expert: this is very important to avoid injuries.

PPE

Depending on the risks highlighted, the following PPE will be compulsorily used, whose description and regulatory references are given:

WORKERS BADGE

Article 18, paragraph 1 letter u) of Legislative Decree no. 81/2008, Consolidated Law on health and safety in the workplace, provides that the employer and the managers, who organize and direct the activities according to the powers and competences conferred upon them, must "in the context of carrying out activities under the of contracts and subcontracts, provide workers with a special identification card, accompanied by a photograph, containing the personal details of the worker and the indication of the employer".

Article 26, paragraph 8 of Legislative Decree no. 81/2008 provides that "In the context of carrying out activities under contract or subcontracting, the personnel employed by the contractor or subcontractor must have a special identification card accompanied by a photograph, containing the personal details of the worker and the indication of the employer. "

Article 21, paragraph 1 letter c) of Legislative Decree no. 81/2008 provides that "The members of the family business referred to in article 230-bis of the civil code, self-employed workers who perform works or services pursuant to article 2222 of the civil code, the direct growers of the fund, the shareholders of simple companies operating in the agricultural sector, artisans and small traders must: obtain a special identification card accompanied by a photograph, containing their personal details, if they perform their service in a workplace where activities are carried out under contract or subcontracting. "

Article 20, paragraph 3 of Legislative Decree no. 81/2008 provides that "The workers of companies that carry out activities under contract or subcontracting, must exhibit a special identification card, accompanied by a photograph, containing the personal details of the worker and the indication of the employer.

This obligation also applies to self-employed workers who carry out their activities directly in the same workplace, who are required to do so on their own. "

Therefore, in the context of carrying out activities under contract and subcontracting, they must be equipped with an identification card both

- workers employed by the contractor or subcontractor;
- the members of the family business referred to in article 230-bis of the civil code, self-employed workers, direct farmers of the fund, members of simple companies operating in the agricultural sector, artisans and small traders.



THE CONSTITUTIVE ELEMENTS OF THE RECOGNITION CARD

Article 5 of Law no. 136 of 13 August 2010, integrates the provisions set out in articles 18 and 21 of the Consolidated Law on Security, Legislative Decree no. 81/2008, providing for the insertion of new elements in the identification card.

In particular, starting from 7 September 2010, the date of entry into force of Law no. 136/2010, in addition to the data already present on the identification card (photograph, the personal details of the worker and the indication of the employer), the following elements must be entered:

- for workers employed by the contractor or subcontractor, the date of hiring, as well as, in the case of subcontracting, the relative authorization;
- for self-employed workers, the indication of the client.

Esempio di tesserini aziendali:

	Cognome e Nome del lavoratore _____	Tessera di riconoscimento ai sensi degli art. 18, D.Lgs 81/08 e s.m.i. e art 5 Legge 136/10	
	n. matricola _____		
	Impresa _____	Lavoratore AUTONOMO	
	Sede _____	BIANCHI Giuseppe	
	P.IVA _____	nato il: 01.01.1960 a: Genova	
Tessera di riconoscimento (art. 28, c.3, D.Lgs. 81/2008) in conformità al provvedimento 23/11/06 del Garante per la protezione dei dati personali		Committente ROSSI Tiziana Via: Bari n° 10 Città: Firenze	

<p>Tessera di riconoscimento ai sensi degli art. 18, <u>D.Lgs 81/08</u> e <u>s.m.i.</u> e art 5 Legge 136/10</p>	
<p><u>Impresa AFFIDATARIA</u> Costa Azzurra srl Sede: Via Milano, 4 – Roma Datore di lavoro: BIANCO Salvatore</p>	<p>FOTO</p>
<p><u>Lavoratore</u> ROSSO Antonio nato il: 10.10.1950 a: Cosenza Assunto il: 10.09.2010</p>	

Therefore, from 7 September 2010:

a • the identification card with which the contractor or subcontractor must provide its workers must contain:

- a1. the personal details of the worker (name, surname, date of birth, and possibly the place of birth),
- a2. photograph of the worker,
- a3. the indication of the employer,
- a4. the date of hiring,
- a5. in case of subcontracting, the authorization to subcontract;

b • the identification card which self-employed workers must have if they operate in a workplace where activities are carried out under contract or subcontracting, must contain:

- b1. your personal details,
- b2. your own photograph,
- b3. the indication of the client.

THE SANCTIONS

As for the workers employed by the contractor or subcontractor, the obligations relating to the identification card fall on both the employer and the worker himself.

In particular:

- ☑ the employer and the manager, in case of violation of article 26, paragraph 8 of Legislative Decree no. 81/2008, or if they do not provide their employees with an identification card, they are punished pursuant to art. 55 paragraph 5 letter i) of Legislative Decree no. 81/2008 with a pecuniary administrative sanction from 100 to 500 euros for each worker who did not have a badge;
- ☑ the worker, in case of violation of article 20, paragraph 3 of Legislative Decree no. 81/2008, or despite having been provided with an identification card by the employer, he did not display it in a visible way during work, is punished pursuant to art. 59 paragraph 1 letter b) of Legislative Decree no. 81/2008 with a pecuniary administrative sanction from 50 to 300 euros.

Self-employed workers must independently arrange for the preparation and display of the identification card and the same for the violation of Article 20, paragraph 3 of Legislative Decree no. 81/2008 are punished pursuant to art. 60 paragraph 1 letter b) of Legislative Decree no. 81/2008 with a pecuniary administrative sanction from 50 to 300 Euros.

Working phase

mantling

DESCRIPTION OF THE WORKINGS

Processing is divided into the following Phases and Sub-Phases:

- 1) Protection of exhibition space flooring
- 2) Tracking of the setup

Phase 1 consists in the protection of the existing flooring with protective material or in the installation of specific carpeting for trade fairs.

Committed workers:

- 1) Floor protection installer;

Person in charge of the construction of the protection with double layer of protective material of the existing flooring.

General Preventive and Protective Measures, additional to the specific ones listed below:

- a) PPE: floor protection installer;

Organizational requirements:

The worker must be provided with adequate personal protective equipment: a) gloves; b) safety footwear with non-slip and puncture-proof sole; c) mask with dust filter; d) protective clothing (coveralls).

Risks to which the worker is exposed:

- a) Inhalation of dusts, fibers;
- b) Noise for "Set-up operator";

Tools used by the worker:

- a) Manual tools;

Risks generated by the use of tools:

Punctures, cuts, abrasions; Bumps, blows, impacts, compressions.

Phase 2 consists of tracing the outfitting.

Committed workers:

- 1) Set-up tracking officer;

Person in charge of tracing the set-up of the walls making up the set-up

General Preventive and Protective Measures, additional to the specific ones listed below:

- a) PPE: in charge of setting up tracking;

Organizational requirements:

The worker must be provided with adequate personal protective equipment: a) gloves; b) safety footwear with non-slip and puncture-proof sole; c) protective clothing (coveralls).

Tools used by the worker:

- a) Manual tools;

Risks generated by the use of tools:

Punctures, cuts, abrasions; Bumps, blows, impacts, compressions.

For the preparation of each phase, the following sub-phases are considered:

1. arrival of the components for the preparation of the intervention area, transport of materials and equipment to the work site;
2. delimitation of the work area and service areas with barriers and fences with characteristics of high visibility and impenetrability, which cannot be replaced by stringing two-colored signaling bands;
3. preparation of the area of activity, adequate to the extent and type of work, also accompanied by the necessary first aid equipment;
4. cordoning and / or fencing of the areas in which the Contractor's staff work, so as to prevent the access of strangers and ensure proper circulation and the safety of people and vehicles;
5. preparation and conservation in good condition of the day and night barriers delimiting the work areas and, where necessary, the safety night lighting of these barriers;
6. preparation of lighting where necessary;
7. preparation of visual or protective barriers that the Client requested and / or which in any case become necessary for certain types of work that could damage people or surrounding things owned by the Client or third parties;
1. 8. provision of security guard for day and night custody of the set-up in case of need.

During the entire duration of the set-up, the following must be ensured:

1. Maintenance of the set-up and daily cleaning of the same and of the premises in which the intervention is carried out.
2. The periodic removal and periodic transport to public landfills of waste materials, depending on the execution of the works, to be carried out in accordance with the regulations.
1. 3. The conservation in perfect efficiency and cleanliness of all materials procured at the foot of the work and / or on site until the final or anticipated delivery, partial or total of the work to the Client: for this purpose the various machinery and / or components they will be protected with nylon sheets during their storage or during their storage under construction they

will be removed only during the processing of said related machinery (or components); likewise, nylon closures will be used (to be removed only during the relative processing, tests and inspections) on all openings of machines, pipes, components, etc., through which dust or dirt from the set-up can infiltrate. These protections will be removed upon delivery of the works performed to the Client.

- 2.
3. The workers working in this process are interested in this phase and how many outsiders are involved in this operation. A written notice procedure must be activated to the managers, before the start of operations, for the positioning of signs, barriers or anything else necessary. It is necessary to report the date, place and duration of each single set-up to those working near the intervention area, which must never be forgotten. The employer must evaluate the work necessary to set up the set-up, the danger inherent in this work, the risk and therefore the probability of damage, the procedures to prevent the accident and the devices necessary to manage the residual risk. It is a safety requirement that all documentation relating to the work in progress must be kept in a protected area of the set-up. Furthermore, the personal evidence of the data expressed on the staging sign is an indispensable security measure. All workers working in the set-up in any capacity must be equipped with a personal identification tag, which shows the details of the worker, the dependent company and the photograph. The tag must be worn in sight, so as not to constitute an obstacle for the worker himself.
4. The transport phase of the materials must be coordinated with the other interventions and must not interfere with the activities of the Exhibition Center.
- 5.
6. The execution of works in elevated positions always represents a risky condition for the fall of people or things from above. Therefore it is advisable to pay particular attention during operations carried out at height, use of scaffolding, safety harnesses and protective helmet, operator on the ground, with protective helmet, to support those who work at height. Always according to Ministerial Authorization or Maintenance and Use Booklet.
- 7.
8. With regard to the sanitary preparations, autonomy was requested by the company.

RISKS and PREVENTION ACTIVITIES:

In this phase, the risks are identified with the relative operational prescriptions, preventive and protective measures to be taken in the construction sites of the various stations:

Risks of falling from above:

- 1) The Outfitting Manager or the person in charge or the person in charge of fact, must from time to time define or indicate to the workers the equipment to be used and give precise instructions and instructions to avoid accidents
- 2) Check the stability of the provisional works and the parapets created
- 3) Use solid and correctly positioned ladders
- 4) In the work to be carried out on frames or stages of any kind at a height of the ground greater than 2 m and lack of shelters, the workers who work there must always use the restraint devices secured to points previously specifically prepared for processing.
- 5) Remember that using a double metal ladder, straddling it and having both hands engaged in the work involves the risk of an accident. The ladder is not a suitable tool for parking at height, but it is a tool with steps or rungs on which a person can go up or down (UNI EN 131/1).
- 6) Bridges on easel:
 - a) except in the case that they are equipped with normal parapet, they can only be used for work to be carried out on the ground or inside buildings; they must not have a height exceeding 2m and must not be mounted on the decks of external scaffolding;
 - b) the feet of the trestles, in addition to being stiffened by normal and diagonal tie rods, must always rest on a solid and well-leveled floor;
 - c) the maximum distance between two consecutive trestles can be 3.60m, when using boards with a cross section of 30x5 cm and 4 m long. When using boards with smaller transverse dimensions, they must rest on three trestles;
 - d) the width of the deck must not be less than 90 cm and the boards that make it up must be well placed together, do not have overhanging parts greater than 20 cm and be fixed to the support trestles;
 - e) it is forbidden to use bridges on superimposed trestles and bridges with uprights consisting of ladders;
- 7) Bridges on wheels:
 - a) the wheels of the bridge in place must be firmly locked;
 - b) they must be anchored to the construction every two deck floors;
 - c) must be used in an upright position;
 - d) they must be used according to the manufacturer's instructions

Risks of shocks, blows, impacts, compressions:

- 1) Be careful when moving around the set-up
- 2) Avoid leaving protruding objects in place
- 3) Use the protective helmet

Risks of punctures, cuts, abrasions:

- 1) Keep the workplace clean and tidy
- 2) Remove the wooden boards and do not disperse the nails
- 3) Use safety gloves and shoes
- 4) Securely hold the materials and equipment you handle
- 5) Avoid leaving dangerous and unmarked protruding objects

Risks of slips, falls on level:

- 1) Be careful when moving around the set-up
- 2) Keep the work surface free of equipment, materials, rubble or other that could hinder the path of operators

Risks of falling material from above:

- 1) It is necessary to prevent objects from falling from above, by putting appropriate protections
- 2) Beware of suspended loads
- 3) Check the balancing and coupling of the loads
- 4) Use the protective helmet
- 5) Prevent the transit of people in the area affected by any falling elements, tools or other
- 6) In works that involve simultaneous activities at different heights, the assembly operations must also be delimited horizontally with boards or nets, to protect against falling materials from the assembly surface to the underlying work surface
- 7) Appropriately report the danger of falling objects
- 8) In correspondence with the transit and parking areas on the ground, sturdy protection canopies must be set up
- 9) It is forbidden to climb vertical stairs with work tools in the hands

Electrical risks:

- 1) Create adequate electrical systems that comply with specific standards
- 2) Connect the set-up machines to the electrical system only in the absence of voltage
- 3) Check the condition of the cables and report any damage
- 4) At the end of the working day do not leave systems or parts under voltage
- 5) Use electrical equipment only after careful verification by expert personnel
- 6) Find out about the correct execution of the electrical system
- 7) Use CEI approved safety plugs
- 8) Use equipment with double insulation
- 9) Check the support points of the metal stairs
- 10) Avoid working in very humid or wet environments
- 11) Use safety shoes
- 12) All mechanized tools must be identifiable by metal tags and inspected frequently
- 13) The electrical cables must be in perfect condition
- 14) The attacks on grips and uses must be in excellent condition
- 15) Never remove the plugs by pulling on the cables
- 16) Never work with electrical appliances with wet hands
- 17) Always insert and remove the plugs with the switch open
- 18) Protect the conductor cables from being walked on
- 19) If it is necessary to affix signs
- 20) Never leave the device live or worse, in motion, before moving away, turn off the voltage and unplug the power plug
- 21) 220 V portable lamps are absolutely prohibited.

Manual handling of loads:

- 1) Handle heavy loads (> 25 kg) with the aid of special tools and lifting equipment;
- 2) If it is not possible to use special equipment for handling heavy loads, intervene in more people.

Noise:

During the works at the Open Exhibition Center, and therefore in the presence of the public, a maximum acceptable level of noise must be guaranteed.

When purchasing new equipment, particular attention must be paid to the silence of use. The equipment must be properly maintained and used, in accordance with the manufacturer's instructions, in order to limit excessive noise. During operation the screens and bulkheads of the equipment must be kept closed and unnecessary noise must be avoided. When the noise of a process or equipment cannot be eliminated or reduced, collective protections must be put in place such as the delimitation of the affected area and / or the installation of additional shielding of the noise source. If the noise level cannot otherwise be reduced, it is necessary to adopt personal protective equipment in compliance with the indications in the noise assessment report and to provide for the rotation of the workers in noisy duties.

Dust inhalation:

- 1) Wear protective masks;
- 2) implement dust abatement procedures.

On the basis of the above considerations, the following risk assessment can be formulated, which takes into account the level of probability and the extent of the damage also as a function of the surrounding conditions and is expressed in an I.A. called the index of attention graduated, depending on the severity, from 1 to 5 (Circular ANCE n. 335/1996). Graduated attention index I.A. = 2

LOADING AND UNLOADING OPERATIONS during preparation

DESCRIPTION OF THE WORKINGS

Processing is divided into the following Phases and Sub-Phases:

1) Loading and unloading operations.

This phase consists in positioning the lifting means and the means for delivering the products.

Machines used:

- 1) Truck;
- 2) Mobile crane;
- 3) Cart.

Forklifts and forklifts

Inside closed rooms, eg. exhibition halls, vehicles powered by diesel or any other type of fuel that produces and emits harmful substances through combustion may not be used, unless they are equipped with effective abatement systems.

- they must not be used for the transport and lifting of people;
- they must be equipped with an appropriate acoustic and luminous signaling and warning device, as well as lighting.

Committed workers:

1) Person in charge of loading and unloading operations;

Person in charge of loading and unloading materials for the construction of the set-up (walls and displays) to be carried out with the aid of mechanical means and manual handling.

General Preventive and Protective Measures, additional to the specific ones listed below:

a) PPE: assigned to loading and unloading operations.

Organizational requirements:

The worker must be provided with adequate personal protective equipment: a) gloves; b) helmet; c) safety footwear with non-slip and puncture-proof sole; d) glasses.

Risks to which the worker is exposed:

- a) Manual handling of loads;
- b) Slips, falls on level;
- c) Fall from above;
- d) Fall of material from above or level.

Tools used by the worker:

a) Manual tools.

Risks generated by the use of tools:

Punctures, cuts, abrasions; Bumps, blows, impacts, compressions.

RISKS and PREVENTION ACTIVITIES:

Risk of shocks, blows, impacts, compressions:

Activities that require violent and / or sudden physical efforts must be eliminated or reduced also through the use of equipment suitable for the job. The tools, tools and devices for manual use must be kept in a good state of conservation and efficiency and when not used they must be kept in a stable balance (e.g. stored in a container or secured to the body of the worker) and they must not clutter up passageways or work places. The deposits of materials in stacks, piles and piles must be organized in such a way as to avoid collapses or subsidence and to allow safe and easy handling.

Main prevention measures

- a) Be careful when moving around the set-up
- b) Avoid leaving protruding objects in place
- c) Use the protective helmet

Risk of punctures, cuts, abrasions:

Contact of the operator's body with sharp or stinging elements or elements capable of causing injury must be avoided.

All the working parts of the equipment must be protected against accidental contacts. Where it is not possible to eliminate the danger or collective protections are not sufficient (delimitation of risk areas), PPE suitable for the job must be used (safety shoes, gloves, protective aprons, screens, goggles, etc.)

Main prevention measures

- a) Keep the workplace clean and tidy
 - a) Remove the wooden boards and do not disperse the nails

- b) Use safety gloves and shoes
- c) Securely hold the materials and equipment you handle
- d) Avoid leaving dangerous and unmarked protruding objects

Risks of falling from above:

- 1) The Outfitting Manager or the person in charge or the person in charge of fact, must from time to time define or indicate to the workers the equipment to be used and give precise instructions and instructions to avoid accidents
- 2) Check the stability of the provisional works and the parapets created
- 3) Use solid and correctly positioned ladders
- 4) In the work to be carried out on frames or stages of any kind at a height of the ground greater than 2 m and lack of shelters, the workers who work there must always use the restraint devices secured to points previously specifically prepared for processing.
- 5) Remember that using a double metal ladder, straddling it and having both hands engaged in the work involves the risk of an accident. The ladder is not a suitable tool for parking at height, but it is a tool with steps or rungs on which a person can go up or down (UNI EN 131/1).
- 6) Bridges on easel
 - a) except in the case that they are equipped with normal parapet, they can only be used for work to be carried out on the ground or inside buildings; they must not have a height exceeding 2m and must not be mounted on the decks of external scaffolding;
 - b) the feet of the trestles, in addition to being stiffened by normal and diagonal tie rods, must always rest on a solid and well-leveled floor;
 - c) the maximum distance between two consecutive trestles can be 3.60m, when using boards with a cross section of 30x5 cm and 4 m long. When using boards with smaller transverse dimensions, they must rest on three trestles;
 - d) the width of the deck must not be less than 90 cm and the boards that make it up must be well placed together, do not have overhanging parts greater than 20 cm and be fixed to the support trestles;
 - e) it is forbidden to use bridges on superimposed trestles and bridges with uprights consisting of ladders;
- 7) Bridges on wheels:
 - a) the wheels of the bridge in place must be firmly locked;
 - b) they must be anchored to the construction every two deck floors;
 - c) must be used in an upright position;
 - d) they must be used according to the manufacturer's instructions

Main prevention measures

- a) Check the stability of the provisional works and the parapets built;
- b) Making complete parapets;
- c) Use solid and correctly positioned stairs;
- d) Use safety belts for work at height.

Risk of slipping, level falls:

The paths for the handling of loads and the displacement of warehouses must be chosen in such a way as to avoid interference with areas where people are as much as possible.

The pedestrian paths inside the set-up must always be kept clear of equipment, materials, rubble or anything else capable of hindering the path of operators. All employees must wear suitable footwear. For each workstation it is necessary to identify the closest escape route. Provision must also be made for safe access to workplaces on the ground, in elevation and in depth. The access road to the set-up and those corresponding to the internal paths must be illuminated according to day and night needs.

Main prevention measures

- a) Be careful when moving around the set-up
 - a) b) Keep the work surface clear of any equipment, materials, rubble or other capable of hindering the path of operators

Risks of falling material from above:

Uncontrolled loss of stability of the balance of material masses in a stationary position or during manual or mechanical handling and transport and the consequent movements of collapse, sliding inclined fall on slopes or vertical in vacuum must, as a rule, be prevented by the correct arrangement of the masses or through the adoption of measures to hold the bodies in relation to their nature, shape and weight.

The harmful effects resulting from the possible fall of material masses on people or things must be eliminated by means of rigid or elastic arresting devices having sturdiness, shapes and dimensions proportionate to the characteristics of the falling bodies. When the restraining or stopping devices are missing or insufficient, involuntary access to the areas of foreseeable fall must be prevented, conventionally signaling the nature of the danger. However, all employees must make use of a personal protective helmet.

Main prevention measures

- a) It is necessary to prevent objects from falling from above, by placing appropriate protections

<ul style="list-style-type: none"> b) Beware of suspended loads c) Check the balancing and hooking of loads d) Use the protective helmet e) Prevent the transit of people in the area affected by any falling elements, tools or other f) In works that involve simultaneous activities at different heights, the assembly operations must also be delimited horizontally with boards or nets, to protect against falling materials from the assembly surface to the underlying work surface g) Appropriately report the danger of falling objects h) In correspondence with the transit and parking areas on the ground, sturdy protection canopies must be set up i) It is forbidden to climb vertical stairs with work tools in the hands
<p>Risk of manual handling of loads:</p> <p>The manual handling of loads must be reduced to a minimum and rationalized in order not to require an excessive physical effort of the personnel in charge.</p> <p>In any case it is advisable to resort to measures such as auxiliary handling or load sharing. The load to be handled must be easily grasped and must not have characteristics such as to cause injury to the operator's body, also depending on the type of processing.</p> <p>In relation to the characteristics and extent of the loads, the manual handling activity must be preceded and accompanied by adequate information and training, after ascertaining, for non-sporadic activities, the health conditions of the employees.</p> <p>Main prevention measures</p> <ul style="list-style-type: none"> a) Handle heavy loads (> 25 kg) with the aid of special tools and lifting equipment; a) b) If it is not possible to use special equipment for handling heavy loads, intervene in more people
<p>Noise risk:</p> <p>When using machines such as mobile cranes and trucks, this risk is incurred. While using the vehicle, keep the control cabin closed and avoid keeping the vehicle on during loading / unloading operations to reduce noise.</p> <p>When purchasing new equipment, particular attention must be paid to the silence of use. The equipment must be properly maintained and used, in accordance with the manufacturer's instructions, in order to limit excessive noise. During operation the screens and bulkheads of the equipment must be kept closed and unnecessary noise must be avoided. When the noise of a process or equipment cannot be eliminated or reduced, collective protections must be put in place such as the delimitation of the affected area and / or the installation of additional shielding of the noise source. If the noise is not otherwise reduced, it is necessary to adopt personal protective equipment in compliance with what is indicated in the noise assessment report and to provide for the rotation of workers in noisy tasks.</p>
<p>On the basis of the above considerations, the following risk assessment can be formulated, which takes into account the level of probability and the extent of the damage also as a function of the surrounding conditions and is expressed in an I.A. called the index of attention graduated, depending on the severity, from 1 to 5 (Circular ANCE n. 335/1996). Graduated attention index I.A. = 3</p>

MONTAGGIO E SMONTAGGIO ELEMENTI DI ALLESTIMENTO	
<p>DESCRIPTION OF THE WORKINGS</p> <p>Processing is divided into the following Phases and Sub-Phases:</p> <p>1) Stand assembly</p> <p>Committed workers:</p> <p>1) Installer assembly worker;</p> <p>General Preventive and Protective Measures, additional to the specific ones listed below:</p> <p>a) PPE: responsible for the construction of exhibition stands;</p> <p>Organizational requirements:</p> <p>The worker must be provided with adequate personal protective equipment: a) helmet; b) gloves; c) protective goggles; d) safety footwear with non-slip and puncture-proof sole and steel toecap.</p> <p>Risks to which the worker is exposed:</p> <p>a) Noise for "common worker".</p> <p>Tools used by the worker:</p> <ul style="list-style-type: none"> a) Manual tools; b) Mobile scaffolding or scaffolding; c) Electric screwdriver; d) Double ladder. <p>Circular saws</p> <ul style="list-style-type: none"> - they must be equipped with screens placed on the two sides of the blade in the protruding part under the work tables in order to prevent contact; - they must be equipped with a dust collection system. <p>Risks generated by the use of tools:</p> <p>Punctures, cuts, abrasions; Bumps, blows, impacts, compressions; Fall from above; Fall of material from above or level; Manual</p>	

handling of loads; Electrocution; Shears, crushing.

Risk and prevention

Risk of collisions, blows, impacts, compressions:

Activities that require violent and / or sudden physical efforts must be eliminated or reduced also through the use of equipment suitable for the job. The tools, tools and devices for manual use must be kept in a good state of conservation and efficiency and when not used they must be kept in a stable balance (e.g. stored in a container or secured to the body of the worker) and they must not clutter up passageways or work places. The deposits of materials in stacks, piles and piles must be organized in such a way as to avoid collapses or subsidence and to allow safe and easy handling.

Main prevention measures

- a) Be careful when moving around the set-up
- b) Avoid leaving protruding objects in place
 - a) c) Use the protective helmet

Electrical risk:

Before starting the activity, a survey of the work sites must be carried out in order to identify the possible existence of overhead or underground power lines and establish the appropriate precautions to avoid possible direct or indirect contact with live elements.

The subject of the contractor company who carries out these checks and subsequent processing must have adequate training and this must be documented in writing to the Client. The choice of electrical systems and equipment for the activities to be implemented must be made according to the specific work environment, verifying compliance with the Laws and Good Practice. With regard to all work on electrical systems, both in and out of voltage, the CEI 11-27 standard is the reference for risk assessment and the choice for safety measures. The appointment of the plant manager, to be sent in writing to the Client, involves the identification of a figure delegated by the employer to carry out the technical and organizational activities necessary for the correct execution of the works involving an electrical risk (CEI EN 50110 point 4.3).

The paths and depths of underground lines or in live tunnels must be detected and signaled on the surface when they directly affect the work area. Specific and detailed written instructions must also be formulated for supervisors and workers in the vicinity of power lines.

The choice of electrical systems and equipment for construction activities must be made in good technique. The electrical installation system must always be designed and must be drawn up in writing in the cases provided for by law, its execution, maintenance and distribution must be carried out by qualified personnel.

Main prevention measures

- Create adequate electrical systems that comply with specific standards
- Connect the set-up machines to the electrical system only in the absence of voltage
- Check the condition of the cables and report any damage
- Do not leave live systems or parts at the end of the working day
- Use electrical equipment only after careful verification by expert personnel
- Find out about the correct execution of the electrical system
- Use CEI approved safety plugs
- Use equipment with double insulation
- Check the support points of the metal stairs
- Avoid working in very humid or wet environments
- Use safety shoes
- All mechanized tools must be identifiable by metal tags and inspected frequently
- The electrical cables must be in perfect condition
- The connections to grips and uses must be in excellent condition
- Never pull out the plugs by pulling on the cables
- Never work with electrical appliances with wet hands
- Always insert and remove the plugs with the switch open
- Protect the conductor cables from being walked on
- If it is necessary to put up signs
- Never leave the device live or worse, in motion, before moving away, switch off the voltage and unplug the power plug
- 220 V portable lamps are absolutely prohibited.

It is also necessary that the network structure, the state of the switching equipment (closed, open, grounded) and the position of the safety devices be clearly understood. The electrical work must be carried out on non-active systems without electric charge, after having carried out all the measures to prevent the electrical risk. Therefore it is good to remember the five rules that the good rule considers fundamental for the electrical work without voltage: 1) Define the work area; 2) Dissect all the active parts present within the work area; 3) Take measures against reclosing; 4) check that the system is off voltage; 5) Carry out any

grounding and short circuit. At the end of the work, the tools, equipment used and any earth connection and short-circuit must be removed. At this point, the operators who are simultaneously warned (particular care in communicating with operators of different nationalities) must be removed that the active parties on which they have worked must be considered again in tension. Only after a repeated, and declared aloud point by point, verifies that everything is safe again, can the active parts involved in the works be put back in tension.

Risk of punctures, cuts, abrasions:

Contact of the operator's body with sharp or stinging elements or elements capable of causing injury must be avoided.

All the working parts of the equipment must be protected against accidental contacts. Where it is not possible to eliminate the danger or collective protections are not sufficient (delimitation of risk areas), PPE suitable for the job must be used (safety shoes, gloves, protective aprons, screens, goggles, etc.)

Main prevention measures

- e) Keep the workplace clean and tidy
- f) Remove the wooden boards and do not disperse the nails
- g) Use safety gloves and shoes
- h) Securely hold the materials and equipment you handle
 - a) i) Avoid leaving dangerous and unmarked protruding objects

Risks of falling from above:

1) The foreman or the person in charge or the person in charge of fact, must from time to time define or indicate to the workers the equipment to be used and give precise instructions and instructions to avoid accidents.

2) Check the stability of the provisional works and the parapets created.

3) Use solid and correctly positioned ladders.

4) In the work to be carried out on frames or stages of any kind at a height of the ground greater than 2 m and lack of shelters, the workers who work there must always use the restraint devices secured to points previously specifically prepared for processing.

5) Remember that using a double metal ladder, straddling it and having both hands engaged in the work involves the risk of an accident. The ladder is not a suitable tool for parking at height, but it is a tool with steps or rungs on which a person can go up or down (UNI EN 131/1).

6) Bridges on easel:

a) except in the case that they are equipped with normal parapet, they can only be used for work to be carried out on the ground or inside buildings; they must not have a height exceeding 2m and must not be mounted on the decks of external scaffolding;

b) the feet of the trestles, in addition to being stiffened by normal and diagonal tie rods, must always rest on a solid and well-leveled floor;

c) the maximum distance between two consecutive trestles can be 3.60m, when using boards with a cross section of 30x5 cm and 4 m long. When using boards with smaller transverse dimensions, they must rest on three trestles;

d) the width of the deck must not be less than 90 cm and the boards that make it up must be well placed together, do not have overhanging parts greater than 20 cm and be fixed to the support trestles;

e) it is forbidden to use bridges on superimposed trestles and bridges with uprights consisting of ladders.

7) Bridges on wheels:

a) the wheels of the bridge in place must be firmly locked;

b) they must be anchored to the construction every two deck floors;

c) must be used in an upright position;

d) they must be used according to the manufacturer's instructions.

Main prevention measures

- a) Check the stability of the provisional works and the parapets built;
- b) Making complete parapets;
- c) Use solid and correctly positioned stairs;
- d) Use safety belts for work at height.

Risk of slipping, level falls:

The paths for the handling of loads and the displacement of warehouses must be chosen in such a way as to avoid interference with areas where people are as much as possible.

The pedestrian paths inside the set-up must always be kept clear of equipment, materials, rubble or anything else capable of hindering the path of operators. All employees must wear suitable footwear. For each workstation it is necessary to identify the closest escape route. Provision must also be made for safe access to workplaces on the ground, in elevation and in depth. The access road to the set-up and those corresponding to the internal paths must be illuminated according to day and night needs.

Main prevention measures

- b) Be careful when moving around the set-up
 - a) c) Keep the work surface clear of any equipment, materials, rubble or other that could obstruct the path of operators

Risks of falling material from above:

Uncontrolled loss of stability of the balance of material masses in a stationary position or during manual or mechanical handling and transport and the consequent movements of collapse, sliding inclined fall on slopes or vertical in vacuum must, as a rule, be prevented by the correct arrangement of the masses or through the adoption of measures to hold the bodies in relation to their nature, shape and weight.

The harmful effects resulting from the possible fall of material masses on people or things must be eliminated by means of rigid or elastic arresting devices having sturdiness, shapes and dimensions proportionate to the characteristics of the falling bodies

When the restraining or stopping devices are missing or insufficient, involuntary access to the areas of foreseeable fall must be prevented, conventionally signaling the nature of the danger. However, all employees must make use of a personal protective helmet.

Main prevention measures

- a) It is necessary to prevent objects from falling from above, by placing appropriate protections
- b) Beware of suspended loads
- c) Check the balancing and hooking of loads
- d) Use the protective helmet
- e) Prevent the transit of people in the area affected by any falling elements, tools or other
- f) In works that involve simultaneous activities at different heights, the assembly operations must also be delimited horizontally with boards or nets, to protect against falling materials from the assembly surface to the underlying work surface
- g) Appropriately report the danger of falling objects
- h) In correspondence with the transit and parking areas on the ground, sturdy protection canopies must be set up
 - a) i) It is forbidden to climb vertical stairs with work tools in the hands.

Risk of manual handling of loads:

The manual handling of loads must be reduced to a minimum and rationalized in order not to require an excessive physical effort of the personnel in charge.

In any case it is advisable to resort to measures such as auxiliary handling or load sharing. The load to be handled must be easily grasped and must not have characteristics such as to cause injury to the operator's body, also depending on the type of processing.

In relation to the characteristics and extent of the loads, the manual handling activity must be preceded and accompanied by adequate information and training, after ascertaining, for non-sporadic activities, the health conditions of the employees.

Main prevention measures

- b) Handle heavy loads (> 25 kg) with the aid of special tools and lifting equipment;
 - a) c) If it is not possible to use special equipment for handling heavy loads, intervene in more people

Noise risk:

When purchasing new equipment, particular attention must be paid to the silence of use. The equipment must be properly maintained and used, in accordance with the manufacturer's instructions, in order to limit excessive noise. During operation the screens and bulkheads of the equipment must be kept closed and unnecessary noise must be avoided. When the noise of a process or equipment cannot be eliminated or reduced, collective protections must be put in place such as the delimitation of the affected area and / or the installation of additional shielding of the noise source. If the noise level cannot otherwise be reduced, it is necessary to adopt personal protective equipment in compliance with the indications in the noise assessment report and to provide for the rotation of the workers in noisy duties.

The use of an electric screwdriver and manual tools is expected.

On the basis of the above considerations, the following risk assessment can be formulated, which takes into account the level of probability and the extent of the damage also as a function of the surrounding conditions and is expressed in an I.A. called the index of attention graduated, depending on the severity, from 1 to 5 (Circular ANCE n. 335/1996). Graduated attention index I.A. = 3

ASSEMBLY AND DISASSEMBLY OF THE ELECTRICAL SYSTEM AND ILLUMINATING BODIES

DESCRIPTION OF THE WORKINGS

Processing is divided into the following Phases and Sub-Phases:

- 1) Realization of internal electrical system

This phase consists in the realization of the electrical system, including the positioning of the lighting bodies.

The installed systems must be built in accordance with the law and in such a way as to prevent the risk of accidental contact with live elements and fire.

In the case of using flexible conductors, used for temporary branches, or for powering equipment, they must be positioned in such a way as not to obstruct the passages and in such a way as not to be damaged. Where this is not possible, the flexible conductors must be adequately protected.

ADJUSTING THE HEADLIGHTS

- It is forbidden to walk on the structures
- Climbing on the structures is prohibited

The adjustment of the headlights must be carried out with use of scaffolding.

It is forbidden to use the simple leaning ladder to the structure itself.

Committed workers:

1) Responsible for the construction of internal electrical system;

Employee for the construction of the electrical system

General Preventive and Protective Measures, additional to the specific ones reported in the following chapter:

a) PPE: responsible for the construction of an internal electrical system;

Organizational requirements:

The worker must be provided with adequate personal protective equipment: a) insulating gloves; b) protective goggles; c) safety shoes with non-slip soles.

Risks to which the worker is exposed:

a) Noise for "Electrician";

Tools used by the worker:

a) Manual tools;

b) Electric screwdriver;

c) Double ladder;

Risks generated by the use of tools:

Punctures, cuts, abrasions; Bumps, blows, impacts, compressions; Electrocuting; Fall from above; Shearing, crushing; Manual handling of loads.

RISKS and PREVENTION ACTIVITIES:

Risk of shocks, blows, impacts, compressions:

Activities that require violent and / or sudden physical efforts must be eliminated or reduced also through the use of equipment suitable for the job. The tools, tools and devices for manual use must be kept in a good state of conservation and efficiency and when not used they must be kept in a stable balance (e.g. stored in a container or secured to the body of the worker) and they must not clutter up passageways or work places. The deposits of materials in stacks, piles and piles must be organized in such a way as to avoid collapses or subsidence and to allow safe and easy handling.

Main prevention measures

- a) Be careful when moving around the set-up
- b) Avoid leaving protruding objects in place
- c) Use the protective helmet

Electrical risk:

Before starting the activity, a survey of the work sites must be carried out in order to identify the possible existence of overhead or underground power lines and establish the appropriate precautions to avoid possible direct or indirect contact with live elements.

The subject of the contractor company who carries out these checks and subsequent processing must have adequate training and this must be documented in writing to the Client. The choice of electrical systems and equipment for the activities to be implemented must be made according to the specific work environment, verifying compliance with the Laws and Good Practice.

With regard to all work on electrical systems, both in and out of voltage, the CEI 11-27 standard is the reference for risk assessment and the choice for safety measures. The appointment of the plant manager, to be sent in writing to the Client, involves the identification of a figure delegated by the employer to carry out the technical and organizational activities necessary for the correct execution of the works involving an electrical risk (CEI EN 50110 point 4.3).

The paths and depths of underground lines or in live tunnels must be detected and signaled on the surface when they directly affect the work area. Specific and detailed written instructions must also be formulated for supervisors and workers in the vicinity of power lines.

The choice of electrical systems and equipment for construction activities must be made in good technique. The electrical installation system must always be designed and must be drawn up in writing in the cases provided for by law, its execution, maintenance and distribution must be carried out by qualified personnel.

Main prevention measures

- Create adequate electrical systems that comply with specific standards
- Connect the set-up machines to the electrical system only in the absence of voltage
- Check the status

Risk of punctures, cuts, abrasions:

Contact of the operator's body with sharp or stinging elements or elements capable of causing injury must be avoided.

All the working parts of the equipment must be protected against accidental contacts. Where it is not possible to eliminate the danger or collective protections are not sufficient (delimitation of risk areas), PPE suitable for the job must be used (safety shoes, gloves, protective aprons, screens, goggles, etc.)

Main prevention measures

- a) Keep the workplace clean and tidy
- b) Remove the wooden boards and do not disperse the nails
- c) Use safety gloves and shoes
- d) Securely hold the materials and equipment you handle
 - a) Avoid leaving dangerous and unmarked protruding objects

Risks of falling from above:

- 1) The foreman or the person in charge or the person in charge of fact, must from time to time define or indicate to the workers the equipment to be used and give precise instructions and instructions to avoid accidents.
- 2) Check the stability of the provisional works and the parapets created.
- 3) Use solid and correctly positioned ladders.
- 4) In the work to be carried out on frames or stages of any kind at a height of the ground greater than 2 m and lack of shelters, the workers who work there must always use the restraint devices secured to points previously specifically prepared for processing.
- 5) Remember that using a double metal ladder, straddling it and having both hands engaged in the work involves the risk of an accident. The ladder is not a suitable tool for parking at height, but it is a tool with steps or rungs on which a person can go up or down (UNI EN 131/1).
- 6) Bridges on easel:
 - a) except in the case that they are equipped with normal parapet, they can only be used for work to be carried out on the ground or inside buildings; they must not have a height exceeding 2m and must not be mounted on the decks of external scaffolding;
 - b) the feet of the trestles, in addition to being stiffened by normal and diagonal tie rods, must always rest on a solid and well-leveled floor;
 - c) the maximum distance between two consecutive trestles can be 3.60m, when using boards with a cross section of 30x5 cm and 4 m long. When using boards with smaller transverse dimensions, they must rest on three trestles;
 - d) the width of the deck must not be less than 90 cm and the boards that make it up must be well placed together, do not have overhanging parts greater than 20 cm and be fixed to the support trestles;
 - e) it is forbidden to use bridges on superimposed trestles and bridges with uprights consisting of ladders.
- 7) Bridges on wheels:
 - a) the wheels of the bridge in place must be firmly locked;
 - b) they must be anchored to the construction every two deck floors;
 - c) must be used in an upright position;
 - d) they must be used according to the manufacturer's instructions.

Main prevention measures

- a) Check the stability of the provisional works and the parapets built;
- b) Making complete parapets;
- c) Use solid and correctly positioned stairs;
- d) Use safety belts for work at height.

Risk of slipping, level falls:

The paths for the handling of loads and the displacement of warehouses must be chosen in such a way as to avoid interference with areas where people are as much as possible.

The pedestrian paths inside the set-up must always be kept clear of equipment, materials, rubble or anything else capable of hindering the path of operators. All employees must wear suitable footwear. For each workstation it is necessary to identify the closest escape route. Provision must also be made for safe access to workplaces on the ground, in elevation and in depth. The access road to the set-up and those corresponding to the internal paths must be illuminated according to day and night needs.

Main prevention measures

- a) Be careful when moving around the set-up
 - a) b) Keep the work surface clear of any equipment, materials, rubble or other capable of hindering the path of operators

Risks of falling material from above:

Uncontrolled loss of stability of the balance of material masses in a stationary position or during manual or mechanical handling and transport and the consequent movements of collapse, sliding inclined fall on slopes or vertical in vacuum must, as a rule, be prevented by the correct arrangement of the masses or through the adoption of measures to hold the bodies in relation to their nature, shape and weight.

The harmful effects resulting from the possible fall of material masses on people or things must be eliminated by means of rigid or elastic arresting devices having sturdiness, shapes and dimensions proportionate to the characteristics of the falling bodies

When the restraining or stopping devices are missing or insufficient, involuntary access to the areas of foreseeable fall must be prevented, conventionally signaling the nature of the danger. However, all employees must make use of a personal protective helmet.

Main prevention measures

- a) It is necessary to prevent objects from falling from above, by placing appropriate protections

b) Beware of suspended loads c) Check the balancing and hooking of loads d) Use the protective helmet e) Prevent the transit of people in the area affected by any falling elements, tools or other f) In works that involve simultaneous activities at different heights, the assembly operations must also be delimited horizontally with boards or nets, to protect against falling materials from the assembly surface to the underlying work surface g) Appropriately report the danger of falling objects h) In correspondence with the transit and parking areas on the ground, sturdy protection canopies must be set up a) i) It is forbidden to climb vertical stairs with work tools in the hands
<p>Risk of manual handling of loads:</p> <p>The manual handling of loads must be reduced to a minimum and rationalized in order not to require an excessive physical effort of the personnel in charge.</p> <p>In any case it is advisable to resort to measures such as auxiliary handling or load sharing. The load to be handled must be easily grasped and must not have characteristics such as to cause injury to the operator's body, also depending on the type of processing.</p> <p>In relation to the characteristics and extent of the loads, the manual handling activity must be preceded and accompanied by adequate information and training, after ascertaining, for non-sporadic activities, the health conditions of the employees.</p> <p>Main prevention measures</p> a) Handle heavy loads (> 25 kg) with the aid of special tools and lifting equipment; a) b) If it is not possible to use special equipment for handling heavy loads, intervene in more people
<p>Noise risk:</p> <p>When purchasing new equipment, particular attention must be paid to the silence of use. The equipment must be properly maintained and used, in accordance with the manufacturer's instructions, in order to limit excessive noise. During operation the screens and bulkheads of the equipment must be kept closed and unnecessary noise must be avoided. When the noise of a process or equipment cannot be eliminated or reduced, collective protections must be put in place such as the delimitation of the affected area and / or the installation of additional shielding of the noise source. If the noise level cannot otherwise be reduced, it is necessary to adopt personal protective equipment in compliance with the indications in the noise assessment report and to provide for the rotation of the workers in noisy duties.</p> <p>The use of an electric screwdriver and manual tools is expected.</p>
<p>On the basis of the above considerations, the following risk assessment can be formulated, which takes into account the level of probability and the extent of the damage also as a function of the surrounding conditions and is expressed in an I.A. called the index of attention graduated, depending on the severity, from 1 to 5 (Circular ANCE n. 335/1996). Graduated attention index I.A. = 3</p>

Sulla base delle considerazioni sopra esposte si può formulare la seguente valutazione dei rischi che tiene conto del livello di probabilità e della entità del danno anche in funzione delle condizioni al contorno e si esprime in un valore I.A. denominato indice di attenzione graduato, a seconda della gravità, da 1 a 5 (Circolare ANCE n. 335/1996). Indice di attenzione graduato I.A. = 2

ASSEMBLY AND DISASSEMBLY OF truss

DESCRIPTION OF THE WORKINGS

Processing is divided into the following Phases and Sub-Phases:

The truss is a particular device used in the staging of performing arts and trade fair installations that allows the lighting equipment to be raised above 0.00. Often also acoustic material or decorations or flags or signs are connected to it. It therefore often happens that the base structure is joined with an internal box containing cables and power and / or signal sockets for the assembled material. Generally, the truss is made up of a reticular truss of several elements (called truss, or better: Truss element and mounted on mobile supports (motorized with winch or hoist) with the purpose of allowing movement in a vertical direction, which gives therefore the possibility of installing the desired components while remaining on the ground and hoisting them at a later time. The truss, for its relative simplicity of assembly and disassembly, is mainly used for those events that are set up outdoors or in structures usually not used show use. The installation of trusses is prescribed by assembly regulations and therefore must be carried out only and exclusively by companies authorized to issue certifications. Any work at height of pointing lights or systems must be carried out with a basket with an operator equipped with a helmet and Harness with lanyard secured at a secure point Climbing or traversing the pylons is prohibited . Mount electrical circuits and elements on the ground. Carefully read the instructions for assembling the structures provided by the manufacturer. Do not omit any element and do not make assembly changes unless expressly provided for by the manufacturer. Always make, where foreseen, the bracing of the structure. First check

the consistency and tightness of the surface on which the structure must rest. If it is necessary to interpose boards to distribute the load. Never use materials, such as supports for the structure, that could break under the weight of the structure. Always check that the uprights are perfectly vertical (level or plumb line). If necessary, act on the adjustment devices placed on the bases of the uprights. Always make sure that the ropes, chains, hooks or hooks provided for lifting the horizontal elements are in good condition and free from defects that could compromise their strength. Before starting lifting, make people move away from the area involved in handling and always position themselves in such a way as to remain outside the area at risk of crushing. Start lifting slowly and check that the raised items are held in a horizontal position. Never forget, once the positioning has been reached, to apply the blocks or safety hooks provided against the fall of the horizontal elements of the structure.

Committed workers:

1) Installer assembly worker;

General Preventive and Protective Measures, additional to the specific ones listed below:

a) PPE: responsible for the construction of exhibition stands;

Organizational requirements:

The worker must be provided with adequate personal protective equipment: a) helmet; b) gloves; c) protective goggles; d) safety footwear with non-slip and puncture-proof sole and steel toecap. E) harness with restraint cord. f) protective helmet.

Risks to which the worker is exposed:

a) Noise for "common worker".

Tools used by the worker:

a) Manual tools;

b) Mobile scaffolding or scaffolding;

c) Electric screwdriver;

d) Double ladder.

Risks generated by the use of tools:

Punctures, cuts, abrasions; Bumps, blows, impacts, compressions; Fall from above; Fall of material from above or level; Manual handling of loads; Electrocution; Shears, crushing.

RISKS and PREVENTION ACTIVITIES:

Risk of shocks, blows, impacts, compressions:

Activities that require violent and / or sudden physical efforts must be eliminated or reduced also through the use of equipment suitable for the job. The tools, tools and devices for manual use must be kept in a good state of conservation and efficiency and when not used they must be kept in a stable balance (e.g. stored in a container or secured to the body of the worker) and they must not clutter up passageways or work places. The deposits of materials in stacks, piles and piles must be organized in such a way as to avoid collapses or subsidence and to allow safe and easy handling.

Main prevention measures

a) Be careful when traveling to the workplace

b) Avoid leaving protruding objects in place

c) Use the protective helmet

Electrical risk:

Before starting the activity must be carried out

Electrical risk:

Before starting the activity, a survey of the work sites must be carried out in order to identify the possible existence of overhead or underground power lines and establish the appropriate precautions to avoid possible direct or indirect contact with live elements.

The subject of the contractor company who carries out these checks and subsequent processing must have adequate training and this must be documented in writing to the Client. The choice of electrical systems and equipment for the activities to be implemented must be made according to the specific work environment, verifying compliance with the Laws and Good Practice. With regard to all work on electrical systems, both in and out of voltage, the CEI 11-27 standard is the reference for risk assessment and the choice for safety measures. The appointment of the plant manager, to be sent in writing to the Client, involves the identification of a figure delegated by the employer to carry out the technical and organizational activities necessary for the correct execution of the works involving an electrical risk (CEI EN 50110 point 4.3).

The paths and depths of underground lines or in live tunnels must be detected and signaled on the surface when they directly affect the work area. Specific and detailed written instructions must also be formulated for supervisors and workers in the vicinity of power lines.

The choice of electrical systems and equipment for construction activities must be made in good technique. The electrical system must always be designed and must be drawn up in writing in the cases provided for by law, its execution, maintenance and distribution must be carried out by qualified personnel.

Main prevention measures

- Create adequate electrical systems that comply with specific standards*
- Connect the work machines to the electrical system only in the absence of voltage*
- Check the condition of the cables and report any damage*
- Do not leave live systems or parts at the end of the working day*
- Use electrical equipment only after careful verification by expert personnel*

- Find out about the correct execution of the electrical system
- Use CEI approved safety plugs
- Use equipment with double insulation
- Check the support points of the metal stairs
- Avoid working in very humid or wet environments
- Use safety shoes
- All mechanized tools must be identifiable by metal tags and inspected frequently
- The electrical cables must be in perfect condition
- The connections to grips and uses must be in excellent condition
- Never pull out the plugs by pulling on the cables
- Never work with electrical appliances with wet hands
- Always insert and remove the plugs with the switch open
- Protect the conductor cables from being walked on
- If it is necessary to put up signs
- Never leave the device live or worse, in motion, before moving away, switch off the voltage and unplug the power plug
- 220 V portable lamps are absolutely prohibited.

It is also necessary that the network structure, the state of the switching equipment (closed, open, grounded) and the position of the safety devices be clearly understood. The electrical work must be carried out on non-active systems without electric charge, after having carried out all the measures to prevent the electrical risk. Therefore it is good to remember the five rules that the good rule considers fundamental for the electrical work without voltage: 1) Define the work area; 2) Dissect all the active parts present within the work area; 3) Take measures against reclosing; 4) check that the system is off voltage; 5) Carry out any grounding and short circuit. At the end of the work, the tools, equipment used and any earth connection and short-circuit must be removed. At this point, the operators who are simultaneously warned (particular care in communicating with operators of different nationalities) must be removed that the active parties on which they have worked must be considered again in tension. Only after a repeated, and declared aloud point by point, verifies that everything is safe again, can the active parts involved in the works be put back in tension.

Risk of punctures, cuts, abrasions:

Contact of the operator's body with sharp or stinging elements or elements capable of causing injury must be avoided.

All the working parts of the equipment must be protected against accidental contacts. Where it is not possible to eliminate the danger or collective protections are not sufficient (delimitation of risk areas), PPE suitable for the job must be used (safety shoes, gloves, protective aprons, screens, goggles, etc.)

Main prevention measures

- a) Keep the workplace clean and tidy
- b) Remove the wooden boards and do not disperse the nails
- c) Use safety gloves and shoes
- d) Securely hold the materials and equipment you handle
- a) e) Avoid leaving dangerous and unmarked protruding objects

Risks of falling from above:

1) The Chief Fitter or the person in charge or the person in charge of fact, must from time to time define or indicate to the workers the equipment to be used and give precise instructions and instructions to avoid accidents.

2) Check the stability of the provisional works and the parapets created.

3) Use solid and correctly positioned ladders.

4) In the work to be carried out on frames or stages of any kind at a height of the ground greater than 2 m and lack of shelters, the workers who work there must always use the restraint devices secured to points previously specifically prepared for processing.

5) Remember that using a double metal ladder, straddling it and having both hands engaged in the work involves the risk of an accident. The ladder is not a suitable tool for parking at height, but it is a tool with steps or rungs on which a person can go up or down (UNI EN 131/1).

6) Bridges on easel:

a) except in the case that they are equipped with normal parapet, they can only be used for work to be carried out on the ground or inside buildings; they must not have a height exceeding 2m and must not be mounted on the decks of external scaffolding;

b) the feet of the trestles, in addition to being stiffened by normal and diagonal tie rods, must always rest on a solid and well-leveled floor;

c) the maximum distance between two consecutive trestles can be 3.60m, when using boards with a cross section of 30x5 cm and 4 m long. When using boards with smaller transverse dimensions, they must rest on three trestles;

d) the width of the deck must not be less than 90 cm and the boards that make it up must be well placed together, do not have overhanging parts greater than 20 cm and be fixed to the support trestles;

e) it is forbidden to use bridges on superimposed trestles and bridges with uprights consisting of ladders.

7) Bridges on wheels:

a) the wheels of the bridge in place must be firmly locked;

b) they must be anchored to the construction every two deck floors;

c) must be used in an upright position;

d) they must be used according to the manufacturer's instructions.

Main prevention measures

- a) Check the stability of the provisional works and the parapets built;
- b) Making complete parapets;
- c) Use solid and correctly positioned stairs;
- d) Use safety harnesses for work at height.

Risk of slipping, level falls:

The paths for the handling of loads and the displacement of warehouses must be chosen in such a way as to avoid interference with areas where people are as much as possible.

The pedestrian paths inside the Exhibition Center must always be kept clear of equipment, materials, rubble or anything else capable of hindering the path of operators. All employees must wear suitable footwear. For each workstation it is necessary to identify the closest escape route. Provision must also be made for safe access to workplaces on the ground, in elevation and in depth. The access road to the workplace and those corresponding to the internal routes must be illuminated according to day and night needs.

Main prevention measures

- a) Be careful when traveling to the workplace
- b) Keep the work surface clear of any equipment, materials, rubble or anything else capable of hindering the path of operators

Risks of falling material from above:

Uncontrolled loss of stability of the balance of material masses in a stationary position or during manual or mechanical handling and transport and the consequent movements of collapse, sliding inclined fall on slopes or vertical in vacuum must, as a rule, be prevented by the correct arrangement of the masses or through the adoption of measures to hold the bodies in relation to their nature, shape and weight.

The harmful effects resulting from the possible fall of material masses on people or things must be eliminated by means of rigid or elastic arresting devices having sturdiness, shapes and dimensions proportionate to the characteristics of the falling bodies

When the restraining or stopping devices are missing or insufficient, involuntary access to the areas of foreseeable fall must be prevented, conventionally signaling the nature of the danger. However, all employees must make use of a personal protective helmet.

Main prevention measures

- a) It is necessary to prevent objects from falling from above, by placing appropriate protections
- b) Beware of suspended loads
- c) Check the balancing and hooking of loads
- d) Use the protective helmet
- e) Prevent the transit of people in the area affected by any falling elements, tools or other
- f) In works that involve simultaneous activities at different heights, the assembly operations must also be delimited horizontally with boards or nets, to protect against falling materials from the assembly surface to the underlying work surface
- g) Appropriately report the danger of falling objects
- h) In correspondence with the transit and parking areas on the ground, sturdy protection canopies must be set up
- i) It is forbidden to climb vertical stairs with work tools in the hands

Risk of manual handling of loads:

The manual handling of loads must be reduced to a minimum and rationalized in order not to require an excessive physical effort of the personnel in charge.

In any case it is advisable to resort to measures such as auxiliary handling or load sharing. The load to be handled must be easily grasped and must not have characteristics such as to cause injury to the operator's body, also depending on the type of processing.

In relation to the characteristics and extent of the loads, the manual handling activity must be preceded and accompanied by adequate information and training, after ascertaining, for non-sporadic activities, the health conditions of the employees.

Main prevention measures

- a) Handle heavy loads (> 25 kg) with the aid of special tools and lifting equipment;
- b) If it is not possible to use special equipment for handling heavy loads, intervene in more people

Noise risk:

When purchasing new equipment, particular attention must be paid to the silence of use. The equipment must be properly maintained and used, in accordance with the manufacturer's instructions, in order to limit excessive noise. During operation the screens and bulkheads of the equipment must be kept closed and unnecessary noise must be avoided. When the noise of a process or equipment cannot be eliminated or reduced, collective protections must be put in place such as the delimitation of the affected area and / or the installation of additional shielding of the noise source. If the noise level cannot otherwise be reduced, it

is necessary to adopt personal protective equipment in compliance with the indications in the noise assessment report and to provide for the rotation of the workers in noisy duties.
The use of an electric screwdriver and manual tools is expected.

On the basis of the above considerations, the following risk assessment can be formulated, which takes into account the level of probability and the extent of the damage also as a function of the surrounding conditions and is expressed in an I.A. called the index of attention graduated, depending on the severity, from 1 to 5 (Circular ANCE n. 335/1996). Graduated attention index I.A. = 3

The Contracting parties and the Contractors referred to in this document may intervene, both during set-up and dismantling, and during the course of events, within stands and spaces managed by the exhibitors themselves. The interferences that can occur are of various kinds, including:

1. overlapping of work activities within the same stand, with other companies, with contractors or with the activity of the exhibitor himself;
2. overlapping with activities carried out in adjacent stands;
3. interference with pedestrian traffic passing near the stand;
4. interference with vehicular traffic in the pavilion and in the roads.

Additional measures to be implemented will be agreed on site, based on the information received from Piacenza Expo and the legislation in force on workplace safety and hygiene, coordinating with the exhibitor of the stand and with the other workers present. The following risk mitigation measures remain for all interference activities:

- temporally or spatially displacing interfering activities, dividing the stand into distinct areas;
- do not clutter the longitudinal transit lanes and in particular the "yellow" lanes shown in the attached plan;
- if an intervention with ladders and scaffolding is necessary in common paths that can also be used by trolleys, the area concerned must be delimited and marked at a safe distance to allow the identification of the area and carry out the necessary maneuvers (slowdown-stop of the vehicle).
- Piacenza Expo will not energize the stand in the absence of a request to the office by the exhibitor / contractor and in the absence of staff from the stand itself to coordinate with at the time of connection.

Brief summary of the main processes that can give rise to interference risks:

- installation of fixtures, counter-ceilings, movable partitions, assembly of tensile structures and temporary works
- construction of electrical systems, electrical connections, installation of audio / video systems, lighting and related structures
- cleaning, catering, surveillance and surveillance, reception services

Finally, it is recalled that the Organizer and Piacenza Expo decline any responsibility for any fact or consequence deriving from the failure to comply with the aforementioned laws, the Technical Regulations and the Rules of Conduct reported, and reserve the right of compensation at any location where any non-compliance should result in damage of any kind.

TOOLS AND RISKS

ELECTRIC SCREWDRIVER

APPLICABLE REGULATORY REFERENCES

D. L.gs 81/2008

CEI standards

RISKS HIGHLIGHTED BY ANALYSIS OF HAZARDS AND DANGEROUS SITUATIONS DURING WORK

- electrical
- bumps, blows, impacts, compressions

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE USE:

- use only tools with double insulation (220V), or tools powered at a very low safety voltage (50V), in any case not electrically connected to earth
- check the integrity of the cables and the power plug
- check the functionality of the tool
- check that the tool is of suitable conformation

DURING USE:

- do not hinder the passages with the power cable
- cut off the power supply during work breaks
- report any malfunctions

AFTER USE:

- electrically disconnect the tool

PERSONAL PROTECTIVE EQUIPMENT

- gloves
- safety footwear

HAND TOOLS

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

RISKS HIGHLIGHTED BY ANALYSIS OF HAZARDS AND DANGEROUS SITUATIONS DURING WORK

- bumps, blows, impacts, compressions
- punctures, cuts, abrasions

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE USE:

- check that the tool is not damaged
- replace the handles that show cracks or chips
- check the correct fixing of the handle
- select the type of tool suitable for use
- for bits and chisels use suitable bumpers and remove burrs from the handles

DURING USE:

- firmly hold the tool
- assume a correct and stable position
- adequately distance other workers
- do not use the tool improperly
- do not leave the tools in the passages and secure them from a possible fall from above
- use suitable containers for storing small tools

AFTER USE:

- carefully clean the tool
- store tools correctly
- check the state of use of the tool

PERSONAL PROTECTIVE EQUIPMENT

- gloves
- helmet
- safety footwear
- glasses

HAND STAIRS

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

RISKS HIGHLIGHTED BY ANALYSIS OF HAZARDS AND DANGEROUS SITUATIONS DURING WORK

- falls from above
- bumps, blows, impacts, compressions
- shearing (double ladders)
- manual handling of loads

SAFETY FEATURES

SIMPLE PORTABLE STAIRS

- they must be built with material suitable for the conditions of use, they can therefore be made of iron, aluminum or wood, but they must be sufficiently resistant and have appropriate dimensions for use
- the wooden ladders must have the rungs embedded in the uprights which must be held with iron rods applied under the two extreme rungs; the stairs more than 4 meters long. they must also have an intermediate tie rod
- in all cases they must be fitted with anti-slip devices at the lower ends of the two uprights and with retaining elements or anti-slip supports at the upper ends

STAIRS WITH GRAFTED ELEMENTS

- the length of the ladder in place must not exceed 15 meters.
- for lengths over 8 meters. they must be equipped with a section bar

DOUBLE STAIRS

- they must not exceed a height of 5 meters.
- must be equipped with a chain or similar device that prevents the ladder from opening beyond the pre-established safety limit

CASTLE STAIRS

- they must have handrails along the ramp and parapets along the perimeter of the landing
- the steps must be non-slip
- they must be equipped with handles for handling
- they must be equipped with wheels on only the two uprights opposite the handling handles and with anti-slip pads on the two fixed foot uprights

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE USE:

- the ladder must exceed at least 1 meter. the access plan, making sure that the rung corresponds to it (it is possible to continue with only one effectively fixed upright)
- the stairs used for access to subsequent floors must not be placed one in continuation of the other
- the stairs placed on the outer edge of a building or temporary works (scaffolding) must be equipped with a handrail and parapet
- the ladder must be 1/4 of its length away from the vertical support
- It is forbidden to repair broken rungs with wooden strips nailed to the uprights
- the stairs positioned on soft ground must be placed on a single distribution table
- the site where the ladder is installed must be free of any materials and away from passages

DURING USE:

- Unconstrained stairs must be held at the foot by another person
- during lateral movements no worker must be on the ladder
- • avoid the use of excessively protruding stairs beyond the arrival floor
- • **the ladder must be used by only one person at a time**

when work is carried out at height, using ladders with coupled elements, a person must exercise continuous supervision on the ladder from the ground

- ascent and descent must be carried out with the face facing the ladder

AFTER USE:

- periodically check the state of conservation by providing the necessary maintenance
- unused ladders must be kept in a place sheltered from bad weather and, if possible, suspended from special hooks.
- immediately report any anomalies found, in particular: broken pegs, play between the joints, cracks, lack of anti-slip and stop devices.

PERSONAL PROTECTIVE EQUIPMENT

- gloves
- safety footwear
- helmet

Personal protective equipment

HELMET OR SAFETY HELMET

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

ANALYSIS OF DANGERS AND DANGEROUS SITUATIONS FOR WHICH PPE SHOULD BE USED

- bumps, blows, impacts
- falling materials from above

CHARACTERISTICS OF THE PPE

- the helmet or helmet, in addition to being robust to absorb shocks and other mechanical actions, so that it can be worn daily, must be light, well ventilated, adjustable, non-irritating and equipped with a neck support for stability in certain processes (assembly metal scaffolding, prefabricated assembly)
- the helmet must consist of a shell-like shell, a harness and a front sweatband. The harness must allow for width adjustment
- the use of the helmet must be compatible with the use of other PPE, there are helmets that, due to their conformation, allow the installation of visors or protective headphones
- check that the PPE bears the CE marking, resulting in compliance with national technical standards or those of other European Community countries

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

- make available in the company adequate information on each PPE used according to the work risk
- the supplied helmet must be delivered individually to the worker and used whenever work is carried out with the danger of falling materials and equipment from above
- the helmet must be kept clean, especially the harness, which must be replaced when there are signs of failure or wear on the straps
- promptly report any anomalies or damage that may affect the resistance of the PPE

SAFETY FOOTWEAR

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

ANALYSIS OF DANGERS AND DANGEROUS SITUATIONS FOR WHICH PPE SHOULD BE USED

- bumps, blows, impacts and compressions
- punctures, cuts and abrasions
- heat, flames
- cold

CHOICE OF PPE ACCORDING TO THE WORKING ACTIVITY

- safety shoes with puncture-proof sole and protective toecap: work on scaffolding, demolition, concrete work and prefabricated elements
- safety shoes with thermal insulating midsole: activities on and with very cold or hot masses
- quick release safety shoes: in processes at risk of penetration of molten incandescent masses and in the handling of large material

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

- in the workplace, always use safety footwear suitable for the activity (shoe, boot, boot)
- make available in the company adequate information on each PPE used according to the work risk
- safety footwear must be delivered individually to the worker

SAFETY BELTS, RETAINING ROPES, BRAKED ENERGY ABSORPTION SYSTEMS

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

ANALYSIS OF DANGERS AND DANGEROUS SITUATIONS FOR WHICH PPE SHOULD BE USED

- fall from above

CHOICE OF PPE ACCORDING TO THE WORKING ACTIVITY

- whenever collective protection measures are not feasible, PPE can be used
- for short-term works on carpentry, industrialized building works (banches et tables), prefabricated assembly, scaffolding assembly and disassembly, crane assembly etc.
- safety belts with shoulder straps and gluteal bands must be used, uniquely with a suitable restraint rope that limits the fall to no more than 1.5 m., And terminate in a carabiner type safety hook. The use of the rope must occur in conjunction with energy-absorbing devices (heat sinks) because even falls from modest heights can cause high stopping forces
- verify that the PPE bears the CE mark on all construction elements. Have the EC declaration of conformity issued

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

- comply with the provisions and information made available by the company on the use of PPE
- periodically check the integrity of the components and promptly report to the site manager any anomalies found during use

Risk cards

MANUAL HANDLING OF LOADS

ACTIVITIES CONCERNED

All activities involving the transport or support of a load by one or more workers, including the actions of lifting, placing, pushing, pulling, carrying or moving a load which, due to their characteristics or as a result of conditions unfavorable ergonomics, entail, among other things, the risks of back lumbar injuries (for back lumbar injuries we mean injuries to the osteomyotendinous and nerve-vascular structures at the back lumbar level).

Loads pose a risk in cases where one or more of the following conditions occur (situations that often characterize the building construction sector):

- characteristics of the load
- too heavy (over 25 Kg.)
- bulky or difficult to grasp
- in unstable equilibrium or with the content that is in danger of shifting
- placed in such a position that they must be held and handled at some distance from the trunk or with a twist or tilt of the trunk
- physical effort required
 - excessive
- performed only with a twisting movement of the trunk
- involves a sudden movement of the load
- performed with the body in an unstable position
- characteristics of the work environment
- free space, especially vertical, insufficient for carrying out the activity
- uneven floor, with the risk of tripping or slipping due to the shoes worn by the worker
- workplace or work environment that does not allow the worker to manually handle loads at a safe height or in a good position
- floor or worktop with unevenness that involve handling the load at different levels
- unstable floor or support point
- inadequate temperature, humidity or air circulation
- needs related to the activity
- physical efforts that particularly stress the spine, too frequent or too long
- period of physiological rest or insufficient recovery
- Too large lifting, lowering or transport distances
- pace imposed by a process that the worker cannot modulate
- individual risk factors
- physical unfit for the task to be performed
- inadequate clothing, footwear or other personal effects worn by the worker
- insufficient or inadequate knowledge or training

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE THE ACTIVITY:

- the processing must be organized in order to minimize the manual handling of loads also through the use of suitable mechanical equipment for transport and lifting

DURING THE ACTIVITY:

- for loads that cannot be handled mechanically, it is necessary to use tools for assisted handling (wheelbarrows, trolleys) and to resort to organizational measures such as reducing the weight of the load and lifting cycles and distributing the load among several employees
- all employees must be informed and trained in particular on: the weight of the loads, the center of gravity or the heaviest side, the correct working methods and the risks in case of non-compliance (see brochure "Knowing to Prevent - The Manual Handling of Loads in the Construction Site ")

AFTER THE ACTIVITY:

PERSONAL PROTECTIVE EQUIPMENT

- gloves
- safety footwear

FIRST AID AND EMERGENCY MEASURES

- not expressly provided for

HEALTH SURVEILLANCE

- health surveillance is mandatory for all employees
- the frequency of medical examinations is established by the competent doctor

VIBRATIONS

ACTIVITIES CONCERNED

All the activities in which the use of vibrating axis tools or compressed air is foreseen (e.g. drilling hammers, vibrators for AC, sticks for mine holes, etc.) or where the operator remains in contact with a source of vibrations (e.g. vibrating formworks, operating machines, etc.).

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE THE ACTIVITY:

- evaluate whether it is possible to carry out the same process without resorting to equipment and / or tools that are still capable of transmitting vibrations to the operator's body
- the vibrating tools and equipment to be used must be chosen from those least harmful to the operator; they must be equipped with all the most effective technical solutions for the protection of workers (e.g. anti-vibration handles, damping devices, etc.) and must be installed and maintained in a state of perfect efficiency
- all workers must be adequately informed and trained on the correct procedures for carrying out the activities and subjected to health surveillance. If necessary, the advisability of establishing a rotation among employees must be analyzed

PERSONAL PROTECTIVE EQUIPMENT

- padded gloves

FIRST AID AND EMERGENCY MEASURES

- the main risk for workers using compressed air or flexible axis tools is that of joint damage and chronic neuralgia. In some cases, as frequencies increase, autonomic dystonias and circulatory damage may occur

HEALTH SURVEILLANCE

- specific, mandatory for all workers concerned, on an annual basis unless otherwise provided by the competent doctor

LIGHTING

ACTIVITIES CONCERNED

All activities must be naturally or artificially illuminated to ensure sufficient visibility.

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE THE ACTIVITY:

- in all workplaces, rest stops and passageways, it is necessary to ensure that there is an adequate level of lighting, natural or artificial, diffused and / or localized, proportionate to the environmental situation and the work to be performed
- the areas of action of operating machines, means of transport, lifting and manual operations, the reading and observation fields of the control, measuring or indicator organs and instruments in general and any other place or element or signals that present a particular risk or require special attention, must be adequately illuminated for the operating situation
- if necessary, a subsidiary and / or emergency lighting system must be provided to be activated in case of need
- in the organization of the work it is necessary to take into account the sources of light, artificial and not, also according to the possible environmental conditions in order to avoid glare or visual disturbances
- the glazed surfaces and the means of artificial lighting must be kept constantly in good conditions of cleanliness and efficiency
- in underground working environments (tunnels, shafts, etc.) the workers must be equipped with suitable portable lighting equipment. In the same environments, the workplaces and passageways must be illuminated with means and systems independent of the individual portable lighting means

AFTER THE ACTIVITY:

PERSONAL PROTECTIVE EQUIPMENT

- not expressly provided for

FIRST AID AND EMERGENCY MEASURES

- not expressly provided for

HEALTH SURVEILLANCE

- not expressly provided

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MICROCLIMATE

ACTIVITIES CONCERNED

All the activities that involve for the worker a stay in environments with uncomfortable climatic parameters (temperature, humidity, ventilation, etc.).

APPLICABLE REGULATORY REFERENCES

- Legislative Decree 81/2008
- Local hygiene regulations

PREVENTION MEASURES AND INSTRUCTIONS FOR EMPLOYEES

BEFORE THE ACTIVITY:

- in the processes that take place in a confined environment, an environment must be created as comfortable as possible, introducing, if necessary, the control of temperature, humidity, ventilation and other factors capable of influencing the microclimate, possibly localized according to the specific activities

DURING THE ACTIVITY:

- workers must wear appropriate clothing for the activity and the characteristics of the work environment, if it is not possible to intervene otherwise on the climatic parameters

AFTER THE ACTIVITY:

PERSONAL PROTECTIVE EQUIPMENT

- protective clothing
- gloves
- headgear

FIRST AID AND EMERGENCY MEASURES

- activities that take place in adverse weather conditions without the necessary protection can give rise to both bronchopneumopathies, especially in cases of sudden changes in them, and the classic "heat stroke" in case of intense physical activity during the summer season
- to help the unconscious injured person affected by heat stroke it is necessary:
- unfasten clothing around the neck, chest, waist
- place it in a safe position (lying on its side with head down with one knee bent to ensure stability), keeping it covered in a dry and ventilated place
- in the presence of frostbite symptoms, it is necessary to wrap the affected part of the body in wool cloth, avoiding rubbing it, and contact the nearest emergency room

HEALTH SURVEILLANCE

- not expressly provided.

Emergency



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Workplace First Aid Guide

1. READ ME FIRST

This guide is designed to help you and your colleagues to administer the safety first and call for help in a timely manner. Do not use any of the techniques in this guide until you have been trained and are competent. Read the guide from end to end.

Find out who is the nominated first aider or appointed person within your workplace. If there is a procedure in place for calling out an ambulance find out what it is now!



Occupational Health:
First Aider / Appointed Person's address:
The nearest First Aid Box is located at:
The nearest Eyewash Station is located at:
Useful numbers:

2. DANGER

- + ELECTRICITY
- + FLAMMABLES
- + TRAFFIC
- + MOVING MACHINERY
- + FALLING DEBRIS
- + FIRE

Whenever you approach to assist a casualty ensure that the area is safe for you to administer First Aid, and secondly that the casualty is safe. If the situation is not safe you must evacuate or control any hazards. You must only move your casualty as a last resort.

EXAMPLE: BUILDING ON FIRE

- ACTION**
1. Ensure that you are aware of the number of casualties involved.
 2. Find out if anyone has any FIRST AID knowledge.
 3. Urge bystanders to call THE EMS, contact the casualty(s).
 4. Advise all, stay calm.



3. RESPONSE

To gain the casualty the optimum chances of survival, you must quickly assess the levels of response. A rapid assessment will allow effective treatment to be administered and we also allow for accurate information to be passed on to the ambulance services.

CHECK WHETHER THE CASUALTY IS CONSCIOUS

1. Ask "Open your eyes if you can hear me" and call their name if known.
2. Ask if both the casualty's arms to open their eyes.
3. Offer a mild stimulus by shaking casualty's shoulders.
4. DO NOT move the casualty unless the environment or situation is dangerous.



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4. GETTING HELP

Let the response and wait for a passing sign. Call 999 / 112. The Operator will ask you where you require. Once you have called 'Ambulance' you will be connected to ambulance control. The operator will ask you a set of questions. **DO NOT** answer requests. **DO NOT** leave the casualty but go on to assess the casualty and breathing.

BE PREPARED TO:

1. Confirm your telephone number.
2. Give an accurate description of the incident and casualty's condition.
3. Inform them if casualty is breathing or not.
4. Give your exact location and inform of any hazards.
5. Advise the ambulance crew by arranging for a colleague to meet them outside your place of work.

DO NOT hang up at any stage of the conversation. The operator will terminate the call when appropriate.

CALL FOR HELP

If alone, call for help. If someone responds to your call, ask them to call the ambulance. If someone does not, call the ambulance. The Ambulance and Fire Service. Call of your mobile with the casualty whilst the other calls the Emergency Medical Services (EMS).



5. AIRWAY

FOR AN UNRESPONSIVE CASUALTY

- OPEN THE AIRWAY**
1. Look in the mouth to ensure there are no obvious obstructions.
 2. Open the airway by tilting the chin and lifting the head back. This will move the tongue from the back of the throat.
 3. If neck/spinal injury is suspected, get one hand on the forehead and the other on the chin and lift.
 4. To test if it is open and clear, hold your hand over your mouth and breathe in.



6. BREATHING

ASSESS FOR BREATHING

1. LOOK for the rise and fall of the chest.
2. LISTEN for sounds of breathing near to the face.
3. FEEL for breath on your cheek.
4. Carry this out for up to 10 seconds.

BREATHING NORMALLY

- + Breathing is present go straight to the unconscious section.
- + If the casualty is not breathing normally call for the Emergency Medical Services (EMS) or ask people nearby to call. Continue full cardiac resuscitation (CPR) until the ambulance arrives. Call 999 / 112.

NOT BREATHING



7. COMMENCE CPR

FOR AN UNRESPONSIVE CASUALTY

1. Ensure the casualty is on a firm, flat surface.
2. Give 2 rescue breaths.
3. Place the heel of one hand on top of the other in the centre of the casualty's chest. (Fig 1)
4. Compress the chest (maximum depth of approximately 5-6cm) 30 times at a rate of 100-120 compressions per minute. The compressions and releases should take an equal amount of time.
5. After 30 compressions, open the airway again using head tilt/chin lift.
6. Blow steadily into the mouth until you see the other rise. 2 rescue breaths, blow in for 1 second, 2 breaths within 5 seconds. (Fig 2)
7. Remove your mouth to the side and at least 10cm from the mouth. (Fig 3)
8. Report to you how given 2 effective rescue breaths in total within 5 seconds. (Fig 2)
9. Report to you how given 2 effective rescue breaths in total within 5 seconds. (Fig 2)
10. Report to you how given 2 effective rescue breaths in total within 5 seconds. (Fig 2)
11. Repeat your hands to the correct position on the chest and give a further 30 chest compressions.



8. DEFIBRILLATION

Use an AED (Automated External Defibrillator) if available and follow prompts.



9. UNCONSCIOUS

IF THE CASUALTY IS BREATHING NORMALLY

- TURN INTO THE RECOVERY POSITION**
1. Check for any other obvious injuries.
 2. Remove any objects from pockets.
 3. Turn the casualty into the recovery position.
 4. Bend the nearest arm at a right angle to the body.
 5. Draw the furthest arm across the chest and place the back of the hand across the cheek. (Fig 1)
 6. Keep this bare whilst you raise the top of the knee. (Fig 2)
 7. Carry out on the knee so that the casualty's head rests on their side.
 8. The casualty should be fully over and stable.
 9. Re-check the airway, breathing and circulation.
 10. Draw up the leg at a 90 degree angle. (Fig 3)
 11. Check for continued breathing. (Fig 4)
 12. Send someone to ring 999 / 112 or if you are alone, leave the casualty and call 999 / 112.



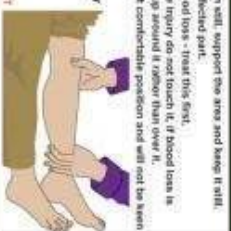
10. BLEEDING

1. Put on gloves.
2. Stop the bleeding.
3. Expose the wound and elevate the area if possible.
4. Examine the injury - if any foreign objects are present leave them in place and dress around.
5. Apply direct pressure over the wound to stop the bleeding. (Fig 1)
6. Once a dressing (Fig 1) and place it firmly over the injury.
7. Apply firm pressure.
8. Secure the dressing.
9. Apply 1 dressing at a time up to a maximum of 2. If blood seeps through both dressings, remove them and apply a new dressing.
10. If dealing with a limb, keep the affected part elevated. (Fig 2)
11. If your casualty has lost a considerable amount of blood they may start to exhibit signs of shock.
12. Lay your casualty down, continue direct pressure over the wound and raise the legs. (Fig 3)
13. Reassess.



11. FRACTURES

1. Induct the casualty to remain still, support the area and keep it still.
2. Do not attempt to move the affected part.
3. Examine the injury for any blood loss - treat this first.
4. If any bone is exposed, use the injury do not touch it. If blood loss is evident hold your dressings up around it rather than over it.
5. The casualty will find the most comfortable position and will not be hurt to have the injury treated.
6. If the casualty cannot maintain a stable condition for themselves you may provide assistance or stabilise the injury with your hands.
7. Call the 999 / 112.



12. BURNS

1. Ensure the situation presents no hazard, if it does, contain or neutralise the hazard.
2. If dealing with a chemical burn with the affected area with plenty of water consult COSHH, ensuring you do not wash the affected area unless advised - seek medical aid.
3. Non-thermal burns should be immersed in cool water for 10-20 minutes. Any contacting items, such as watches should be removed.
4. Once cooled the burn should be covered with a sterile dressing (non-fluffy).
5. Refer to medical aid.
6. DO NOT:
7. Apply tight, fluffy dressings.
8. Apply lotions, ointments or creams.
9. Remove damaged skin or burnt clothes.
10. Apply butter, margarine or fat.



The information contained in the poster is for guidance only and should not be used as a substitute for recognised training.

A600WV2

REGULATIONS FOR THE CONTAINMENT OF THE RISK FROM COVID-19 AT PIACENZA EXPO

- ORGANIZERS AND EXHIBITORS-

SAFETY DISTANCE

- DURING THE PHASES OF ORGANIZATION OF THE EVENTS, INCLUDING THOSE OF SETTING UP AND DISMANTLING:
 - RESPECT THE DISTANCE OF AT LEAST 1 METER BETWEEN THE OPERATORS PRESENT
 - MOVE TOWARDS THE PLACE OF DESTINATION ALONG THE MOST DIRECT AND SAFE ROUTE WITH RESPECT TO POSSIBLE CONTACT WITH OTHER PEOPLE, RESPECTING THE SAFETY SIGNS.
- WHEN IT IS NOT POSSIBLE TO RESPECT THE DISTANCE, USE MASKS TO PROTECT THE RESPIRATORY TRACT AND PROTECTIVE GOGGLES / VISORS.

ACCESS MODE

- ORGANIZE SEPARATE ROUTES FOR ENTRY AND EXIT, AND PREDEFINED TRANSIT ROUTES IN ORDER TO REDUCE THE OPPORTUNITIES FOR CONTACT BETWEEN VISITORS.
 - BODY TEMPERATURE DETECTION CAN BE PROVIDED, PREVENTING ACCESS IN CASE OF TEMPERATURE > 37.5 ° C.
 - ALL VISITORS MUST WEAR A PROTECTIVE AIRWAY MASK. AT THE ENTRANCE, PROVIDE THE MASK TO THOSE WHO DO NOT HAVE ONE.
- THE OBLIGATION ALSO APPLIES TO OPERATORS INVOLVED IN ACTIVITIES IN CONTACT WITH THE PUBLIC.

ORGANIZATION OF THE EVENT

- TO REDUCE VISITOR CROWDING AND ENSURE INTERPERSONAL DISTANCING, PROVIDE FOR:
 - EXPANSION OF SPACES, AS FAR AS POSSIBLE
 - EXTENSION OF ACCESS TIMES AND / OR DURATION OF THE EVENT
 - REGULATED AND LIMITED VISITOR ACCESSES
 - MAXIMUM DAILY NUMBER OF ACCESSES BASED ON THE CAPACITY OF THE SPACES IDENTIFIED
 - MANAGEMENT OF ATTENDANCE THROUGH ONLINE BOOKING

During the phases of organization of the events, including those of setting up and dismantling:

- do not enter the offices
- use only the toilets dedicated to external personnel
- use only your own equipment, your own stationery material and your own telephone.

ORGANIZATION OF SPACES

- Organize spaces, also by means of signs on the ground, for:
 - allow access in an orderly manner
 - avoid gatherings of people
 - ensure the maintenance of at least 1 meter of separation between visitors

(with the exception of members of the same family unit or cohabiting or for people who, according to the provisions in force, are not subject to interpersonal distancing. This aspect relates to individual responsibility)

STAND ORGANIZATION

- In the exhibition areas, organize the spaces between the areas of the individual exhibitors in such a way as to favor respect for interpersonal distancing, evaluating the contingency of access to the individual stands.
- Display any information, promotional materials, gadgets preferably in self-service displays (which the visitor accesses after hand sanitization) or use digital systems.
- Make hand disinfection mandatory before handling the goods, or make disposable gloves available to visitors to be used compulsorily, in case purchases can be made with autonomous choice and / or handling of the product by the visitor.
- If there are seats, provide for a distance between the seats of at least 1 meter (or such as to guarantee the maintenance of the interpersonal distance of at least one meter).

CASH DESK

- The workstation dedicated to the reception and the cash desk must be equipped with physical barriers (example: screens).
- Encourage electronic payment methods and management of online reservations, and maintain, in respect of privacy, an attendance register for a period of 14 days.

WARDROBE

- If you are carrying out a cloakroom service, put your clothes and personal items in special garment bags.

INFORMATION FOR VISITORS

- Prepare adequate information on prevention measures, understandable also for visitors of other nationalities, both through the aid of specific signs and posters and / or audio-video systems, and by resorting to any personnel assigned to monitor and promote the compliance with prevention measures also referring to the visitor's sense of responsibility.

HAND HYGIENE

- Make disinfectant products available to visitors and staff, particularly at entry and payment points and toilet areas.

CLEANING AND DISINFECTION

- Ensure frequent cleaning and disinfection of all environments, equipment and premises, with particular attention to toilets, refreshment areas, common areas and surfaces touched most frequently (handrails, light switches, lift buttons, door handles doors and windows, keypads of vending machines for drinks and snacks, etc.).

For disinfection use products based on:

- ethanol, in a concentration of at least 70
- sodium hypochlorite, in a concentration of at least 0.1% for surfaces and floors and 0.5% for sanitary ware

The hours of cleaning and sanitation must be displayed, which must be guaranteed with hourly continuity.

AERATION

- Promote the exchange of air in indoor environments.

Due to the overcrowding and the residence time of the occupants, check the effectiveness of the systems in order to ensure the adequacy of the external air flow according to the regulations in force: crowding must be related to the actual external air flow.

For air conditioning systems, completely exclude the air recirculation function, if technically possible. Strengthen the measures for natural air exchange and / or through the system, and ensure the cleaning, with the system stopped, of the recirculating air filters to maintain adequate filtration / removal levels.

If technically possible, increase the filtering capacity of the recirculation, replacing the existing filters with higher class filters, guaranteeing the maintenance of the flow rates.

- In the toilets, when present:

- keep the air extractor in continuous operation.

DUVRI SUBSCRIPTION

The undersigned
as an Employer pursuant to art. 2, paragraph b, Legislative Decree 81/08 and subsequent amendments
of the company
with registered office in
with tax code / VAT number n.
as Organizer Client of the event
subscribes

The INTERFERENT RISK ASSESSMENT DOCUMENT pursuant to art. 26 paragraph 3ter of Legislative Decree 81/2008 and subsequent amendments and then

DECLARES

- That detailed information has been provided on the specific risks existing in the environment in which its workers are destined to operate and on the prevention and emergency measures adopted also for the prevention of the risk of contagion from Covid-19 in relation to their activities, or to anyone who has access, on their own account, to the exhibition center for various reasons;
- That with this document, like each Employer identified by the aforementioned article, undertakes:
 - the cooperation and implementation of measures to prevent and protect against workplace risks and accidents on the work activity covered by the contract;
 - the coordination of interventions to protect and prevent the risks to which workers are exposed, informing each other with the other Employers also in order to eliminate risks due to interference between the work of the various companies involved in the execution of the overall work, by transmitting the Single Document for the Evaluation of Interference Risks to any subcontractors.

The Client (Organizing Body) in fact - as the subject that "entrusts the contracts" (pursuant to art. 26, paragraph 3-ter of Legislative Decree 81/08 as amended by Legislative Decree 106/09) - will draw up then a "risk assessment document", meaning a document assessing the risks from interference relating to the execution of contracts between the Organizer, the Exhibitors and the Fitters. This document must contain the risk analysis and the organizational and procedural measures for their containment.

The document will be drawn up in the form of the "Single Document for the Evaluation of Interference Risks" (DUVRI) pursuant to art. 26 Legislative Decree 81/08 and subsequent amendments, by and legal responsibility of the Organizer, who in this case plays the role of "client employer".

This document must be drawn up in accordance with this document,

Furthermore, full compliance with the provisions of the D.l. 22/07/14 published in G.U. 08/08/14 so-called "Stage Decree", in particular with regard to the field of application (art. 6).

Stamp and signature
date