

DUVRI (Interference Risk Assessment Document)

Unified document on assessment of risks generated by interference among activities conducted simultaneously in the same workplace.

“ModenaFiere” Exhibition Centre

Ref.: Art. 26 Leg. Dec. 81/08 as amended

Art. 26 Obligations relating to tender, work, or supply contracts.

1. If the employer assigns works, services and supplies to a contracting firm or to self-employed workers within the company, or to a single production units of same, as well as in the context of the company's entire production cycle, the employer:

a) must check, using the methods provided by the decree referred to in Article 6, sub-section 8, letter g), the technical and professional qualifications of said contracting firms or self-employed workers in relation to the works to be assigned by contract or by means of work or supply contract. Until the effective date of the decree referred to in the preceding sentence, this check is to be conducted as follows:

- 1) a certificate of registration must be obtained from the chamber of commerce, industry and artisanship;
- 2) the contracting firm or self-employed workers must provide self-certification that they meet the technical and professional qualification requirements pursuant to article 47 of consolidated text of the laws and regulations pertaining to administrative documentation, as referred to the Italian Presidential Decree no. 445 of 28 December 2000;
- b) these parties must be given detailed information on the specific risks that exist in the place in which they are called on to work and on the preventive and emergency measures adopted in relation to their activities.

2. In the situation referred to in sub-section 1, employers, including subcontractors, must:

- a) cooperate in implementing measures to prevent and protect against risks of workplace accidents relating to the work activity established in the contract;
- b) coordinate procedures to prevent and protect against risks to which workers are exposed by sharing information for purposes that include eliminating risks due to interference between work carried out by the various companies involved.

3. The employer must promote cooperation and coordination as indicated in sub-section 2 by preparing a unified risk assessment document that specifies the measures adopted to eliminate or, if this is not possible, reduce to a minimum, risks due to interference. This document must be attached to the supply or work contract (.....). The provisions of this sub-section are not applicable to specific risks peculiar to the activity of contracting firms or of individual self-employed workers.

4. Without prejudice to current legal provisions regarding joint liability for non-payment of wages and of social security and insurance contributions, the employer is jointly liable with the contractor and with each sub-contractor (if any) for all injuries for which the worker, whether employed by the contractor or by the sub-contractor, is not compensated by the National Institute for Industrial Accident Insurance (INAIL) or by the Social Security Institute for the Maritime Industry (IPSEMA). The provisions of this sub-section are not applicable to injuries deriving from specific risks peculiar to the activity of contracting or sub-contracting firms.

5. Costs related to work safety, in particular those peculiar to the activity of the contracting firm, must be explicitly stated in each sub-contract, contract, and supply contract, even if existing at the effective date of Article 1559 of this Decree, with the exception of contracts for the supply of essential goods and services (articles 1655, 1656 and 1677 of the Italian Civil Code), subject to invalidity in accordance with article 1418 of the Italian Civil Code. (.....).

On request, this data may be accessed by the safety representative and by local officers of major national labour unions. 6,7.(.....)

8. All workers employed by the contractor or sub-contractor must wear a photo identification badge indicating the worker's name and the employer's name when doing any work subject to a contract or sub-contract.

Date: 14 October 2013

Rev. 02/2013

1. GENERAL

This document is the "UNIFIED DOCUMENT ON ASSESSMENT OF RISKS INDICATING MEASURES ADOPTED TO ELIMINATE INTERFERENCE" ("DUVRI - Interference Risk Assessment Document") as required by Article 26 of Italian Legislative Decree 81/2008 as amended.

Cooperation agreements in force between the Organiser and each Exhibitor are formalised by way of the agreement in possession of the parties.

This document is an integral part of the "Technical Regulations and Conditions for Participation in the Exhibition" and "Safety Regulations of the Exhibition Centre" attached hereto and refers to the periods of activity in the exhibition centre identified as follows:

- pre exhibition: fitting up days in preparation for an event;
- exhibition: ongoing event;
- post exhibition: dismantling days.

These periods are defined in the above mentioned "Technical Regulations and Conditions for Participation in the Exhibition".

This document is relevant to the following parties:

a) ModenaFiere srl

Company Name: **ModenaFiere srl**, with head offices in Modena (MO), Italy, Viale Virgilio 58

PHONE +39 059.84.83.80 FAX + 39 059.84.87.90

VAT Number and Tax Code 02320040369

C.C.I.A.A. (Chamber of Commerce) registration Modena REA (economic and administrative index) 281649

INAIL (National Institute for Industrial Accident Insurance) registration no. 004513160/63 clerk no. 10853110 technical clerk no. 10853109

INPS (National Institute of Social Insurance) no. 5006198146

Employer: Paolo Fantuzzi

Health and Safety Manager: Roberta Bini

Appointed Doctor: Alessandra Mussi

Safety Representative: Silvia Pozzi

Activity carried out by the company: trade fair activity

b) Trade Fair Organiser

Depending on the type of event, the Organiser may be:

1. ModenaFiere srl
2. other Companies/Entities that promote, organise and manage the event in the area of the "ModenaFiere" Exhibition Centre.

c) Exhibitor Companies:

Companies/Entities that acquire, directly by the Organiser, an exhibition space in the Exhibition Centre.

d) Fitting Companies:

Companies hired directly by the Exhibitor, Organiser or, in case of subcontracting, a Fitter for the set-up and dismantling of the available exhibition space.

d) Suppliers to ModenaFiere srl and/or the Organiser.

Hereinafter the "Contracting Party" will refer to any company (Exhibitor, Fitter, Supplier, Organiser, etc.) who assigns to other parties "Contractors", work/supplies and installation/services within the "ModenaFiere" Exhibition Centre.

If the "Contracting Party" carries out any activities or work with its own employed personnel, then it will also be a "Contractor".

2. CONTRACTS AND SUB-CONTRACTS

With regard to all supply contracts, sub-contracts and work contracts, the Contracting Parties must comply with the provisions of Article 26 of Italian Legislative Decree 81/2008 as amended. Contracts and sub-contracts must be formalised in writing so that sub-contractors will assume all of the obligations provided for the contractor and those stated in this document, in "Technical Regulations and Conditions for Participation in the Exhibition" and in "Safety Regulations of the Exhibition Centre". As required by law, the Contracting Party must check the technical and professional qualifications of all contracting and sub-contracting companies. Please see the Memorandum for Exhibitors attached to this document.

3. INFORMATION PROVIDED BY THE ORGANISER ON THE SPECIFIC RISKS PRESENT IN THE EXHIBITION CENTRE AND ON THE PREVENTION AND EMERGENCY MEASURES

a) Organisation ModenaFiere S.r.l.:

Contacts for the activities to be carried out in the premises managed by ModenaFiere srl:

- Secretariat PHONE +39 059.84.83.80 FAX +39 059.84.87.90
- Technical Department, Raffaele Nannetti mobile +39 335 349174 and Ferruccio Mirandola mobile +39 345 7551831
- Customer Service Department +39 338.68.34.546

b) Areas where the work is to be performed and exhibition calendar:

The floor plan of the exhibition centre is annexed.

c) Access to the areas where work is to be performed:

Unless otherwise indicated by the Organiser, the personnel of the Exhibiting/Fitting Companies must enter the Exhibition Centre from the driveway in Viale Virgilio and present their identification badges as required by article 26, subsection 8 of Italian Leg. Decree 81/08 as amended.

On entering the Exhibition Centre, the Exhibitor and Fitting Companies undertake to observe the contents of "Technical Regulations and Conditions for Participation in the Exhibition" and in "Safety Regulations of the Exhibition Centre".

The admission times and procedures are indicated in the above-mentioned Regulations.

The attached floor plans indicate:

- site plan of the exhibition centre and internal roads;
- floor plan indicating escape routes, fire-fighting equipment and first aid post.

d) Plants, Machinery and Equipment present in the area subject to work and special protection measures/systems to be adopted:

Work on live electrical systems



ALL ELECTRICAL SYSTEMS ON THE PREMISES OF "MODENAFIERE" EXHIBITION CENTRE MUST BE ASSUMED TO BE LIVE, EVEN IN CASE OF TEMPORARY POWER FAILURES.

The halls are equipped with electrical panels to power the equipment of Contracting Parties and their Contractors (exhibitors, fitters, etc.) and with panels to supply electrical energy to the stand. The methods of connection of the stands to the mains are listed in the Safety Regulations of the Exhibition Centre.

In case of malfunction of service sockets or of electrical systems in general, contact the ModenaFiere srl Technical Department immediately.

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



A PHOTOVOLTAIC SYSTEM IS INSTALLED ON THE CAR PARK COVERING AND ROOFING. IT IS FORBIDDEN TO THROW WATER ON THE PANELS AS THEY ARE ALWAYS LIVE IN DAYTIME.

Special measures/protection systems to be adopted:

System/Machine/ Equipment:	Owner:	User:	Type of use:	Information/Special measures/protection systems to be adopted:
CARS, LORRIES, ARTICULATED LORRIES, APE CAR.	ModenaFiere srl Organiser Exhibitors Fitters Suppliers	ModenaFiere srl Organiser Exhibitors Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	High-visibility clothing in external areas; Operator must be helped by a co-worker on foot for critical manoeuvres and manoeuvres with poor visibility. Observe road markings and signs; Maximum speed inside the exhibition centre: 15 Km/h.
LIFT TRUCKS, SMALL TRACTORS	ModenaFiere srl Organiser Fitters Suppliers	ModenaFiere srl Organiser Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	
LORRIES - CRANES	Exhibitors Fitters Suppliers	Organiser Exhibitors Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	Periodic checks of ropes and chains, annual checks by Local Health Authority; High-visibility clothing in external areas; Helmet in areas where there is a danger of objects falling from above; Delimiting and marking of areas involved in lifting/handling with two-colour tape; Operator must be helped by a co-worker on foot for critical manoeuvres and manoeuvres with poor visibility.
PLATFORMS AND LIFT BASKETS	Exhibitors Fitters Suppliers	Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	Periodic checks, annual checks by Local Health Authority; Helmet in areas where there is a danger of objects falling from above; It is forbidden to transport and hoist materials; Delimiting and marking of areas involved in lifting/handling with two-colour tape; Safety harnesses.
PORTABLE ELECTRICAL TOOLS AND MANUAL TOOLS	Exhibitors Fitters Suppliers	Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	PPE (Personal Protection Equipment) needed depending on tool used.
LADDERS - ROLLING SCAFFOLDS	Exhibitors Fitters Suppliers	Exhibitors Fitters Suppliers	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	Helmet in areas where there is a danger of objects falling from above; Delimiting and marking of areas involved with two-colour tape; Provision of holders for portable tools.
BICYCLES	Organiser Fitters Exhibitors	Organiser Fitters Exhibitors	<input checked="" type="checkbox"/> Exclusive <input type="checkbox"/> Mixed	Speed limits for vehicles in exhibition centre Walkways must be kept to.
ELECTRICAL SYSTEMS MECHANICAL SYSTEMS	ModenaFiere srl	Firms carrying out the work	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	Do not tamper with equipment and systems; Do not modify the systems on your own initiative; Only qualified personnel are allowed to perform work on the systems; Comply with the regulations in force concerning safety at work; Do not throw water on the photovoltaic panels.
LIFTS	ModenaFiere srl	ModenaFiere srl Organiser Exhibitors Fitters Suppliers	<input type="checkbox"/> Exclusive <input checked="" type="checkbox"/> Mixed	May not be used for handling materials; Emergency call procedures in lifts; Must not be used in case of fire.

Note. The above list is not exhaustive. The equipment indicated is not owned by the Organiser, and it is therefore impossible to provide preliminarily a complete list of the equipment that will be present when work is performed. Before starting work, the contractor is required to carry out an inspection to determine the condition of the premises.

Contracting Parties and Contractors are strictly prohibited from borrowing any tools, machines, and/or systems from other suppliers or third parties.

In case of lease/authorisation to use or hiring of machinery and equipment without operator (Art. 72 of Italian Leg. Decree 81/2008 as amended), Contracting Parties and/or Contractors must verify that such equipment conforms to the safety requirements specified in Annex V of Legislative Decree 81/2008 as amended, and that they include all necessary documentation.

e) Personnel present in the work zone:

The following personnel are present in the Exhibition Centre during set-up and dismantling periods:

- Exhibitors;
- Fitters hired directly by Exhibitor and subcontractors (if any);
- Employees of ModenaFiere srl and of the Organiser;
- Suppliers to ModenaFiere srl and the Organiser.

f) List of accident prevention devices and PPE.

During the pre and post fair period, all personnel working in the exhibition centre must be equipped with the following PPE – **Personal Protection Equipment**:

<input checked="" type="checkbox"/> Safety shoes (to be worn at all times inside the exhibition centre)	<input type="checkbox"/> Goggles/Visors
<input type="checkbox"/> Protective gloves	<input checked="" type="checkbox"/> Safety helmet*
<input checked="" type="checkbox"/> Respiratory protective equipment*	<input checked="" type="checkbox"/> Hearing protection*
<input checked="" type="checkbox"/> Fall arresting devices ^	<input checked="" type="checkbox"/> What is necessary in relation to the specific risks of the contractor
<input checked="" type="checkbox"/> High-visibility clothing °	

* Use is optional depending on surrounding conditions.

° Use is mandatory in external areas adjacent to traffic zones during work.

^ Use is mandatory on platforms or baskets or work at heights in general if the operator is not protected by temporary works, and in case of provision of antifall system (PPE III class with compulsory training).

The individual employers are to decide the equipment and PPE according to the risks associated with specific jobs.

g) First aid and emergency management:

The Contractor must have personnel that are specifically trained to provide First Aid, fight fires, and manage emergencies.

In case of technical and health emergencies, adopt the measures described in the emergency procedure attached.

Accidents must always be reported to the ModenaFiere Technical Department +39 335.349174 and +39 345 7551831 or to the Customer Service Department +39 338.68.34.546.

h) Connection to the following utilities:

The methods and connection points to utilities provided at ModenaFiere's expense and/or necessary for work must be arranged with the ModenaFiere srl Technical Department or with the firms specifically appointed by ModenaFiere.

i) General rules of conduct:

1. Do not carry out any work (repairs or replacements) on live parts. Use only portable electrical tools with double insulation. Only fully functional electrical equipment must be used.
2. Do not leave electrical cables/extension cords on the floor, in areas of transit/walkways, or where they are exposed to crushing. Make sure that electrical cables are adequately protected against mechanical damage. Before starting to work and at the end of the day, check the efficiency of the electrical systems by visually inspecting the state of cables and connections.
3. All openings onto empty space must be protected with appropriate guardrails. (Annex XVIII 2.1.5 Italian Leg. Decree. 81/2008 as amended: the guardrail referred to in Art. 126 of section IV consists of one or more elements parallel to the floor, the upper margin of which is located not less than one metre from the walking area, and a toeboard not less than 20 cm high, placed edge-wise and resting on the walking area).
4. Make sure that passageways are not obstructed by scrap materials.
5. Follow the safety instructions on the safety cards for the products handled.
6. Use PPE suitable for the specific risks associated with the equipment, products and activities.

7. *Enter work areas via specified passageways only; in particular, do not use unsafe routes.*
8. *Keep the workplace tidy; remove all obstacles that may cause risk of falling, slipping and injury from walkways.*
9. *Avoid dangerous situations for yourself and others, such as dangerous acrobatics, clothing that may become entangled with moving parts, handling bulky loads with methods that may harm third parties, using machines in improper ways.*
10. *Prevent access by unauthorised personnel.*
11. *Observe the "Technical Regulations and Conditions for Participation in the Exhibition" (LINK TO REGULATIONS) and "Safety Regulations of the Exhibition Centre" (LINK TO SAFETY).*
12. *Do not drink alcoholic beverages or take psychotropic substances.*
13. *The dispersion of dust generated when cutting materials (wood, ceramics, metals) must be reduced by using appropriate extraction systems or by performing the work outside the halls.*
14. *Do not use ladders if more suitable fixed and/or rolling scaffolds are available.*
15. *Each Contractor must dispose of waste in accordance with current law.*

j) In general, the Exhibitor and/or the Contracting Party must:

- Have formalised in writing their supply contracts, sub-contracts, and work contracts with their suppliers according to the criteria provided by current law;
- Have checked the technical and professional qualifications for contracted and sub-contracted activities in accordance with art. 26 subsection 1, letter a) of Italian Leg. Decree 81/2008 as amended;
- If more than one company is involved in the stand set-up work, prepare the DUVRI (Interference Risk Assessment Document) regarding the activities that are to be conducted inside the relevant areas (stands) in order to coordinate contractors and subcontractors; in view of the type of activity, the DUVRI, which also refer to the general DUVRI of the exhibition, must contain a schedule of works.
- Have informed contracting firms of the risks present in the Exhibition Centre.

k) In general, Fitters, Suppliers and Contractors must:

- comply with insurance and social security regulations;
- possess the technical and professional requirements for the contracted activities;
- have checked the technical and professional qualifications of subcontractors and/or self-employed workers in compliance with art. 26 subsection 1, letter a) of Italian Leg. Decree 81/08 as amended;
- have prepared the risk assessment document (or self-certification) pursuant to Italian Leg. Decree 81/2008 as amended;
- when performing contracted work, comply with the general safety measures referred to in Art. 15 of Italian Leg. Decree 81/2008 as amended;
- have designated the workers responsible for implementing fire-prevention and fire-fighting measures;
- have informed and trained employees with regard to the specific risks they may be exposed to in connection with their working activities (articles 36 and 37 of Italian Leg. Decree 81/2008 as amended), the use of PPE, and the specific risks associated with the contract in question by writing Safety Plans and/or procedures and schemes for setting up the stand;
- make and keep within a copy of the documentation available with reference to the above in case of controls by the Authorities;
- subject the employees to health surveillance as required by law.

6. SAFETY COSTS

Based on the instructions contained in this document, the Contracting Party must indicate the safety costs of contracted activities in supply contracts, sub-contracts, and work contracts.

The total amount of the works and/or services subject to contract/sub-contract/supply contract, including the costs of safety, must be specified in the contract, which must also indicate the cost of safety with regard to executing works with adoption of all appropriate means to prevent and protect against workplace risks generated by interference.

The assessed costs must include, among other things, the following items:

- specific information on workers per activity in the exhibition centre;
- PPE for interfering activities;
- barricades and barriers to indicate work in progress;
- specific signs.

7. ACTIVITIES CONDUCTED DURING THE EXHIBITION IN THE PRESENCE OF THE PUBLIC.

If activities are conducted in the presence of the public, in addition to compliance with the "Technical Regulations and Conditions for Participation in the Exhibition", "Safety Regulations of the Exhibition Centre" and the instructions given in the previous sections, the firm carrying out the work must cordon off the areas and contact the ModenaFiere srl Technical Department if access to the areas is to be restricted for safety reasons.

In case of work inside the stands, the firm carrying out the work **must implement the following PROCEDURE before entering a stand:**

- 1. Notify the stand personnel and ask whether work can commence;**
- 2. Co-ordinate work with stand personnel to identify work areas;**
- 3. Refrain from performing any work or procedures requested by the stand operator that are contrary to the "Technical Regulations and Conditions for Participation in the Exhibition", to the "Safety Regulations of the Exhibition Centre" or to the current law on work safety and industrial hygiene.**

8. WORK INTERFERENCE

Is there any work interference?:

Yes No

The Contracting Parties and Contractors referred to in this document may work, both during set-up and disassembly operations and during the exhibition, in the stands and spaces managed by **Exhibitors**. There may be various types of interference, including:

1. overlapping of work activities in the same stand, with other firms, with fitters, or with the exhibitor's activity;
2. interference with suppliers to ModenaFiere srl and ModenaFiere srl personnel responsible for supervising the fitters and exhibitors;
3. overlapping with work performed in adjacent stands;
4. interference with vehicular traffic in the hall and on roads.

The measures to be taken must necessarily be determined in situ on the basis of information received from ModenaFiere srl and current legislation on health and safety at work, and must be co-ordinated with the Exhibitor and with other workers present, taking special care to:

- separate the interfering activities in time or spatially by dividing the stand into separate areas;
- not to obstruct the longitudinal pathways and in particular the escape routes shown in the attached floor plan;
- if it should be necessary to work with ladders and rolling scaffolds in shared paths that can also be used by trucks, the area involved must be cordoned off and marked.
- ModenaFiere's Supplier will not switch on power to the stand if a request has not been made to the relevant office - on delivery of the declaration of conformity prepared pursuant to the Italian Ministerial Decree no. 37/08 - and if stand personnel are not present for arranging the time of connection.

Measures adopted to eliminate observed work interference (non-exhaustive measures, see also "Technical Regulations and Conditions for Participation in the Exhibition" and "Safety Regulations of the Exhibition Centre")

Please refer to the following table to classify R risks:

8 ≤ R ≤ 16 Very High Accident that may result in death or total and/or permanent disability.	4 ≤ R < 8 High Injury that may result in permanent partial disability.	2 ≤ R ≤ 3 Medium Injury resulting in reversible disability.	R = 1 Low Minor injury curable within a few days.
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Areas where work is performed	Risks of interference	R	Security measures Information notes	Company responsible for preparing the safety measures
yards	1. Collisions between lift trucks,	4	1.1 Inform/train operators	

Areas where work is performed	Risks of interference	R	Security measures Information notes	Company responsible for preparing the safety measures
car parks halls gallery	motor vehicles, small tractors and other vehicles present in the exhibition centre and vehicles of exhibitors, fitters, other contractors and suppliers.		1.2 Operator must be helped by a co-worker on foot for critical manoeuvres and manoeuvres with poor visibility	
			1.3 Use mainly the routes shown on the attached floor plan (yellow lanes).	
			1.4 Maximum speed: 5 km/h.	
			1.5 During set-up and dismantling periods, speed must be further reduced according to actual traffic and crowding conditions.	
	2. Tripping and falling over obstacles on floor, such as stored materials and waste materials left by fitters on walkways during pre and post fair activities.	3	2.1 It is strictly forbidden to deposit materials on walkways.	Contractors
			2.2 Inform/train operators	
			2.3 Pay special attention to the plastic sheets that are left or placed to protect the carpet during set-up.	
	3. Noise	2	2.4 Contact the reference person for ModenaFiere srl to ask for materials to be removed.	Contractors/ModenaFiere srl
			3.1 The Contractor must adopt all technical measures to reduce the emission of noise and vibrations deriving from work performed by its employees. If noise and vibrations are generated by others working in the vicinity, the contractor must provide his personnel with PPE.	Contractors
	4. Operators hit by lift trucks, motor vehicles or small tractors.	6	3.2 The values measured by ModenaFiere srl during the exhibition activities are below the legal limits. During set-up and dismantling periods operations may be carried out that involve exposure to noise. The Contractor must check any specific exposure related to surrounding activities.	
			4.1 Lift truck drivers must have received special theoretical and practical training from the contractor.	Contractors
			4.2 Workers in yards and in areas with poor visibility must wear high-visibility clothing.	
4.3 Use the walkways. Pay attention to vehicles in circulation when exiting the halls.				
4.4 Maximum speed: 5 km/h.				
4.5 During set-up and dismantling periods, speed must be further reduced according to actual traffic and crowding conditions.				
4.6 Inform/train operators				
5. Cuts caused by materials or waste left on floor (nails, glass, etc.)	4	5.1 Safety shoes must be worn in all areas.	Contractors	
6. Personnel falling due to existing wells and/or hatches for access to trenches left open for maintenance.	3	5.2 Dispose of waste materials.		
		6.1 The area involved must be marked and cordoned off.	Firm performing specific work	
		6.2 Close the well at the end of work.	Contractors	
6.3 Inform/train operators.				
yards car parks halls gallery	6	7.1 The work area must be marked and cordoned off.	Firm performing specific work	
		7.2 Inform/train workers.	Contractors	
		7.3 Maximum speed: 5 km/h.		

Areas where work is performed	Risks of interference	R	Security measures Information notes	Company responsible for preparing the safety measures
	machines.		7.4 The contractor must organize work by limiting/eliminating the use of ladders and using appropriate equipment.	
yards car parks halls gallery	8. Various interference due to the presence of the public	3	8.1 Make sure that the work area is always delimited by barriers and tape and that regulation signage is provided. 8.2 The lift trucks may not enter the halls during the exhibition.	Contractors
halls gallery yards	9. Presence of exhaust gas from non-electric vehicles.	3	9.1 It is forbidden to enter the halls with vehicles that do not have electric traction or that are not equipped with catalytic muffler and appropriate pipes to eliminate exhaust gas. Inform the contact person for ModenaFiere srl. 9.2 Inform/train operators. 9.3 Use of a mask is recommended when working outdoors on days with heavy traffic.	Contractors/ModenaFiere srl Contractors
halls gallery	10. Inhalation of dust	2	10.1 It is forbidden to cut materials in the halls without appropriate dust extraction devices. Carry out work outdoors.	Contractors
	11. Microclimate	1	11.1 During set-up and dismantling of stands the heating system is not working.	//
yards car parks halls gallery	12. Objects falling from above	6	12.1 Areas involved in handling operations and work at height must be marked and cordoned off. 12.2 Do not place any materials (even temporarily) on structures or systems owned by ModenaFiere srl. 12.3 The Contractor's operators must wear a safety helmet when working in the halls during the pre and post fair period. 12.4 It is strictly forbidden to hoist materials on a liftable platform. 12.5 Materials may not be deposited on intermediate floors, etc. without the prior consent of ModenaFiere srl. 12.6 Inform/train operators.	Contractors
yards car parks halls	13. Collision, crushing due to material falling from lift trucks in movement and loading/unloading.	4	13.1 Inform/train truck operators. 13.2 High-visibility clothing must be worn in external areas. 13.3 Operator must be helped by a co-worker on foot for critical manoeuvres and manoeuvres with poor visibility. 13.4 The weight and dimensions of the handled load must be compatible with the characteristics of the vehicle.	Contractors
halls gallery offices/meeting rooms	14. Fire	4	14.1 Flammable materials may not be deposited anywhere in the exhibition centre. Only the quantities of products needed for daily work may be stored. 14.2 Batteries may be recharged only outside the halls. 14.3 Train/inform operators.	Contractors

Areas where work is performed	Risks of interference	R	Security measures Information notes	Company responsible for preparing the safety measures
			<p>14.4 Activity requiring a Fire Prevention Certificate. Presence of teams of trained personnel. Each Contractor must still be able to cope with any emergencies with its own staff. The fire extinguisher required by the "Technical Regulations and Conditions for Participation in the Exhibition" must be placed in the stand on the first day of set-up and stay there until the end of all dismantling work.</p> <p>14.5 Smoking is forbidden inside the halls, even during the fitting and dismantling work.</p> <p>14.6 Naked flames must not be used inside the exhibition centre.</p>	
halls gallery	15. Explosion	1	15.1 The batteries of electric lift trucks must not be recharged inside the halls.	Contractors
Halls External areas	16. Projection of material	2	16.1 The area involved must be marked and cordoned off.	Contractors
halls gallery	17. Exposure to chemicals	2	<p>17.1 Train/inform operators.</p> <p>17.2 Presence of safety sheets in the areas where work will be performed.</p> <p>17.3 It is strictly forbidden to deposit materials.</p> <p>17.4 Inform third parties of the risks associated.</p> <p>17.5 The Contractor is obliged to adopt all technical measures for reducing the formation and diffusion of dust, fumes, vapours and odours deriving from the operations performed and which are toxic, flammable and irrespirable or in any case unpleasant or harmful.</p>	Contractors
yards car parks halls gallery	18. Persons falling from a height	6	<p>18.1 When working on stands and during set-up/dismantling, Contractors' personnel may not use the stand structures as work surfaces, supports, etc.</p> <p>18.2 It is strictly forbidden to transport and lift people on lift trucks.</p> <p>18.3 Work positions at height on intermediate floors or on stand structures during set-up must be equipped with temporary measures to protect against falling or certified antfall systems. Operators must be adequately trained in the use of safety harnesses (class III PPE).</p> <p>18.4 Operators may not access any work area by leaving an aerial bucket truck.</p> <p>18.5 Close attention must be drawn to the methods of work at height (danger of falling from a height). It is specifically required to provide each operator with lifelines and/or safety hooks on which safety belts must be fastened. The presence of such fixed safety devices (lifelines, fixed hooks ..) and the use by the operator of the specific personal protective equipment (PPE) designed to eliminate the risk of falling from a height are preliminary conditions to start any maintenance work. It is forbidden to perform any work if these safety conditions are not met.</p> <p>18.6 When using a platform, operators must be harnessed and secured to supports. Areas below must be marked and cordoned off. Operators must be adequately trained in and informed about the use of class III PPE. Platforms must have the required documentation and must be checked annually by competent Authorities.</p>	Contractors

Areas where work is performed	Risks of interference	R	Security measures Information notes	Company responsible for preparing the safety measures
Entire exhibition centre	19. Electric shock <u>NOTE: SYSTEMS MUST BE ASSUMED LIVE!!</u>	8	19.1 An appropriate "work in progress" sign must be installed when work is carried out on the system.	Firm performing specific work
			19.2 Personnel acting on behalf of ModenaFiere srl may connect the stand to the mains only after the fitting firm has delivered the declaration of conformity.	ModenaFiere srl/ Contractors/Supplier to ModenaFiere srl
			19.3 Inform/train operators.	Contractors
			19.4 Comply with the regulations in force concerning safety at work;	
			19.5 Do not modify the systems on your own initiative; only qualified personnel are allowed to perform work on the systems;	
			19.6 Electrical cables located in lift truck and vehicle lanes must be protected.	
			19.7 Do not tamper with equipment and systems; it is forbidden to perform work on electrical panels and/or systems owned by ModenaFiere srl.	
			19.8 Electrical cables and extension cords must be in good condition, without abrasions or cuts.	
			19.9 It is mandatory to use electrical connections with protection level adequate for the work environment (presence of dust and water).	
			19.10 Do not throw water on the photovoltaic panels.	
yards halls gallery offices	20. Occupation of traffic and escape routes, obstruction of emergency doors (due to work)	4	20.1 If traffic lanes and/or escape routes are obstructed, alternative walkways and traffic lanes must be indicated with signs.	Firm performing specific activity/ Contractors
			20.2 Train/inform operators.	Contractors
			20.3 Do not obstruct emergency traffic lanes, escape routes or emergency doors by parking work vehicles and/or depositing materials.	
EXTERNAL EXHIBITION AREAS	21. Various interference	4	21.1 When lifting and positioning machinery and/or equipment, the contractor should preferably occupy its own stand area. If the stand area is not sufficient for the size of the machine, the whole area involved must be cordoned off and work must be coordinated with exhibitors in adjacent areas.	Contractors
			21.2 The machinery on show may not be operated, not even for demonstration purposes. The Technical Department of ModenaFiere may grant written permissions provided this does not cause any nuisance or risk or danger to third parties. In any case, the exhibitor is obliged to equip machinery with all the devices necessary to prevent accidents, noise, unpleasant odours and emissions of gases and liquids. It is also forbidden for Exhibitors to let third party operators or the public access work positions at height (> 2m).	Exhibitors
			21.3 If the exhibitor performs work or fitting operations such as to fall within the field of application of Title IV, Italian Leg. Decree 81/2008 as amended (formerly Leg. Decree 494/96) he must meet the requirements and pay the relevant costs of the above-mentioned decree. He must in any case notify ModenaFiere srl.	

Areas where work is performed	Risks of interference	R	Security measures Information notes	Company responsible for preparing the safety measures
			21.4 It is generally forbidden to handle materials during exhibitions, even for demonstration purposes. The competent office of ModenaFiere srl may be asked for a written permission and in any case materials must be handled in the stand area only. The exhibitor must cordon off the area involved.	
Photovoltaic system Visitor parking and pedestrian walkway	Fire - Electric shock	4	<p>21.5 A photovoltaic system is installed on the canopies in the parking area and on the covering of the pedestrian walkway. The panels are always live in the daytime. It is forbidden to use water.</p> <p>21.6 To work on these systems proceed as follows:</p> <ul style="list-style-type: none"> • perform routine and scheduled maintenance work preferably on the days and in the times when exhibitions and/or set-up/dismantling work do not take place; • mark and cordon off the work areas; • set the system in a safety status; • find an alternate route for third parties. <p>21.7 Close attention must be drawn to the methods of work at height (danger of falling from a height). It is specifically required to provide each operator with lifelines and/or safety hooks on which safety belts must be fastened. The presence of such fixed safety devices (lifelines, fixed hooks ..) and the use by the operator of the specific personal protective equipment (PPE) designed to eliminate the risk of falling from a height are preliminary conditions to start any maintenance work. It is forbidden to perform any work if these safety conditions are not met.</p>	ModenaFiere srl/Suppliers

NOTE. Contractors must eliminate risks due to possible interference with set-up work performed by other firms and coordinate their activities as necessary. Each firm must work with its own tools and equipment: it is strictly forbidden to use any tools or equipment borrowed from other fitters/exhibitors.

9. ATTACHMENTS

Floor plan of the exhibition centre

Floor plan indicating escape routes, fire-fighting equipment and first aid post

Technical Regulations and Conditions for Participation in the Exhibition

Safety Regulations of the Exhibition Centre

Emergency Procedure

Exhibitors Memorandum

Modena, 14 October 2013