






## Health and safety guidelines





Version 2024.01

### Organization

Responsibilities according to health & safety organization chart!

- All instructions issued by superiors/ coordinators must be followed.
- In case of violation of the safety regulations a work ban or exclusion from production can be imposed.
- Health and safety signs must be observed.
- A safety briefing must be carried out and documented before work begins.
- The information channels specified in the organization chart must be adhered to.
- The relevant risk assessments according to ArbSchG and DGUV regulation 1, taking into account the activities and local conditions on site, were carried out, documented and sent to all involved persons/coordinators in advance.

<i>General instructions</i>	
	<ul style="list-style-type: none"> <li>• All work instructions must be followed. If you are in doubt about a task, make sure to ask.</li> <li>• Work that requires special qualifications may only be carried out by persons with appropriate qualifications. Proof must be presented at any time on request.</li> </ul>
	<ul style="list-style-type: none"> <li>• All work must be carried out in such a way that it does not endanger you, your colleagues, or third parties.</li> <li>• All work must be carried out in such a way that no damage occurs to the facilities and equipment of the hall duo.</li> </ul>
	<ul style="list-style-type: none"> <li>• All employees have the <b>right</b> and <b>duty</b> to address problems, weaknesses and unnecessary burden in the work process and to look for opportunities for improvement together with the person in charge.</li> </ul>
	<ul style="list-style-type: none"> <li>• Drivers must drive with maximum caution and be ready to brake at all times.</li> <li>• The maximum speed on the site is 30km/h, in the hall a maximum of 20km/h speed.</li> <li>• Work machines (forklift, lifting ramps etc.), animals and pedestrians have priority.</li> <li>• German road traffic regulations apply, in particular the rule „left yields to right“/“right has right of way“.</li> </ul>
<b>§§</b>	<ul style="list-style-type: none"> <li>• The legal and trade association regulations and rules are to be followed on your own responsibility. If you have any questions, please contact the project management and the coordinator.</li> </ul>
	<ul style="list-style-type: none"> <li>• The consumption of <b>alcohol, drugs or other intoxicating substances</b> is <b>prohibited</b>. Even during breaks.</li> <li>• Smoking is only permitted in designated areas outside the venues.</li> <li>• The use of MP3 players or other devices that impair hearing is prohibited during work.</li> </ul>

Fire protection, emergencies, evacuation	
	<ul style="list-style-type: none"> <li>• All traffic routes, such as doors and gates etc. must always be <b>kept clear</b> even during assembly and disassembly.</li> <li>• Escape and rescue routes, emergency exits, fire extinguishing equipment and fire brigade movement and installation areas <b>must always be kept clear. Even during assembly and disassembly.</b></li> <li>• Cables must not be laid in these places (tripping hazard).</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>In case of accidents</b>, help must be provided immediately and first aiders / paramedics must be called in.</li> </ul> <p><b>In an emergency call 112 and wait for queries and answer them. If height rescue is necessary and suspension trauma is to be expected: Explicitly point this out!.</b></p> <p><b>Behavior in case of emergency:</b></p> <ol style="list-style-type: none"> <li>1. Keep calm</li> <li>2. Get help and secure hazard area</li> <li>3. Provide first aid</li> <li>4. Inform rescue services upon arrival</li> </ol> <ul style="list-style-type: none"> <li>• <b>Accidents and „almost accidents“</b> have to be reported immediately to the person in charge.</li> </ul>
	<ul style="list-style-type: none"> <li>• Fire and open flames are prohibited.</li> <li>• Welding and cutting work must be registered and approved in advance (permit). During the work, suitable extinguishers must be kept available in the immediate vicinity.</li> <li>• <b>Fires</b> are to be reported immediately and, if there is no personal risk, to be fought with the existing fire extinguishing equipment.</li> <li>• Familiarize yourself with the locations of the fire extinguishing equipment.</li> <li>• Dispose of waste and packaging in the containers provided.</li> <li>• Use of fog, flame systems or pyrotechnics only after consultation and approval by the person responsible for event technology.</li> </ul> <p><b>In case of emergency call 112 and wait for further inquiries!</b></p>
	<ul style="list-style-type: none"> <li>• When the alarm sounds or an announcement is made, leave the hall immediately through the nearest emergency exit.</li> <li>• In case of an evacuation, help any helpless or disabled persons.</li> <li>• Warn others and ask them to leave the hall.</li> </ul>



- In case of an evacuation prior to (or after) an event, all persons gather exclusively at the **collection point in front of administration**.
- In case of an evacuation during an event, all people gather at the specified assembly points and follow the instructions of the security service.

## Use of appropriate PPE / activities



- Danger of **hands being crushed** during loading, unloading, installation, deinstallation and conversions. Wear gloves appropriate to the hazard. Danger from pointed, **sharp-edged surfaces and wood splinters** as well as from **corners and edges or hot or cold surfaces**.



- Wear safety shoes of at least class S2P.
- Solid, robust work clothing must be worn.



- Safety helmets according to DIN EN 397 or DIN EN 12492 (climbing helmets) must be worn during the entire assembly and disassembly process. When working at height, only helmets with closed chinstraps are permitted. Working on two levels at the same time is prohibited.








- Wear tested, approved PPE when working at height and on lifting platforms.
- In all telescopic or articulated telescopic platforms, wearing a restraint belt with fall arrest device is mandatory.














- Wearing a restraint system is recommended on scissor lifts.




- Wear high visibility vests according to EN ISO 20471. **NO signal vests!!!**
- Wear hearing protection during noisy activities (hammering trusses, use of compressed air or electric shock wrenches, sound check, etc.)
- Wear appropriate safety goggles when grinding and sawing as well as when handling laser and high-intensity spotlights.

General safety instructions	
<p><b>Falling / tipping over</b></p> 	<ul style="list-style-type: none"> <li>Stacked objects may <b>fall</b> and / or <b>tip over</b>.</li> <li>When stacking and unstacking, ensure that the objects are correctly and securely positioned</li> <li><b>Be careful when storing or removing</b> things from storage and when opening truck doors. Stored items can become unstable and fall off.</li> </ul>
<p><b>Logistics</b></p> 	<ul style="list-style-type: none"> <li><b>Properly secure</b> loads in and on industrial trucks, vehicles and trailers.</li> <li>Do not throw or drop load.</li> <li>Never lift loads above persons.</li> </ul> <p><b>Drivers and shippers are equally responsible.</b></p>
 	<ul style="list-style-type: none"> <li>Beware of forklifts and vehicles. They always have right of way</li> <li>Drive carefully, do not walk on roadways.</li> <li>Dry wet ramps and floors bevor using.</li> <li>Use pallet trucks and lift carts properly (no skateboarding)</li> <li>Use of scooters, e-scooters, etc. is prohibited on the event site.</li> </ul>
<p><b>Working at heights</b></p> 	<ul style="list-style-type: none"> <li>Work at height may only be carried out after approval by the responsible production manager or headrigger.</li> <li>The slinging of loads and all rigging activities may only be carried out by appropriately qualified persons. Proof of qualification must be submitted before starting work.</li> <li>The instruction "Working in the roof" is mandatory and must be observed. The rigging guidelines and operating instructions of the venue apply.</li> <li>No unsecured loads suspended above persons. Cordon off areas!</li> <li>Helmet must be worn during the entire assembly and dismantling.</li> <li>Working on 2 levels is generally not permitted. Areas below must be cordoned off.</li> </ul>






<p><b>Fall hazards</b></p>  	<ul style="list-style-type: none"><li>• Cables and cable routes must be covered and secured to prevent falls. Even during assembly and dismantling.</li><li>• Moving carefully: There is a risk of falling from stages, platforms, second stand levels and other higher workplaces.</li><li>• Falling edges must be secured with railings or, if not possible, clearly marked.</li><li>• Potential fall areas must be clearly secured and involved persons or third parties must be instructed.</li></ul>
<p><b>UV radiation, glare</b></p>  	<ul style="list-style-type: none"><li>• Before switching on strong light sources (headlights, laser), warn other persons.</li><li>• Check and test the devices in an appropriately cordoned-off area.</li><li>• Use protective glasses if necessary.</li><li>• Lasers and high-intensity spotlights may be checked only after approval by the supervisor and in compliance with the safety distances to persons.</li></ul>
<p><b>Power supply</b></p>  	<ul style="list-style-type: none"><li>• Check power cable and distributor for damage before use. If damaged, do not use.</li><li>• Only use approved electrical equipment (CE marking).</li><li>• Check main supply connections by a qualified electrician before commissioning.</li><li>• Perform visual and functional checks (RCD).</li><li>• Only use tested (DGUV V3, VDE 0701-0702 or equivalent) and handed over power supplies and distributors.</li><li>• Work on electrical installations only by or under the supervision of a qualified electrician.</li><li>• Only work on disconnected systems.</li><li>• Draw up test report after installation of electrical distribution systems.</li></ul>




<p><b>Falling objects</b></p> 	<ul style="list-style-type: none"><li>• Use safety wire ropes to secure objects to be hung.</li><li>• Attach wire ropes in such a way that the maximum drop height of the attached object is less than 20 cm.</li><li>• Attach wire ropes only with suitable fasteners (e.g. chain quick connectors, warp binders) to the attachment points provided.</li><li>• When working at height, carry only necessary items insecurely lockable bags, carry and use tools with a safety catch.</li><li>• Work on two levels at the same time is prohibited! Areas under work at height must be cordoned off.</li></ul>
<p><b>Heat sources</b></p>  	<ul style="list-style-type: none"><li>• Set up or install picture and sound systems, spotlights, pyrotechnics and other heat emitting devices at an appropriate safety distance from decorations, cables and equipment.</li><li>• Ensure sufficient air circulation and the possibility of heat emission.</li><li>• Avoid impermissibly high temperatures.</li><li>• Check critical areas.</li></ul>
<p><b>Machinery</b></p> 	<ul style="list-style-type: none"><li>• All running ropes, chains, rods, levers must be secured against interference or monitored by personnel.</li><li>• Monitor all hazardous areas.</li><li>• Execute movement processes only at an appropriate speed.</li><li>• Moving systems above people is only permitted for systems in accordance with DGUV regulation 17/18. Otherwise: Clear and cordone off areas.</li><li>• Provide clear instructions for activating movement processes.</li></ul>
<p><b>Noises</b></p> 	<ul style="list-style-type: none"><li>• Sound check / noise / loud work only allowed after approval by the person in charge and with notice to all other persons present.</li><li>• No sound check / loud noises are allowed during work at height.</li><li>• If possible, move noisy work out of the hall into the open.</li></ul>

Warehouse and workshop	
<b>Hazardous materials</b> 	<ul style="list-style-type: none"><li>• Read and apply safety instructions on packaging.</li><li>• Only carry the daily requirement with you.</li><li>• Storage only in original containers and in ventilated cabinets or cases. These must be clearly marked.</li><li>• Wear personal protective equipment (safety goggles, gloves, face mask) as recommended. In case of an accident, take the safety data sheet to the doctor.</li></ul>

Work materials	
<b>Work equipment used</b>	<ul style="list-style-type: none"><li>• Work equipment must be subjected to a visual inspection before each use.</li><li>• Apparently defective work equipment must be sorted out immediately and clearly marked. Report this to the technical management</li><li>• It must be ensured that defective work equipment cannot be used again.</li><li>• Only electric working machines are permitted in the halls. Diesel engines are only permitted for moving in and out.</li></ul>



<p style="text-align: center;"><b>Forklifts</b></p> <div style="text-align: center;">          </div>	<ul style="list-style-type: none"> <li>• <b>Use of forklift</b> in the venue only with proof of qualification and explicit approval by the person in charge. Use of forklifts only with valid driving license, signed instruction sheet and operating instructions. Appropriate PPE must be worn.</li> <li>• The load-bearing capacity of the floor must be checked independently before driving on.</li> <li>• <b>Stack and pick up loads safely</b> on forklifts, pallet trucks and other means of transport. Make sure the load is always on the uphill side.</li> <li>• Riding on forklift trucks and electric pallet trucks and „Surfing“ on pallet trucks is prohibited.</li> <li>• Always remove the key at the end of work or during breaks or log off via Trackunit.</li> <li>• Park the forklift truck at the edge without obstruction with forks completely lowered.</li> <li>• Loading of forklifts (including rental forklifts) is only allowed in the assigned areas.</li> <li>• When using fork shoes, use safety bolts and observe the changed load centre.</li> <li>• The instruction sheet "Forklift driving Hallenduo" applies.</li> </ul>
<p style="text-align: center;"><b>Aerial work platforms</b></p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>• <b>Use of aerial work platforms</b> only permitted for persons with PAL Card (IPAF) or with proof of training according to DGUV G 308-008.</li> <li>• Only use lifting platforms with electric drive!</li> <li>• Getting out of the raised work basket / platform is strictly prohibited.</li> <li>• Check device when taking over.</li> <li>• Read operating instructions.</li> <li>• Use only with restraint system</li> </ul>
<p style="text-align: center;"><b>Slings</b></p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>• Check slings before each use.</li> <li>• Only use suitable slings with at least CE marking and load specifications</li> <li>• Only use undamaged slings.</li> <li>• When using the hoist, load with a maximum of 0.5 times the manufacturer's specification. Take into account the type of sling!</li> </ul>

<p><b>Ladders and stepladders</b></p> 	<ul style="list-style-type: none"><li>• Check <b>ladders and steps</b> for proper condition before use. In case of damage, take out of service and inform your superiors.</li><li>• Set up in a stable position, pay attention to uneven ground.</li><li>• Position <b>single ladders</b> so that they protrude at least 1 m beyond the point of exit.</li><li>• Do not use the top four rungs of single ladders.</li><li>• Only carry out small-scale work from single ladders.</li><li>• Do not use <b>stepladders</b> as single ladders.</li><li>• Set up stepladders in such a way that the spreader safety device is fully extended.</li><li>• Do not climb from stepladders to other workplaces.</li></ul>
<p><b>Cable laying</b></p> 	<ul style="list-style-type: none"><li>• Protect cables with cable jumpers, cable mats or other suitable covers.</li><li>• Clearly mark cable routes, if necessary and possible (e.g. white gaffa).</li><li>• Securely fasten vertically routed cables with suspension lines and protect them at the edges.</li><li>• Lay cables at a sufficient distance from heating pipes and radiators.</li><li>• Lay cables in the public area at a height of at least 2.50 m.</li></ul>
<p><b>Decoration and production setups</b></p> 	<ul style="list-style-type: none"><li>• Ensure safe assembly.</li><li>• Avoid individual components / planes sliding apart, block areas if necessary.</li><li>• Secure against falling over.</li><li>• Use safety ropes. Each safety rope must bear the total load.</li><li>• Cordon off unsecured areas.</li></ul>

Hygiene	
Hygiene rules	<ul style="list-style-type: none"><li>• Keep distance.</li><li>• Avoid touches / contact.</li><li>• Observe hygiene when coughing &amp; sneezing (sneezing into elbows, etc.).</li><li>• Keep hands away from your face.</li><li>• Regular and proper hand washing with soap, use disinfection if necessary.</li><li>• The current version of the "Hygiene plan for service providers in the hall duo" must be taken into account.</li></ul>