



STAND ASSEMBLING - SAFETY MANAGEMENT

The Company.....
Address ..... Post/ZIP Code .....
City/Town..... Country.....
Telephone ..... Fax..... E-mail.....
Contact person.....

Italian legislation on work safety (L.D. 81/08 and subsequent amendments and additions) which assimilates the Community Directives on work safety imposes those who order building works (including the building and dismantling of temporary work in any materials) to fulfil the obligations here below. For this purpose, through its legal representative, the Exhibiting company

DECLARES:

1) as regards verifying the technical qualifications of the company or independent workers, that those who will be involved in the building and dismantling work are:

[ ] Company.....Tel. ....
Person in charge.....
Person in charge from whom the company declares to have received the documents required by T.U. 81 of 2008 and subsequent amendments and additions (registration at CCIAA, DURC, self-declaration).....
Any subcontracting companies:
Name .....
Name .....
Or:

[ ] that only personnel employed by the exhibiting company will be involved in the assembly and dismantling work

2) As regards information on risks

that the company has provided all contracting firms and all personnel that will be working during the trade fair event or in the preparation and/or dismantling work, with the "Information on Risks specific to the exhibition centre premises" and with the provisions of the Technical Rules and extract of the Safety plan.

3) As regards the drafting of the Operational safety plan

That as part of the activities of preparation and dismantling of its own stand, if necessary it will draft an Operational safety plan in accordance with the provisions of the law in force. This plan will include the location, analysis and assessment of specific safety and health risks of the company and the work, with regard to the use of equipment and operational methods, and will be complete with the equipment for individual protection. In the event of other companies intervening, it declares that, in addition to activating and implementing a coordination plan, it will make sure that such companies have prepared an operational safety plan.

4) As regards the use of "American" trellis structures to support light fixtures or other items, it declares that:

[ ] in the preparation of its own stand no particularly complicated trellis structures will be used ("particularly complicated" meaning structures where at least one of the following conditions is present: overall length of more than 32 m and/or free structural span greater than 8 m.

[ ] in the preparation of its own stand no particularly complicated trellis structures will be used ("particularly complicated" meaning structures with an overall length of more than 32 m and/or free structural span greater than 8 m) and therefore will provide IMM Carrara Spa with the necessary project of the structure, signed by a qualified technician, together with a calculation report, including the load conditions during assembly and dismantling work, based on the construction method used.

THE EXHIBITING COMPANY

(stamp and signature of legal representative)..... Date .....



**SELF-CERTIFICATION PROFESSIONAL TECHNICAL REQUIREMENTS**

art . 26 PARAGRAPH 1 LETTER A (DECREE. 28 DECEMBER 2000, N. 445)

The undersigned ..... born-town/country..... date .....  
 in his/her capacity of.....  
 for the company.....  
 with offices in ..... Address ..... Post/Zip Code .....  
 whose line of business is .....  
 registered at the C.C.I.A.A. in ..... R.E.A. n. ....  
 Fiscal Code number ..... VAT number .....

**DECLARES**

that the above-mentioned company is in possession of the professional technical qualifications in accordance with art. 26, paragraph 1, letter a) of the L.D. dated 9 April 2008, n. 81 and subsequent amendments and additions<sup>(1)</sup> for carrying out.....

Date ..... Employer's stamp and signature.....

**Enclosed:**

- certificate of registration at the C.C.I.A.A. in.....
- copy of identity card of the declaring party
- DVR (Document of risk assessment)
- DURC (Single document for regular contributions paid)
- Declaration that the company or its employees have no suspension or bans in compliance with art. 14 of this decree.

*(1) Paragraph 1 letter a) of art 26) states the obligation of the employer to verify the professional technical qualifications of the contracting companies and independent workers. This means that they must obtain the certificate of registration at the CCIAA and self-certification of qualifications. The decree does not specify what the content of this self-certification should be, as it does in the case of building sites (with reference to the contents of Appendix XVII of the consolidation act, arts.90 c.9 and 97c.2). Until specifications are made in further legislation it is advisable that this self-certification include what is given in Appendix XVII here enclosed. Therefore it should certify the presence of the items listed in the appendix (equipment conformity, list of personal safety equipment supplied to workers, appointment of Person in charge, etc.). It is emphasised, however, that only building sites are obliged to "show the client" the documents for the various items.*

**APPENDIX XVII PROFESSIONAL TECHNICAL QUALIFICATIONS – L.D. 81/08 and subsequent amendments and additions**

**1. In order to verify the professional technical qualifications, companies shall show the client or person in charge of the work at least:**

- a) registration at the Chamber of Commerce, Industry and Crafts showing line of business in-keeping with the type of contract;
- b) document of risk assessment as per art. 17, paragraph 1, letter a or self-certification as per art. 29, paragraph 5, of this law decree;
- c) specific documentation proving compliance with requirements according to the decree as regards machinery, equipment and temporary work;
- d) list of personal protection equipment supplied to workers;
- e) appointment of person in charge of accident prevention and safety protection, of those in charge of carrying out measures for fire prevention, fire extinguishing, first aid and emergency management, of a doctor when necessary;
- f) name/s of the representative/s of the safety workers;
- g) training certificates for the above-mentioned profiles and of the workers required by the decree;
- h) list of the workers on the books and their compliance with health regulations as foreseen by the decree;
- i) single document for regular contributions paid;
- l) declaration that the company or its employees have no suspension or bans in compliance with art. 14 of this decree.

**2. Independent works shall at least send:**

- a) registration at the Chamber of Commerce, Industry and Crafts showing line of business in-keeping with the type of contract;
- b) document of risk assessment as per art. 17, paragraph 1, letter a or self-certification as per art. 29, paragraph 5, of this law decree;
- c) list of personal protection equipment supplied to workers;
- d) training certificates for the above-mentioned profiles and of the workers and documentation as to their compliance with health regulations as foreseen by the decree;
- e) single document for regular contributions paid as per Ministerial Decree 24 October 2007

**3. In the case of subcontracting, the contractor shall verify the professional technical qualifications of the subcontractors according to the same criteria as in the above point 1 of this form.**

The documents must be forwarded beforehand so that they may be reviewed to assess their compliance and an authorisation issued for entrance to the exhibition centre. Failure to provide these documents will result in the contractor denying the subcontractors access to the exhibition centre and excluding them from the list of authorised companies until they do so.

THE EXHIBITING COMPANY

(stamp and signature of legal representative)..... Date .....

## INFORMATION ON RISKS SPECIFIC TO THE EXHIBITION CENTER

### 1 - Specific theory issues

Carrara exhibition centre is equipped with an extensive network of underground utility connections. It is therefore forbidden to dig, drive nails or subject the floors to particular stress with loads, vibrations, etc. It is forbidden for exhibitors or their employees/contractors to make connections to the utilities by themselves. As regards the electrical wiring, during stand construction and dismantling, only the service sockets up to the power limits indicated may be used. When using these sockets, special care must be taken in positioning any extensions which should not interfere with transit routes inside the exhibition centre and should be suitably protected. In the case of multiple plugs, in accordance with the specific accident prevention regulations, it must be ensured that no one can possibly come into contact with the live parts without the use of special equipment. When the stand is being dismantled it must be ensured that the electricity has been disconnected beforehand.

The provisions laid down in the technical Regulations relating to the event and the Exhibition Centre regulations must be observed at all times.

### 2 - Issues related to the presence of more than one operator at the same time

Given the likelihood of more than one operator working at the same time in the same place, each company must make sure that no work is carried out that may pose a danger for the others.

Specifically:

- When carrying out any work it is forbidden to occupy areas outside one's own stand. Should this be inevitable due to proven technical reasons, the necessary escape routes must be kept free at all times. In addition, the company using the external spaces must ensure that the work carried out does not pose a danger to the workers from other companies;
- It is forbidden to accumulate waste material during work: the company shall see to its removal as it is produced;
- Any work carried out by a company must not be a hazard for other workers;
- As regards the use of vehicles or trolleys inside the exhibition centre, companies must strictly adhere to the relevant regulations and prohibitions;
- It is forbidden to obstruct the emergency traffic lanes;
- It is forbidden to leave dangerous or hazardous instruments or equipment unattended that people may come into contact with.

Accordingly, all instruments, that for specific needs should be left unattended on the stand, shall be disconnected and not able to function.

If there is more than one worker working at the same time, companies are reminded that providing individual protection for workers in accordance with safety legislation against dust and noise may not guarantee full compliance with legal standards because of the presence of operators from other companies. In constructing the exhibition stands, companies involved in their construction must also consider the presence of the public and therefore find solutions that ensure the safety both of the public and the exhibitors in accordance with the laws in force.

### 3 - Emergency plan extract

The risk assessment and complete emergency plan documentation is available c/o IMM Carrara Spa offices. IMM Carrara Spa has its own fire-fighting and fire-fighting systems (extinguishers, hydrants, etc.). Therefore, in the event of a fire hazard, the fire-fighting team must be informed immediately by telephone or by activating the fire alarms (buttons with red lights) when the situation requires immediate intervention. In the event of fire, besides alerting the fire-fighting personnel as described above, each company shall make sure that workers remain calm and follow the instructions of the personnel in charge. If necessary the personnel may then intervene with a fire extinguisher which every exhibitor must keep on their stand as per the regulations for exhibition participation. In the event of the order for evacuation, workers must avoid running or shouting and must not use the lifts. They must move towards the nearest emergency exit indicated in the emergency plans along the outside walls of the halls and along the routes.

The emergency telephone numbers are:

- **115** Fire Brigade
- **118** First Aid
- **0585 787963** IMM Carrara Spa

In the event of anyone smelling burning or noticing a fire, they must immediately notify the FIRE PREVENTION AND SAFETY SERVICE OF IMM Carrara Spa (tel. +39 0585 787963).

#### The person calling will be asked to specify;

- 1) their name and job
- 2) the nature of the fire (very important)
- 3) the exact location of the fire
- 4) other useful information requested.