

In Barcelona, on the of,

Dear Sir/Madam,

In representation of the company

According to occupational risk prevention law and other current applicable legal provisions, we hereby provide you with the information needed to coordinate business activities with Barcelona Project's S.A (Fairmont Rey Juan Carlos I and Palau de Congressos de Catalunya) for the work to be carried out at our facilities on the .

Please provide us with a signed copy of this letter to CERTIFY:

1.- That we have provided you with the following documents: SAFETY STANDARDS, which includes the statement of compliance with occupational risk prevention legislation, preventative policy on the subject of the coordination of business activities, coordination means, duty of cooperation, general health and safety standards and instructions, *emergency and evacuation measures* and health and safety instructions summary table.

2.- That all of your personnel (including subcontractors and self-employed individuals in the case of being contracted by you) are registered with social welfare (or as self-employed individuals), have mandatory civil liability insurance and are up-to-date with payments for the same. That all of your workers (including subcontractors and self-employed individuals in the case of being contracted by you) are informed about the risks involved in carrying out their work, and the emergency, protection and prevention measures to be adopted, as well as the risks present at the work centre, and the health and safety standards. Have received occupational risk prevention training. Have individual protection equipment to carry out their work when necessary. Are suitable for the position they hold. Note: *Barcelona Project's S.A. may request said information for its verification at any time.*

Furthermore, please send us a copy of the following as soon as possible:

1.- List of WORKERS (including subcontractors and self-employed individuals in the case of being contracted by you) who will work at our work centre (first and last names and national identification). The accreditation form attached in APPENDIX I of the safety standards document is of mandatory use.

2- Activity risk information. The risk statement form attached in APPENDIX II of the safety standards document is of mandatory use.

Yours sincerely,
Name:
Barcelona Project S.A.

Received,

External company:
First and last name:
Position:
Signature:
Date:



GENERAL SAFETY STANDARDS

GENERAL SAFETY STANDARDS

BARCELONA PROJECT'S S.A.

Rev. 2019

GENERAL SAFETY STANDARDS

I.- GENERAL STANDARDS

SCOPE AND PURPOSE

This standard covers the occupational health and safety guidelines for the company BARCELONA PROJECT'S S.A. (*FAIRMONT REY JUAN CARLOS I / PALAU DE CONGRESSOS CATALUNYA*) applicable to external companies, providers, contractors and subcontractors, self-employed individuals, associations, etc. that may carry out their activity at our facilities.

The purpose of these safety guidelines is to establish the necessary safety conditions within our facilities, to prevent damages to our workers, external workers, customers and the facilities themselves.

OBLIGATIONS

All personnel belonging to or contracted by external companies (providers, contractors and subcontractors, self-employed individuals, etc.) will be registered with social welfare and contributing for them as the only company responsible for paying their salary during the validity period of this contract, and in the case of self-employed individuals they will be registered as self-employed. They will also have civil liability insurance and be up-to-date with its payments.

The external company, through its representatives and managers, is directly responsible for the safety of its personnel, as well as the facilities and/or operations under its responsibility.

STATEMENT OF COMPLIANCE WITH OCCUPATIONAL RISK PREVENTION LEGISLATION

The contracted company **CERTIFIES** that the workers who will carry out their activity at their work centre:

- Are informed about the risks involved in carrying out their work, and the emergency, protection and prevention measures to be adopted, as well as the risks present at the work centre, and the health and safety standards.
- Have received occupational risk prevention training.
- Have the individual protection equipment to carry out their work.
- Are suitable for the position they hold.
- Have received the safety standards from BARCELONA PROJECT'S S.A..
- The workers are registered and up-to-date with social welfare payments, and comply with all legal requirements to carry out the company's functions.

The list of people who will carry out work will be issued before the start of the contracted activity, by means of the form attached in Appendix I, as well as the risks of their activity via the form attached in Appendix II, and without this documentation duly completed and signed, THEY WILL NOT BE GRANTED ACCESS TO THE FACILITIES OF THE HOTEL / PALAU

GENERAL SAFETY STANDARDS

The manager of the contracted company must:

- Obtain the necessary authorisations and/or permissions.
- Make all of its personnel aware of the safety guidelines.
- Supply individual and group protection equipment.
- Study interactions with other activities.
- Suspend work in the event of a hazardous situation arising.

HEALTH AND SAFETY DOCUMENTATION

All contracted companies as well as their subcontractors must have the documentation described as follows, as it **may be requested at any time by Barcelona Project's S.A, and in the event of not being able to accredit the same, authorisation to enter the facilities of the HOTEL/PALAU will be removed.**

Documentation required from companies or workers by others

- 1.- Worker's latest TC2 or TA2 or work contract
- 2.- Risk prevention training certificate. In the event of using elevation platforms, elevation forklifts, etc. specific training on this equipment will be required.
- 3.- Medical capability approval or rejection.
- 4.- Evaluation of risks and preventative measures or in its absence information on the risks involved in its activity and preventative measures.
- 5.- If necessary, individual protection equipment delivery certificate.
- 6.- Civil liability insurance policy and last payment receipt.
- 7.- Social welfare treasury certificate stating being up-to-date on the payment of fees.

Documentation required from self-employed individuals

- 1.- Last self-employed payment receipt
- 2.- Evaluation of risks and preventative measures or in its absence information on the risks involved in its activity and preventative measures.
3. If necessary, individual protection equipment delivery certificate.
- 4.- Medical capability approval or rejection.
- 5.- Civil liability insurance policy and last payment receipt.

GENERAL SAFETY STANDARDS

II.- PREVENTATIVE POLICY ON THE SUBJECT OF BUSINESS ACTIVITY COORDINATION

This procedure is for all companies and their subcontractors that carry out work for **BARCELONA PROJECT'S S.A. (FAIRMONT REY JUAN CARLOS I / PALAU DE CONGRESSOS DE CATALUNYA)**:

- Companies that carry out their activities at our facilities
- Companies contracted to carry out works and services that correspond with our own activity, who carry out the work at our work centre
- Self-employed individuals who carry out their activities at our facilities.

We consider that **OCCUPATIONAL RISK PREVENTION** is one of the main goals and essential for the good operation of the organisation. Therefore, each of the operations or processes carried out at our company, both by our personnel and outside personnel who regularly or occasionally provide their services, must be respected.

All personnel of contracted companies that carry out work at our work centre must comply with current legislation on the subject of **OCCUPATIONAL HEALTH AND SAFETY**, as well as the company's internal standards.

The goal of this procedure is to serve as a guide to managers of all work carried out by contracted and/or subcontracted companies, to inform their workers about standards they must follow during the work they carry out within our facilities. This procedure does not relieve contracted and/or subcontracted companies from compliance with their legal obligations, on subjects referred to in the second paragraph.

While carrying out the work for which they are contracted, coordination must be ideal. Our manager may freeze or suspend work in the case of breach of this procedure; according to law 31/95 on occupational risk prevention (LPRL in Spain) and royal decree 171/2004 of 30 January, through which article 24 of LPRL is developed on the subject of the coordination of business activities.

The full or partial suspension or freezing of work is not justified by breach of completion deadlines or delivery of the same, nor may it increase the contracted price. Workers of companies contracted to carry out works must be aware of this procedure and comply with it when carrying out their functions, for which purpose you will have previously informed your workers before entering our facilities.

Breach by such workers may be motive for them being replaced, never again to work at our facilities, unless with express authorisation from our managing personnel.

Therefore work managers must maintain a strict level of safety, to prevent any incidents that affect their personnel or other workers or customers.

In the event of any of the contracted companies using personnel belonging to a temping agency, the company contracted by us must inform us regarding who these workers are, and is also responsible for:

- The working conditions in relation to prevention (health and safety), including the corresponding information and training that must be given to workers belonging to the temping agency.

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- Monitoring and verifying that the temping agency complies with its obligations regarding training, information and monitoring of the health and safety of its workers in relation to health risks present at the company using said workers.

III.- COORDINATION MEANS

For the correct implementation of work carried out by contractors and subcontractors, the former must act considering the specifications of R.D.171/03 referring to the coordination of business activities, for which purpose it must establish the necessary coordination means as follows:

- Exchange of information and communication between concurrent contractors and its subcontractors.
- Provision of safety instructions at technical meetings and during the implementation of work.
- Establishment of existing risk prevention measures.
- Designation of a person responsible for the coordination of business activities.

In such cases, the main contractor must designate its own corresponding preventative resources to take charge of the coordination of the business activities of all of its workers and the companies acting as subcontractors, to carry out determined activities involving concurrent work, activities or processes, and workers. Said person will at least be trained on the subject of occupational risk prevention at intermediate level (300 hours) in compliance with the specifications of R.D.171/2004 of 30 January, chapter V, art. 14

IV.- DUTY OF COOPERATION

In compliance with **law 31/95, reformed by law 54/03**:

- The contracted company undertakes to comply with the obligations established in the aforementioned legislation reciprocally, complying as follows:
- Both companies must inform each other about:
- The specific risks of the activities to be carried out which can affect the workers of concurrent companies at our work centre, particularly, work that is aggravated or modified due to circumstances derived from the concurrency of activities.
- Work accidents occurring as a result of the risks of concurrent activities.
- The contracting of new workers considered sensitive (minors, the physically or mentally disabled, pregnant or breastfeeding women) and who will work at our work centre.

- Emergency situations susceptible to affecting the health and safety of workers of concurrent companies.
- Said information must be facilitated before the start of the activities, when a change arises in the concurrent activities that is relevant for preventative purposes, and/or an emergency situation arises.
- Information will be facilitated in writing when any of the companies generates risks classified as serious or very serious.
- The information must be considered (for concurrent companies at our facilities) in both the risk evaluation and preventative action planning.
- Each business owner must inform its workers of the risks derived from concurrent business activities and the coordination means established in the terms provided in art. 18.1 of law 31/1995 of 8 November on occupational risk prevention.

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- In compliance with the duty of collaboration, concurrent business owners at the work centre will establish the coordination means for the prevention of occupational risks that they consider necessary and pertinent in terms of the provisions of chapter V of this royal decree.
- The main business owner must check that contractor and subcontractor companies concurrent at its work centre have established the necessary coordination means between them.
- When the coordination means established include the presence of preventative resources at the work centre, or the assignment of one or more people responsible for the coordination of business activities, the workers will be facilitated with the data needed to allow their identification.
- For said purpose, business owners concurrent at our facilities will establish coordination means for the prevention of occupation risks they consider, based on the hazard level of the activities carried out, the number of workers present and the duration of concurrency of said activities.

V.- BASIC SAFETY STANDARDS

To enter the facilities a National Identification/Foreign Resident Identification/Passport must be presented to access control, and the documentation described in the previous point must have been provided. Subsequently an identification card will be provided which must be returned when leaving.

In the event of spillages of chemical, cleaning, oil products, etc. they must be cleaned immediately. Flammable products must not be used inside our facilities. Chemical, corrosive, toxic or flammable substances must not be poured down drains, ditches, septic tanks, WC, swimming pools, etc..

Clear access to fire prevention equipment such as extinguishers, hydrants, hoses, alarm buttons, etc. must not be obstructed.

When leaving the workplace it must be ensured that there is no potentially hazardous condition without signing, protecting or disconnecting. When work is finished, the place must be left clean just as it was found and no material, equipment, etc. must be left behind.

Access to any closed area such as tanks, technical rooms, transformation centres, pits, drains, wells, or cisterns is totally prohibited.

Electrical connections to the boards of external companies will be carried out by the personnel of BARCELONA PROJECT'S S.A. or personnel authorised for said purpose, once checked that they comply with official regulations. Electrical machines must be duly earthed and have the corresponding protections. Cables that must pass through vehicle or people crossings must be duly protected. Electrical machines must be disconnected from the power network once work is complete.

The use of welding equipment is forbidden without written authorisation from the Safety Department.

All scaffolding will be of metal tubing and assembled by specialised personnel, who must comply with current standards. From two meters in height, the use of a harness permanently fixed to a safety point is mandatory. In the event of the risk of falling material the area will be beacons.

The maximum circulation speed of vehicles will be 10 Km/h. Dipped lights will be used at night-time. Batteries will be charged in places with good ventilation and smoking, lighting fires or causing sparks

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will be prohibited. All vehicles will be driven by trained and authorised personnel. The use of elevator platforms as cranes is prohibited. It is mandatory to wear a high-visibility waistcoat in the loading bay.

For all work involving the risk of fire and/or explosion the corresponding work permit must be requested, which will be issued once the existing conditions are checked point by point.

All incidents and accidents regardless of their seriousness must be investigated and notified to the safety department.

The material freight elevator at the Palau de Congressos de Catalunya is for the exclusive use of material, and its use by people is prohibited, and when material is loaded or unloaded the freight elevator must be blocked using the safety stop.

It is forbidden to hang material on the rails of the panels in the rooms.

PROCEDURES FOR ENTRY, TRANSIT AND STAY AT THE ENCLOSURE

- The manager of the contracted company, before starting the activity to be carried out at the facilities, will contact the manager of the contracted work, who will provide the corresponding instructions and internal working standards.
- Accreditation of contracted personnel is necessary prior to the start of work, through the presentation of the list of names and national identification of workers that may be involved. It must be considered that they will only have access to the area in which the work under the contract will be carried out, and will not be granted access to any other non-designated area.
- Manipulation of any equipment at our facilities (other than that involved in the work to be carried out) is prohibited without special authorisation.

SIGNING

- All of the necessary signing (signs, tape, walls, beacons, etc.) that warn of the presence of risk in the work area must be installed.

LIGHTING

- All working areas will be perfectly illuminated to prevent the risk of falls or bad manoeuvres.

WORK PLACES AND PREMISES

- Work places or premises must always be in a good state of cleanliness and hygiene.
- No work will be considered complete, until the area remains clean and clear of insecure conditions. Therefore, at the end of the working day all material and equipment used will be cleared away, leaving the work area clean and orderly.
- Passing and transit areas will be respected, during the implementation of work carried out at our facilities.

ELIMINATION OF WASTE

- In the event of waste being produced, this will be communicated to the manager of the contractor company, with the aim of it being suitably stored or eliminated.
- Pouring of any type of generated hazardous or toxic waste into the sewerage or rainwater system is prohibited.

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GAS BOTTLES

- More compressed gas containers than those strictly necessary for the implementation of work should not be located in the work area.
- All gas bottles must be placed in a vertical position and away from heat sources.
- At the end of the day, all gas bottles must be perfectly closed and deposited in an area outside the facilities of the process.

WELDING EQUIPMENT

- All equipment to be used must be in safe conditions for use: group protections, electric wire insulation without cracks and correct splicing.
- During work interruptions (lunch or other needs) and at the end of the day, welding equipment must be disconnected, and checked for the presence of glowing elements or remains.
- Welding equipment will not be turned on without prior authorisation.
- During all welding operations, a fire protection means must be within reach (extinguisher suitable for the type of fuel).

VEHICLES AND CRANES

- Must be operated by authorised, qualified and trained personnel, responsible for their actions, and always with authorisation.
- During parking, the vehicle must be correctly parked, without invading evacuation routes, and without keys in the ignition to start the vehicle; they must be stored in a safe place, out of reach of the use of unauthorised personnel.

PORTABLE ELECTRICAL TOOLS & MACHINES

- Protections, sockets, cables, fuses, earthing wire, etc. must be in good conditions and comply with safety requirements.
- Machines or tools used must comply with the basic requirements of safety legislation, be marked CE, double insulation, etc. using the protectors held by the same and having passed the corresponding legal reviews.

COMMUNICATION OF ACCIDENTS AND INCIDENTS

- In the event of any accident or incident (with or without sick leave) the contracted company must notify the person responsible for safety, describing the details of the event by which it was caused, so that it is duly investigated by the company.

PRECAUTIONS AGAINST FIRE

- It is prohibited to smoke, weld, grind or carry out work with a naked flame or projection of glowing sparks in critical sectors or areas (areas close to the storage or manipulation of flammable products, gas conduits, as well as storage areas of other products like packaging or paper that could become a possible ignition source) and this must be respected.
- In the event of needing to carry out hot work, express authorisation must be obtained from the company's manager, who after duly visualising the work area, will determine whether or not to authorise said work with the aim of avoiding any risk.
- The storage of flammable materials or products, fuel or oxidising substances, will be carried out in areas designed for said purpose.
- Fire fighting equipment (extinguishers, BIEs, etc.) must always be accessible, so the deposit or storage of tools or materials that hinder access to the same must not be permitted.

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- Use of these fire fighting means for purposes other than those for which they are designated is prohibited.

WORKING AT HEIGHTS

Working at heights is considered work at 2 meters or more above ground level:

- The method to be followed will be planned before the work is started, to ensure the integrity of the person by whom it is carried out. This is associated with the availability and use of elements required for carrying out the work such as: scaffolding, platforms, ladders, railings, cables for supporting safety harnesses or belts (lifelines) and other IPE.
- Random items will not be used to find a quick fix like: scaffolding made with boards, boxes, bins or containers, lids, etc.
- Before starting work, one or several people will be assigned by the contractor as responsible for monitoring and surveying the implementation of work and compliance with these standards in person, with the aim of avoiding situations or behaviour that present danger to people. The person responsible for safety must be notified.

WORKING WITH CHEMICAL PRODUCTS

- All chemical products must be duly identified on their container, and in the event of them not having the corresponding safety data sheet these must be requested from the provider.
- The standards and procedures for use contained in said safety data sheets must be scrupulously respected.
- Personnel handling these products must be informed about the possible risks of use, and must be aware of the safety standards and acting procedures in the case of emergency.
- Eating, drinking and smoking in areas where these products are handled is strictly prohibited, as well as using products (solvents, aerosols, etc.) for cleaning skin.

INDIVIDUAL PROTECTION EQUIPMENT

- Uniform work clothes with the logo of the contracted company must be worn, as well as the corresponding safety footwear, in all work carried out within our facilities.
- The contracted company must facilitate the corresponding Individual Protection Equipment IPE that is of mandatory use, and necessary for carrying out their work.
- IPEs to be used will be those certified by the RD 773/1997 and will have the corresponding CE mark.
- Failure to use the same may be sanctioned by the prevention manager.

GENERAL PROHIBITIONS

It is expressly prohibited to:

- Smoke, weld, grind or carry out work with a naked flame or projection of glowing sparks in critical sectors or areas (areas close to the storage or manipulation of flammable products, gas conduits, as well as storage areas of other products like packaging or paper that could become a possible ignition source) without express consent from the safety manager and prior adoption of the necessary protection and prevention means.
- Work under voltage or connected to the electrical network, during any repair and/or maintenance of machines, tools or any other mechanism that involves the risk of entrapment or electrocution.
- Carry out any maintenance, repair and/or installation work on any work equipment or installation, without prior consignment of the machine and/or installation in a position of safety. Prior to the start of

GENERAL SAFETY STANDARDS

said work the safety manager must be notified, in order to notify the workers present in said work section. In the case of absence of the aforementioned manager, the manager of the section, machine or installation will be notified, as well as the workers present at the same.

- Furthermore, remember it is prohibited to carry out work outside the specific work of the activity or role and that involves unknown hazards.

PROCEDURES IN THE CASE OF EMERGENCY**Actions in the event of accidents**

- When an accident occurs, the person affected, if possible, or a colleague or witness will immediately notify our personnel, thereupon we will notify via the internal emergency telephone ext. 333.

Actions in the event of fires or hazardous situations

- In the event of an emergency situation arising at the company's facilities or the raising of an alarm, all of the contractor and/or subcontractor company's personnel must stop their work, leave their position in safe conditions, disconnect the equipment they are using and leave the enclosure without running and remain calm, and go to the established meeting point.
- If you discover a fire or smoke, immediately notify an employee, who will call 333 or press the closest alarm push-button.
- Refrain from opening the door through which the smoke is passing; this could activate the fire.
- Remain calm, do not shout or run. This may cause collective panic.
- If you find yourself surrounded by thick smoke, place a damp cloth or towel around your head, covering your mouth with your hand and crawl.
- Do not risk your safety and that of others by gathering and transporting belongings.
- Leave your work place following the evacuation signs and instructions provided by the alarm and evacuation equipment, and go to the indicated meeting point.
- Under no circumstances should you return to collect forgotten belongings. This could hinder the evacuation of other people and the fight against the fire, and place your life at risk.
- Do not use elevation apparatus (elevators, freight elevators, etc.)

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FINAL CONSIDERATIONS

- The subcontractor company must name a person from its staff responsible for surveying and enforcing its workers' compliance with occupational health and safety procedures.
- The subcontractor company is obliged to supply its personnel with the safety equipment and clothes required by both regulations and the services contract.
- Everyone working at the facilities must be aware of these health and safety procedures, for which purpose the subcontractor companies must provide them with a copy.
- People who breach the safety procedures, may have their access accreditation to the facilities removed temporarily or definitively.

GENERAL SAFETY STANDARDS**HOTEL & PALAU ASSEMBLY STANDARDS**

- Food and drink from outside is not allowed entry.
- Hanging of posters, placards, stickers or the like on walls, floors, ceilings or columns without prior written consent is not allowed. Obligation to use supports.
- The decoration of the leased facilities must be respected at all times, without adding, moving or removing anything that exists therein, without prior written authorisation for the same.
- The attendees, as well as the exhibitors and assemblers must always be accredited. Accreditation will always be worn in a visible location.
- The exhibitor/assembler must accept the control and safety means established by Barcelona City Council and the management of Barcelona Projects S.A..
- The exhibitor/assembler undertakes to comply with current standards on safety in rooms, and especially those referring to maximum capacity, emergency exits and fire fighting measures. Under no circumstances may flammable materials or objects that block or hinder exits be entered. Emergency exits and fire hydrants cannot be obstructed. Cables will not be hung in front of emergency exits (request maps of the emergency exits of all rooms). The company responsible for assembly must send the final plans of the assembly to the safety department for approval.
- Materials and objects will not lean against walls and chairs, they will be placed well stacked in a stable manner, at locations determined by the Safety Department. Objects and materials that may scratch the floor will not be dragged; carpet must be used for their transport.
- The exhibitor/assembler must request strict compliance from the service entities (assembly, decoration, audiovisual, hostesses and other companies) that intervene in the assembly/disassembly and/or celebration of the event, with legislation regarding occupation health and safety, accepting liability for damages they may cause, by accident, where fault or negligence is observed.
- The exhibitor/assembler formally states to have its personnel insured against accidents, as well as covering social welfare and other occupational and tax obligations provided in current legislation, with BARCELONA PROJECT'S S.A not accepting any claims or incidents regarding these issues.
- The exhibitor/assembler/organiser is responsible for all flaws caused to the leased facilities, due to its use.
- During the assembly/disassembly days, as well as during the event itself, smoking is prohibited throughout the facilities.
- **Special area enabled for smoking located at the service door.*
- Workers must remain in the areas to which their work is assigned, and avoid visiting other areas or remaining in spaces other than their own work place.
- When working at heights and with the risk of fall, the use of a safety harness is mandatory.

MERCHANDISE ACCESS

- Merchandise and personnel access control is always carried out at the loading bay door, where delivery notes are always stamped by the event's Organisation Department, who will decide the location through which the material will enter. The use of elevators designated for customers is prohibited. Elevators other than those indicated by the Safety Department will not be used (alternative elevators must be protected with carpet, foam or the like). For the management of special cases, the Events Commercial Department and the Safety Department are the only people authorised to determine the most ideal location to load and unload material.

GENERAL SAFETY STANDARDS**EXTENSION OF ASSEMBLY STANDARDS FOR PALAU DE CONGRESSOS DE CATALUNYA**

- The purpose of this standard is to inform you about a series of standards of unavoidable compliance, with the aim of ensuring the safety of people and Palau de Congressos de Catalunya.
- Access to the facilities of Palau de Congressos de Catalunya, will always be made through the service door (Calle Torre Melina) or sometimes when the car park is used for loading/unloading material for an event, it will be through the car park itself.
- All technical/assembler personnel who must access our facilities must accredit themselves at the aforementioned points. The accreditation must be placed on the clothing that will be worn at work and must always be visible.
- Smoking is prohibited at all facilities of the Palau. Except for the locations indicated for said purpose, which will be the service door and the car park access ramp. Under no circumstances is smoking permitted outside the main or garden doors.
- Workers must remain in the areas to which their work is assigned, and avoid visiting or remaining in spaces other than their own work place.
- The entry of any type of packages, foods or drinks is not permitted through the main or garden doors.
- To bring merchandise up and down, the freight elevator that leaves the car park is the only one to be used. The use of elevators designated for people is prohibited. For special cases, Management and Safety Department of Palau de Congressos de Catalunya can authorise other routes for the loading and unloading of material.
- In freight elevator number 8 "large freight elevator" it is totally forbidden for people to go up or down; it is exclusively for goods.
- Under no circumstances should emergency exits or fire hydrants be obstructed. If it is necessary to pass wiring in front of them, it will be fixed to the floor with tape or placed above the upper frame, so that it does not hinder passing and enables them to open in the case of emergency.
- Materials will be placed well stacked in a stable manner, at locations determined by the Safety Department of the Palau. Never leaning against the wall or furniture, avoiding dragging objects that can scrape the floor; assemblers must use carpet for their transport.
- Once the event is over, waste material or goods cannot remain deposited at the facilities.
- Boxes containing audiovisual material, once empty must leave the facilities and be brought back again for the disassembly. Depending on the space available at all times, the Safety department may offer you a storage area for said boxes. In the case of the two previous options not being available, you can go to Parking Mestres in order to rent an area for its deposit.
- The Palau's furniture cannot be moved without prior authorisation from the Coordination and Safety Departments. It is prohibited to leave material, clothes, etc. on said furniture.
- When material is brought in for assembly, it will be fully unloaded and the vehicle must leave the car park. This speeds up the manoeuvres of other participants.
- Parking on kerbs is prohibited, around the entire perimeter of Palau de Congressos de Catalunya.

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- Technicians authorised to bring material up to the Amphitheatre must use elevator no. 2, and will protect it with carpet, foam and other similar material. In the case of queries please consult the Maintenance or Safety Department.

- For assemblies using paint, varnish or solvents, the work area must be protected.

In the case of welding, it will be carried out by always consulting the Safety Department, who will provide an extinguisher and indicate the most suitable area for work.

- Under no circumstances is it permitted to drill, cut, use glue or sealants, or adhesives that are hard to remove later, and damage the structure of the Palau.

- In the auditorium, material must be entered via the doors that open onto the foyer, and use of the side doors is totally prohibited. Chairs that are in the vicinity of the assembly area must be covered in plastic.

- Indicative signs cannot be hung or stuck to the walls or wood of the facilities; suitable supports will be provided for their hanging.

- When working at heights and with the risk of fall, the use of a safety harness is mandatory.

- In audiovisual assemblies, it must always be kept in mind that when faced with any doubts regarding electrical installations or any other kind of installations, you must contact the Maintenance Department.

- Likewise, regarding any variation in the assembly plans of the room, authorised by the Safety Department, you will have to consult said department for authorisation.

- Drivers contracted by customers to move goods using a forklift must be accredited with the corresponding driver's license.

- Before starting the assembly, it is mandatory to cover the surface occupied by stands or other fixed elements that can damage the floor with carpet (fixed with double-sided sticky tape), otherwise the assembly will not be authorised.

- The construction of stands or other items using the following is not permitted: cement, sand, plaster, gypsum, tile, brick or the like.

- Under no circumstances is it permitted to drill, use glue or any adhesive that is difficult to extract from any material of the building's structure.

Electrical and/or mechanical apparatus of the exhibitions must be damped so that the noise does not bother the other exhibitors or areas of the congress.

- Palau de Congressos de Catalunya accepts no liability for any object or material of unique nature or high financial worth (that has not been previously communicated to the Safety Department), that remain or have not been removed from the stand/rooms contracted once the event is over. The Palau will proceed to remove them and the originating expenses will be paid by the organiser or managers of the same.

All type of assemblies, placards, advertising, stands, etc. must be reflected on the real plan, which must be approved by the Safety Department.

- To facilitate the loading and unloading it is mandatory to specify hours, as well as a list of first and last names and national identification of all loading/unloading workers via the Palau website. All workers must be accredited

Important: any infraction of these standards will give motive for the immediate expulsion of any offender from the enclosure.

*For the safety of everyone and the well-being of our customers, we accordingly ask you to make good use of our facilities, respecting our fire prevention systems to the maximum and avoiding any kind of conduct that is detrimental to other users.

GENERAL SAFETY STANDARDS**EXHIBITION ROOM**

- During the assembly and disassembly days and in general, the placement of materials in spaces occupied by other exhibitors is prohibited, as well as in common areas that must always remain clear.
- In the event of exhibitors wanting to hang any elements from the ceiling, they must consult the correct locations that can support a maximum weight of 500 Kg per point (request plan). The placement of the same must always be carried out through the Services Department.
- A distance of 80 cm must be left between standards and side walls, to be able to gain access to the showcases, open panels and spaces where fire hydrants are found. This access must always remain free.
- The maximum weight authorised in the exhibition area is 500 kg per m2.
- Palau de Congressos de Catalunya will be responsible for the installation of telephone and fax lines requested by and charged to the exhibitor.
- All electrical installations must be carried out by an accredited electrician. The company responsible for assembling stands will be responsible for the entire electrical installation, always under the supervision of the Palau's Technical Department (see electrical standards point 3).
- The use of showcases corresponding to Palau de Congressos, must be requested for use by customers.

Freight elevator characteristics**Freight elevator 1**

Width 5.54 m
Depth 2.40 m
Height 3.45 m
Maximum weight 4.0 Ton
Door 5.49 m width x 2.99 m height

Freight elevator 2

Width 1.87 m
Depth 2.51 m
Height 2.25 m
Maximum weight 2.6 Tonne
Door 1.2 m width x 2.25 m height

- To facilitate the loading and unloading it is mandatory to specify hours, as well as a list of first and last names and national identification of all loading/unloading workers via the Palau website. All must be accredited
- The entry of any type of packages is not permitted through the main door of Palau de Congressos de Catalunya. Workers of the Palau may not enter through this main door and must enter through the service door or the car park entrance.
- Once the loading/unloading of vehicles is complete the area must be vacated. This speeds up the manoeuvres of other participants.
- The car park only admits vehicles up to 10 m in length (12 m in length if articulated), including trailer and 4 m in height.
- Once the event is over, waste material or goods cannot remain deposited at the facilities.



GENERAL SAFETY STANDARDS

APPENDIX I

Accreditation Form

LIST OF PEOPLE WHO WILL CARRY OUT THE CONTRACTED WORK



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APPENDIX II

WORKER INFORMATION REQUEST WHAT THEY WILL DO AND EXISTING RISKS

INFORMATION OF THE RISKS OF THE ACTIVITY TO BE DEVELOPED IN THE WORK CENTER OF BARCELONA PROJECT'S S.A. (FAIRMONT REY JUAN CARLOS I / PALAU DE CONGRESSOS DE CATALUNYA)

COMPANY:

DATE / EVENT:

DESCRIPTION WORKS TO BE CARRIED OUT:

WORKS TO BE CARRIED OUT

- WORK AT A HEIGHT
- MANUAL AND PORTABLE TOOLS
- CUT MADE WITH DISC
- WELDING
- ELECTRIC WELDING
- PAINTING WORKS
- CARPENTRY WORK, STRUCTURES,...
- OTHERS WHAT? _____

RISK TO OTHERS

- | | |
|--|--|
| <input type="checkbox"/> FALLING OBJECTS | <input type="checkbox"/> FALLING OBJECTS |
| <input type="checkbox"/> SLIDING | <input type="checkbox"/> SLIDING |
| <input type="checkbox"/> COLLISION WITH MOVING OBJECTS | <input type="checkbox"/> COLLISION WITH MOVING OBJECTS |
| <input type="checkbox"/> ARTICLE PROJECTION | <input type="checkbox"/> ARTICLE PROJECTION |
| <input type="checkbox"/> RISK OF TRAPPING | <input type="checkbox"/> RISK OF TRAPPING |
| <input type="checkbox"/> HOT SURFACES. | <input type="checkbox"/> HOT SURFACES. |
| <input type="checkbox"/> EXPOSURE TO RADIATIONS | <input type="checkbox"/> EXPOSURE TO RADIATIONS |

INDIVIDUAL PROTECTION EQUIPMENT

- | | |
|---|--|
| <input type="checkbox"/> HEARING PROTECTION | <input type="checkbox"/> HAND PROTECTION |
| <input type="checkbox"/> SAFETY GLASSES | <input type="checkbox"/> _____ |
| <input type="checkbox"/> HELMETS | <input type="checkbox"/> _____ |
| <input type="checkbox"/> FOOT PROTECTION | <input type="checkbox"/> _____ |

CORRECTIVE MEASURE

Corrective measure:

In Barcelona ___ / ___ / ___ *Osuna*

(Signature & stamp)

Name:

Company:



GENERAL SAFETY STANDARDS

APPENDIX III

*EXTENSION OF THE HEALTH AND SAFETY INSTRUCTIONS FOR
CONTRACTOR AND SUBCONTRACTOR COMPANIES*

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*HEALTH AND SAFETY INSTRUCTIONS SUMMARY TABLE FOR
CONTRACTOR AND SUBCONTRACTOR COMPANIES*

All companies contracted by Barcelona Project's S.A. (Fairmont Rey Juan Carlos I / Palau de Congressos Catalunya) must comply with the provision of occupational risk prevention law (articles 14 to 28) and other current applicable legal provisions, placing special emphasis on the following sections:

1. PROCEDURES FOR ENTRY, TRANSIT AND STAY

- 1.1. To enter the manufacturing enclosure, authorisation must be requested from the Safety and Control Manager from the **Safety** Department and the statement of belonging to the company presented.
- 1.2. Workers must not stay at locations other than those where they carry out their work, and must follow the previously established itinerary.
- 1.3. Manipulating switches or any other equipment at the facilities is prohibited, except with special authorisation.

2. SIGNING

- 2.1. All types of necessary signing must be installed (signs, tapes, barriers, etc.).

3. WORKING AT HEIGHTS

- 3.1. Operators who work at heights must be provided with sufficient prevention material to eradicate the risk of falling (safety belts, ladders, scaffolding, etc.).
- 3.2. The scaffolding must have

7. WELDING EQUIPMENT

- 7.1. All equipment to be used must be in safe conditions for use: group protections, cable insulation without cracks and correct splicing.
- 7.2. During work interruptions (lunch or other needs) and at the end of the day, welding equipment must be disconnected, and checked for the presence of glowing remains.
- 7.3. Welding equipment will not be turned on without prior authorisation from the company.

8. VEHICLES AND CRANES

- 8.1. Must be operated by authorised and qualified personnel, responsible for their actions, and always with authorisation from the company.

9. PORTABLE ELECTRICAL TOOLS & MACHINES

- 9.1. Protections, sockets, cables, fuses, earthing wire, etc. must be in good conditions and comply with Safety Requirements.

10. COMMUNICATION OF ACCIDENTS AND INCIDENTS

- 10.1. The company's **Control and Monitoring Manager** must be informed of all incidents and accidents involving subcontractor personnel.

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sufficient safety conditions to prevent accidents.

4. LIGHTING

- 4.1. All working areas will be perfectly illuminated to prevent the risk of falls or bad manoeuvres.

5. WORK PLACES AND PREMISES

- 5.1. Work places or premises must always be in a good state of cleanliness and hygiene.
- 5.2. No work is considered complete until the area is left clean and free of unsafe conditions.

6. GAS BOTTLES

- 6.1. More compressed gas containers than those strictly necessary for the implementation of work should not be located in the work area.
- 6.2. All gas bottles must be supported and away from heat sources.
- 6.3. At the end of the day, all gas bottles must be perfectly closed and deposited in an area outside the facilities of the process and authorised by the company.

11. EMERGENCY MEASURES

- 11.1. In the event of an emergency situation at the company's facilities with or without an alarm notice, all personnel of the subcontractors company must stop work, leaving their work place in safe conditions, disconnecting equipment being used and leaving the area to go to the meeting point outside the enclosure indicated in the emergency and evacuation manual.

12. PENALTIES

- 12.1. People who breach the safety procedures must be expelled from the company temporarily or definitively.

13. FINAL CONSIDERATIONS

- 13.1. The subcontractor company must name a person from its staff responsible for surveying and enforcing the occupational health and safety procedures.
- 13.2. The subcontractor company is obliged to supply its personnel with the safety equipment and clothes needed and required by both regulations and the services contract.
- 13.3. Everyone working at the facilities must be aware of these health and safety procedures, for which purpose the subcontractor companies must provide them with a copy.