

MACH 2020

THE EVENT FOR INSPIRING, INNOVATING AND **CONNECTING** MANUFACTURING

SITE RULES AND PROCEDURES AGREEMENT

This agreement outlines the site rules and procedures that all contractors must adhere to whilst visiting and working on site in **Halls 17, 18, 19, 20, 6 and 7** of the **NEC** during **MACH build up** and **break down**.

Site rules and procedures

- The minimum PPE requirement of a hi-vis vest/jacket must be worn at all times during the build-up/break down periods, inside the halls and the immediate surround area outside the halls.
- Operatives should wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection.
- Heavy lifting will be taking place throughout the halls and hard hats will be required within these areas at all times that lifting is taking place. Certain days are designated "Lifting only" days and hard hats are mandatory on these days.
- Forklift trucks and other vehicles are in operation within the halls please be alert to your surroundings particularly when moving through the gangways and higher traffic areas such as entrances
- All personnel should be constantly vigilant regarding the health & safety of themselves and those working in their vicinity.
- Any work area must be maintained and free from all general waste materials, as they could be hazardous to operatives.
- No electrical cables must be allowed to cross gangways, passageways and fire exits.
- You must ensure that portable power equipment is used for the purpose for which it was designed and that the safety guards and dust collection bags are correctly fitted and used.
- It is your responsibility to ensure that any equipment is **PAT tested** and pre-wired units comply with the NEC regulations before they are installed on-site.
- The use of light trades and domestic ladders and steps is prohibited, all ladders should adhere to **BS EN 131** and **BS 2037 Class 1**, Industrial or replaced with platform towers.
- Fire exits are clearly marked and all personnel must make themselves familiar with their nearest exit.
- In the case of a fire or medical emergency please call **NEC** before 999 on the following numbers:
Fire: 3333 (Call 0121 767 3333 from an external line) **Medical: 2222** (Call 0121 767 2222 from an external line)
- All incidents, near misses or dangerous occurrences must be reported to the **Organisers Office in Hall 19** or to a member of floor management.
- The speed limit of **5 MPH** must be observed when driving in the halls. NEC speed limits apply outside of the Halls.
- Welfare facilities such as toilets are located within each hall and are clearly visible. Crew catering is available in the main piazza as well as a source of drinking water.
- There is no smoking inside the halls at any time.
- A contractor's wristband issued by the exhibition must be worn at all times during the breakdown and build up.

I hereby sign this document to acknowledge that I understand and agree to adhere to the site rules and regulations set out within it.

Signed: Company:

Date: Hall/Stand:

