



Information brochure
For the stand builder
A: Checklist for preparing the build up
B: Guidelines for working safely



Dear exhibitor, stand builder,

September 2008

Enclosed you'll find 2 documents in order to inform you about the safety procedures during the build up period.

The first checklist, is a reminder during the preparatory phase, which is a summary of all kinds of documents you will have to present during your activities. You are not obliged to complete the list which is only a checklist.

The second document are the guidelines for stand builders. The standbuilder should give instructions to the staff concerning the safety procedures. During build up and break-down operations, the safety coordinator will check whether the guidelines have been followed.

If the safety coordinator discovers serious breaches of the rules, he will advise the organiser to stop the activities for a temporary period until safe working procedures are being applied. Therefore, we strongly advise you to prepare your activities and get the appropriate inspection certificates available.

If you follow these safety instructions, you will discover that applying safe working procedures, does not necessarily mean working any slower.

We look forward to a good working relationship.

Eng. Peter Ghoos

Vinçotte Safety Engineer - Safety coordinator

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A: Checklist for preparing the build up



The following documents should be transmitted to the safety coordinator no later than 7 days before the start of the build up:				
		N/A*	OK*	NOK*
	Submission of the charter, together with the exhibitor's details and in certain circumstances supplemented with a risk assessment (in the event that problems arise while making the risk assessment, contact your own or external prevention service)			
	All materials safety data sheets for chemicals (such as inflammable substances, highly flammable substances, ...)			
Items to be transmitted during the build and break-down of the trade fair or event, in response to the request from the safety coordinator				
Test certificates issued by a Recognized Technical Inspection Service::		N/A*	OK*	NOK*
	3-monthly test certificate for you own cables, chains and slings (suspension, lighting, etc.)			
	3-monthly test certificate for hoisting equipment			
	3-monthly test certificate for tower wagons			
	Annual test certificate for safety harnesses			
Test certificates issued by competent individuals, suppliers, Recognized Technical Inspection Service,...		N/A*	OK*	NOK*
	Goods lifts (often via suppliers)			
	Ladders and stepladders (in accordance with the Royal Decree of 31/08/2005, you should avoid these as much as possible, or justify their use by means of a risk assessment)			
	Mobile scaffolding (also check if you have planned enough working surfaces, rails and stabilisers)			
	Work equipment: electrical appliances, tools...			
Driving a fork-lift truck:		N/A*	OK*	NOK*
	Proof the driver has been trained to drive a fork-lift truck			
	Driver's medical certificate			

N/A*: Not applicable

OK*: OK

NOK*: Not OK



1. Working at heights – Royal Decree of 31 August 2005

There are different ways of working safely at heights:

- a (rolling) scaffold
- various types of passenger lifts; under no circumstances should goods lifts be used
- a forklift truck with passenger hoist is permissible, provided that the forklift and the hoist are fully covered by a CE certificate. They should also be tested every 3 months by an external technical inspection service.
- a ladder: SOLELY for brief operations and NOT for repeat operations – a risk assessment should be made in each case to justify the use of a ladder.
- A stepladder: a safer alternative to a ladder, but should comply in full to the same legislation as a ladder.

1.1. Mobile scaffolding

- Legislation

- a. The construction of a scaffold should comply with the Royal Decree of 31/08/2005 and with art. 434.7 of the A.R.A.B. as regards the handrails
- b. Use of the scaffold should comply with art. 434.6 of the A.R.A.B.

- Practical requirements

1. Until a scaffold is released for use, it is prohibited to step on to it.
2. The scaffold must be stable. Guideline: the height should always be lower than 3x the smallest width
3. The scaffold should be placed on firm ground.
4. The distance between the floor of the scaffold and the walls should amount to a maximum of 20 cm. If this is not possible, a handrail should be placed alongside the wall.
5. The scaffold floors should be firm, close-fitting and free of obstacles.
6. The floors of the scaffolding should not be overloaded. The weight should be distributed evenly across the working surface.
7. When a roller scaffold is in use, the wheels should be blocked as required. Special attention should be paid to the stability and completeness of assembly (handrails, interim rails, frame edges, etc).
8. It is forbidden to stand on the scaffold while it is being moved!
9. A working surface should be positioned every 2.0 metres These should be provided with a trapdoor, so that the scaffolding can be accessed along the inside (so that the correct working height can be reached safely).
10. The scaffold should be entered along the inside.

In addition to these practical tips, we would point out that only authorised individuals are permitted to build, dismantle and use the scaffolding.

During assembly, the manufacturers instructions should be present.

- Administration to be provided by the principal

The employer who assembles, dismantles or converts scaffolding should be in possession of:

- the manufacturer's instructions, including the calculation of the strength and stability



B: GUIDELINES FOR WORKING SAFELY



- assembly, conversion and dismantling instructions, if this is not included with the manufacturer's instructions.
- instructions for use, created by the authorised individual.

The authorised individual checks the scaffold:

- before it is put into use or is re-issued for use
- on a regular basis, to be determined in respect of alterations and the length of time in which the scaffold is in use.
- whenever the stability or rigidity may be endangered.

1.2. The use of ladders

The Royal Decree of 31 August 2005 is aimed at severely restricting the use of ladders.

Principle:

In principle, ladders may only be used in order to bridge a difference in height. They are not intended for use in operations. This is only permissible where the risk is small (a limited period of time) or if the existing features of the site cannot be altered. The choice of a ladder rather than another means should be justified by means of a **risk assessment**. Otherwise a work platform or a scaffold should be used

Legislation:

- The construction of ladders should comply with the Belgian General Regulation on Protection at Work art. 434.2-3
- The following standards are also applicable: NBN I.08.001, I.08.002, I.08.003.
- The use of ladders should comply with the Royal Decree of 31/08/05 (BS 15/09/05).

Practical requirements:

1. Ladders should be used in such a way that employees are safely supported at all times. Only light loads should be carried and this should not obstruct the handhold.
2. Only ladders that are constructed in accordance with the applicable standards or code of good practice and that are **in good condition** should be used. Ladders that are not in good condition should immediately be appropriately repaired or removed and destroyed.
3. The ladders should be inspected periodically by an inspector engaged by the contractor or by an external technical inspection service. The approval certificates should be made available to the safety co-ordinator.
4. Repaired ladders should be approved prior to use.
5. The ladders should be provided with antislip rungs.
6. Ladders should be positioned in such a way that their stability at the point of access and during use is secure and that their rungs remain in a horizontal position.
7. The ladder should be positioned at an appropriate angle (about 70°).
8. Ladders should protrude adequately above the access level (minimum of 1.0m), unless other provision is made in respect of a safe handhold.
9. A ladder should never be climbed by more than one person at a time.
10. Employees should ensure that ladders used for electrical work are adequately protected against direct or indirect contact with electrical current.
11. Folded ladders may not be used for sitting on / for "walking around with".



1.3. Use of passenger lifts or work platforms

The passenger lift should have a valid test certificate issued by a recognised technical inspection service. Inspection should be carried out in accordance with Belgian OR European legislation. During operations in the buildings or on the grounds of Brussels Expo, the organiser, the manager of Brussels Expo or the safety co-ordinator may request the approval certificate. If this is not available, steps should immediately be taken in order to submit the official documents as soon as possible, to allow the operations to proceed. In the absence of a valid approval certificate, the safety co-ordinator will advise the contractor, exhibitor and/or organiser against using the passenger lift.

It is prohibited to go outside of the rails of a passenger lift without the necessary harness (approved safety harness).

Never carry out repairs to the work platform yourself. Inform the maintenance service or the leasing company of the fault.

1.4. Working on lighting bridges

In most cases, lighting bridges are accessible via a, lifting platform or mobile scaffolding, from which the work can be performed. If you have to leave the elevator or mobile scaffolding, you should always be protected against falling. The protection may not take the form of a hip belt. Only an approved safety harness is allowed. You may move about with the help of two hooks, a descent control device or a personal life line.

A safety harness should also be used when moving along the lighting bridge.

2. Working with fork-lift trucks

Fork-lift trucks may be operated only by people over 18 years of age, who have been trained for this task. They also need to have a medical certificate (see ARAB art. 124)

The maximum permissible load capacity should never be exceeded.

It is prohibited to ride on the forklift truck except on the seat provided for that purpose (therefore the following are prohibited: persons on the rear acting as an extra counterweight, persons riding on the forks, persons transported in the cabin – unless an additional seat is provided for this).

While driving, the forks should be raised around 15 cm from the ground (in the event of contact with a person, this results in a break that is the easiest to heal – if the contact is with the ankle or knee, healing is difficult).

When parked, the forks should rest on the ground.

The forklift truck should observe the maximum speed. When loaded, the driving speed should not exceed 10km per hour.



2.1. Forklift truck as lifting device

A forklift truck is normally only suitable for lifting materials and may only be used for hoisting if it is covered by the correct three-monthly test certificate. If it is not approved for hoisting, it may not be used for hoisting materials under any circumstances.

(I find the above unclear. What is the correct three-monthly test certificate? Explanation is required here concerning the use of a hoisting beam, with emphasis that the equipment in total should be approved as lifting equipment (by EDTC)).

2.2. Forklift truck with passenger box

In order to move persons at height with a forklift truck, a specially equipped passenger box is required. The forklift truck and the box should be covered in total by a CE certificate. They should also be tested every 3 months by an external technical inspection service.

3. Using goods lifts

A goods lift should only be used for moving materials in the air.

A competent person is required to test the goods lift every year. The most recent test should be clearly shown on the appliance or the more recent report should be available during the activities

If there is some doubt about the latest test date or the condition of the goods lift, the equipment should be tested straightaway.

A goods lift should not be used for moving people in any circumstances.

4. Using a circular saw

Using EC-approved appliances.

A major concern with a circular saw, and with electrical hand tools in general, is the risk of electrocution. Therefore it is advisable always to use double insulated equipment. This means being careful to check the condition of the supply cable and plug. In case of the slightest damage to the outside insulation, the supply cable and / or plug has to be replaced.

Before starting the machine, it is advisable to ensure the protective cover is functioning properly. The protective cover has to be used at all times. If the protective cover is blocked, it has to be unblocked before starting the activities. If the protective cover is damaged while work is in progress, the person in charge has to be notified straightaway so the protective cover can be repaired or replaced. It is best to use another circular saw until the protective cover has been repaired.

Do not wear loose-fitting garments, chains or armbands, etc. when sawing. Long, loose hair should be tied up or pinned.

In many circumstances, it is much more pleasant for you and the neighbouring stand (and less work) if the circular saw is fitted with a suction system.



5. Using a grinding disk

We often noticed grinding disks being use in an extremely unsafe way.

You should clamp items in a bench rather than using your foot to hold them. In the case of larger items, a second worker may be asked to hold the object but even then it is advisable to use a bench. Workers need to have the necessary personal protective equipment (safety goggles, safety shoes and ear protection in some cases).

The operator has to make sure he is not disturbing other workers or neighbouring stands during the grinding operation. Appropriate steps need to be taken to ensure sparks do not fly out into the alleyways or land in other stands.

It is also advisable to have fire extinguishing equipment nearby.

6. Welding, working with an open fire

For suche work you need to ask a fire permit