

SAFETY REGULATIONS
FOR THE SET-UP AND DISMANTLING
OF EVENTS AND (MAINTENANCE)
WORKS BRABANTHALLEN
LIBÉMA BEURZEN & EVENEMENTEN

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1. GENERAL INFORMATION

1.1 GENERAL

These safety regulations have been drawn up to ensure safe set-up and dismantling works for events, trade fairs or other activities, and/or the safe execution of (maintenance) works on the Brabanthallen 's-Hertogenbosch site, and list the safety preconditions.

It is important that everyone present in, on or around the Brabanthallen site remains alert at all times, complies with these safety regulations and any other instructions and procedures, and also takes the necessary care to avoid any health and safety risks.

The organiser and/or executor shall ensure that anyone who is present in connection with the event organised by them or on their behalf, and/or the works to be carried out by them or on their behalf in, on or around the Brabanthallen site acts as an employer as set out in the Working Conditions Act, creating a safe and healthy working environment in, on or around the site by complying with the regulations in the aforementioned Act and the decisions based thereon as well as any related (legal) regulations including, but not limited to, the Foreign Nationals Employment Act and the Working Hours Decree.

In the unlikely event of an emergency or an unsafe situation, this must be reported immediately to the Event Services manager, who can be contacted on +31653621926.

1.2 OBLIGATION TO PROVIDE PROOF OF IDENTITY

In, on or around the Brabanthallen site, all persons must be able to produce proof of identity upon request, namely:

- a valid Dutch passport, Dutch identity card or Dutch driving licence;
- a valid passport or identity card issued by an EU member state;
- a valid passport issued by a non-EU country, as well as a residence permit and a valid work permit.

If no valid proof of identity can be presented, the person in question may be removed from the Brabanthallen site.

1.3 AGE

It is not permitted to allow persons under the age of 16 to enter the site during the set-up and dismantling works for the event and/or during other works carried out on the Brabanthallen site. Persons carrying out works who have not yet reached the age of 18 must be supervised by an adult at all times while carrying out the works.

1.4 LIABILITY

The organiser and/or executor is liable for all (future) damage caused to the Brabanthallen site during or in connection with the works to be carried out by the organiser and/or executor and/or (an)other third party/parties in, on or around the site. The Brabanthallen site and its affiliated entities shall not be held liable for damage and/or loss of any nature whatsoever suffered by the organiser and/or the executor and/or any (other) third party/parties in connection with the works to be carried out by them or on their behalf in, on or around the Brabanthallen site, unless in case of intent or deliberate recklessness on the part of the Brabanthallen site. In the event of liability on the part of the Brabanthallen site, it shall at all times be limited to compensation for direct loss and it shall never exceed the amount paid out under the liability insurance of the Brabanthallen site, in addition to the amount of the excess.

The Brabanthallen site can in no way be held liable for consequential damages. The organiser and/or executor undertakes to take out one or more adequate insurance policies that cover all contingencies that may occur during or in connection with the works, taking into account the specific risks related to the works in question. The organiser and/or executor is responsible and liable for the actions of the visitors and/or any contracted third parties who are and/or have been in, on or around the Brabanthallen site in connection with the set-up and/or dismantling works for the event and/or the works to be carried out.

1.5 TASKS AND RESPONSIBILITIES

All works on the Brabanthallen site must be carried out with the utmost care and caution in order to reduce the risk of unsafe situations arising. Good preparation is therefore essential. Persons who are deployed to carry out the works must at all times be aware of and comply with the regulations, guidelines, instructions and procedures that apply at the Brabanthallen site. The organiser/executor is ultimately responsible for the supervision of his/her employees and/or third party/parties engaged by themselves and must ensure that employees and/or third parties engaged by themselves are adequately trained and/or effectively informed about the works to be carried out, the associated risks and the measures intended to prevent or limit these risks. The organiser and/or executor shall also ensure that no unauthorised persons are present in, on or around the Brabanthallen site during the works to be carried out by them or on their behalf. Anyone performing work in, on or around the Brabanthallen site is responsible for his or her own working conditions and safety. If unsafe situations arise or are suspected, the person(s) concerned must be addressed and/or this must be reported to the Event Services manager, who can be reached on +31653621926.

1.6 PERMITS, FLOOR PLAN, BUILDING-RELATED WORKS AND SOUND CHECKS

The organiser and/or the executor is responsible for and obliged to obtain and comply with the necessary permits and/or exemptions for the works to be carried out on the Brabanthallen site and to comply with the applicable statutory regulations. No later than 12 weeks prior to a trade fair, event and/or other activity, the organiser and/or executor shall submit the floor plan of the layout of the room(s) and the rigging plot for the activity concerned to the Brabanthallen project manager for approval. In addition, for building-related works, the organiser and/or executor must contact the Head of Technical Services of the Brabanthallen site on +31651098623, who will assess the works to be carried out and, if in his opinion they can be carried out, he will approve them. If a sound check is required, the organiser and/or executor must request prior approval from the project manager on duty. This request by the organiser and/or executor should at least include the desired timeframe and the expected noise levels. The organiser and/or executor is only permitted to carry out the works concerned and/or organise the sound check after the request has been approved.

1.7 SMOKING POLICY

Smoking is generally prohibited in, on and around the Brabanthallen site. The organiser and/or executor shall ensure the enforcement of this prohibition and any fines and/or other penalties issued for failure to comply with this prohibition shall be at their exclusive expense and risk, irrespective of whom the fines and/or penalties in question were issued to.

1.8 ALCOHOL, WEAPONS AND DRUGS

The organiser and/or executor shall ensure that no drugs as per the Opium Act and/or intoxicating substances and/or weapons and/or ammunition as per the Weapons and Ammunition Act are present in, on or around the Brabanthallen site. Carrying and/or consuming the aforementioned substances, carrying weapons and/or ammunition and/or carrying and/or consuming alcoholic beverages is not permitted during the entire stay in, on or around the site. At the request of or on behalf of Brabanthallen, anyone present in, on or around the site is expected to cooperate in investigations into (the possession of) the aforementioned substances and/or weapons and/or ammunition. If this request is not complied with, the persons, organiser and/or executor concerned may be denied access to the location by or on behalf of Brabanthallen.

1.9 AGGRESSIVE BEHAVIOUR AND VIOLENCE

Aggressive behaviour and violence are not permitted in, on or around the Brabanthallen site. Should a situation arise in which any form of aggression or violence occurs, this should be reported immediately to the Event Services manager or project manager. It is advised not to get involved in the argument. Brabanthallen reserves the right to conduct an investigation, or have an investigation conducted, into the nature and handling of incidents as described above. Persons who have been found guilty of or have been involved in an incident as described above may be denied access to the Brabanthallen site (possibly for an extended period of time).

1.10 OVERNIGHT STAYS

It is not permitted to spend the night in, on or around the Brabanthallen site without the required permits and/or exemptions and/or permission from Brabanthallen.

2. EMERGENCY RESPONSE PLAN

2.1 PREPARATION FOR POSSIBLE EMERGENCIES

The Brabanthallen policy is aimed at preventing complaints, incidents and accidents. Despite all the (preventive) measures taken, there is always a risk that accidents or incidents may occur. It is necessary to be prepared for this. Where an incident or emergency occurs, the organiser and/or executor should minimise the negative consequences as much as possible and do everything possible to prevent similar complaints, incidents and/or accidents from occurring again.

Brabanthallen has drawn up an emergency response plan containing the information necessary to take effective action in the event of an incident so as to limit injuries and damage. The emergency response plan includes an in-house emergency response plan depending on the occupation, an integrated evacuation plan and several appendices with additional information, which are reviewed periodically.

This chapter outlines a number of important topics covered in the Brabanthallen emergency response plan. Organisers and/or executors should consult the full emergency response plan prior to commencing any works. This plan can be requested from the project manager.

2.1.1 FIRE SAFETY

- It is not permitted to use (highly) flammable/combustible/explosive materials, substances, gases and dangerous goods (including, but not limited to, those emitting ionising radiation) on the site;
- Materials such as textiles that serve as decoration or wall dividers should have fire-retardant properties. If this is not the case, these materials must be impregnated before they are set up;
- Materials must be kept clear of spotlights, equipment, installations and other materials that develop heat;
- No materials shall be used that generate droplets in the event of fire;
- The following substances and items are only permitted with the prior written consent of the project manager:
 - Gas-fired devices for baking, roasting or frying;
 - Compressed or liquefied gases;
 - Fire-accelerating liquids;
 - Devices emitting non-ionising radiation.
- Decorations used on the site shall have a post-fire flame duration of no more than fifteen (15) seconds and a post-fire glow time of no more than sixty (60) seconds.

2.1.2 FIRE EXTINGUISHING EQUIPMENT

- The fire extinguishing equipment at the Brabanthallen site serves solely for fire-fighting purposes;
- Fire hose reels, extinguishers, fire cannons, aspiration systems, emergency exits, manual fire detectors, fire alarm panels, (green) door release buttons, panic locks and similar items must be ready for immediate use, easily accessible and clearly visible to everyone and must therefore be kept free of obstacles;
- Fire extinguishing equipment must be inspected and have a valid inspection date. In the event that an inspection date is found to have expired, this must be reported immediately to the Event Services manager;
- Fire extinguishing equipment that is not the property of Brabanthallen does not fall under the responsibility of the site but rather of the organiser and/or executor. This fire extinguishing equipment shall be removed if it is found to be unsuitable;
- Requests for works that pose an increased risk of fire should always be submitted to the project manager for prior approval. This also applies to works involving flammable substances. If the works in question are approved by the project manager, additional fire extinguishing equipment must be set up and staff must be deployed as fire guards.

2.1.3 NAKED FLAMES (BURNING AND GRINDING), STOVES AND FIREPLACES

- Any works involving fire or smoke, such as the use of cutting torches and blowtorches, as well as welding, but also mechanical sparks, must be submitted beforehand to the project manager, but also to the Event Services manager for approval prior to commencement of the works;
- If the works described above take place, there must be sufficient fire extinguishers within reach;
- Personal protective equipment that is necessary for carrying out works with naked flames must always be worn/used as prescribed;
- If gas cylinders are required, they must be protected from naked flames during the works and they must be stable and secured to ensure they do not fall over;
- The organiser and/or executor is obliged to and undertakes to provide sufficient supervision when working with naked flames;
- If the use of stoves and/or fireplaces is necessary or desired, such use must be submitted to the project manager for approval.

2.1.4 EMERGENCY EXITS

- Emergency exits must not be blocked, and they must be able to be opened at all times;
- Emergency doors may not be locked permanently or temporarily;
- Emergency doors serve only as emergency exits; they may not be used for any other purpose;
- The (green) door release buttons and panic locks must be accessible, usable and visible at all times.

2.1.5 IN-HOUSE EMERGENCY PERSONNEL

The in-house emergency personnel are employees who can act quickly in the event of an emergency in, on or around the Brabanthallen site. During the set-up and dismantling works for an event and possibly during the execution of other works, the organising party is personally responsible for ensuring in-house emergency personnel and/or first-aiders are present on site. The in-house emergency personnel shall prevent accidents and incidents as much as possible and limit their consequences. The in-house emergency personnel must wear safety vests indicating their role. The in-house emergency personnel will take charge of the emergency until the emergency services have arrived, if applicable. Organisers and/or executors are obliged, at the request of Brabanthallen, to have an evacuation exercise carried out prior to a trade fair or event.

The following tasks are legally the responsibility of the in-house emergency personnel:

- administering first aid in case of accidents. This responsibility may also be shifted to the first-aiders, if they are present; and
- limiting and fighting fires; and
- limiting the consequences of accidents; and
- alerting and evacuating employees, guests and other persons present in case of an emergency.

2.2 PROCEDURES IN THE EVENT OF AN EMERGENCY

2.2.1 FIRE

In case of fire:

- Take care of your own safety and first bring yourself and, if this can be done safely and responsibly, any other persons in danger to safety;
- Incipient fire: if it is safe to do so, try to extinguish the fire. If this is not possible, activate one of the fire alarms;
- Large fire: activate the fire alarm immediately;
- In any case, report the fire as soon as possible to the Event Services manager on +31653621926. Please indicate the location, size and nature of the fire.

2.2.2 ACCIDENT

In case of an accident:

- Take care of your own safety and, if this can be done safely and responsibly, bring other persons to safety and take care of the injured. Do not move injured persons.
- Phone 112 to request assistance from the required emergency services.
- In any case, also report the accident as soon as possible to the Event Services manager on +31653621926. Please indicate the location, nature and cause of the accident;
- Reassure the injured person(s);
- Limit the assistance to the injured person to first aid;
- Leave further assistance to the competent persons, such as in-house emergency personnel, first-aiders and the emergency services.

2.2.3 REPORTING OF UNSAFE SITUATIONS AND (INDUSTRIAL) ACCIDENTS

If an unsafe situation occurs, or if a (minor) industrial accident occurs, it must always be reported to the Event Services manager on +31653621926..

2.2.4 ACCIDENT REPORT FORM

After a fire and/or an accident, an accident report form must be drawn up. The prevention officer or first-aider on duty will draw up this document. In case of an industrial accident with permanent or fatal consequences, the Inspectorate SZW must also be notified.

2.2.5 EVACUATION

If the Brabanthallen site needs to be evacuated, the evacuation signal will sound. Everyone should then leave the hall via a safe route. The signs to the nearest emergency door should be followed and, once outside, people should go to the designated assembly point.

3. MEANS OF TRANSPORT

3.1 TRAFFIC

In principle, the general traffic regulations in accordance with the Road Traffic Act apply on the Brabanthallen site, unless these have been tightened and/or extended by Brabanthallen. The organiser and/or executor are obliged to observe at least the following rules when using means of transport:

- The maximum speed in the outdoor area of the Brabanthallen site is, if justified in view of the specific situation, fifteen (15) kilometres per hour;
- The maximum speed in the halls of the Brabanthallen is, if justified in view of the specific situation, five (5) kilometres per hour;
- The maximum speeds mentioned above are only permissible if the specific conditions allow for them;
- Pedestrians have the right of way on the entire site (both indoors and outdoors);
- The use of a seat belt, if present, is mandatory;
- Never block emergency service passageways or access routes;
- Do not block other passages or roads unnecessarily and, if requested to do so by anyone, move your means of transport at the first request;
- In, on or around the entire Brabanthallen complex, a driving width of at least 3.50 metres and a clearance height of 4.20 metres must be maintained at all times;
- It is not permitted to perform any other actions (of any form) while driving;
- It is not permitted to use music carriers while driving a vehicle;
- Prior to using the means of transport, it must be checked whether the means of transport in question has a CE label and a valid inspection sticker; if one or both are missing, use of the means of transport is not permitted;
- The driver must be adequately trained and instructed in the operation of the means of transport in question and must hold a valid certificate for driving this means of transport. The certificate must be produced at the first request;
- If a means of transport is wider than one metre thirty (1.30 m), a driving licence for the relevant means of transport is required in addition to a valid certificate.

3.2 LOADING AND UNLOADING

- Companies loading and/or unloading on the Brabanthallen site must be included in the supplier list by the organiser and/or executor. This list must be delivered to the project manager prior to the start of the set-up and dismantling works. Companies that are not on this list will be refused access to the site;
- Loading and unloading in, on or around the Brabanthallen site must always take place in consultation with Brabanthallen or the organiser/executor;
- Loading and unloading operations must at all times be carried out in a safe and responsible manner;
- The stacking and transport of materials may not pose any danger;
- When using a forklift truck, the flashing lights must be switched on;
- Vehicles and materials may not be placed on emergency service passageways, in front of emergency doors, passages or fire extinguishing equipment, etc.;

3.3 FORKLIFT TRUCKS

When using a forklift truck in and around the Brabanthallen site, a valid forklift truck certificate is compulsory.

- The driver of the forklift truck must have completed the necessary training to operate the vehicle.
- Before the start of the forklift truck operations, the driver must check the forklift truck for defects.
- When using a forklift truck, the safety rules, warning signs and cordoned-off areas are to be observed at all times.
- Remain alert and pay particular attention to pedestrians.
- Reduce your speed if the circumstances require you to do so.
- Tilt the load back when driving and keep it close to the ground.
- It is not allowed to let people ride on the forklift truck; forklift trucks are to be used exclusively for transporting goods.
- It is not permitted to allow people to work at height using the forks or the basket of the forklift truck. For this purpose, use an aerial work platform at all times.
- Avoid rapid acceleration, abrupt braking and sudden changes of direction.
- There should be no persons underneath the raised load.
- When driving uphill always drive forward, when driving downhill always drive in reverse.
- Never turn around on a slope.
- Make sure that the load is correctly stacked and do not move the load with a raised mast.
- Never drive forward if the view is obstructed by the load. In such cases, drive in reverse.
- Always ensure that the maximum lifting weight of the forklift truck is not exceeded.
- Take into account the height and width of passages and rolling doors.
- Park the forklift truck in a proper and safe place. Make sure the forks are on the ground with the mast tilted forward. In addition, the parking brake should be engaged and the ignition key removed.
- The use of diesel forklift trucks is only permitted after prior approval by the project manager. Opt for electric models or, if this is not possible, gas-powered forklift trucks.
- Electric forklift trucks may only be charged at locations agreed upon with the project manager in advance.

3.4 AERIAL WORK PLATFORMS (AWPS)

In and around the Brabanthallen site, a valid certificate is required when using an aerial work platform.

When using an aerial work platform wider than one metre thirty (1.30 m) outdoors, a valid driving licence is also required.

- The AWP operator must have completed the necessary training;
- Before starting the works, the AWP should be checked for defects by the operator;
- The AWP operator must wear an approved safety helmet at all times;
- The AWP operator must use approved fall protection equipment in the prescribed manner;
- Avoid working on an AWP on uneven ground;
- If the AWP has outriggers, these should be used;
- An AWP should only be left behind when lowered;
- It is forbidden to use an AWP outside the site from wind force six (6) upward;
- It is not permitted to raise the floor in the basket of the AWP; the user's two feet must always remain on the floor of the basket of the AWP.
- It is not permitted to use an AWP for lifting works.
- The use of diesel AWPs is only permitted subject to prior approval by the project manager;

3.5 (ELECTRIC) PALLET TRUCKS

- The operator of the (electric) pallet truck must have completed the necessary training;
- The operator must check the (electric) pallet truck for defects before commencing work;
- To prevent accidents, walk next to the pallet truck so that it does not hit your heels;
- Always keep a close eye on your surroundings while operating the pallet truck;
- It is forbidden to use the pallet truck for any purpose other than that for which it is intended (it is therefore forbidden, for example, to scoot on the pallet truck or to transport persons on the pallet truck);
- Always ensure that the load is properly stacked;
- When using an electric pallet truck with a platform, always stand within the edges of the platform;
- Electric pallet trucks should only be charged at locations agreed upon with the project manager in advance;

3.6 EXHAUST FUMES IN THE HALLS AND ENCLOSED SPACES

- It is forbidden to allow vehicles to idle in the indoor areas. Should this nevertheless be necessary, a request must be submitted to the project manager for approval before the vehicle is parked inside;
- Vehicles that are not or no longer being used must leave the indoor area immediately after the works have been completed and must be parked outside.

4. DUTY TO INFORM AND PERSONAL PROTECTIVE EQUIPMENT

The organiser and/or executor is responsible for informing their employees and/or contracted third parties at least in the following areas:

- providing effective information about the works to be carried out and the associated risks;
- providing effective information about the measures to be implemented or observed in order to prevent or limit risks;
- compliance with the prescribed rules and safety requirements laid down in the Working Conditions Act and by Brabanthallen.

4.1 FALL PROTECTION EQUIPMENT

- Fall protection equipment must consist of at least a harness, a hook and a connecting cable with a fall protection mechanism;
- When working at a height of more than two and a half metres (2.50 m), fall protection equipment is compulsory at all times;
- Even when working at a height lower than two and a half metres (2.50 m) fall protection equipment is compulsory if there is a risk of falling. Brabanthallen advises, from a safety point of view, to always use fall protection equipment;
- Always check the condition of the fall protection equipment before starting any works;
- The hook of the fall protection equipment must be properly secured and be able to withstand a force of at least 1000 kg;
- Fall protection equipment must have a CE label;
- Fall protection equipment must meet the EN 361 requirements;
- Fall protection equipment must be inspected once a year. This must be demonstrable at the first request;
- Fall protection equipment must be re-inspected after a fall.

4.2 SAFETY SHOES

- It is compulsory to wear safety shoes in, on and around both the indoor and outdoor areas of the Brabanthallen site on days when set-up and dismantling works, as well as other works are carried out;
- Persons who are not wearing safety shoes are not authorised to enter the site at the times mentioned above;
- Safety shoes must have a CE label;
- Safety shoes must meet the EN ISO 20345 standard;
- Safety shoes of at least class S3 are recommended;
- The person wearing the safety shoes is personally responsible for their maintenance and should replace them or have them replaced in a timely manner when necessary.

4.3 HEARING PROTECTION

Hearing protection refers to internal hearing protection such as earplugs and earpieces, and external hearing protection such as ear muffs, and must be used in any case in the following situations:

- < 80 dB: it may be advisable to wear hearing protection
- > 80 and < 85 dB: hearing protection is recommended
- > 85 dB: hearing protection is compulsory
- The organiser/executor is obliged to make hearing protection available if this is advised and/or required;
- On days when set-up and dismantling works are carried out, a request for activities that are expected to generate noise levels of more than 80 dB must be submitted to the project manager for approval prior to the works. If the activities and/or a possible sound check have been approved by the project manager, the organiser/executor must adequately inform the persons present in the hall before the start of the activities/sound check and, if necessary, make hearing protection available to them.

4.4 SAFETY HELMET

- A safety helmet must be worn when carrying out works at height (or when such works are being carried out in the vicinity). The area around these activities is indicated with folding signs;
- If there is a danger of falling objects in the vicinity, it is also mandatory to wear a safety helmet;
- A safety helmet must comply with the EN 397 standard;
- A safety helmet must have a CE label;
- Always check the condition of the safety helmet before starting the works;
- Check the use-by date of the safety helmet;
- A safety helmet that has been struck by an object must be replaced and cannot be reused.

4.5 SAFETY GOGGLES, FACE PROTECTION AND OTHERS

- If there is a (potential) danger to the eyes, it is compulsory to wear safety goggles;
- The use of safety goggles is mandatory when working with hazardous substances or in case of flying particles;
- Safety goggles must have a CE label;
- Cover safety goggles and wide-view goggles must fit the face well;
- If safety goggles do not provide sufficient protection to the head, face protection should be used;
- Respiratory protection is mandatory in environments with inadequate ventilation or in spaces where substances or gases are released, such as fine dust. A dust mask or half face mask with filters is sufficient in such cases;
- Welding protection is required when carrying out welding work. Ensure that the protection is appropriate for the type of welding activities such as electrical, oxy-fuel or MIG/MAG welding.

4.6 MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment has its own maintenance requirements. The owner, organiser and/or executor is responsible for proper maintenance, timely replacement and inspection where necessary. The user is at all times responsible for the inspection prior to use. If any defects are found on the personal protective equipment in question, they must be rectified before starting any works. If rectifying the defects is not an option, then replacement equipment must be arranged. Otherwise the works may not commence or continue.

5. WORKS

5.1 TOOLS AND EQUIPMENT

When using equipment, including (electrical) tools, the following guidelines apply:

- Tools must have a CE label;
- Tools must be properly maintained at all times;
- Tools should only be used for the purpose for which they are intended;
- Before using a tool, the user should be adequately instructed on its use;
- Tools should be checked for defects before being used. If defects are found, it is forbidden to use the tool in question;
- If (electrical) tools are (temporarily) not in use, it is compulsory to switch them off completely and leave them in a safe place;
- Personal protective equipment must be worn if prescribed (see chapter 4);
- Work equipment must be inspected and labelled with the date of the last inspection;
- Wearing jewellery such as rings and necklaces is prohibited when using tools;
- Safety devices fitted to machines and tools may never be deactivated or removed. If the necessary protection is missing, use of the equipment in question is prohibited.

5.2 ELECTRICAL WORKS

In, on and around the Brabanthallen site, electrical (installation) works shall be carried out by Brabanthallen or a contracted partner.

- The organiser/executor is not permitted to carry out electrical works in, on or around the site without prior written permission from the project manager;
- It is not permitted to plug electrical devices into sockets that have not been specifically installed for or on behalf of the organiser/executor;
- It is not permitted to plug electrical devices into the wall and other sockets on the site without prior written permission;
- Faults will only be remedied by the emergency services present on site or on call.

If electrical works are carried out by the partner hired by Brabanthallen and/or by the organiser/executor after prior written permission from Brabanthallen, then at least the following conditions must be observed:

- The person carrying out the works must have been sufficiently trained, be competent and be in possession of the required supporting paperwork;
- Proper preparation and the provision of the required tools are essential;
- Appropriate personal protective equipment must be provided, such as a helmet with a face shield, rubber gloves and fire-resistant clothing;
- Installations must always comply with the NEN 1010 standard;
- Switch off the power to installations or equipment that is being worked on;
- Make sure the installations cannot be switched on during maintenance works. Ensure that it is clear who switched it off, when and for which purpose;
- Before starting any works, check that the installations are not connected to the electrical network.

Once the electrical works have been completed, the following conditions must be observed:

- Check that the works have been properly completed;
- Check whether the installations have returned to their original state and can be used safely;

If problems arise or if an installation can no longer be used in a safe manner, this must be reported at all times to the Event Services manager, who can be contacted on +31 653621926.

5.3 WATER USE & LEGIONELLA

- Without prior written consent it is not permitted to exhibit in, on or around the Brabanthallen site with - or otherwise make use of - open, flowing, spraying and/or nebulised liquids as well as with aerosol-forming equipment. This includes, but is not limited to, stand-alone air-conditioning systems, fountains, high-pressure cleaning systems, air humidifiers, nebulisers, sprinklers, shower (equipment), jacuzzis, saunas and/or whirlpools, etc.;
- Once the required permission has been obtained, the organiser/executor/owner/exhibitor undertakes at all times to cooperate fully with inspections or sampling, to carry out temperature measurements and to keep a log of these measurements;
- In case of doubt or violations, the project manager is at all times entitled to prohibit the organiser/executor/owner/exhibitor from exhibiting or using the installation in question;
- Anyone using and/or applying water in any way is only allowed to obtain this water through a connection requested from the project manager;
- Appliances or follow-up installations of users connected to the water supply system of Brabanthallen may not cause any danger to the drinking water network and must comply with the AVWI provisions and the VEWIN worksheets based on these provisions;
- The connection of the installations must be adequately secured;
- For fire safety and public health reasons, it is strictly forbidden to draw water from other taps (such as fire hose reels and/or taps in the toilets);
- Bringing in your own water is prohibited;
- Anyone using water in, on or around the Brabanthallen site shall bear the consequences of any legionella or similar contamination at their own expense and risk. If the person responsible cannot be traced, this contamination is exclusively at the expense and risk of the organiser of the event in question and/or the executor.

5.4 ORDER, CLEANLINESS, HYGIENE

- It is mandatory at all times to properly conceal cables, cords and other materials. This includes the use of cable mats, cable ducts or tape;
- Floor holes and pits should be covered when not in use and clearly sealed off when in use;
- Waste should be disposed of separately;
- Everyone is responsible for the order and cleanliness of the place where they are carrying out works.

5.5 WORKING CONDITIONS

The place where works are carried out;

- In order to safeguard health and safety as much as possible, it is important that the place where works are carried out is set up in such a way that the risks of physical strain are kept to a minimum;
- Proper and sufficient lighting is compulsory when carrying out works.

5.6 WORKS

- Loads weighing twenty-three (23) kg or more must not be moved by hand;
- When moving loads weighing more than twenty-three (23) kg, always use an aid;
- Always lift from the legs, keeping a straight back and holding the load as close to the body as possible;
- Kneeling, tilting or twisting postures should always be temporary and should be avoided altogether if possible;
- Postures should be alternated regularly.

5.7 FLOOR COVERING & FLOOR LOAD CAPACITY

- By or on behalf of Brabanthallen, in view of the floor load capacity, it may be forbidden to allow vehicles and the like in, on or around the Brabanthallen site;
- Certain areas within the Brabanthallen complex are fitted with standard carpet. Applying your own floor covering is not allowed without prior permission from the project manager;
- If there is a risk of (permanent) staining of the floor (covering), for example by cooking, painting, leaking machines etc., it is compulsory to apply floor protection;
- If the floor or covering is (permanently) soiled, the cleaning, repair or replacement costs shall be borne by the person responsible. If the perpetrator cannot be identified, the cleaning, replacement or repair costs shall be borne exclusively by the organiser of the event in question and/or the executor.

6. WORKING AT HEIGHT

Works at height may only be carried out using safe and ergonomically sound scaffolding, or a platform or work floor.

6.1 SCAFFOLDING

Scaffolding must meet the following requirements:

- The work surface must have railings that are at least 1 metre high;
- The base of the scaffolding must be completely closed off and have side panels of at least fifteen (15) centimetres in height all around;
- The scaffolding must be sound and safe, and comply with NEN-EN 12811-1 standard;
- Scaffolding that is higher than twelve (12) metres should be braced and comply with the NEN EN 1298 standard;
- The scaffolding must come with an inspection certificate. This certificate must be shown upon first request.

The following rules apply to the use of scaffolding;

- Scaffolding should be inspected before use by a person in possession of the scaffolding builder B certificate and, upon approval, it should be provided with a green label indicating the inspection date. This does not apply to rolling scaffolding;
- It is not permitted to move scaffolding which is occupied by persons;
- It is not permitted to move scaffolding on which material has been placed;
- Moving scaffolding that is higher than eight (8) metres is not permitted;
- Scaffolding should always be installed on a flat, sturdy surface;
- The use of stabilisers is obligatory;
- Blocking the wheels is obligatory before using the scaffolding;
- Climb the scaffolding only from the inside;
- It is compulsory to ground the scaffolding when working with electricity;
- It is forbidden to place a load on the scaffolding that is heavier than prescribed;
- Materials may not be stacked higher than fifty-five (55) centimetres on scaffolding;
- When working on scaffolding, the area around the scaffolding must be clearly sealed off and, in addition, a safety helmet must be worn within this area.

6.2 LADDERS AND STAIRWAYS

Ladders and stairways must meet the following requirements;

- The rungs of a ladder or stairway must have non-slip properties;
- A ladder or stairway should only be used when alternatives are not possible;
- A ladder or stairway must comply with the applicable standards (NEN 2484 and EN 131);
- A ladder or stairway shall bear a valid inspection sticker;
- A ladder or stairway must be inspected annually and labelled with the inspection date.

The following rules apply to the use of ladders and stairways;

- Prior to use, the ladder or stairway, as well as the footwear to be worn must be checked by the user for defects and dirt;
- Prior to use, the inspection date of the ladder or stairway must be checked. This date may not have expired, otherwise use of the ladder or stairway in question is prohibited;
- A person may work on a ladder or stairway for a maximum of two (2) hours;
- The headroom may be a maximum of seven and a half metres (7.5 m), and preferably a maximum of five metres (5 m);
- Less than 100 N (10 kg) of force must be exerted;

- The reach must not exceed one arm's length;
- Above wind force six (6), outdoor use of ladders and stairways is prohibited;
- Set up the ladder or stairway at an angle of approximately seventy-five (75) degrees;
- The ladder or stairway should only be placed on a firm surface and secured where necessary;
- A ladder or stairway shall project at least one (1) metre above the area to which it gives access;
- Always climb the ladder or stairway facing it;
- Always provide at least three (3) points of contact with the ladder or stairway;
- Block any doors or passages behind the ladder or stairway;
- Ensure that access to the ladder or stairway is unobstructed at all times;
- Tools should be lifted with ropes or harnesses;
- Never move a ladder or stairway on which a user is still standing.

6.3 TRUSS AND FLOOR LOAD CAPACITY & RIGGING

- Each (part of a) space in, on or around the Brabanthallen site has a different roof, ceiling and floor load capacity, so the latter cannot be summarised in one overview. The load capacity also depends on the use of the roof, ceiling and floor, the distribution of the weight and the weather conditions (e.g. rain and snow). It is therefore mandatory to consult with the project manager about the possibilities prior to applying loads to parts of the Brabanthallen complex;
- Rigging partners must be in possession of a rigging plan approved by Brabanthallen;
- Rigging works may only be carried out in accordance with the rigging plan;
- The maximum permissible load may not be exceeded;
- The roof, truss and ceiling and all attached elements such as lamps (or lampshades), blinds, black-out mechanisms, (drain) pipes etc. may not be damaged during the rigging works;
- The project manager retains the right at all times to lower the rigging or to have loads that may have been already approved reduced if Brabanthallen believe this is necessary. Brabanthallen shall not be held liable for any financial consequences incurred by an organiser/executor and/or third party/parties as a result.

6.4 AUDIENCE SEATING AND STAGES

- The use or construction of raised audience seating and stages must always be submitted to the project manager for approval;
- Audience seating and stages must comply with the national building regulations and NEN-EN 13200 standards;
- The project manager retains the right at all times to decommission audience seating or stages that may have been already approved, or to have them altered, if Brabanthallen believe this is necessary. Brabanthallen shall not be held liable for any financial consequences incurred by an organiser/executor and/or third party/parties as a result.

7. HAZARDOUS SUBSTANCES

Hazardous substances are understood to be substances that can cause damage to the health of anyone moving in, on or around the Brabanthallen site. These substances feature specific labels on the packaging and can be recognised as such. These labels include, but are not limited to: toxic, irritating, corrosive or highly flammable.

7.1 GENERAL

- The project manager must always be informed of hazardous substances prior to their use and must approve their use in advance.
- Hazardous substances must be packaged and labelled according to the CLP regulation. Without a label, the use of the materials in question is prohibited at all times in, on or around the Brabanthallen site;
- Hazardous substances must also be accompanied by an MSDS, a material safety data sheet;
- Always use environmentally-friendly materials in line with the Working Conditions Act. If this is not possible, please discuss alternatives with the project manager;
- Within Brabanthallen, working with asbestos is prohibited;
- If a leakage of battery acid occurs, this must be reported immediately to the Event Services manager on + 31 653621926;
- The use and presence of flammable, fire-accelerating, inflammable and/or explosive (liquid) substances, gases, pressurised containers and similar items in, on or around the complex is not permitted;
- The exhibition and use of toxic substances is prohibited, regardless of whether or not they are in their original packaging;
- Substances or devices emitting ionising radiation, so-called radioactive substances or X-ray equipment are subject to the Nuclear Energy Act. The possession and/or use of these substances or devices without a permit is prohibited and these materials are strictly forbidden in, on or around the Brabanthallen site.

7.2 WORKS

- Check the general rules listed above before use;
- Before use, check whether Brabanthallen is aware of the use of hazardous substances and if not, ask for the required permission. Always follow the instructions given by Brabanthallen;
- Persons working with such substances must, prior to commencing the works, be familiar with the risks of the substances concerned, the procedures to be followed and the safety measures to be taken. The organiser and/or executor is obliged to adequately inform their employees and/or the contracted third parties;
- The organiser is also responsible for ensuring that the employees and/or contracted third are aware of the procedures to be followed and the measures to be taken in the event of accidents and fire;
- When using hazardous substances, wear the required personal protective equipment;
- When using hazardous substances, ensure adequate ventilation and regular and proper cleaning of the workspace;
- It is prohibited to work with hazardous substances combined with naked flames.

7.3 STORAGE

- Smoking or naked flames are prohibited in the vicinity of hazardous substances and in the areas where they are stored.
- Hazardous substances may not be stored on walkways or driving routes, not even temporarily.
- Hazardous substances must be properly positioned and secured.
- Hazardous substances must not be stored in direct sunlight.
- Hazardous substances in quantities of more than twenty-five litres (25 l) must be stored in drip trays.
- Explosive hazardous substances are not permitted in, on or around the Brabanthallen site.
- It is prohibited to store fireworks and other pyrotechnic substances in, on and around the Brabanthallen site. A place to store these materials can only be sought after permission has been obtained from the project manager and upon presentation of a permit from the competent authorities.
- Gas cylinders must bear a valid inspection date.
- In general, the PGS 15 guidelines apply to storage.

7.4 WASTE

Waste separation is compulsory in, on or around the Brabanthallen site. In consultation with Brabanthallen, containers are available for the various waste streams. A distinction is made between:

- Residual waste
- Bulky waste
- Paper/cardboard
- Wood
- Glass
- Swill
- Hazardous waste (for example, empty paint tins and deep-frying fat)
- Electrical appliances

Hazardous waste can only be disposed of upon submission of a written request and after approval by the project manager or Event Services manager. To this end, the hazardous waste must be in its original packaging.

All waste that is left behind in, on or around the Brabanthallen site during the dismantling works or after completion of other works will be removed at the expense and risk of the organiser and/or executor, unless otherwise agreed upon.

8. ENFORCEMENT

8.1 ENFORCEMENT

- All regulations, guidelines and procedures included in these safety regulations, as well as all other regulations, guidelines and procedures communicated by Brabanthallen, must be adhered to by everyone who is in, on or around the Brabanthallen site;
- Any required deviation from the regulations, guidelines or procedures is only possible upon prior approval from Brabanthallen;
- Brabanthallen supervises compliance with the safety regulations;
- Documentation, certificates and other obligations must be presented upon request from Brabanthallen;
- If you witness any unsafe behaviour, always address the persons concerned;
- Always report unsafe situations to the Event Services manager, who can be reached on +31 653621926;
- Instructions given by Brabanthallen, the enforcers and other supervisors should be followed at all times;
- Brabanthallen has the right to suspend any works or have them suspended with immediate effect, for any reason it deems justified;
- In the event of any dispute regarding the provisions of these safety regulations and/or if certain matters are not included in the safety regulations, Brabanthallen shall determine how the works are to be carried out and the organiser, executor and/or third party/parties shall comply with Brabanthallen's decision.

8.2 SANCTIONS

A sanctions and enforcement policy applies in, on and around the Brabanthallen site. This entails the following:

- If it is found that works are unsafe and/or that certain obligations are not being met, the person concerned will be called to account. Depending on the seriousness of the situation, this will be reported to the employer and/or organisation. Brabanthallen is at all times entitled to stop works immediately and to remove the person concerned or have them removed from its site.