

Rules for use of forklift trucks.

Work equipment.

Workplace health and safety.

Below are the **MANDATORY RULES** for use of forklift trucks by IFEMA MADRID employees or any other persons at the Exhibition Centre.

DESCRIPTION AND TYPES

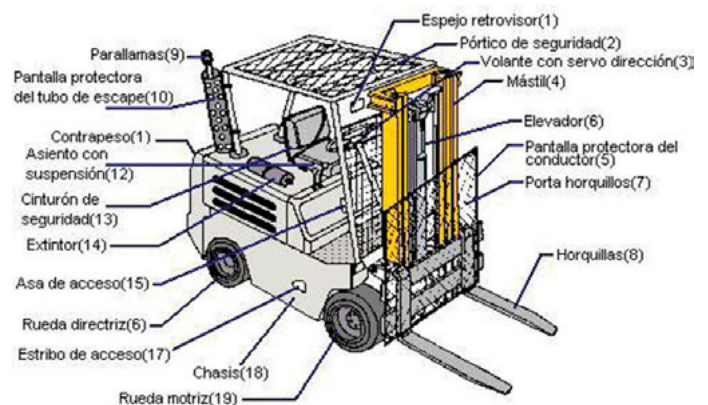
Included under the definition of forklift trucks are all machines that move along the floor by motorized traction, used to transport, push, pull or lift loads. They may be electrical or have internal combustion engines.

SAFETY HAZARDS

- **Injury due to falling objects (transported loads).**
- **Persons falling from height.**
- **Entrapment under overturned vehicles.**
- **Entrapment between moving parts of the vehicle.**
- **Persons run over by vehicles.**
- **Collisions with or against fixed or mobile objects.**
- **Intoxication.**
- **Electrocution by direct contact with low-voltage overhead lines.**
- **Fire and explosions.**

RULES FOR USE

- The vehicles must at all times meet all technical and administrative requirements for use.
- Vehicles must have the appropriate safety systems in place for each task and be in a perfect conditions for use:
 - Overhead guard
 - Fork carrier plate
 - Fork locking system
 - Ergonomic and cushioning seat
 - Exhaust pipe guard
 - Muffler with spark arrester
 - Emergency stop safety system.
 - Plates indicating manufacturer data.
 - Immobilisation system for maximum load and gradient.
 - Locking device preventing use by unauthorised personnel
 - Warning sound and light when in reverse.



**24 hour emergency
Telephone line:
(+34) 91 722 54 00**

DRIVERS

- Forklift trucks may only be driven by employees over **18 years of age who have undergone specific training.**
- The driver is responsible for any situations that may arise or be caused due to improper use of the machinery.

LOAD HANDLING

Loads must always be carried following the manufacturer's instructions in terms of maximum loads and transporting and unloading at heights, subject to the following rules in all stages of transport:

- Collect the load and lift it some 15 cms from the ground.
- Drive with the mast tilted backwards to the maximum allowed.
- Position the forklift precisely in front of the unloading space and lower the load.
- Lift the load to the required height with the forklift brakes on.
- For heights of over 4 metres, program the loading and unloading heights using an auto-mated system to compensate for the visual restrictions when operating at heights.
- Move the forklift forward until the load is over the unloading spot.
- Place the forks in the horizontal position and put down the load, backing away from it slowly.

The same process will be carried out in reverse when unstacking.

When driving without loads the forks must be in the down position.

LOAD STABILITY

The stability or balance of the forklift depends on the position of its centre of gravity, which varies as the forklift performs different work or handles different volumes. Therefore, to ensure that the load is always stable, bear in mind the weight of the load and the distance between its centre of gravity and the fork heel.

Loads should be held using containers, loading pallets with straps, etc. to prevent loads partially or completely falling off.



DRIVING ON RAMPS

When driving on ramps or slopes the following safety measures must be adopted:

- If the slope has a gradient that is less than the fork maximum ($\alpha < \beta$) then the forklift may be driven forwards in the direction of descent, taking the precaution of lifting the mast to its maximum gradient.
- If the descent is on an incline that is over the maximum gradient of the fork ($\alpha > \beta$), the forklift must be driven in reverse.
- Forklifts shall always be driven forward up ascending inclines.

WORK SITES

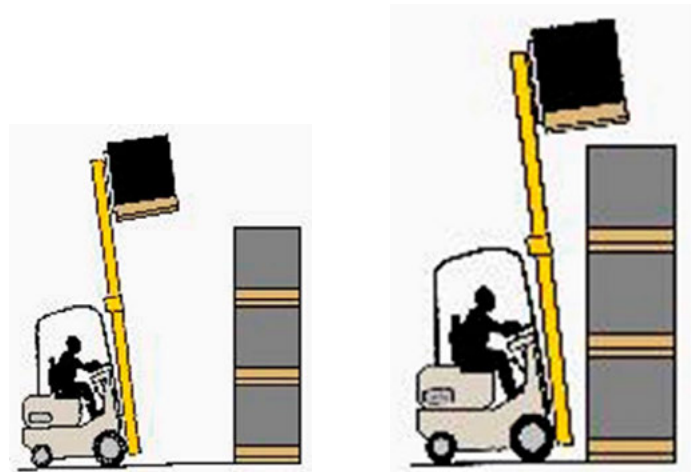
Forklifts must always be compatible with the work site. Thus, the engine power and exhaust gas scrubbers must be chosen based on whether the work is to be performed outdoors, in covered but well-ventilated sites or in closed sites with limited ventilation. Furthermore, the forklift must have its own lighting unless it will only be working in outdoor environments and during daylight hours.

Floors must be capable of supporting forklift trucks at their maximum load.

Any kind of holes, humps or any other obstacles must be removed from the area in which the forklift will be used.

Traffic corridors must comply with the following requirements:

- The width of the corridors in one direction must not be less than the width of the vehicle or load plus 1 metre.
- In the event of ongoing driving in two directions, the width must not be less than twice the width of the vehicles or loads plus 1.40 metres.





Doors must comply with the requirements for corridors and must have a height that is 50 cm greater than the forklift height or load height. Swing doors must have a transparent area that allows appropriate visibility.

Trusses, air pipes, etc. must be taken into account in areas where forklifts will be used.

GENERAL DRIVING AND TRAFFIC REGULATIONS

- No driving by unauthorised personnel.
- No persons may climb onto the forklift.
- Always look in the direction of travel and keep your eyes on the route being taken.
- Slow down at junctions and areas of poor visibility.
- Avoid overtaking.
- Avoid sudden starts, stops and sharp turns.
- Only transport items that have been properly prepared and ensure that they will not collide with ceilings, ducts, etc.
- The rules for driving must be observed, particularly in areas where other vehicles may be encountered.
- Do not transport loads that exceed the nominal capacity.
- Do not drive at over 20 km/h in outdoor spaces or 10 km/h in indoor spaces.
- When leaving the forklift the driver must ensure that the levers are in neutral, the engine is off, the brakes are engaged, the ignition key is removed or the battery socket is removed. If the forklift is left on a gradient, the wheels shall be chocked.
- Likewise the fork shall be left in its lowest position.

Before starting work each day the driver must inspect the forklift, checking the following aspects:

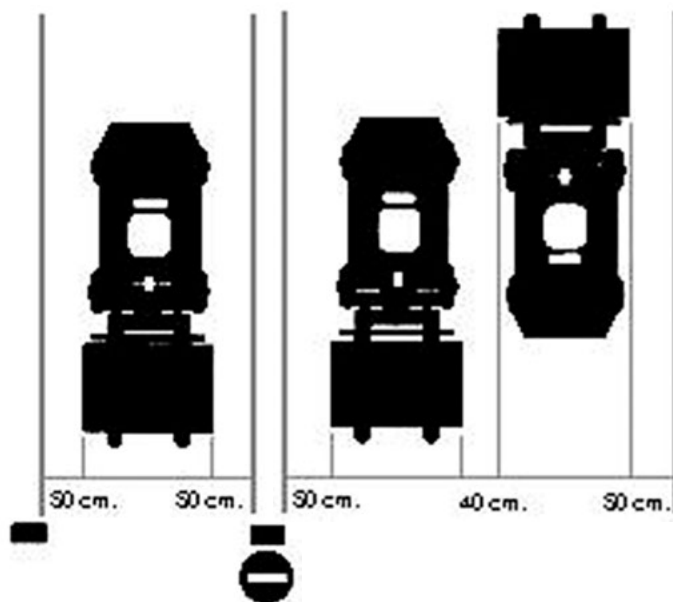
- Wheels (tread, pressure, etc.).
- Attachment and state of the fork arms.
- Check for leaks in the hydraulic system.
- Various oil levels.
- Controls engaged.
- Safety guards and devices.
- Foot and hand brakes.
- Clutch, etc.

If any problem is detected, the maintenance service must be notified and **the forklift must not be used until it has been fully repaired.**

Any forklift that is found to have a fault or defect **must remain out of service, with signs clearly signalling this.**

MAINTENANCE

Preventive maintenance is essential to ensure that forklifts work properly. The manufacturer's instructions must be followed. Training shall only be provided by qualified and authorised personnel.



Your own safety and that of everyone working at the Recinto Ferial depends on your proper behaviour.
Thank you for your cooperation.

"Help us prevent accidents"
Health and Safety
Committee IFEMA MADRID