

# Important information on coordination of business activities.

## Coordination of business activities.

Occupational risk prevention.

Guaranteeing the safety and health of everyone at the convention centre is one of IFEMA MADRID Management's objectives. This commitment to continuous improvement, embodied in the Prevention Policy document, also covers all the companies who do work for IFEMA MADRID on the premises or, occasionally, at events promoted by IFEMA MADRID at third-party facilities.

As the owner of the facilities, and in accordance with current legislation, IFEMA MADRID is obliged to inform and give appropriate instructions to companies, freelancers and/or professionals carrying out activities therein in relation to existing risks and protection, prevention and emergency measures.

For their part, companies, freelancers and/or professionals who receive this information have the obligation to include it in their preventive planning and, prior to the start of activities, convey it to their workers and any contractors they are working with, as applicable.

As a visiting company, you are required by IFEMA MADRID's coordination procedure to access, be aware of and apply the Occupational Risk Prevention Regulations that can be found in PDF format attached to the contract and available at ifema.es. Check the website for any possible updates of the regulations.

- Instructions for action in case of emergency (Convention Centre Premises and Municipal Palace).
- Generic risks to the installations and preventive measures in Exhibition Areas.
- Safety Rules on handling for the following Work Teams: Vehicles; Security Signage; Machines and Tools; Assignment of Work Teams; Confined Spaces; Personnel Lifting Platforms; Forklifts; Rolling Scaffolds; Stepladders; Low-Voltage Electrical Equipment.

Avoiding accidents at work is an objective all parties have in common, and this leads to the need to put safety before optimal efficiency, speed and comfort in the execution of tasks to be performed when the manoeuvres, work methods or equipment to be used could compromise the safety of workers and/or facilities.

Any work accident or incident that affects the personnel of your company or its contractors and/or subcontractors in the process of the fulfilment of the purpose of this contract, must be reported to the coordinating management of the service in the shortest possible time, and immediately in the case of serious accidents or those affecting several workers. In any case, the Control Centre remains operational 24 hours a day.

Likewise, any events likely to cause damage to the facilities or their equipment (electrical installations, fire extinguishing equipment, computer equipment, vehicles, signage, structures, etc.) must be reported.

**This documentation is an inseparable part of the contract signed with IFEMA MADRID.**

**I have accessed and understood and will apply and convey the information on the Coordination of Business Activities.**

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