



GENERAL ORDER AND SAFETY RULES
DURING THE PREPARATION AND HOLDING OF A BATA AGRO SPECIALIZED
AGRICULTURAL EXHIBITION

1. A job shall be taken up after a primary medical examination and after no medical contraindications are found for the job.
2. Workers shall be subject to such obligatory preliminary and regular medical examinations as provided for by Ordinance No. 3 (SG, No. 16 of 1987, as amended No. 65 of 1991, No. 102 of 1994 and No. 78 of 2005), and Ordinance No. 7 of 2015 on the minimum requirements for ensuring safe and healthy working conditions when working with video displays (SG, No. 70 of 2005).
3. Workers must be instructed as provided for by Ordinance No. RD-07-2 of 2009. (SG, No. 102 of 2009). All the details of the instructions given shall be entered in the instruction books.
4. To prevent occupational accidents on the usual way to or from the place of exhibition, the Road Traffic Act must be strictly observed. Streets and boulevards must be crossed with increased attention and only at the designated places, such as marked crosswalks and traffic lights.
5. All vehicles must strictly comply with the one-way traffic rules on the exhibition premises. Parking vehicles on the traffic paths for the entire period of preparation, installation and holding of the exhibition and vacating of the exhibition areas is prohibited.
6. It is prohibited to place and store inventory and other materials on the exhibition alleys, entrances and exits. They should always be clear to pass.
7. Do not switch on or operate appliances, equipment and installations whose operation is unknown to you and you have not been instructed to work with them safely.
8. Repair and other actions on the electrical, plumbing, air-conditioning and other installations and systems are prohibited, except by the respective authorized specialists.
9. To avoid accidents and incidents involving electric current, exhibitors should consider the power necessary for all appliances they want to supply and comply it with the electrical connection provided, and should strictly follow the following electrical safety instructions:
 - all plugs and sockets must be of the Schuko type and must be reliably grounded natural;
 - before starting to operate any electrical appliance, check the serviceability of the power cable and the plug;
 - operation with a damaged or bare power cord and a burnt or broken plug is absolutely forbidden;
 - Operate only fully tested and serviceable electrical appliances, strictly following the manufacturer's operation, maintenance and safety instructions. In the event of any malfunction or suspicion of such, immediately switch off the appliance and notify your immediate supervisor;
 - any attempt to open, adjust and repair electrical appliances, apparatus and devices and repair their power cables are prohibited except by authorized technicians;
 - It is forbidden to disconnect a plug by pulling the cable. This must be done by pulling the plug while holding the socket cap;
 - it is forbidden to step on the power cables or pressed them down under desks or other heavy objects;
 - it is forbidden to twist, tie and break any power cables;

- all repair works and control checks on the electrical installations, electrical panels and electrical equipment should be performed by electricians having the necessary qualification;
- operating a new electrical appliance should be done only after thorough instructions on how to operate it properly and safely are given.

10. At the end of working hours, everyone must check and leave in a fire-safe condition their workplace, tools and equipment they use.

11. After completion of work:

- bring your workplace in perfect order;
- check that all electrical appliances are switched off;
- Dispose of all waste in designated areas; make sure there is no smoldering waste.

12. It is forbidden to use any flammable or harmful materials during the construction and arrangement of stands and exhibition areas.

13. Each exhibitor must provide fire extinguishers for the exhibition area rented by them.

14. It is prohibited to use fire-fighting equipment for other than its intended purpose, to move it from its designated place and prevent access to it with any materials.

15. Anyone who notices a fire should immediately report to 160 (after making sure that no one else has already done so), then notify the fire brigade of the exhibition and start firefighting using the available fire extinguishers.

16. Smoking is prohibited on the exhibition premises, except at the designated places equipped with smoking signs and metal ashtrays.

17. It is forbidden to come to work intoxicated and after the use of any narcotics.

18. Do not perform any actions and deeds that could damage your health and endanger your own life and the lives of others.

19. During work, do not distract yourself with other things and faces. Avoid unfriendly relationships and conflicts with your colleagues and supervisors, leading to distractions from your direct duties and to subsequent accidents. Caution is the surest way to prevent an accident.

20. Everyone must provide first aid, including self-help and mutual aid, for which they have been trained.

21. Everyone must apply the ways of action and conduct in case of emergency, fire or natural disaster for which they have been trained.

22. Everyone must be familiar with and follow the rules and instructions at work.

23. It is prohibited to carry out activities for which legal capacity is required without having such and without the explicit authorization by the employer.

24. Loading and unloading must be done by persons who:

- are healthy and physically fit to perform such activities;
- are instructed and trained to do loading and unloading safely;

- have not consumed any alcohol and/or taken any drugs.

25. When doing their job, everyone must:

- follow exactly the health and safety at work instructions and assist the employer in the implementation of the relevant measures;
- use as intended the technical means and equipment provided by the employer;
- use the personal protective equipment provided in accordance with the instructions of the manufacturer and the employer.

26. Only persons who have undergone safety training and instruction shall perform loading and unloading works. Workers under the age of 18, pregnant women and workers with health contraindications shall not carry manually any goods.

27. At work, workers must use the personal protective equipment approved and provided in accordance with the degree of risk, for the type of use and the way of storage they have been instructed on (or trained for the use of such PPE, when necessary).

28. It is forbidden to work with unsuitable PPE.

29. When working with weights, the physiological norms must be observed:

- when lifting, moving and carrying things at a distance of up to 2 meters, the weight of the load should not exceed 15 kg for women and 50 kg for men;
- when carrying things at a distance of up to 30 meters (done only by men), the weight of the load should not exceed 30 kg.

30. When loading and unloading manually, the worker must:

- take the load from a distance not greater than the length of the forearms;
- lift the load from a level not lower than the height of the knees and not higher than the height of the shoulders;
- keep their back as straight as possible, lifting the load by do an appropriate squat.

31. When using any carts, trolleys, etc., push the vehicle. Do not tow it.

32. When loading and unloading loads of over 50 kg, use serviceable auxiliary devices and mechanisms (levers, trolleys, winches, etc.)

33. When loading and unloading loads of over 500 kg, use lifting and transport equipment.

34. All loads with sharp edges must be secured and transported with appropriate PPE or handgrips.

35. Heavy and oversized loads must be strengthened against overturning or slipping.

36. When a load is shoulder-carried simultaneously by two workers, it must be placed on the same (either left or right) shoulder for both.

37. Moving, loading and unloading cylinders and containers with compressed gases should be done with caution and no hitting, pushing or throwing.

38. Smoking and eating during loading and unloading is prohibited.