

WORK ENVIRONMENT RISKS IN PRODUCTION

FOR A
SAFER WORK
ENVIRONMENT



● ■ ▽ ▽ **STHLM SMÄSSAN**

FOR YOU WHO CONSTRUCT EVENTS AND BOOTHS AT STOCKHOLMSMÄSSAN

At Stockholmsmässan we want to create an as secure and safe working environment as possible, for our own employees and you who works here for someone else. All work in production – before, during and after the events – naturally entails various risks. This is inevitable but through know-how and awareness of the inherit risks, together we can minimize them as much as possible. By taking the right actions we can also reduce the consequences if something should happen.

This document describes the risks that you as event and booth constructor need to be aware of when you work at Stockholmsmässan, what you can do to lower these and how you thereby contribute to a safer work environment for everyone.

In addition to reading this document and our general construction rules, we want you to watch the film about safety during construction in event environments that has been developed in collaboration with SES - Sponsorship & Event Sweden. The film is available on the [Stockholmsmässans website and YouTube](#).

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WORKPLACE SAFETY RESPONSIBILITY

It is the exhibitor who rents the booth that has workplace safety responsibility and is the "Client" according to the Swedish Work Environment Authority's regulation (AFS 1999:3). The exhibitor is responsible for ensuring that laws and regulations are followed. There should always be a construction supervisor for a booth or structure. Your responsibility is to find out who is responsible, review the risk assessment, and actively contribute to accident prevention.

Prepare Yourself

At the beginning of your shift, we want you to orient yourself and find out where evacuation routes, fire extinguishers, and defibrillators are located. You must also find out where to go in case of an accident.

Safety Inspections

Representatives of Stockholm Fair regularly conduct safety inspections before and during events to minimize injury risks and ensure high safety standards. Observations made during the inspection should be addressed immediately.

UNAUTHORIZED INDIVIDUALS ON-SITE

It may happen that unauthorized individuals enter Stockholmsmässan's premises. This can entail risks until we can remove them, especially if these individuals are minors or intoxicated. Keep Watch and Stay Alert if you notice anyone or anything deviating from the norm.

What can you do?

Never bring anyone that do not have a legitimate reason to be on-site. Minors (people under 16) are not allowed whatsoever in our venue during production. If you see someone that might be a minor, unauthorized and/or clearly intoxicated you should immediately contact the guards by the main entrance or call 0046 8-749 41 10.

STRICTLY PROHIBITED

Before delving into the most common risk groups, we want to bring to your attention that the following are strictly prohibited during event production:

- Alcohol and drugs
- Smoking indoors
- Hot work without specific authorization
- Walking or standing under suspended loads
- Individuals under 16 years of age
- Climbing in ropes is prohibited.

STRESS AND LONG WORKING HOURS

Time is often short when booths are being built and torn down. High levels of stress increase the risk of errors and negligence of safety regulations, which can lead to both personnel and material damages. By the end of a long shift, you will be tired, which will increase the risk of errors.

What can you do?

Talk to your supervisor and plan your time so that you get the breaks you are contractually entitled to. Don't rush unless necessary. Notify your supervisor if you feel that your assignment is impossible to perform within the allotted time. Maybe more personnel is needed?



WORKING ALONE

Sometimes the last tasks in preparing for an event must be performed late at night. Who will help you if you are alone at the venue or the premises and injure yourself?

What can you do?

If possible, plan the work so that high-risk tasks are performed when several people are present. Always have your cell phone handy if you are among the last present.

YOU ARE RESPONSIBLE FOR HAVING THE RIGHT PROTECTIVE EQUIPMENT

To minimize the risk of accidents, you are responsible for wearing the relevant protective equipment for the work you are going to perform.

- Protective footwear
- Respiratory protection
- Eye protection
- Hearing protection
- Safety helmet
- High-visibility clothing
- Protective gloves
- Fall protection



PROTECTIVE FOOTWEAR

Feet are particularly vulnerable during production, and there is a risk of crushing injuries if protective footwear is not used.

According to the requirements of the Swedish Work Environment Authority, protective footwear should be worn by those in areas where there is traffic with forklifts. These rules apply to all production areas at Stockholm Fair during the setup and dismantling of an event. It is the employer's responsibility to ensure compliance with these rules, which means that as an exhibitor or booth builder, you are responsible for your staff wearing protective footwear.

What can you do?

Everyone on production areas (during production, setup, dismantling, and demolition) must wear protective footwear.

Protective footwear should have a toe cap and a closed heel area, i.e., at least protection class S1. If you do not have protective footwear, it is available for purchase at the Service Center (one floor above the Entrance Square and inside Hall C) and at most construction supply stores.

TOOLS AND MACHINERY

Hand-tools such as saws and nail guns can cause severe personal injuries if they are not used according to the instructions.

What can you do?

Make sure that you have the proper education for the tools you use. Have respect for the machines and be careful not to become "too comfortable". Maintain and serve all machinery and store them cleanly and neatly.

REPETITIVE STRAIN INJURIES

Repeated heavy lifts and monotonous tasks mean increased risk of repetitive strain injuries in the shoulders and back.

What can you do?

Use proper lifting techniques when lifting heavy loads. Point out the benefits of work rotation to your supervisor.

CONGESTION AND BLOCKED PASSAGES

The venue, and particularly the aisles between the booths, are often crowded during the preparation and the tearing down processes. Evacuation routes may be congested with cargo at these stages. Sometimes parts of a booth may extend out into the aisle, which could result in damages from being struck by a vehicle and that passing pedestrians might get stuck or injured. Inside the booths poorly marked obstacles, such as power cables, may cause tripping. Furthermore, booth fronts that are covered may cause sweepers to get stuck.

What can you do?

Keep evacuation routes free and clear. Remove empties and similar items as soon as the booth is constructed. Only use your allotted floor space when constructing. Secure power cables to the floor with tape and make sure that any covering obstructing entry to the booth isn't lying on the ground.



VEHICLES

Sometimes vehicular traffic and pedestrians need to share spaces on Stockholmsmässan's premises. This creates risks of collisions and crushing injuries. Seasoned professional drivers of heavy-duty vehicles (such as trucks to be unloaded) will often commingle with passenger cars whose drivers are here for the first time. Speed limits are in effect on the premises, but it happens that some drivers exceed these.

Also within the venue, vehicles are driven through cramped environments among people who don't always are aware of the risks, sometimes by drivers without the proper education and permits.

The many floor hatches create high risks for personal injuries if these are not properly positioned and secured.

What can you do?

Never drive a vehicle (car, truck, lift or other) without proper education and permit. Always adhere to specified speed limits within the premises and be aware of what is happening around you, whether you are walking or driving a vehicle.

Keep the venue clean and tidy. Be vigilant of your surroundings. Alert your supervisor if you see a floor hatch that isn't properly positioned.



WASTE MANAGEMENT

During demolition, there is an increased risk of falling waste and debris as dumpsters often are lifted by loaders.

What can you do?

Be careful when working in the vicinity of dumpsters that are being lifted. Never walk underneath a lifted container.

SLIPPERY FLOORS

Floor surfaces near doors and gates tend to become slippery, especially during cold and wet weather.

What can you do?

Be mindful when using doors and gates. Inform your supervisor if you notice a need for an extra mat as slip-resistance anywhere.

CRUSHING AND CUTTING INJURIES

- Construction of decor and platforms
- Sharp edges on decor and technical equipment
- Heavy lifting
- Structures that collapse

ELEVATORS

Elevators that are unbalanced or overloaded can result in people getting stuck or crushing injuries.

What can you do?

Never load an elevator beyond the maximum weight. Make sure that the cargo is secured and evenly balanced before starting the elevator.



LOUD VOLUMES

Due to construction, vehicles, music, and more, exhibition halls can be quite noisy during production. This means that critical moments can suffer communication breakdowns. In a longer perspective this can also lead to hearing impairment.

What can you do?

Use hearing protection when volumes are loud, and you work in a booth. When you leave the booth, however, hearing protection is not advised as you need to be able to hear warning calls and signals. Use a rubber mallet while assembling trussing.

OTHER RISKS

- Lack of communication due to different languages
- Multiple companies and professional groups working in the same area
- Risk of overlapping risk zones



SAFETY TOGETHER

Stockholm Fair has a zero-tolerance policy for injuries and serious incidents. Creating a good working environment and a safe workplace is a shared responsibility for management, employees, and external collaborators working at Stockholm Fair. Thank you for taking the time to read through this document, and thank you for contributing to a secure and safe working environment.

P.S.

At Stockholm Fair, we also value the social working environment. Don't forget to greet each other - saying hello means a lot!

FOR A SAFER WORK ENVIRONMENT

WORK ENVIRONMENT RISKS IN PRODUCTION

I hereby certify that I have reviewed the document "Work Environment Risks in Production" and understand how I can contribute to a safer working environment at Stockholm Fair by following the work environment rules.

Date..... Location

Signature

Printed name

Immediate Supervisor

Printed name