

Health and Safety

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1. General

1.1 Scope and principles

This production regulation applies to all contractors and their subcontractors insofar as they are involved in the production on the event site and the associated areas.

Companies based abroad that have sent employees to work are obliged to comply with the applicable laws and regulations on occupational safety at the place of performance. These include, for example the Occupational Health and Safety Act, Working Hours Act, Industrial Safety Ordinance, accident prevention regulations, etc. The companies are responsible for informing themselves.

[LINK English information Stages and film and broadcasting studios VBG](#)

1.2 Health and safety

Every company is fundamentally responsible for the occupational safety and health protection of their employees. Among other things, this results in the obligation

- to design a safe workplace,
- to prepare risk assessments for all work to be carried out,
- to implement risk minimization measures,
- to qualify and regularly instruct employees, as well as
- to check the effectiveness and any necessary corrective measures.

The basis are the regulations and laws for occupational safety and health protection applicable at the place of performance.

1.3 Health and safety coordination

When several companies work together at the same time, mutual hazards can arise that can only be reduced through coordination between the parties involved. For this reason, there is a legal obligation to coordinate. This obligation to coordinate is to be implemented independently between companies and their subcontractors in accordance with [DGUV regulation 1, basics of prevention, §6 cooperation between several companies](#) and [Betriebssicherheitsverordnung §13 Abs. 2](#).

In areas in which individual companies/trades do not have a direct contractual relationship with one another and/or do not have all the information for coordination, a self-organized coordination is not possible. Therefore, the organizer institutes **occupational safety coordination for certain work areas**. In addition, the organizer sets out general rules to be observed in this **production regulation to protect everyone** involved. These must be observed regardless of the cooperation with other trades and/or companies.

1.4 Organization of Occupational health and safety coordination on production site

1.4.1. Principal's functionaries

The **production management** and the **occupational health and safety coordination** are named by the principal. These include, for instance the *occupational health and safety coordination for specific work areas* and the control of the measures determined in this production regulation.

In addition, the occupational health and safety coordinator is the contact person for questions about onsite health and safety.

The instructions of the **production management** and the **advice of the occupational safety coordination** must be followed by all persons working onsite. Primarily, the contact persons named by the contractor will be informed about any issues. In case of an infringement opposition of the measures of the production regulation, employees can also directly be appealed and instructed to comply.

1.4.2. Sanctioning

In the event of gross violations of the production regulation, the production management can expel the contractor for a certain period of time or permanently from the site. This also applies to individual employees in the event of gross misconduct.

1.5 Production-specific responsibilities of the contractors

1.5.1. Risk assessment

A risk assessment in the form of a hazard evaluation must be available for all production-specific activities of the contractor's employees.

1.5.2. Responsible contact person of the contractor

The contractor designates a responsible contact person for occupational safety who is suitable for this function both professionally and personally and who is on-site throughout the entire activity. He is authorized to give instructions to the employees of the contractor and any subcontractors with regard to occupational safety and health protection.

The contact person is obligated to complete the Online-Security briefing.

Furthermore, they have to know all relevant measures outlined in this **production regulation**.

1.5.3. Instruction of employees / briefing of person responsible of sub-contractors

The contact person is obligated to instruct own employees and to brief responsible persons of subcontractors based on

- content of the Online-Security instruction (ASIP) and
- content of this production regulations.

In the production-specific instruction of their own employees as well as in the briefing of responsible individuals from potentially contracted subcontractors by the company.

These production-specific instructions for employees and the briefing of those responsible for occupational safety from contracted subcontractors must be documented in writing.

Please note: The production-specific instruction and briefings are only additional to the basic health and safety instructions of **employees** and **temporary employees** according to [ArbSchG §12 training](#)

Documentation of conducted instructions and/or briefings must be presented upon request of the production management and/or occupational safety coordination.

1.5.4. Personal protective equipment (PPE)

The contractor is responsible for ensuring that their employees are provided with the necessary personal protective equipment (PPE) for the respective activities. The contractor must bear the cost of PPE for his employees.

1.5.5. First responder / fire protection assistant

The contractor is responsible for ensuring that an adequate number of employees are qualified as first responders and fire protection assistants and their on-site presence.

1.5.6. Qualification certificates

All employees must be qualified and professionally and personally suitable for their respective tasks. The qualification certificates must be kept on site by the responsible contact person.

1.5.7. Authorization for operating trucks / „driving authorization“

Incorrect use of trucks, forklifts, and elevated working platforms can pose a high risk to the operator as well as uninvolved people next to the equipment. Therefore, a corresponding qualification and instruction of the operator is a crucial requirement.

The contractor must ensure that the deployed employees possess the required qualification and have been properly instructed, according to [DGUV Regulation 68](#). The proof must be presented upon request in the form of a "driving authorization" according to DGUV Regulation 68, Section 7.

Also, when operating and driving other vehicles such as cars, trucks, golf carts, Gators, scooters, bicycles, a potentially necessary qualification must be ensured, and training must be provided. This can also be carried out following the process of the aforementioned "driving assignment." In this context, the relevant provisions of the Operational Safety Ordinance must also be observed.

1.5.8. Use of open flames – hot work

Hot work is only feasible with a corresponding permit. Hot work includes, for example, welding, cutting, soldering, separation work, thawing work, as well as any work involving open flames or sparks.

Such work must be reported to the production management in advance and can only be accomplished after receiving explicit written permission in the form of a permit.

1.5.9. Working hours and resting times

Insufficient resting periods and/or working hours beyond the permissible limit increase the health and accident risks for employees. The obligations outlined in the Working Hours Act (ArbZG) must therefore be applied accordingly.

Particular attention is drawn to compliance with the provisions of the German Working Hours Act (ArbZG) § 10 regarding **Sunday and holiday employment**.

1.6 Liability

The contractors and their subcontractors are liable for any damages resulting from intentional or negligent violations of the contents of this production directive.

2. Production-specific requirements

2.1 Escape and rescue routes / assembly points

The contact persons of the contractors must familiarize themselves with the location of escape and rescue routes, safety equipment such as fire extinguishers, lifebelts, and assembly points before starting work. They must convey this information during the production-specific instruction of their employees or the briefing of responsible persons from their subcontractors.

In areas where this information is not available on-site, for example, in the form of an escape and rescue plan, the contact persons of contractors will receive the necessary information during the registration process through the occupational health and safety coordination.

2.2 General use of work equipment

All work equipment, machinery, tools, electrical equipment, ladders, steps and material handling equipment must comply with applicable legal regulations and be inspected accordingly. The performance of the inspection must be demonstrable at any time through appropriate labeling or presentation of evidence, such as inspection protocols. The documentation must be available on-site or accessible digitally without barriers.

Even with proper labeling, a visual inspection for defects and damages must be carried out before commissioning. Defective and damaged work equipment must be marked and protected from further use.

Work equipment may only be used for its intended purpose and by instructed and, if necessary, trained personnel based on occupational safety regulations.

2.3 Lightning

Due to the season, there is expected to be limited daylight during setup and dismantling.

Before starting work, it is the contractor's own responsibility to check whether the work area is adequately illuminated and, if necessary, to provide additional work lighting. Guidelines for sufficient illumination can be found in ASR A3.4 "Lighting" and ASR 41/3 "Artificial Lighting for Workplaces and Traffic Routes Outdoors."

2.4 Cold

At **low temperatures, as well as in wet, windy, and snowy conditions**, there is a risk of cooling and even frostbite when working outdoors. Therefore, it is the responsibility of the contractors to provide weather-appropriate protective clothing for their employees. Additionally, warm-up phases for employees should be scheduled in cold temperatures.

There are recommendations from professional associations for different cold ranges (+15°C to -30°C) with maximum exposure times (150 to 60 min.) and corresponding warm-up times (10 to 60 min.).

Guidance can be found on the BGBau website under the link

<https://bauportal.bgbau.de/bauportal-42022/thema/branchenebergreifend/schutz-vor-gefaehrdungen-durch-kaelte>.

For break and rest areas, the minimum temperature of +18°C according to ASR A3.5 is emphasized.

2.5 Thunderstorm and lightning

During outdoor work or in the vicinity of outdoor stages and containers, in the event of severe weather with the risk of lightning, a safe refuge should be immediately sought, and meeting points should be arranged.

2.6 Snow Loads

After setup, all temporary structures should be checked for their stability and resistance to snow loads. Weak points or hazards, including the risk of "roof avalanches," should be promptly reported to the supervisor or production management, and endangered areas should be blocked off for the duration of the hazard.

2.7 Snow and Ice Hazards

Weather conditions may pose hazards due to snow and/or ice on traffic surfaces. If this affects only smaller areas, the on-site cleaning service is tasked with reducing the risk by spreading sand or granules.

In case of heavier or continuous snowfall, the production management additionally engages the snow removal service of BSR (Berlin City Cleaning).

If there are areas where such a hazard persists or has not been recognized, the contractor is obligated to immediately inform the production management or occupational safety coordination. Work in this area should be halted until the hazard is eliminated, and the area should be cordoned off if possible.

Alternatively, the contractor can eliminate the hazard using suitable means.

In any case, it is important to ensure that employees wear slip-resistant shoes in the described weather conditions.

2.8 Wearing of Safety Shoes and High-Visibility Vests

When working at heights, on elevated levels, or in situations with the risk of falling, there is generally an increased risk of

- falling and
- objects falling.

For this reason, a risk assessment must be conducted to evaluate the risk and determine and implement appropriate measures, such as wearing personal fall protection equipment (PSAgA), installing lifelines, using restraint systems, etc.

In any case, when working at heights, the area below that poses a risk to others must be secured accordingly. This can be done, for example, by using barriers or providing personnel for security.

In the presence of risks that may require height rescue, a corresponding concept for height rescue must be developed and included in training/instruction.

2.9 Risk of falling, working at heights or on different levels

Working with a risk of falling at heights, or on different levels involves an increased risk of falling and falling objects. Therefore, a risk assessment should be carried out to evaluate the risks, and appropriate measures such as using personal fall protection equipment (PFPE), installing safety nets, and using restraint systems, etc., should be determined and implemented.

In any case, the area below must adequately be secured during work in height and hazard for third parties. This can be achieved through barriers or personnel protection. In case of risks that may require height rescue, an appropriate height rescue concept must be developed and included in the instruction/briefing.

2.10 Vehicle operation on the premises

Vehicle traffic on the premises follows the provisions of the road traffic regulations. During the setup and dismantling phase, vehicles on the premises must generally move at walking speed (max. 15 km/h) with hazard lights on.

IMPORTANT NOTE: On December 30th, certain areas of the premises will be open to the public. Therefore, pedestrians are expected in these areas, and extra attention should be given to the movement of loads and vehicles.

Starting December 29th there is a general parking prohibition on the event premises.

2.11 Elevated work platforms / forklifts / golf carts / e-scooters

For all the mentioned vehicles and material handling equipment, driving is allowed only if:

- There is a "driving permit" / „driving authorization. “
- There has been prior instruction, training, or briefings.
- The manufacturer's operating instructions are followed (can be found in the vehicle/truck/elevation/elevation platform etc.).
- A high-visibility vest is worn.

For elevating work platforms and cherry-pickers, if the manufacturer provides a possibility of striking, personal protective equipment against falls from a height (PPEaH) this must be used. Additionally, a helmet should be worn to protect against head injuries caused by possible impacts.

In addition, the posted **guidelines for operating industrial trucks** must be observed!

2.12 Connection of mobile electrical installations

The handover of electrical connections (e.g., house connection, generator, etc.) and the construction and operation are carried out at least on the basis of the requirements of [SQP4](#) and other relevant electrotechnical rules.

2.13 Mobile Liquefied Gas Installations

When using mobile liquefied gas consumption systems, such as operating cooking appliances, patio heaters, and heating devices, relevant regulations and rules for commissioning, inspection, and fire protection must be observed.

A summary of the commissioning is provided by the [LAGetSi information](#) on the use of liquefied gas for commercial purposes from the State Office for Occupational Safety, Health Protection, and Technical Safety Berlin.

In addition, the [checklist for risk assessment in the use of liquefied gas](#) (excerpt from DGUV Regulation 110-010 "Use of Liquefied Gas") is recommended.

All necessary inspection documents, such as documentation of the inspection and control of the liquefied gas system according to BetrSichV, TRBS 1203, and DGUV Regulation 110-010, must be presented on-site upon request.

2.14 Pyrotechnics and Fireworks

Pyrotechnics will be used at the event, including in the stage area. Due to the potential risk of explosions in these areas, increased caution is required. The affected areas will be marked and, where possible, cordoned off.

In general, there is a prohibition on the use of fireworks and firecrackers, etc., on the entire premises. Guests are checked for the possession of fireworks before entering the premises. If it is observed that guests are carrying fireworks or similar items, this must be reported to the production management immediately.

2.15 Alcohol and drugs

There is a general prohibition of alcohol, drugs, and other intoxicating substances in the entire area before or during work. Excluded from this is the obligatory glass of "New Year's Eve champagne" for toasting to the new year.

3. Reporting Incidents

3.1 Reporting Identified Health Hazards and Accidents

Recognized health hazards or accident risks for which no measures have been taken must be promptly reported to the occupational safety coordination. Work in the affected areas is to be halted, and the areas, if necessary, should be cordoned off.

Furthermore, the occupational safety coordination must be immediately informed about any damage, accidents, and emergencies.

3.2 Making Emergency Calls

In the event of an accident or fire, emergency services - **112** - must be called immediately.

In any case, personal safety should be the priority.

The contractor's contact person will receive relevant emergency contact numbers and other important information during registration through the occupational safety coordination.

When making an emergency call, the following information should be provided:

- Where did the incident happen?
- What happened?
- What are the injuries?
- How many people are affected?
- Who is reporting the incident?
- Wait for further questions!

In case of a fire, the following points should also be considered:

- Evacuate to a safe place.
- Take vulnerable persons with you.
- Help people in need.
- (Close windows and doors if possible).
- Follow marked escape routes.
- Do not use elevators.
- Follow the instructions of the fire marshals.
- Go to the assembly point.
- Attempt to extinguish the fire.
- Use fire extinguishers.