



H&S Production Regulations – Occupational H&S Coordination 2024

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Gender note:

For better readability, the generic masculine is used in this document. The personal designations used in this thesis refer to all genders – unless otherwise indicated.

1. General

1.1 Scope and basics

These **Health & Safety Production Regulations (H&S Production Regulations)** apply to all contractors and their subcontractors insofar as they are active in connection with production on the event site and the associated areas.

Companies based abroad that have posted employees for work are obliged to comply with the laws and regulations in force at the place of performance in occupational health and safety. These include the Occupational Health and Safety Act, the Working Hours Act, the Industrial Safety Ordinance, accident prevention regulations, etc. The companies have to inform themselves on their own responsibility.

1.2 Occupational health and safety

In principle, every company is responsible for the occupational safety and health protection of its employees. This entails, among other things, the obligation

- to create a safe workplace,
- the preparation of risk assessments for all work to be carried out,
- the implementation of risk mitigation measures,
- qualification and regular instruction of employees, as well as the
- Effectiveness testing and any necessary corrective measures.

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

1.3 Occupational Health and Safety Coordinator

When several companies work together at the same time, mutual hazards can arise, which can only be reduced by coordination between the parties involved. For this reason, there is a **legal obligation to coordinate**. This obligation to coordinate is agreed between companies and their subcontractors pursuant to Art. [DGUV Regulation 1, Principles of Prevention, §6 Cooperation of several companies](#) and [§13 \(2\) Ordinance on Industrial Safety and Health](#) .

In areas where individual companies / trades do not have a direct contractual relationship with each other and/or do not have all the information they need for coordination, self-organised coordination is not possible. For this reason, the organizer employs an **occupational health and safety coordinator for certain areas of work**.

In addition, the organizer establishes rules in these **H&S production regulations to be observed in principle for the protection of all parties involved** . These must be complied with regardless of cooperation with other trades and/or companies.

The contractors are obliged to inform the production management and occupational health and safety coordinator with sufficient advance notice of at least three working days before the start of the work if the activity to be carried out could pose a risk to companies operating in the same area.

1.4 Organization of occupational health and safety coordinator on the production side

1.4.1. Functionaries of the client (production):

The customer (production) appoints the **production management** and the **occupational health and safety coordinator**. These are appointed, among other things, for the above-mentioned *occupational health and safety coordinator for certain work areas* and control of the measures laid down in these H&S production regulations.

In addition, the Occupational Health and Safety Coordinator is the point of contact for questions regarding occupational safety and health protection in the context of production.

The **instructions of the production management** as well as **information on deviations from the provisions of these H&S production regulations by the occupational health and safety coordinator** must be followed by all persons working on the production site. First and foremost, the contact persons for occupational health and safety appointed by the contractors are informed of deviations and are obliged to escalate this further in their organization if necessary. In the event of a violation of the measures set out in the H&S production regulations, employees can also be contacted directly and informed of compliance.

1.4.2. Sanction options

In the event of gross violations of the H&S production regulations, the production management can expel contractors from production for a certain period of time or permanently. This also applies to individual employees in the event of gross misconduct.

1.5 Production-specific responsibilities of the contractor

1.5.1. Risk assessment

For all production-specific activities of the employees, the contractor has prepared a risk assessment in the form of a risk assessment in accordance with the requirements of the occupational health and safety authority or employers' liability insurance association responsible for his company and can provide proof of the corresponding document on request.

1.5.2. Responsible contact person contractor:

The contractor shall appoint a responsible **contact person for occupational health and safety**, who is both professionally and personally suitable for this function and who is on site during the entire activity. The latter is authorised to issue instructions to the employees of the Contractor and, if applicable, subcontractors with regards to occupational health and safety.

The Contractor and the contact person designated by him are obliged to participate in the **online occupational safety briefing** and to confirm their participation and knowledge of the H&S production regulations before the start of the work.

In addition, he is aware of all relevant measures of these **H&S production regulations** and is obliged to take into account the measures applicable to his trade in the planning and implementation of occupational health and safety measures in the context of his work on this production facility.

1.5.3. Instruction of employees / instruction of those responsible for external companies

Before the start of the work the contact person is obliged to

- the contents of the online safety briefing, and
- the contents of these H&S production regulations

in the production-specific **instruction of its own employees** as well as in the **instruction** of responsible persons of **subcontractors commissioned** by the company, if necessary.

These production-specific instructions for employees and instructions for occupational health and safety by commissioned subcontractors must **be documented in writing**.

Please note: These production-specific instructions are only supplementary and do not replace a **basic instruction of employees of the own company** or **temporary employees** acc. [ArbSchG §12 Instruction](#) .

1.5.4. Personal Protective Equipment (PPE)

The contractor must ensure that its employees are provided with the personal protective equipment (PPE) necessary for the work. The costs for the PPE are borne by the contractor.

It must be ensured that this also includes PPE such as high-visibility vests, which are required in these H&S production regulations.

1.5.5. First Aiders / Fire Protection Assistants

The contractor must ensure that a sufficient number of employees are qualified and present as first aiders and fire protection assistants.

Please note: The medical service provided by the production department does not replace the obligation to provide a sufficient number of first aiders.

1.5.6. Qualification certificates

All employees must be qualified according to their work and professionally and personally suitable for the work to be performed. The **qualification certificates must be kept by the responsible contact person on site**.

1.5.7. Driving of industrial trucks, aerial work platforms and vehicles

The improper use of industrial trucks and aerial work platforms can result in a high risk for the operator but also for uninvolved third parties in the vicinity of the industrial truck. Therefore, appropriate qualification and instruction of the operator of industrial trucks is an important prerequisite.

The contractor has acc. [DGUV Regulation 68](#) and [DGUV Regulation 70](#) to ensure that the employees deployed have the appropriate **qualifications** and that they have been properly instructed. Proof must be presented on request when driving industrial trucks in the form of a "driving order" in accordance with §7 DGUV Regulation 68.

When driving other motor-driven vehicles such as golf carts, gators, scooters and bicycles, any necessary qualification must also be ensured and instruction must be given. This can also be done according to the process of the aforementioned "driving order". The relevant requirements of the [Industrial Safety Ordinance](#) must be observed here.

1.5.8. Use of open flame – hot work

Fire-hazardous work is only possible with a corresponding permit.

So-called hot work includes, for example, welding work, cutting work, soldering work, separation work, thawing work and any work with an open flame or flying sparks.

The above-mentioned work must be registered in advance with the production management and can only be carried out after express, written approval in the form of the permit.

1.5.9. **Reporting of detected health hazards and accidents**

Identified health hazards must be reported immediately to the Occupational Health and Safety Coordinator and work in the affected areas must be stopped.

The Occupational Health and Safety Coordinator must be informed immediately of any damage or accident.

1.5.10. **Working and rest hours**

Insufficient rest periods and/or working hours beyond what is permissible increase the health and accident risk for employees. The obligations under the [Working Hours Act](#) (ArbZG) have to be applied accordingly.

1.6 **Liability**

The contractors and their subcontractors are liable for all damages caused by an intentional or negligent violation of the contents of these H&S production regulations.

2. **Production-specific specifications**

2.1 **Alcohol and drugs**

There is a general ban on alcohol, drugs and other intoxicating substances before or during work on the entire site.

2.2 **Escape and rescue routes / assembly points**

Before the start of the work, the contact persons of the contractors must inform themselves about the location of the escape and rescue routes, safety equipment such as fire extinguishers, lifebuoys on the water and assembly points and convey this in the production-specific instruction of their employees or in the instruction of the responsible persons of their subcontractors.

In areas where this information is not visible on site, e.g. in the form of an escape and rescue plan, the contact persons receive the relevant information from the occupational health and safety coordinator when registering.

2.3 **Wearing safety shoes and high-visibility vests**

During the entire assembly and dismantling phase, high-visibility vests must always be worn in areas where industrial trucks such as aerial work platforms, forklift trucks, wheel loaders are used or where motor vehicle or truck traffic is to be expected.

In the case of use of high-visibility vests, the [requirements specified in DGUV Information 212-016 "High-visibility clothing"](#) must be observed.

There is a requirement of **protection class 2**. A fluorescent area of 0.5m² and a reflective area of 0.13m² must be at least present. In addition to the **fluorescent colours** "yellow", "orange-red" and "red" mentioned in DGUV Information 212-016, "neon green" are also permitted for production.

Note: During high temperatures, vests with breathable fabric should be used.

When working in areas where there is a risk of injury to the feet, safety shoes with toe and heel caps and puncture-resistant soles must be worn. This applies to all areas where loading and unloading, assembly and dismantling work takes place.

2.4 **General work equipment**

All work equipment, machines, tools, electrical equipment, ladders and steps as well as industrial trucks and vehicles must be tested in accordance with the applicable legal regulations. It must be

possible to prove that the test has been carried out at any time by appropriate marking or the submission of evidence such as test reports. The documents must be available on site or digitally accessible without barriers.

Even if the appropriate marking is used, a visual inspection for defects and damage must be carried out before commissioning. Defective and damaged work equipment must be marked and protected against further use.

The work equipment has to be used exclusively in accordance with its intended purpose and on the basis of the occupational health and safety requirements by instructed and, if necessary, trained personnel.

2.5 Sun and heat protection

At high temperatures and strong sunlight, working outdoors poses a risk of overheating, sunburn and heat stroke. Risk mitigation includes, among other things: Measures such as appropriate clothing, headgear, use of skin protection (sunscreen), drinking enough water and breaks in the shade.

When working indoors with high heat generation, sufficient drinks must also be provided.

2.6 Thunderstorm with lightning strike

When working outdoors or in the area of outdoor stages as well as in containers, a safe place to stay must be sought immediately in the event of storms with a risk of lightning strike and collection points must be arranged.

2.7 Working on the water

When working on water, there is an increased risk of drowning. This can also happen when the water level is low, for example, if the person falls and loses consciousness. For this reason, increased attention is required when working on the water and even short-term solo work should be avoided.

2.8 Work with a risk of falling, at height or on different levels

When working with a risk of falling, working at height and working at different levels, there is generally an increased risk due to

- crash and
- falling objects.

For this reason, the risk must be assessed by means of a risk assessment and appropriate measures such as wearing PPE, attaching nets, using restraint systems, etc. must be determined and implemented.

In any case, when working at height, the **underlying hazard area must be secured for third parties**. This can be done, for example, by means of a barrier or by personnel protection.

If there are risks in which height rescue may be necessary, a corresponding **concept for height rescue** must be drawn up and included in the instructions. The height rescue concept is available on request.

2.9 Hazard from the operation of spotlights, show lasers, high-performance projectors, LED walls

Spotlights, high-performance projectors, show lasers or LED walls can pose a risk to the eyes and skin due to optical radiation.

As part of the planning for assembly and dismantling as well as maintenance or conversion work, corresponding hazards for the company's own employees working in the same area as well as employees of other companies must be determined.

The risk groups and safety distances must also be determined in advance and appropriate measures to secure risk areas must be defined and implemented.

Companies that install and/or operate the corresponding technology are obliged to inform the production management / technical management before the start of the work without being asked.

The following must be taken into account and adhered to:

- Occupational Health and Safety Ordinance on Artificial Optical Radiation (OStrV)
- Technical Rules for the Occupational Health and Safety Ordinance on Artificial Optical Radiation (TROS)
- Risk groups according to DIN EN 62471
- Other laws, regulations or standards applicable to the equipment or activity.

Further information can be found in the following technical information.

[VBG expertise: Safety at events and productions - Spotlights](#)

[DGUV Information 203-036 "Laser equipment for show and projection applications"](#)

2.10 Crane work

When lifting and transporting loads by means of a crane, special measures must be planned and implemented to protect people in the crane's working area.

The requirements of [DGUV Regulation 52 "Cranes"](#) must be taken into account. This applies both to the operator and operator of the crane and to the employees involved in the movement of loads by means of a crane.

In particular, the following measures must be observed in terms of occupational health and safety coordination:

- The casting of material may only be carried out by instructed employees who have the appropriate knowledge.
- Communication between crane operator and instructor is carried out by means of the work organisation specified in DIN 33409 "Safety-oriented work organisation; Hand signals for instruction" or via radio.
- The area in which loads are attached or moved must be secured by means of a barrier or personnel protection against entry or passage by third parties.
- Helmets are compulsory for employees working on the ground.

2.11 Driving on the terrain

Vehicle traffic on the site is carried out in accordance with the provisions of the Road Traffic Act.

Pedestrians and other road users are to be expected in many areas. It is generally necessary to drive at walking speed (max. 15 km/h) and – as far as technically possible – with the hazard lights on.

2.12 Aerial Work Platforms | Forklifts | Golf Cart | Gator | Motor-Scooter | Bicycle

For all the vehicles and industrial trucks mentioned, the following applies: Driving only with...

- prior instruction,
- Consideration of the manufacturer's operating instructions (to be found in the vehicle / industrial truck),
- Wear a high-visibility vest.

In the case of **aerial work platforms and telescopic risers**, the use of PPE must be observed – provided that the manufacturer provides for the possibility of attaching them. Furthermore, a helmet must be worn in the event of a risk of collision with the head. For work carried out on an aerial work platform / telescopic climber, the area below the industrial truck must generally be cordoned off or secured by personnel. This must be done within a sufficient radius of the industrial truck to protect third parties from the danger of falling objects.

When **using motor scooters**, a safety helmet must be worn. If it is possible to wear a **seat belt in gators or golf carts**, they must be used.

In addition, the following posted guidelines must be observed:

- Guidelines for driving industrial trucks
- Guidelines for the handling of bicycles and cargo bikes
- Guideline for Driving Golf Carts & Gators
- Scooter Driving Policy

2.13 Connection of mobile electrical systems

The handover of electrical connections (e.g. house connection, aggregate, etc.) as well as the construction and operation are carried out based on **relevant electrotechnical regulations and rules**. Only connections that have been checked and approved by the installer may be put into operation.

Connections should be secured with RCDs if possible. If it is not clear in the system and/or outdoor area whether an RCD fuse is available, an RCD adapter plug (e.g. P-RCDS, construction power distributor with appropriate fuse, etc.) must be used.

The **SQP4 Mobile Electrical Systems in Event Technology** quality standard published [by the IGWW Event Industry Interest Group](#) can be used as the basis for the minimum requirement.

2.14 Mobile liquefied gas systems

When using mobile liquefied gas consumption systems, such as the operation of cooking and heating appliances, the relevant regulations and rules on commissioning, testing and fire protection must be observed.

The requirements from "Information zum Aufstellen von Flüssiggasanlagen bei Veranstaltungen (gewerblicher Gebrauch)" of the Munich Fire Brigade and DGUV [Regulation 79 apply](#).

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

All necessary test documents, such as documentation of the inspection and inspection of the liquefied gas system in accordance with BetrSichV, TRBS 1203 and DGUV Rule 110-010, must be presented on site on request.

3. Report an incident

In the event of an accident or fire, the **emergency number 112** must be dialled immediately.

In any case, please note: Avoid endangering yourself!

The contractor's contact person receives appropriate emergency numbers and other important information from the occupational health and safety coordinator when registering.

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

- Where did something happen?
- What happened?
- What injuries?
- How many are affected?
- Who reports?
- **Waiting for questions!**

In the event of a fire, the following points must also be observed

- Go to a safe space
- Take vulnerable people with you
- Helping people in need
- (Close windows and doors)
- Follow marked escape routes
- Do not use elevators
- Follow the instructions of the fire protection assistants
- Visit the collection point
- Attempt to extinguish the fire
- Using fire extinguishers