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**Event:** Celebrate at the Gate 2024

**Production:**

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**Gender Notice**

For better readability, the generic masculine is used in this document. The personal designations used in this document 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 *Arbeitsschutzgesetz* (Occupational Health and Safety Act), *Arbeitszeitgesetz* (Working Hours Act), *Betriebssicherheitsverordnung* (Industrial Safety Ordinance), *Unfallverhütungsvorschriften* (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 activities that are implemented onsite,
- the implementation of risk mitigation measures,
- qualification and instruction of employees, as well as the **abroad**
- Effectiveness testing and any necessary corrective measures.

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

### 1.3 Occupational Health and Safety Coordination

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 local (german) regulation. [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 production provides **occupational health and safety coordination for certain areas of work** .

In addition, the production 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 in a binding manner, regardless of cooperation with other trades and/or companies.

The contractors are obliged to inform the production management and occupational health and safety coordination 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 coordination 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 coordination**. These are appointed, among other things, for the above-mentioned *occupational health and safety coordination for certain work areas* and control of the measures laid down in these H&S production regulations.

In addition, the Occupational Health and Safety Coordination 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 coordination** 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 accordance with the requirements of the occupational health and safety authority or employers' liability insurance association (Berufsgenossenschaft) responsible for his company and can provide proof of the corresponding document on request.

Contractors from abroad are obliged to act in accordance with the statements in point 1.1 (see above).

### 1.5.2. Responsible contact person contractor:

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

The contact person is obliged **before the start of the work**

- 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 and instructions are only supplementary and do not replace a **basic instruction of employees of the own company** or **employees from temporary employment** 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 Responder / Fire Protection Assistants**

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

**Please note:** the medical or rescue service provided by the production department does not replace the obligation to provide a sufficient number of first responder.

### **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 provided by the responsible contact person on site** and presented to the production management or occupational health and safety coordination upon request.

### **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 requirement.

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. The proof must be shown in the form of a corresponding qualification certificate when driving industrial trucks. It is pointed out that the "driving order" available in the contractor's company should include on-site use in accordance with §7 DGUV Regulation 68.

When driving other vehicles such as golf carts, gators, scooters and bicycles, any necessary qualification must also be ensured and instruction must be given. This must also be documented on the basis of appropriate qualification, personal aptitude as well as instruction and instruction. The relevant requirements of the [Industrial Safety Ordinance](#) must be observed here.

In addition, the guidelines specified by the production department for driving the mentioned vehicles must be observed. These are made available to all those involved through posters onsite and, if necessary, in the form of an online briefing.

The following links are recommended.

[DGUV Principle 308-009 - Qualification and assignment of drivers of all-terrain telehandlers](#)

[DGUV Principle 308-008 - Training and commissioning of operators of aerial work platforms](#)

[DGUV Principle 301-005 - Qualification and Assignment of Drivers, Wheel Loaders, Hydraulic Excavators](#)

[308-001 Qualification and commissioning of industrial trucks other than all-terrain telehandlers](#)

#### **1.5.8. Use of open flame – hot work**

Fire-hazardous work is only possible with written approval from production.

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 announced in advance at the production management and can only be carried out with written approval from production management.

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

Identified health hazards must be reported immediately to the occupational health and safety coordination and production management and work in the affected areas must be stopped.

The occupational health and safety coordination and production management must be informed immediately of any damage or accident as well.

#### **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 [Arbeitszeitgesetz](#) (ArbZG – Working Hours Act) are 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 Escape and rescue routes / assembly points**

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

In areas where this information is not available on site, e.g. in the form of an escape and rescue plan, the contact persons receive the relevant information on request from the production management.

## 2.2 Wearing safety shoes and high-visibility vests

During the entire build-up and dismantling period, 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 high-visibility vests, the [requirements specified in DGVV Information 212-016 "High-visibility clothing"](#) must be observed.

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

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 vehicle traffic is to be expected, loading and unloading, as well as build-up and dismantling work are taking place.

## 2.3 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 is 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 person.

## 2.4 Lighting

Due to the season, little daylight is to be expected during build-up and dismantling.

Before starting work, the contractor must check on his own responsibility whether the work area is adequately lit and, if necessary, provide additional work lighting. Indications of sufficient illumination can be found in ASR A3.4 "Lighting" and ASR 41/3 "Artificial lighting for workplaces and outdoor traffic routes".

## 2.5 Cold

At low temperatures as well as wetness, wind and snowfall, working outdoors carries the risk of cooling down or even frostbite. It is therefore up to the contractors to provide their employees with weatherproof clothing adapted to the climate. Furthermore, warm-up phases must be provided for employees in cold temperatures.

Here there are recommendations from the employers' liability insurance associations on the different cold ranges (+15° to -30°C) with maximum exposure times (150 to 60 min.) and corresponding warm-up times (10 to 60 min.).

An orientation guide can be found on the BGBau website under the link <https://bauportal.bgbau.de/bauportal-42022/thema/branchenebergreifend/schutz-vor-gefaehrdungen-durch-kaelte>.

For recreation and break rooms, the minimum temperature of +18°C according to ASR A3.5 is pointed out.

## 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 Snow loads

After construction, all temporary structures must be checked for their stability and resistance to snow loads. Weak points or hazards, also in the sense of "roof avalanches", must be reported immediately to the supervisor or production management and endangered areas must be closed for the duration of the hazard.

## 2.8 Snow and ice

Due to weather conditions, there may be hazards due to slippery snow and/or ice on the traffic areas. If this only affects smaller areas, the cleaning service working on site is instructed to inhibit the risk of slipping by sprinkling sand or granules.

In the event of heavy or continuous snowfall, the production management will also commission the clearing service of the BSR (Berlin City Cleaning).

If there are areas in which a corresponding hazard nevertheless exists or has not been identified, the contractor is obliged to inform the production management or occupational health and safety coordination immediately and to stop work in this area and close off the area if possible until the hazard has been eliminated.

Alternatively, the contractor can eliminate the hazard with his own suitable means.

In any case, it must be ensured that employees wear appropriately non-slip shoes in the weather conditions described.

## 2.9 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

- fall down, 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 instruction / instruction. The height rescue concept is available on request.



## **2.10 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 build-up and dismantling as well as maintenance or conversion work, corresponding hazards for the employees of the contractor 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 considered 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)
- The risk group save. 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"](#)

## **2.11 Crane work**

When lifting and transporting loads by 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 considered. This applies both to the ground-operator and operator of the crane and to the employees involved in the movement of loads by a crane.

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

- The attachment 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 barriers or personnel protection against entry or passage by third parties.
- Helmets are premise for employees working on the ground.



## 2.12 Driving on the terrain

Vehicle traffic on site is carried out in accordance with the german *Straßenverkehrsordnung* (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.

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

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

- Instruction upfront,
- 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 work platforms**, the use of a suitable, approved and tested 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 guidelines, which are made available as notices or online and created by production, must be observed:

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

## 2.14 Connection of mobile electrical systems

The handover of electrical connections (e.g. house connection, aggregate, etc.) as well as the construction and operation of electrical systems are carried out based on **relevant electrotechnical regulations and rules**. Only connections measured, checked and approved by the installer after installation or construction of the system may be put into operation. The inspection must be documented, and the documentation must be presented on request. This also applies to the regular test documents acc. **DGUV Vorschrift 3** and **DGUV Information 215-310 "Safety at events and productions"** for all plant components/equipment used.

Connections must be secured with RCDs as far as 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 IGWV Event Industry Interest Group](#) can be used as the basis for the minimum requirement.

Applicable regulations: DGUV Vorschrift 3, DGUV Vorschrift 17, DGUV Information 215-310, §27, VDE 0100-717, VDE 0100-600, VDE 0702, VDE 0105-100,

### **2.15 Mobile liquefied gas systems**

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

The requirements of the document "Use of liquefied gas for commercial purposes" of the State Office for Occupational Safety, Health Protection and Technical Safety Berlin (LAGetSi) and [DGUV Vorschrift 79](#).

In addition, the [checklist for risk assessment for the use of liquefied petroleum gas](#) (excerpt from DGUV Regel 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.

### **2.16 Pyrotechnics and fireworks**

Pyrotechnics will be used at the event. This is used, among other things, around the stage. Increased caution is required in these areas due to the possible risk of explosion. The affected areas will be marked and cordoned off as far as possible.

In general, there is a ban on the use of fireworks and firecrackers, etc. on the entire area. Guests will be checked for carrying fireworks before entering the site. Should it nevertheless be observed that guests are bringing in and use fireworks, this must be reported immediately to the production management.

### **2.17 Alcohol and drugs**

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

As an exception in the case of New Year's Eve production, the person responsible for occupational health and safety of the active companies can release a glass of sparkling wine for toasting, provided that no dangerous work is to be carried out by the employee afterwards.

### **3. Report an incident**

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

Emergency numbers for rescue facilities available on the site, such as a medical service, fire protection officer and other important information, are provided to the contact person of the contractor when registering by the production management or occupational health and safety coordination.

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**

- Get to safety
- 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

**Reports of accidents must also be reported immediately to the Occupational Health and Safety Coordination.**

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