

Work and fire safety description HUNGEXPO C.Co. Ltd.

Effective date: 1 January 2019

WORK AND FIRE SAFETY DESCRIPTION

I. Outsourced employees working at Hungexpo

In case of an outsourced workplace, the worker must be aware of the particularity of the area regarding work and fire safety regulations, and he must comply with them.

During set up, event, dismantling periods we provide constant first aid service in building 33. Phone nr.: +36-1-263-6004

Compliance with the work and fire safety regulations is supervised by Hungexpo C.Co.Ltd's fire and work safety representative. In case of irregularity internal proceedings can occur, and as a result the offending person can be excluded from the area. The fire and work safety rules can be inspected by an area representative in charge and in case of a heavy tress pass the client shall be informed. Phone nr.: +36-1-2636305

The employer must provide work and fire safety training, with individual protective equipment allowance schedule, valid work contract, job description, valid medical examination for the employee.

Every accident and injury must be reported to Hungexpo C.Co.Ltd.

II. Outsourced employees must keep the following documents with them:

- Theoretical and practical work and fire safety training's theme, copy of attendance of the training
- Copies of medical examination
- Operating instructions of dangerous machines
- Copy of individual protective equipment allowance schedule
- Job descriptions
- Risk assessment (copy) for given workflow
- Annual mechanic check of electric hand tools
- Safety form of dangerous products (flammable product cannot be used in the hall, only with special permission)
- Examination paper (copy) of tools that are used for conveyance of materials

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III. Obligations of employees

- To show up at the prescribed place and time in a condition for safe working
- Relaxed
- Without any influence of alcohol
- Alcoholic status can be checked by:
 - o Employer
 - o Safety officer
- Free of drug influence
- Acquire necessary knowledge for safety work and usage of the knowledge.
- Risky irregularity, malfunction is expected to be eliminated or ask for dispatch from the area manager
- Protective equipment shall be used under normal conditions and take care of their clean maintenance
- Accidents, injuries, sickness have to be immediately reported to the supervisor in charge, in case of work accident to the safety officer
- Knowledge of the area, and sticking to the rules
- Knowledge of the general work and fire safety training held by the employer

IV. Accident, work accident

- Accident: external influence on the human body that happens unexpectedly, and fast without a deliberate plan, causing injuries, poisoning, or other health (mental or body) damage or death.
- Work accident: accident that occur during work process with the employee, nevertheless the location, date and the involvement of the employee's
- Not considered as a work accident: Accident that occurs on the way to work from home or the other way around, unless the employer's car was involved in the accident.
- All accidents must be logged on the related document which can be found at the area manager.

V. Individual protective equipment

- Individual protective equipment: Every device, equipment, tool that is intended to be worn by one person or used to protect himself in case of risk of safety.
- Protective equipment has no time limit to use.
- Employee must wear the received protective equipment, their proper condition has to be checked before use. The equipment's wear-out, malfunction has to be reported to the supervisor, who has to take care of the immediate replacement of the equipment.
- In the working area employees must wear the protective equipment that were asked by the employer.

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VI. Risks of work processes

1. Moving materials:

- Checking the route
- Control of the pick-up and destination area
- Checking the settings
- Knowledge and compliance of the normative load
- Weight, sizes and handling mode have to be known by the employee
- To store anything that blocks completely the route is prohibited. Routes are considered emergency escape routes during set up and dismantling as well. At least 1,2 m wide road must be completely free.
- Material handling products can be used, however can't be on the escape route.

2. Electrical equipment, hand tools, electrical systems:

- Cables must be checked. It is forbidden to use any tool with damaged cables! If the cable is laid down on the route, the risk of tripping has to be terminated (taping, etc.) and has to be protected from damages.
- Hand tools shall not have any damage, fitted plug may not be used.
- The tool has to have insulation check.
- In case of dust, usage of dust cover is needed
- Wiring and leading of the power stand is possible according to the standardized.
- It is required to make a plan, draft about electricity
- Work electricity cabinets can be used only with special permission
- Electrical installation can only be done by professionals, and not under electricity.

3. Working far above the ground, working nearby lifting machines:

- Rules of using ladders must be followed, check before use is necessary
- Working aloft without a ladder can be executed with securing systems.
- Mobile or fix stands must be assembled and used according to the manufacturer's prescript and individual protective equipment must be used.
- It is forbidden to climb up to the hall's space-lattice.
- Staying nearby the lifting machine and material handling machine is forbidden. Pay attention to rules such as staying under loading.
- Increased attention to swinging weights, do not try to stop it manually.
- Fork lift and other dangerous machines cannot be left without inspection.

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4. Construction and dismantling:

- Construction and dismantling can only take place in rented areas, not on transport paths. With permit /provided by organizer/ work may be performed in external areas
- Work accidents have to be investigated jointly, by an expert from both the employer and Hungexpo C.Co. Ltd.
- Activities involving dust formation can only be permitted with the use of dust cover. In the absence of dust cover, work can be conducted in external space, with special permit. The high concentration of dust can influence the fire alarm operation, and lead to health risks.
- Stand corners are marked with different coloured chinks on the ground. /Ask area supervisors for assistance/
- Marked security assemblies such as water curtain, switch compartment, fire alarm, fire extinguisher... markings must be observed, and may not be blocked, their opening obstructed. Markings may not be removed! Design problems must be consulted with the fire safety office in advance.
- Smoking is forbidden within the Halls.
- Walls, high structures shall be constructed by a minimum of two people, of which one is required to continuously check the area.
- Suspension can only be done the professional partner of Hungexpo C.Co. Ltd. It is prohibited to stay under or in range of the load during work and/or lifting! Please comply to the instructions of the person carrying out the work.
- The halls are lined with a tunnel system. Escape shafts have been built at specified points of the tunnel system, where building or placing items which obstruct ascent is prohibited! Carpet on these points has to be cut to full width.
- Road traffic regulations are in effect on the property of Hungexpo C.Co. Ltd., where speed is maximized at 20 km/h, and 5 km/h within halls.
- Stand construction and dismantling has to adhere to the stand building documentation. The constructor – contractor is responsible for the appropriate design and compliance with the building regulations.
- Gas bottle or pressure vessel can be entered the pavilions with special permission of Hungexpo C.Co. Ltd. Storing these items in the pavilions is strictly forbidden!
- It is possible to use drones in the event area but just with special permission of the organizer team/Hungexpo C.Co. Ltd. Functional insurance is also requested.
- Blocking the escape exits in any way is strictly forbidden!

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VII. Fire protection tasks of employees

- carry out the entrusted task in accordance with the job description and fire safety regulation,
- keep the workplace clean and in order, eliminate all circumstances, which could lead to fire,
- know and adhere to the regulations regarding fire alarm, fire-fighting and behaviour during work,
- know the use of firefighting equipment,
- check the fire safety aspects of the workplace before leaving and cease deficiencies and causes for fire formation.

VIII. Fire alarm

- Whoever notices fire, or direct danger of fire, or becomes aware, is obliged to immediately indicate it. Gate II tel.: +36-1-263-6151
- The buildings are fitted with intelligent heat and smoke detectors, which, when triggered, send the fire alarm to Gate II (Fire alarm center).
- Manual triggering:



- Fire department call number: **105 – please call Gate II first, as they have more information regarding the property**
- The fire alarm includes:
 - o the precise address and position of instances of fire, damage
 - o what is on fire, what instances of damage happened, what is threatened
 - o is human life in danger
 - o spread of the fire
 - o the person reporting the alarm, and the number of the phone used

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IX. Employees' tasks during evacuation

- Promptly terminating work when the alarm sounds, switching off the equipment.
- Ensuring the full width of evacuation routes
- Informing, calming, helping employees.
- Leaving the work area on the designated route.
- Assembling at the designated assembly points. In the instance of hall G, the parking lot beside building 25.

Fire alarm
Detected fires
(Informing colleagues,
„There's a fire”)

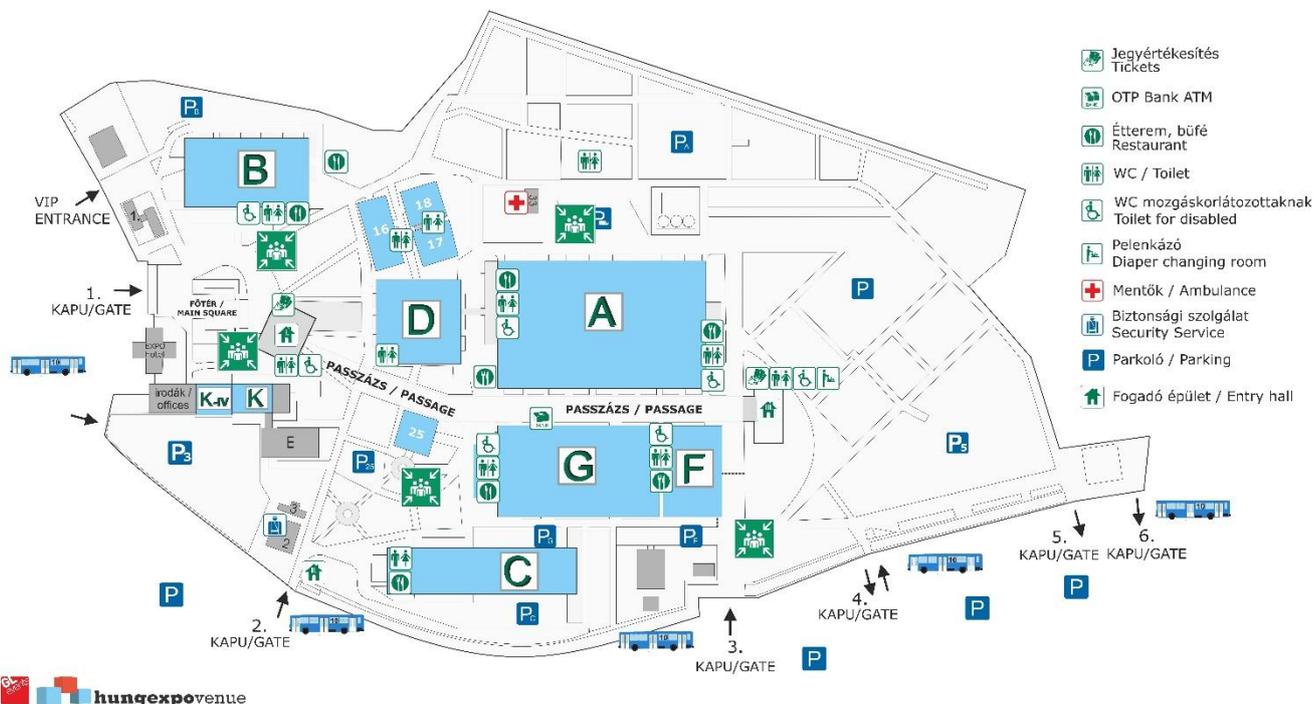
Attempting to subdue
in case of detected fire
(not risking the own
or others' bodily
harm)

Leaving the
buildings
(emergency exits)

Hurrying to the
assembly point
(counting)

Complying to the
instructions of the fire-
fighting leader (when
prompted)

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X.Fire-fighting

Expected personal involvement depending on age, health and physical condition. Fire extinguishing to be started at the same time as the fire alarm, with the available equipment.



Fire hydrant



Fire extinguisher



Fire extinguisher

1. Unlock the device from the wall.

4. Squeeze the trigger arms.

2. Remove the safety pin.

3. Unlock the nozzle, and direct at the base of the fire. Stand about 2-3 meters away.

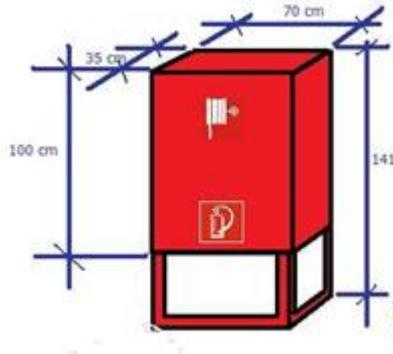


Further Fire-fighting equipment

- In case of fire in or near the electricity equipment, the energy must be switched off before starting the vaccination.
- It is forbidden to graft the electricity equipment with water!
- The fire in open air must be grafted from the direction of the wind!

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- Use vaccination tools at the same time, not one after another!
- Take care of the blowback.
- The used tools must be refilled, but do not hang back to its location!
- On the top of the halls there are heat and smoke extraction domes which open at the beginning of fire alarm.
- The fire hydrant system is only complete with the mobile fire hydrant in hall „G“. (on both sides 1-1 pcs must be placed out and fixed)



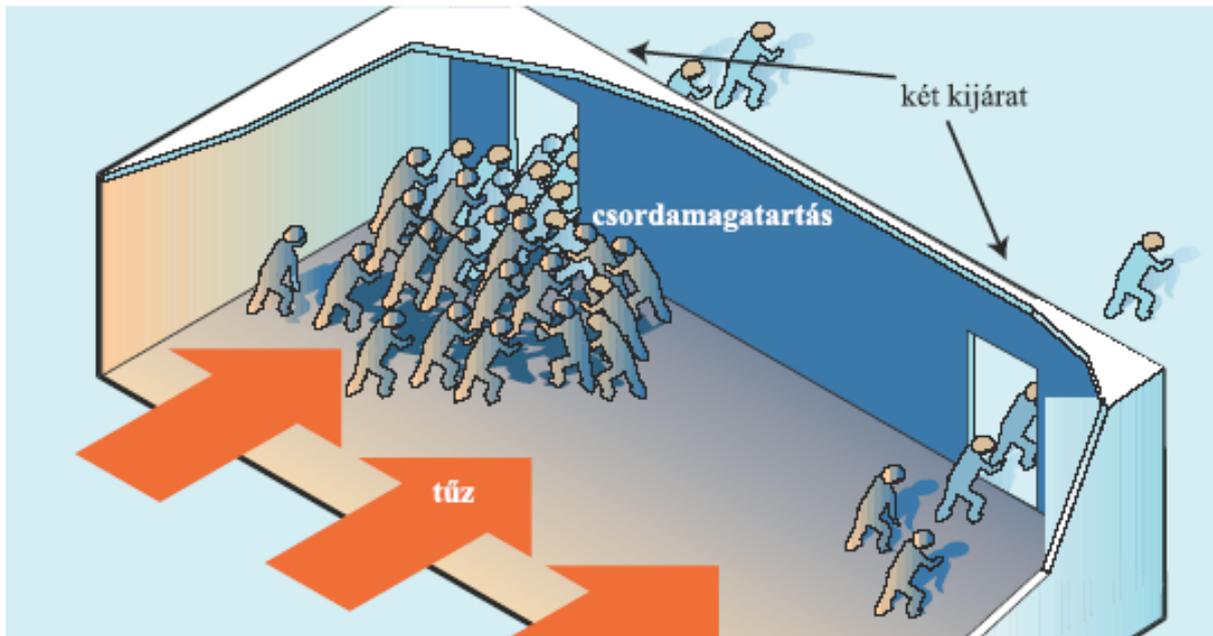
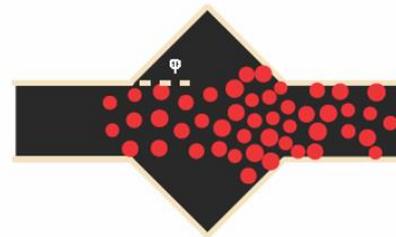
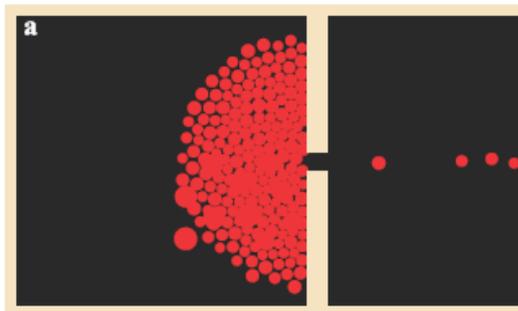
Mobile fire hydrant in Hall G

- Between hall „G“ and „F“ a fire protection wall was built. It is forbidden to block its closure! In case of carpeting on the way of closure the carpet has to be cut out!
- Due to the Hall A's large, continuous fire compartment, the space is divided into four sections by 3 water curtains. No structures are to be built under and within 2 meters on both sides of the water curtains! Fire compartment lines cannot be crossed.
- Activities involving naked flames within the hall can only be carried out with a separate fire permit. It is prohibited to cause smoke!
- Pyrotechnic products or smoke can be used after the special permission of Hungexpo C.Co. Ltd.
- The electric tunnels of the pavilions just can be used by the Hungexpo C. Co. Ltd.'s suppliers.
- Building on the passage area between the halls needs to be approved in advance by the organizers and Hungexpo C. Co. Ltd.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares.
- The top of the truck gates opens at fire alarm, to lead the smoke.
- It is forbidden to obstruct the fire hydrant! It always has to be accessible!

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XI. The main attributions of escape panic:

- People move faster;
- People start pushing each other;
- In a bottleneck the movement becomes uncoordinated;
- Congestions occur;
- Dangerous pressure occurs in a crowded mass;
- Fallen or injured people slow down the escapes;
- People do what the others do;
- Extra exits avoid the refugees' attention.



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XII. Basics in case of fire

- The most frequent reason of death is smoke and heat.
- The smoke:
 - visible part of it makes harder the orientation,
 - invisible part of it can be dangerous.
- (Carbon monoxide)
- Combustion gas is hot, so it rises
- Stay close to the floor
- Escape immediately if black smoke gathered under the ceiling.
- Poisoning smoke generates if certain material is on fire – people can fall into unconscious condition from some inhalation.

XIII. Smoke on the escape routes

Dangers of smoke:

- Smoke consist of gases are poisoning
- Smoke restricts visibility.
- Specific deaths: gas poisoning
- Specific danger factor: carbon monoxide.
- Eg: 1 % of CO results unconsciousness in 5 minutes.
- 40 % of deaths is carbon monoxide poisoning

To teach:

- Healthy people can move 10-15 meters without taking any breath.
- Taking breath through wet paper tissue, this distance can be increased with stooping walk.
- Stay close to the floor – so there is a way to take some breath
- The building is only to be used in accordance with the usage (operational, functional) permit
- After the completion of activity at the workplace, compliance to the fire safety arrangements have to be checked, and irregularities have to be eliminated.
- Smoking is forbidden inside the buildings of Hungexpo C.Co. Ltd. Smoking is only permitted in the designated areas. (Free space beside to the buildings)
- Electrical equipment and switch, fire extinguisher, door, and the route leading to these are not to be blocked, even temporarily.
- Evacuation guiding lights have to be kept visible, cannot be covered!
„Wherever you stand, 1 guide light has to be seen” rule must be observed.
- Fire hazardous activity can only be conducted with advanced notification, at the +36-1-263-6305 phone number. Please bring a copy of professional exam certificates, and the employer’s fire lighting permit for the given fire-hazardous process. Our colleague will copy and sign this permit upon permission.