



SAFETY PROTOCOL

« Loading and unloading »

Decree of April 26, 1996 to enforce Article R.237-1 of the Labour Code applicable to loading and unloading operations performed by an external shipping company.

PARIS PALAIS DES CONGRES
VIPARIS

ASSEMBLING, DISASSEMBLING
AN EXHIBITION
DELIVERIES or WORKS PROJECTS
Level B

**« EAHP – CONGRESS OG THE EUROPEAN
ASSOCIATION OF HOSPITAL PHARMACIST
2013 »**

From 11th to 15th/03/2013





Le Palais des Congrès de Paris

Safety Protocol

2, place de la Porte
Maillot

75017 PARIS

DESCRIPTION OF THE OPERATION

Performed by :	Loading <input type="checkbox"/>	Unloading <input type="checkbox"/>
	the vehicle driver <input type="checkbox"/>	Other <input type="checkbox"/>

Operation location :	Type of merchandise :

THIS PROTOCOL IS ESTABLISHED BETWEEN :

The receiving company

and

The external shipping company

Name :	VIPARIS
	2, place de la Porte Maillot
	75017 PARIS
	FRANCE
Represented by :	Louis MALDEREZ (+33 (0)1.40.68.25.01)
Title :	Safety Manager

Name :	
Represented by :	
Title :	
Date :	Signature :

Person responsible for loading/unloading :	
Name :	M. GROUX, in charge of loading bay
Tel. :	+ 33 (0)1.40.68.16.61.

Individual who has read this protocol :	
Name :	Signature :

The responsible party at the external company agrees to communicate all of the information contained in this safety protocol to all of his or her drivers and subcontractors. Each driver must have a copy that he or she has signed (in the above section, "Individual who has read this protocol").



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INFORMATION ABOUT THE MERCHANDISE

Type of merchandise :

Food products

Other

Specify :

Mode of transportation for the merchandise :

Palletized packages

Non-palletized packages

Dump truck/bulk

Container

Tank container

Other

Information about the merchandise :

Liquid

Paste

Solid

Powder

Access to the delivery area is prohibited to LPG vehicles and those transporting hazardous materials :

The hazardous materials referred to are as follows :

1 Explosive objects and materials

2 Gas

3 Flammable materials

4.1 Solid flammable materials

4.2 Materials subject to spontaneous combustion

4.3 Materials that release flammable gas upon contact with water

5.1 Combustible materials

5.2 Organic peroxides

6.1 Toxic materials

6.2 Infectious materials

7 Radioactive materials

8 Corrosive materials

9 Miscellaneous hazardous objects and materials

INFORMATION ABOUT THE SHIPPER

Type of vehicle :

Light vehicle

Insulated heavy truck

Other

Van

Tractor semi-trailer

Specify :

Vehicle setup :

Cab

Covered

Tanker

Trailer

Dump truck

Vehicle characteristics :

License numbers of vehicles likely to be used:

Vehicle 1 :

Vehicle 2 :

Vehicle 3 :

Length, width, height :

To be authorized, vehicles may not exceed 4.20 m in height or 3.5 m in width.

Weight in tons :

Specific vehicle equipment or layout :



INFORMATION ABOUT THE RECEPTION SITE

Access and parking details :

- Site hours of operation:
- Monday to Sunday from 6:00 am to 7:00 pm, except in special cases.

→ Exhibitions :

For delivery hours, please refer to technical guide / exhibitors manual.

- When arriving at the site, drivers must:
 - 1) Stop behind the barrier at the gatehouse.
 - 2) Present the signed safety protocol.
 - 3) Go to the indicated loading/unloading point (green, yellow, blue, or black hall).
 - 4) Take note of the nearest emergency exit, fire extinguisher and telephone.
 - 5) Follow the instructions of the site manager.
 - 6) Follow instructions for the post-loading/unloading return trip.

Instructions for loading and unloading :

- After receiving authorization to park at the loading dock, drivers must:
 - 1) Open the vehicle's doors.
 - 2) Position the vehicle in the bay indicated by the loading dock personnel.
 - 3) Turn off their engine and apply brakes.
 - 4) For trailers with air suspension: lock the suspension.

Equipment used for loading/unloading :

Motorized hand/rider truck

Hand-operated pallet truck

Other

Specify:

Safety instructions for the loading/unloading operation :

- The driver has read the general safety instructions given in Appendix 3 and is responsible for following them.
- To assist with loading/unloading the vehicle, the driver must :
 - 1) Wear foot protection.
 - 2) Use the designated walkways.
 - 3) Stay within the safety area.
 - 4) Use his or her own unloading equipment or the equipment of the supplier company.

Finally, the driver is responsible for securing the merchandise.

Emergency equipment available :

Safety post (Palais des Congrès) : +33 (0)1 40 68 27 18

Firefighters' phone number (external) : 18 or 112 (from within France)

Emergency medical service phone number : 15 (from within France)

Fire extinguishers, fire hose cabinets etc.



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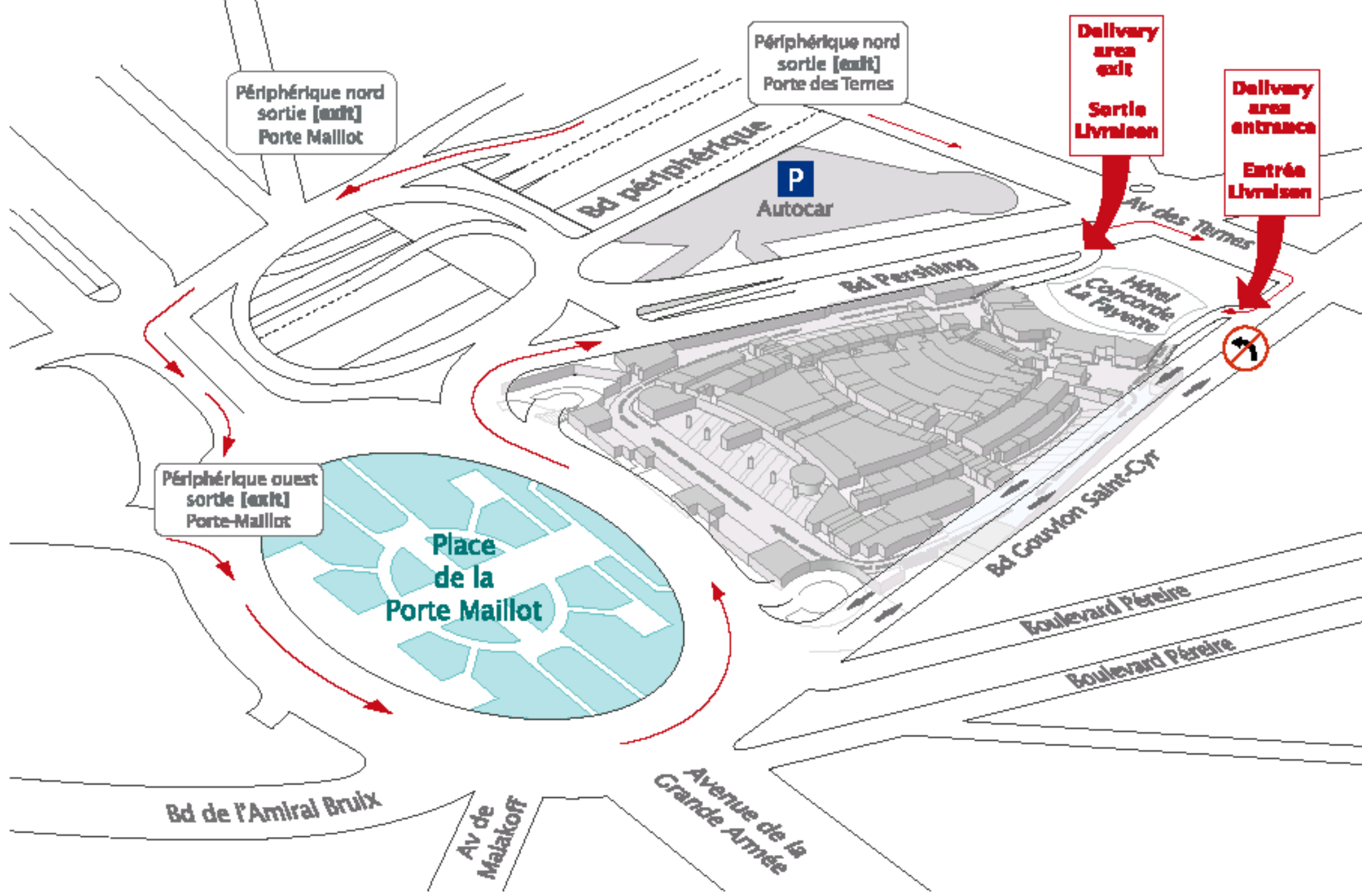
75017 PARIS

APPENDICES

- Appendix 1 : DELIVERY AREA ACCESS MAP
- Appendix 2 : DELIVERY AREA TRAFFIC PLAN
- Appendix 3 : DELIVERY AREA SAFETY BOOKLET

APPENDIX 1 :

DELIVERY AREA
ACCESS MAP



Périphérique nord
sortie [exit]
Porte Maillot

Périphérique nord
sortie [exit]
Porte des Terres

Delivery
area
exit
Sortie
Livraison

Delivery
area
entrance
Entrée
Livraison

Périphérique ouest
sortie [exit]
Porte-Maillot

Place
de la
Porte Maillot

P
Autocar

Hôtel
Concord
La Fayette

Bd de l'Amiral Bruix

Av de
Malakoff

Avenue de la
Grande Armée

Bd périphérique

Bd Pershing

Bd Gouvion Saint-Cyr

Boulevard Péreire

Boulevard Péreire

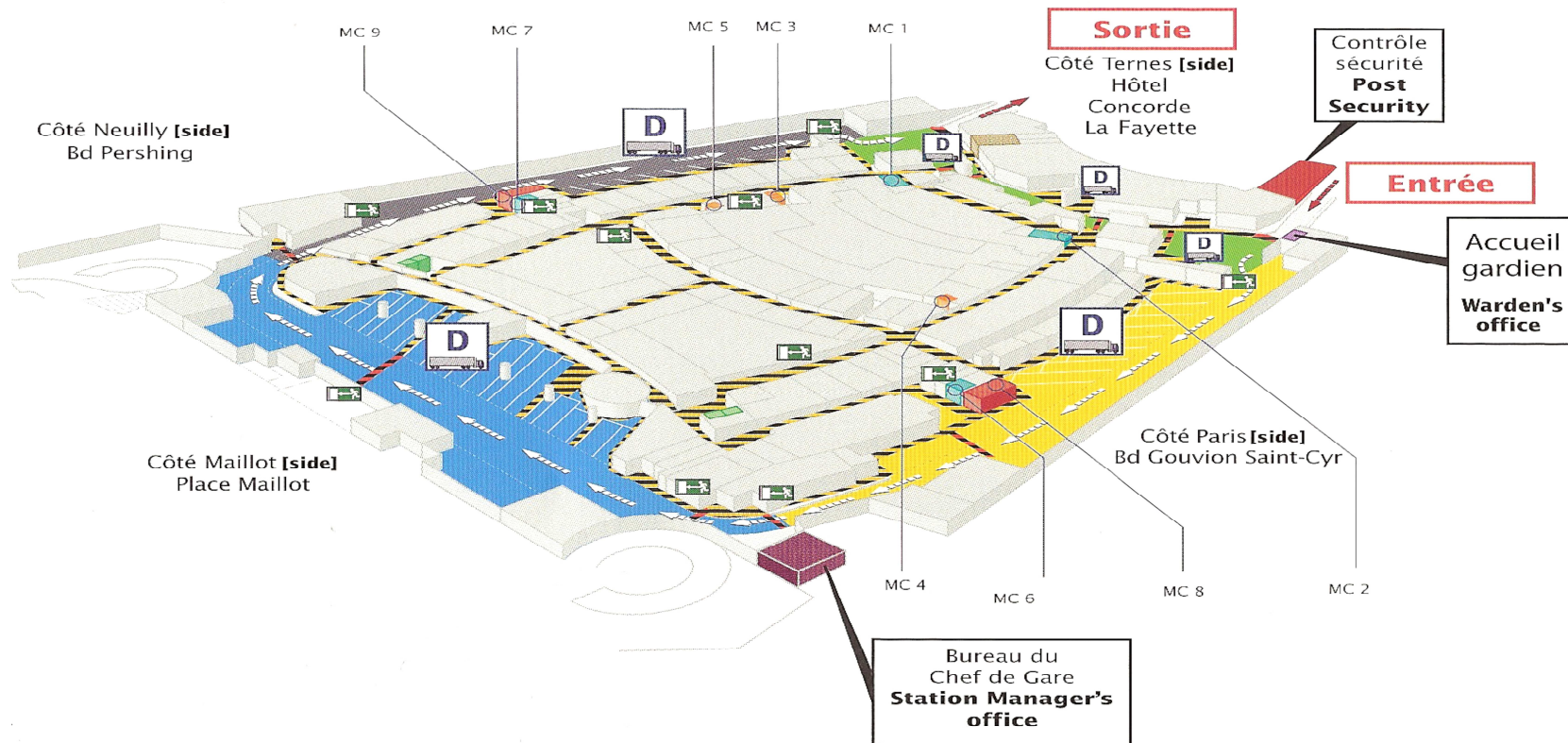
Av des Terres

APPENDIX 2 :

DELIVERY AREA
TRAFFIC PLAN

Circulation à l'intérieur de la gare de livraisons
 [Circulation within the delivery zone]

- | | | | | | |
|---|--|---|--------------------------|---|--|
|  | Zone de déchargement
[Unloading area] |  | Zone jaune [Yellow area] |  | Accueil gardien [Warden's office] |
|  | Issues de secours [Exits] |  | Zone bleue [Blue area] |  | Ascenseurs [Lifts] |
| MC | Monte-charge [Goods lifts] |  | Zone noire [Black area] |  | Magasin SEPCP [SEPCP storeroom] |
| | |  | Zone verte [Green area] |  | Voie de circulation piéton [pedestrian precinct] |
| | | | |  | Passage piéton [pedestrian crossing] |

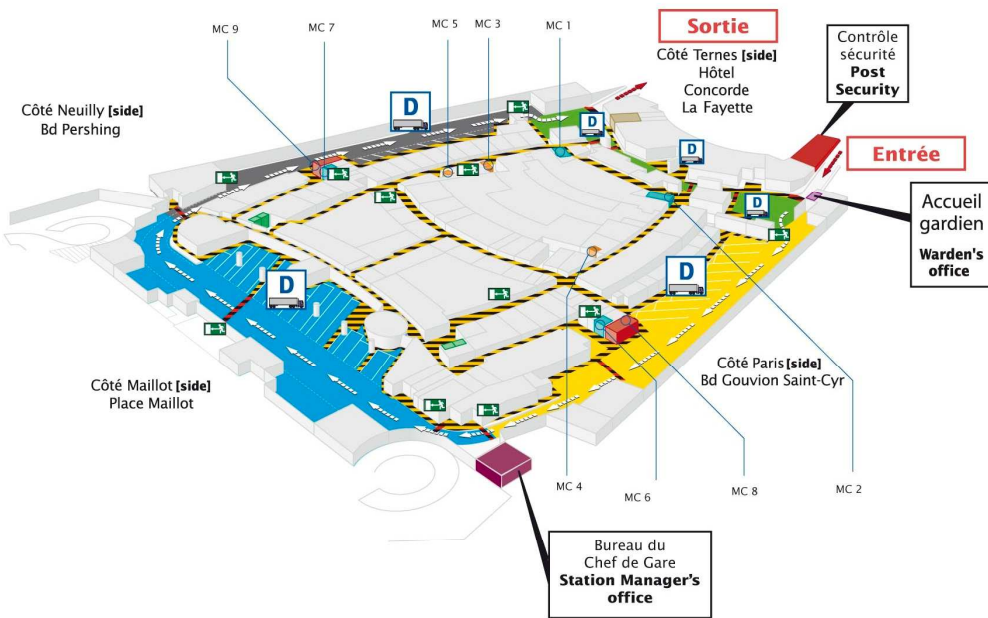


APPENDIX 3 :

DELIVERY AREA
SAFETY BOOKLET

Circulation à l'intérieur de la gare de livraisons
[Circulation within the delivery zone]

-  Zone de déchargement [Unloading area]
-  Issues de secours [Exits]
- MC Monte-charge [Goods lifts]
-  Zone jaune [Yellow area]
-  Zone bleue [Blue area]
-  Zone noire [Black area]
-  Zone verte [Green area]
-  Accueil gardien [Warden's office]
-  Ascenseurs [Lifts]
-  Magasin SEPCP [SEPCP storeroom]
-  Voie de circulation piéton [pedestrian precinct]
-  Passage piéton [pedestrian crossing]



**DELIVERY AREA
 SAFETY BOOKLET**

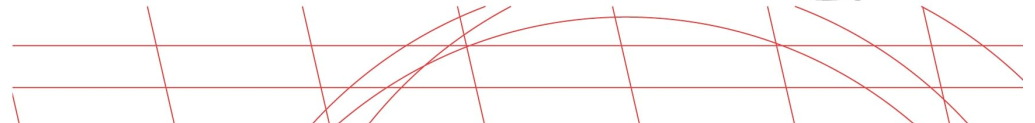
Please respect safety guidelines
 in the Palais des Congrès
 de Paris' loading areas.

A cautious, responsible approach

**Short-stay parking is only authorized in the delivery
 area during loading/unloading operations.**

Overnight parking is not permitted.

**The MC1.2.8 and 9 freight lifts may
 only be operated by lift operators**



DELIVERY AREA SAFETY A TOP PRIORITY

Welcome to the Palais des Congrès de Paris delivery area

To avoid any risk to your safety, it is important that you follow the safety guidelines closely when operating in the loading area.

Loading area hours of operation

- Monday to Sunday from 6 am to 7 pm (with exceptions)

Access control at entrance to the loading area

- Report to the warden's office
- Present your delivery documents
- Respect the delivery guidelines provided by on-duty staff

- Restricted pedestrian access -

**Vehicles not permitted in the loading area:
LPG and hazardous goods vehicles.**

Driving guidelines for vehicles

- Switch on your headlights
- Drive at 15 km/h - maximum authorized speed
- Respect the traffic flow - obey signs
- Head for the hall indicated - colour-coded (yellow - blue - black - green)
- Respect pedestrian rights of way

Parking guidelines for vehicles

- Park correctly - use the parking spaces provided
- Switch off your engine once in the loading bay

**Parking time is strictly limited to the duration
of loading/unloading operations**

Guidelines for pedestrians

- Use only the designated walkways
follow floor markings
- Remain alert to activities around you



Safety during loading/unloading operations

- Wear safety shoes and handling gloves
- Respect correct lifting and carrying techniques
- Do not operate lifting equipment without authorization
- When operating moving equipment, activate the warning light and siren
- Loading/unloading operations take priority over other traffic, so ensure that you keep a safe distance
- Beware of falling objects, bumps or collisions when operating equipment
- Respect the entry and exit signs in freight lifts



Orderliness and cleanliness - environment

- Sort waste materials (cardboard/paper; waste materials; foodstuffs)
- Unload goods in an orderly fashion - do not block emergency exits or traffic lanes
- Leave loading areas and equipment in an orderly state

Evacuation procedure

- Leave the premises calmly
- Do not use elevators or freight lifts
- Never return to the site without authorization
- Assemble at the meeting point



Security

- The entire unloading area is under video surveillance
- Teams from the Palais des Congrès have authority in the loading area
- Controls have been increased in line with VIGIPIRATE (anti-terrorism measures)



Recap of unacceptable behaviour
Parking not connected with loading/unloading operations
Carrying or consuming drugs or alcohol
Smoking within the loading area



Responsibility

If you fail to observe any of the above instructions, you may be denied future access to the loading area.

If a vehicle is not correctly parked, it will be immobilized.

Emergency numbers

- Palais safety post : +33 (0)1 40 68 27 18
- Loading dock warden's office: +33 (0)1 40 68 21 66

18
Landline



112
Mobile

