



European Design Technicians League

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Ethics, health and safety regulation

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1. General

1.1. Introduction to ethics, health and safety regulation

All participants require a serious, conscientious attitude to health and safety instructions and required regulation.

This document contains the major safety regulations, which are important for all other persons that enter the Competition. It also includes guidelines and information on safe conduct to all persons involved in the competition. All persons involved in the Competition must be strongly committed to preventing accidents. They are also aware that any violation of the accident prevention regulations may be punished by exclusion from the Competition.

If during Familiarization or the Competition itself, ethics, health and safety regulations are not adhered to, the Organization Team must be informed immediately and this behaviour is obliged to be corrected.

The Competition Organizer reserves the right, in the event of improper handling of work equipment, materials, devices, machines or overriding of a technical safety installation, to caution accredited persons or exclude the latter from the Competition.

1.1.1. Occupational health and safety structure

The Competition Organizer is responsible for all infrastructure, equipment and set-up to be in accordance with national legislation.

The Organization Team is responsible for planning and running the Competition according to all ethics, health and safety requirements.

The Trainers and Tutors are responsible for ensuring that all their Competitors have been given correct and full information about the Host Country's ethics, health and safety regulations before working with equipment and materials.

Skill competitions must conform to all ethics, health and safety regulations.

1.2. A shared goal – zero harm

DESTINE project, its Members and the Competition Organizer have the shared goal of creating a successful proactive Health and Safety culture. As such we would like to familiarize all accredited participants with the zero harm vision, which is first and foremost a philosophy aimed at encouraging participants to view all incidents as preventable.

The zero harm approach means promoting Occupational Health and Safety awareness by assessing hazards and risks, compliance with all safety rules, safe operation of tools and machines, wearing personal protective equipment, keeping personal protective equipment in good condition and maintaining good housekeeping throughout the Competition venue.

1.2.1. Ethics, health and safety policy statement

The health, safety and welfare of all individuals involved with DESTINE are of vital importance. Adhering to the ethics, health and safety regulations as explained in this document is a condition of participation in the Competitions and it is everyone's responsibility and shall not be sacrificed for the sake of convenience.



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It is strong belief that all incidents can be prevented and every effort shall be made to:

- Identify hazards and risks
- Inform those who need to know about any potential hazards
- Control or reduce the risk of those hazards as far as is reasonably practicable

Safety is a shared responsibility of the Competition Organizer, DESTINE and its Members, as well as these organizations' all volunteers and Competitors involved in this event have an equal responsibility towards ethics, health and safety. Safety shall be an integral component of Competition activities – together we can create a positive safety culture and ensure a successful event, with on-going proven practices.

All individuals involved have the Right to Know; Right to Participate and Right to Refuse and will be expected to fulfil their safety responsibilities and to understand and adhere to the criteria as documented in this manual.

All accredited participants, competition organizer team, DESTINE Partners and all volunteers will abide by this manual and the rules and regulations with regards to ethics, health and safety of the Competition venue.

2. Liability and insurance

As a condition of the accreditation of the Competition all accredited participants must assume liability for any and all risks of injury or death and damage to property, or loss of property, which might be associated with or result from participation in the event.

The Competition Organizer shall not be liable for any damage, injury or illness occurring to a participant due to his/her participation in the Competition or while travelling or staying in the Competition Organizer's country.

NOTE! Please be aware that the Competition Organizer will not insure accredited participants for any damage, illness or injury, as advised in the above.

Each team and Member country is therefore strongly advised to take out the appropriate insurance for its Competitors, Trainers, Tutors, Observers and other accredited participants. Please consult your insurance company (or embassy, the case being) for further advice regarding this.

Non-accredited participants (visitors) will not be covered by insurance taken out by the Competition Organizer. Each individual will therefore be liable for any injury, illness, loss of property or any other damage he or she suffers. The competition host shall not be liable, and shall not pay any damages, for any injury or loss except those caused due to the negligence of the Competition Organizer.

The following sections cover general ethics, health and safety regulations and arrangements, which must be adhered to, for:

- Health and Safety during the Competition
- Safety Regulations for Personal Protective Equipment (PPE)
- Hazardous Substance Safety
- Electrical Safety

For more detailed skill-specific ethics, health and safety instructions then refer to the AM Technical Description.



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3. General ethics, health and safety regulation

3.1. Preliminary preparation

All personnel who enter the workplace should familiarize themselves with the applicable occupational Ethics, Health and Safety policy and regulations prior to attending the Competition.

3.1.1. Ethics, Health and Safety orientation

All personnel who enter the workplace will be given an Ethics, Health and Safety orientation before the Competition.

These instructions will cover:

- General Ethics, Health and Safety issues concerning the skill-specific Competition and the Workplace;
- Injury and accident reporting requirements;
- First aid and emergencies;
- Fire safety

3.2. Electricity

Electricity:

- Standard voltage is: 230 V;
- Standard frequency: 50 HZ;
- Power plug types: C and F.

For DESTINE partner countries, there are two associated plug types: the type C and the type F. Check the following pictures:



3.2.1. Safety requirements for electrical installations and equipment

Prior to use, all electrical installations and equipment must be checked by the team (trainer(s) and trainee(s)) for visible damage or defects. Electrical installations and equipment must only be assembled, modified, and repaired by a qualified technician.



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3.2.2. Safe operation

The team (trainer(s) and trainee(s)) must:

- Always perform visual checks on their equipment, wires and contacts before starting work;
- Always perform a visual check on the condition and earthing of extension cords and other wires before starting work;
- Monitor the condition of equipment connections and extension cords;
- Immediately report any defects in electrical equipment to the Organizer;

The Competition Organizer is not responsible for providing operating instructions for equipment brought by Competitors:

- Training in the use of such equipment must be performed before arriving at the Competition.

4. Risk prevention

As stated in section 1 (General), risk prevention is a shared responsibility among all participants. As such all persons involved in the Competition must ensure Health and Safety both for themselves and for persons that may be affected by their actions or failure to take preventative steps.

In the event of violations or failure to respect the ethics, health and safety regulations, the Competition Organizer will be empowered to instruct Competitors to stop work in order to ensure that the facilities are assessed and made safe.

All accredited personnel involved in the Competition must immediately report all dangerous behaviour, defects or faults affecting facilities to someone from the Organization Team.

All participants should engage actively in risk prevention measures, which entail mostly:

- i. Abiding by all health and safety regulations stated in this document,
- ii. Identifying any situation that can pose a threat to anyone's safety and health
- iii. Informing the organizing staff of any potential risks and hazards identified

4.1. COVID 19 Action Plan

All participants must comply with the hosting country specific COVID 19 safety rules, at the moment of the competition. These include, but are not limited to, minimum distance requirements, compulsory use of sanitary facial masks, with the exceptions predicted by the regulations in the hosting country, and frequent use of hand sanitizers.

4.2. Housekeeping

Housekeeping is key to risk prevention. Most accidents involve trips and falls caused by objects "in the way", that is, invertedly positioned in passage areas. These could be stranded wires, boxes, chairs, umbrellas, etc., anything that may not be easily visible to someone passing by, and which could cause an accident. Other sources of injury pertain to broken objects that can have cutting or perforating edges.



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So, one of the main aspects to consider, for risk prevention purposes, is to pay attention to any misplaced objects which may cause a trip or a fall and to make sure everything is where it should be. To this end, it is equally important there is enough stowage available – for electrical equipment, tools, clothes, ... - and to inform responsible staff of anything that may pose a threat or a risk to human safety.

Attention should also be given to any broken or malfunction objects or equipment, which should be reported to authorized personnel.

All accredited personnel are responsible for ensuring general housekeeping is maintained and the workshops are hazard-free. Traffic routes, corridors, staircases and especially emergency exits, fire extinguishers and other rescue equipment must always be kept clear of obstacles and must not be moved. Tripping hazards, such as those caused by cables, objects, waste or similar things on the floor, must be removed immediately. This also applies for packaging materials that are no longer required.

- All Competitors must ensure that their work materials do not disturb any other Competitors.
- All workshops must be tidied and cleaned at the end of each day or when required or instructed.
- Cables that are laid across traffic routes must be protected with cable bridges

4.3. Food hygiene

Food poisoning is another major threat to human health. It is thus important that food is correctly handled and kept in proper conditions. Attention should be given to food and beverages' "best-before" dates as well as to any temperatures above which food deterioration may be a possibility. It is also important to avoid any food contamination by means of adequate individual packaging.

Furthermore, perishable foods must only be prepared, handled or put into circulation by persons, who have the relevant professional expertise. The personal hygiene of each individual person that handles food during the Competition is an important aspect of food hygiene. Washing hands represents a key aspect of personal hygiene. Germs are transmitted to food by direct contact with the hands. For this reason, the hands must be washed at regular intervals with the supplied anti- bacterial hand wash liquid:

- After using the toilet
- After touching raw foods (e.g. fish, meat, poultry, eggs, etc.), if applicable,
- After coming into contact with waste
- Before commencing competition and after each break
- After touching the hair, uncovered body parts, wiping the nose, coughing or sneezing
- After handling soiled equipment or utensils
- After handling chemicals
- After handling tobacco
- After consumption of food or drink

Disposable towels must be used for drying the hands. If disposable gloves are used, they must be regularly changed and certainly after contact with unclean areas or objects (e.g. packaging material, waste bins, money). The following points must be considered when selecting work clothing:

- No jewellery and/or wrist watches
- Appropriate protective clothing, e.g. hairnet, gloves, apron
- The use of nail extensions, nail varnish and perfume is prohibited.



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4.4. Handling of food

Key safety rules, as far as food handling is concerned, are

1. to keep the place where food is prepared clean and sanitized,
2. to separate raw and cooked food,
3. to cook food thoroughly, especially for the case of animal derived food (meat, fish, eggs, seafood, etc.),
4. to ensure food is kept at safe temperatures, preferably by storing it in a fridge or freezer, which must be available in the venue
5. to use safe water for food preparation.
6. General requirements for all food production areas:
 - a. The floor must be easy to clean (no wall-to-wall textile carpet).
 - b. Worktops and other equipment must be of smooth, non-porous, easily cleaned materials.
 - c. Storage must always be on shelves. Floor storage is not permitted.
 - d. Refrigerators, freezers and ovens, etc. must be available for food requiring such facilities.

4.5. Hand and skin protection

Hands are particularly exposed to harm, namely to cuts, burns, bruises, fractures, and inflammatory injuries. They are also more exposed to (solar) radiation, whereby hand skin is particularly prone to sun burns. Other hand skin injuries related to work include blisters and scratches.

So, making sure there are no spikey or sharp objects and surfaces where people can get injured is of major importance. Equally important in risk prevention is to take care when handling tools and equipment, such as hammers, electronic equipment or writing boards.

As such, there should be available in the venue a safety box containing, among other things, band-aids, of several sizes. Hand protection equipment such as working gloves, should also be provided to working staff. Appropriate gloves should be worn depending on the activity being performed. As such:

- Hazards presented by machines or equipment (slashes, punctures, tears, abrasions) must be avoided by using gloves: leather or cloth gloves may be worn.
- Plastic or rubber gloves must be used in wet work and when handling chemicals according to the safety data sheet.
- Welding gloves must protect from spatters, brief exposure to a naked flame, heat, UV radiation and mechanical damage.
- Gloves must fit well and be replaced whenever necessary.
- Gloves must not be worn when working on moving parts.
- Missing, inappropriate or damaged gloves lead to injuries and/or skin complaints. Disposable gloves and partly coated gloves only provide extremely limited protection.
- Increased perspiration in the gloves reduces the protective barrier on the skin. Swelling and softening of the skin makes it vulnerable to mechanical injuries.
- Wearing gloves as frequently, for as long as necessary and for the shortest possible time.



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4.6. Slip and trip hazards

Slips and trips can result in injury such as the most common ones like musculoskeletal injuries, cuts, bruises, fractures and dislocations but more serious injuries can also occur.

Slips occur when a person's foot loses traction with the ground surface due to wearing inappropriate footwear or when walking on slippery floor surfaces such as those that are polished, wet or greasy. Trips occur when a person unexpectedly catches their foot on an object or surface. In most cases people trip on low obstacles that are not easily noticed such as uneven edges in flooring, opened drawers, untidy tools, exposed electric cables, or pipes from gas, compressed air, water and waste.

All accredited personnel in the competition are required to keep their work area clear of slip and trip hazards at all times and report any concerns to a member of the organizing team.

4.7. Dangerous behaviour

In addition to the above sections, special care should be taken to avoid dangerous behaviors such as running indoors, handling equipment by non-authorized personnel and any additional behaviors that could lead to an accident and thus pose a risk to human health and safety, such as alcohol and substance abuse, excessive tiredness, or noise production activities, among others.

In the event of any accredited personnel engaging in dangerous behaviour or disregard for these Health and Safety regulations, any member from the Organization will be empowered to immediately stop the work or activity. Anyone engaging in any dangerous behaviour will be verbally warned once. In case the first warning is not abided by, the person engaging in the dangerous behaviour will be verbally and written warned a second time, but on the third occasion disciplinary action will be taken. On each occasion the required corrective action will be explained. The activity or task will be stopped and the individual will be removed from the activity or task until the safety requirements are adhered to. If this should be a Competitor in the middle of their competition, time will NOT be stopped whilst the warning and corrective action takes place. Competitors and trainers are required to report any suspected Health and Safety rules immediately to the Competition Organizer.

5. First aid and emergency evacuation

First aid and emergency evacuation (or rescue operations) procedures, materials and necessary facilities must be available, in accordance with national regulations:

- Sufficient first aid materials (i.e., Alarm and Emergency Plan and first aid kits) must be available in all Competitions;
- Evacuation and rescue routes must be kept clear and be clearly marked;
- Corridors, paths and exits must be clear of objects (including those made from combustible materials) and other items that can block them to prevent threats to safety of the persons involved in the Competition. Emergency exits must be kept clear and useable at all times;
- All persons involved in the Competition must be informed of the location and direction followed by escape and rescue routes and each person must ensure these routes are unaltered;



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- It is required that each person is familiar with the escape and rescue routes within their Competitions. Fire service access routes must be kept clear;
- During the preparation days, Familiarization and Competitions, all doors on escape routes and emergency exits must be unlocked. Emergency exits must be accessible for escape routes at all times.

If any accident occurs during the Competition, all accredited personnel involved is required to assist in the first aid process in a prompt and appropriate manner (e.g. calling emergency services or an ambulance, in accordance with the available Alarm and Emergency Plan).

In case a person involved in the Competition takes medication or requires medical supervision (e.g. insulin, heart pills, etc.), the Organization Team must be informed before the preparation of the Competition and before Familiarization. The Organization Team must have access to documented details of such medical conditions, provided by the person. In case a person becomes ill or has an accident, the Organization Team must be told instantly.

In order to respond swiftly to possible emergency situations, first aid must be available in the facilities in which the Competition takes place:

- A physician should be notified in case of accident or injury (in line with the available Alarm and Emergency Plan);
- In the case of serious injury, Emergency Services should be called (European Emergency Number 112) and the injured person must be given first aid until the ambulance arrives;
- First aid must be provided by a qualified person whenever possible;
- The police must be informed immediately in case of suspicion of a criminal offense (e.g. assault, arson), major damage to property or in case of fatality

Country	European/National Police phone number
Germany (DE)	110 / 112
Spain (ES)	109 (National Police) / 112
Italy (IT)	112 / 113 (Police)
Portugal (PT)	112

- The medical room must be identifiable by a red cross on a white background.

Because the Competitions will take place in different locations, the Evacuation Plan in place at the site must be duly visible so that all persons involved in the Competitions can follow the evacuation routes and signs and gather at the respective assembly areas.

6. Fire safety

Fire safety aims to protect human lives and valuable goods and to ensure safety at the Competition. Thus, all persons involved in the Competition (Organization Team, Trainers, Tutors, Competitors, etc.) are required to prevent fires and, in the event of a fire, activate the fire alarm.



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Hence, in case of fire or immediate risk of fire, the person detecting it should report it to the fire department, to the police or to the ambulance. The contact number of the fire department must be clearly indicated in telephones available in the facilities.

When warning the fire department, the person must inform about:

- The exact location of the fire or incident (i.e. address of the site);
- What is on fire and what kind of incident it is;
- Gender, age and known medical condition (in case a human life is in danger);
- His/her name, telephone number of the phone used for contacting the fire department.

All persons involved in the Competition must be warned of the fire. A fire alarm must be available in the facilities to all persons and to the fire department.

All exits (including Emergency exits) must be properly signposted with the following sign, to help evacuation in case of fire or immediate risk of fire:



In addition, each Competition site must be appropriately equipped with fire extinguishers and fire blankets, according to the requirements and national regulations.

All traffic and fire routes, as well as access to fire hydrants, must be kept clear and in suitable conditions for the traffic and fire-fighting vehicles' operation.

As already mentioned, passageways and evacuation routes must be clear of objects or other items, so they are always available! The same applies to:

- Fire protection equipment and devices in rooms and any outdoor areas;
- Switches of electrical equipment;
- Opening and closing mechanisms of utilities;
- Manual fire warning device;
- Booster pump;
- Control gear;
- Heat and smoke venting.

Fire doors must be closed at all times!

Each person must be strongly committed to preventing fires and accidents and to respecting Health, Safety and Environment Regulations.

6.1. Preventive fire safety

Here are some recommendations to consider:

- Avoid accumulation of paper waste by using only the required amount for the Competition;
- Highly combustible waste such as paper and cardboard packaging must be placed in the waste containers provided, which must be emptied at least once per day, outside the building;
- Sufficient fire extinguishers, dully labeled and appropriate for the Competitions (i.e. appropriate for the type of materials used), must be provided;
- Fire extinguishing equipment must not be moved;
- The Organization Team will be instructed on how to use the fire extinguisher.


6.2. In the event of fire

In the event of a fire:

- All the machines (e.g. computers) must be switched off by the persons involved in the Competition, who must then leave it and immediately locate the gathering point using the shortest route possible to leave the building;
- Help people in danger or request help.

Knowing how to use a fire extinguisher can save lives in case of emergency, so it is important to confirm if it is appropriate for the type of material on fire:

	<p>Class A fire extinguishers are effective on:</p> <ul style="list-style-type: none"> • Cloth • Wood • Rubber • Paper • Plastic
	<p>Class B fire extinguishers are effective on:</p> <ul style="list-style-type: none"> • Oil • Grease • Gasoline

	<p>Class C fire extinguishers are effective on:</p> <ul style="list-style-type: none">• Electrical wires
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After checking the appropriateness of the fire extinguisher, next the person must:

- Always keep the back facing the exit so that he/she is easily located and not disoriented when exiting;
- Take the security pin from the fire extinguisher;
- Hold the carrying handle with one hand and the extinguisher hose (or nozzle) with the other hand;
- Point the hose directly to the base of the fire (with a security distance of at least 2 meters from the fire) and pull the trigger;
- Be close to the fire only when the flames have gone out.

The person must never turn his/her back to the fire!

The fire department must be warned even if the fire is small due to the danger of rekindling

6.3. Attempt to extinguish the fire

- In the attempt of extinguish the fire, the person must ensure his/her own safety at all times!
- All persons in the facility must be warned of the fire and the fire alarm must be available to the persons and to the fire department;
- The attempt must only be made in case all persons left the dangerous area;
- In case of high concentration of smoke, the area must be evacuated immediately.

All previous recommendations are to be taken in consideration in this case as well.

6.4. Smoking

It is not allowed to smoke or use open flames in the Competition rooms, passageways and storage areas.

Smoking is only allowed in designated and properly equipped areas.