



To whom it may concern

Stockholm 2006-04-01

3rd edition

**MOBILE ELEVATED WORK PLATFORM CODE of PRACTICE
at the AB STOCKHOLM GLOBE ARENA**

This is the code of practice regarding Mobile Elevated Work Platforms (MEWP) at AB Stockholm Globe Arena venues, below mentioned as the Globe Arenas. In order to be allowed to operate a MEWP each and everyone has to be informed about the Globe Arenas code of practice, and hold a license.

The person in question shall read and sign this piece of paper, perform a test drive and receive a license which allows this person to operate a MEWP within the venues. The license is personal and may not be given to anyone else. This license is valid from January 1st - December 31st, After the expiry date, it must be renewed. After the approval the person is, after presenting the above mentioned license, eligible to sign for a key to the MEWP at Securitas, Globen Gate, Arenavägen 35. This key must be returned to the above at the end of the working day, no matter what time of day.

If you have any queries, please contact:

Pedro Roberts
Technical Engineer
+46 8-508 35 303
pedro.roberts@globearenas.se





MOBILE ELEVATED WORK PLATFORM CODE of PRACTICE at the AB STOCKHOLM GLOBE ARENA

The Purpose

To clarify the Code of Practice that governs the operations of MEWP at AB Stockholm Globe Arena and to secure the health, safety and welfare of people at work and also to protect people other than those at work against any risk to their health and safety.

The Instruction

This instruction is a complement to the Swedish work environmental authorities code of statutes, the use of equipment at work: AFS 1998:4 and the use of personal protective equipment AFS 1993:40.

Who needs to be informed

All persons working with MEWP within the venues.

- Employees at AB Stockholm Globe Arena
- External contractors and their employees

Extent of info the instruction

The extent of the instruction is:

- General instruction of operating a MEWP
- Local instruction of operating a MEWP at AB Stockholm Globe Arena



GENERAL INSTRUCTION OF OPERATING A MEWP

1. The operator must be of the age of 18, and be of sound health.
2. The MEWP must be inspected and approved by the proper authority.
3. A legal proof of this inspection must be accompanied with the MEWP.
4. It is not allowed to operate a MEWP if you are under the influence of any kind of drugs, alcohol or prescription drugs that may impair your ability to operate the MEWP, or if your general state of health is reduced by eg. fatigue, fever.
5. The operator must understand the MEWP construction, safety features, switches, inclination warningsystems, emergency stop etc. The operator must perform a daily check prior to the use of the MEWP.
6. The operator shall remain well inside the cage of the MEWP and must not use the cage or railings to climb upon.
7. Do not drop or throw any object from the MEWP, no matter height.
8. Do not overload the MEWP.
9. The MEWP shall only be used on a horizontal flat surface.



LOCAL INSTRUCTION OF OPERATING A MEWP

1. The operator must hold a license in order to use a MEWP within the venue. The license is personal and may not be given to anyone else.
2. The key for the MEWP is personally signed for, by presenting the license, and must **NOT** be transferred to any other person. This key must be returned by the end of the working day, no matter what time of day.
If you loose the key a fee will be charged.
3. Whenever you leave the MEWP, do not leave the key behind in the lock.
4. You must control that the MEWP is safe and sound. Please let us know if anything is broken and needs maintenance.
Do not use a broken MEWP.
5. Be aware of the height of the MEWP, ie. when moving the MEWP under the grandstand in the Globe, under doors and in and out of the cargo elevator in Valhall.
6. Make sure that you have the correct MEWP for the work to be done:
 - The "Max"i are **NOT** allowed to operate outdoors.
 - When operating on carpet, use the "Maxi".
 - The "Maxi" #12 & #13 are foremost to be used in the Annexet.
 - For outdoor use the Globe Arenas has two MEWP for this purpose: the "Nifty" #14 and the "Grove" #11.
 - The smaller "Sax" #16 is allowed to drive to the Hovet outside across Globentorget. This lift is mainly to be used by the our technical staff.
 - The bigger "Sax" #15 may be used outdoors. Please contact us in advance.
 - When operating in the foyers you must use the "Sax" #15 or the "Nifty" #14.
7. A safety harness must be worn when operating the Grove. There are one in either mailbox. Please lock the mailbox when leaving the lift.
8. Do not park any lift outside the cargo elevator in Valhall.
9. Be cautious when driving by the Zamboni garage and the entrance to the Globe. The sight is restricted and there is a lot of people moving in that area.
10. MEWP of any sort are not allowed to be operated among spectators.



11. When driving on ice, respect the speed and difficulty to manoeuvre.
12. Be aware of the height of the MEWP when in a upraised position. In the venues there are ongoing constructions that constantly changes.
13. Goods that are transported in the MEWP must be stored in such a way that it cannot fall out of the cage or platform when manoeuvring.
14. Use the mailbox to temporarily store small items.
15. Make sure that the MEWP is on charge and charging when you leave for the day.
16. When you leave the MEWP for the day, do not forget to empty it from any items that you brought with you, eg. schackles, gel frames, spare bulbs etc. Cover the MEWP with a plastic sheet if the work you plan to do is very dirty.
Please respect the Non Smoking sign!
17. The appropriate parking places:
 - The "Maxi" #12 & #13: normally in Annexet or if lack of space park it by the forklift recharging position.
 - The bigger "Sax" #15: by the forklift recharging position.
 - The smaller "Sax" #16: in the boiler room.
 - The "Nifty" #14: by the forklift recharging position.
 - The "Grove" #11: at Macken, Södra Vintergatan, or outdoors.
18. When operating on the wooden floor in the Globe Arenas, it is nessecery to place boards of wood under the MEWP.
Do not drive the MEWP in an elevated position, due to the structure of the floor.



I.....(signature) have as of this day 200_ -.....-.....
read and understood the Code of Practice for MEWP operations at the AB
Stockholm Globe Arena

Name (print)

Birth date:

Company:

Cell phone no:

Instructor:

No:.....