

3. ADMINISTRATIVE INFORMATION

3.1. PARTICIPANTS

ORGANIZER / EMPLOYER	GENERAL SHOW DIRECTOR
EASL, The Home of Hepatology 7 rue Daubin 1203 Genève – Suisse Tel : +41 22 807 29 79 Email : celine.schulz@easloffice.eu	Céline Schulz Tel: +41 22 807 29 79 Email: celine.schulz@easloffice.eu & Inbar Caspi Tel : +972 546 78 78 22 Email : inbar.caspi@easloffice.eu
LOGISTIC MANAGER	
Céline Schulz Tel: +41 22 807 29 79 Email: celine.schulz@easloffice.eu & Inbar Caspi Tel : +972 546 78 78 22 Email : inbar.caspi@easloffice.eu	

HSP COORDINATOR	FIRE SAFETY REPRESENTATIVE
D.Ö.T 81 rue de Paris 92100 BOULOGNE BILLANCOURT Tel : +33 (0)1 46 05 17 85 – Fax: +33 (0)1 46 05 76 48 Email : sps@d-o-t.fr	Hervé Pierre Consulting SAS 2, rue Maurice Utrillo – 95110 Sannois Tel : +33 (0) 675 715 698 Email : herve@hervepierre.com

3.2. OFFICIAL BODIES

INSPECTION OF WORK	CRAMIF
Madame Dominique DABNEY - Section 15 A 46-52 rue Albert 75640 PARIS Cedex 13 Tel : +33 (0)1 40 45 36 50	Service des risques Professionnels. M. GUINE 17/19 avenue de Flandre 75954 PARIS Cedex 19 Tel : + 33(0)1 40 05 38 16
O.P.P.B.T.P.	GLOSSARY
1 rue Heyrault 92660 BOULOGNE Cedex Tel : +33 (0)1 40 31 64 00	CRAMIF : Caisse Régionale d'Assurance Maladie d'Ile de France OPPBTP : Organisme Professionnel de Prévention du Bâtiment et des Travaux Publics

3.3. EMERGENCY SERVICES

ON SITE:

EMERGENCY POST	GENERAL SURVEILLANCE POST
Display on site	Tel : +33 (0)1 72 72 18 18
	FIRE SAFETY
	Tel : +33 (0)1 72 72 15 32

OFF SITE:

FIRE SERVICE	POLICE STATION
6 place Violet 75015 PARIS Tel : 18 ou 112 (mobile) ou +33 (0)1 45 78 74 52	250 rue de Vaugirard 75015 PARIS Tel : 17 ou +33 (0)1 53 68 81 00

SAMU (FIRST AID EMERGENCY)	NEAREST HOSPITAL
149 rue de Sèvres 75015 PARIS Tel : 15 ou +33 (0)1 45 67 50 50	Hôpital Georges Pompidou 20 rue Leblanc 75015 PARIS Tel : +33 (0)1 56 09 20 00

4. APPROVED STAFF AND FIRST AID WORKERS To be completed if necessary

Identification of employees holding the safe driving certificate for motorised machines.
 Identification of first aid workers.
A copy of the approvals will be attached to the company IHSPP.

MACHINE DRIVERS	NAME	FORENAME	APPROVAL
FIRST AID WORKERS	NAME	FORENAME	QUALIFICATION

5. WORKSITE FIRST AID KIT – Compulsory on a work site - Content to be described

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6. LIST OF EQUIPMENT Portable or fixed electrical tools – scaffolding – handling or lifting machines...

Electrical tools, fixed or portable, to be accepted into the hall, must be equipped with vacuum or dust collection system.

DESCRIPTION	INSPECTION DATES

7. WORK SCHEDULE To complete or document attached

TASK CARRIED OUT	BUILDING							DISMANTLING					

Planned working time:

Am	Pm
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8. RISK ANALYSIS generated by the company for its own staff and the other companies' staffs
To be fill with details (Article R 4532-66 of Code of Work)

The company carries out the following risk analysis about the work to be done by its staff. These points should be studied one after the other:

• OUR OWN RISKS:

Risks generated by our work for our own teams (wage earners, temporary workers, apprentices etc.).

• THE EXPORTED RISKS:

Risks generated by our workers and posing a threat as circumstances dictate, to the other workers, environment, etc.

• THE IMPORTED RISKS:

Risks generated (to our workers) by environment or by the other workers on the site, and more generally by the activities of workers at proximity.

TO COMPLETE OR ATTACH YOU OWN DOCUMENT			
TASK DESCRIPTION	OPERATIONAL MEANS	IDENTIFIED RISKS	MEANS OF PREVENTION

9. WORKS AT HEIGHT

Is your staff has works at height to do during building time?

Yes

No

If yes: **Measures taken for the safety of the workers concerned and description of the means used:**
 (Reminder that the French Code of Work states that the ladders are banned as work posts)



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or any other Safe Machines Driving License



Ladders, stepladders and footsteps must not be used as work positions.
 Article R 4323-63 of the work code

However these facilities may be used when it is technically impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time



In the case of you are in charge of the building of a double storey, terrace, marquee or a mezzanine:

Description of the building methodology (or attach document)

In the case of mezzanine, terrace or bleachers, Description of the collective protection installed on the upper floor during building period.

Reminder that these protections – rigid and without interruption – must be installed before any work can be done on the storey and must be in place during dismantling period. **See Ch. VIII. – VIII.3.1. “Collective protection” in the GHSP.**



Company:	Company stamp:
Person in charge:	
	Signature:
	Date: