

Health and Safety Standard: Signalling

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Version: 1



The following text is a translation of the original document "Estándar de Seguridad y Salud: Señalización" (NT.00053.GN-SP.ESS), Version 1 and is intended to allow all Gas Natural Fenosa employees to understand its content. In the event of any discrepancy in interpretation which may arise from the translation, the contents of the original Spanish version currently in force shall prevail for all relevant purposes.

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1. Purpose

This Health and Safety Standard aims to establish the minimum provisions for health and safety signalling on the job, in work areas, on premises, on roadways, in transit zones, with respect to dangers related to the activity or of the facility itself and for the means of protection, emergency, lifesaving and rescue in workplaces in order to safeguard the health and safety of workers.

2. Scope

Applicable to all companies in the Gas Natural Fenosa Group, those in which it holds operational or management responsibilities, and companies that collaborate in the activities undertaken by the Gas Natural Fenosa Group.

In any event, at a minimum, all applicable national legislation and the aspects contemplated in this Health and Safety Standard must be complied with.

3. Reference documents

ISO 7010:2011: Graphical symbols - Safety colours and safety signs - Registered safety signs.

PG.00043.GN: General Procedure for the Management of Health and Safety Standards.

4. Definitions

Safety colour: a colour to which a determined meaning is assigned related to workplace health and safety.

Verbal communication: a predetermined verbal message in which a human or synthesised voice is used.

Acoustic signal: an audible signal that is coded, emitted and broadcast by means of a suitable device, without the intervention of a human or synthesised voice.

Warning signal: a signal that warns of a hazard or danger.

Panel-based signal: a signal that, by means of the combination of a geometric shape, colours and a symbol or pictogram, provides certain information and whose visibility is ensured by sufficiently bright illumination.

Gestural signal: a movement or position of the arms or hands according to a code that is used to guide people who are performing operations that represent a risk or hazard to workers.

Indicative signal: a signal that provides information other than that expected in prohibition, warning, obligation or rescue signals, and which is not standardised.

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Luminous signal: a signal emitted by means of a device consisting of transparent or translucent materials lit from behind or from within in such a way as to appear as a lighted surface in and of itself.

Obligation signal: a signal that obliges a particular behaviour.

Prohibition signal: a signal that prohibits a behaviour that could cause a hazard.

Lifesaving and rescue signal: a signal that indicates the location of emergency exits, first aid or lifesaving equipment.

Workplace health and safety signalling: a type of signalling that, with reference to a particular object, activity or situation, supplies an indication or an obligation related to workplace health or safety by means of a panel-based signal, a colour, a luminous or acoustic signal, a verbal communication or a gestural signal, as applicable.

Symbol or pictogram: an image that describes a situation or obliges a certain behaviour which is used on a panel-based signal or a lighted surface.

5. Responsibilities

• Manager of facilities, equipment and/or workplaces

Adopt the measures necessary so that facilities, equipment and/or workplaces have adequate health and safety signalling, and that workers are informed of its meaning and of the measures they must take with respect to its use.

To determine the exact measures to adopt for adequate signalling, the advice of the Prevention Unit may be sought.

• Works Manager

Provide workers with adequate training, in particular by means of precise instructions regarding workplace health and safety signalling.

• Workers

Know the meaning of signalling in facilities, equipment and/or workplaces.

Adopt the health and safety measures contemplated in the signalling.

• Prevention Unit

Advise managers of facilities, works, equipment and/or workplaces on the exact measures to be adopted for adequate signalling.

6. Development

6.1. General criteria

Workplace health and safety signalling must always be used when the analysis of the risks present, foreseeable emergency situations and preventive measures adopted demonstrate the need for:

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- a) Calling the attention of workers and other potentially exposed people to the existence of certain hazards, risks, prohibitions or obligations.
- b) Alerting workers and other potentially exposed people when a determined emergency situation is produced which requires urgent protection or evacuation measures.
- c) Providing workers and potentially affected third parties with the location and identification of particular protection, evacuation, emergency or first aid measures or facilities.
- d) Orienting or guiding workers who perform certain hazardous operations.

Before taking the decision to provide signalling, the manager of facilities, works, equipment and/or workplaces must consider the following aspects:

- The need for signalling.
- The selection of the most suitable signals.
- The internal signalling standard.
- The acquisition, if applicable, of the signals.
- The location, maintenance and supervision of the signals.

6.2. Situations in which signalling is required

In general, signalling is required:

- a. When, as a result of the risk assessment, after the actions required to control the risks are applied, sufficiently effective technical or organisational measures do not exist.
- b. To supplement any implemented measure when this does not totally eliminate the risk.

The situations in which signalling is required are the following:

- The zones or premises which, due to the activity carried out in same or because of the equipment or facilities present in them, require specially authorised personnel to access them (signalling to warn of the hazards of the facility and/or signals prohibiting their use by unauthorised persons).
- In work centres, the signals for emergency measures must be indicated, in addition to the instructions for protection, if applicable. (Emergency signalling can also be accomplished using acoustic and/or verbal signals, or, if the background noise in the zone does not permit it or the auditory capacities of the personnel are limited, by means of luminous signals).
- Any other situation that, as a result of the risk assessment and the measures implemented (or the lack of same), requires it.

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Managers of facilities, works, equipment and/or workplaces must guarantee that signalling is always adequate and in proper condition in terms of location and maintenance, and therefore shall be responsible for the existence of:

- A signalling plan for each unique facility and building: map indicating the signals that must be present and their location.
- Signalling map for non-unique facilities (Regulation and Measurement Stations, Substations, Transformation Centres): standard document that indicates the signals that must be present in these types of facilities, indicating first aid equipment, a table of safety distances, electrical risk, confined spaces, etc. (see section 6.7, Signalling panels according to activities).

6.3. Minimum general provisions related to health and safety signalling in the workplace

- 1. The choice of the type of signal, and the number and location of the signals or signalling devices to be used in each case, shall be made in such a way as to ensure that the signalling is as effective as possible, taking into account the following:
 - a. The characteristics of the signal.
 - b. The risks, elements or circumstances that must be signalled.
 - c. The size of the area requiring coverage.
 - d. The number of workers affected.
- 2. The effectiveness of the signalling must not be diminished by the presence of multiple signals at the same place or by other circumstances that might make their perception or comprehension difficult.

Workplace health and safety signals must not be used to transmit information or messages other than or in addition to their main purpose. When the workers targeted by the signalling effort have limited visual or auditory capacities, including cases in which this is due to the use of personal protection equipment, the necessary supplementary or substituting measures must be taken.

- 3. Signals must remain in place as long as the situation that motivated them persists.
- 4. Signalling measures and devices must be, as applicable, cleaned, maintained and checked regularly, and repaired or replaced when necessary so that they retain their intrinsic and operational qualities at all times. Signals that require a power supply must have an emergency power source that guarantees their operation when the former fails, except in cases in which the risk disappears when power is cut.
- 5. Signalling for fire-fighting equipment, evacuation exits and routes, and the location of first-aid kits shall be panel-based. Fire-fighting equipment (manual fire

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extinguishing systems) must be signalled for rapid and easy use if necessary. These signals must be photo-luminescent.

6.4. Safety colours

Safety colours may be part of a safety signal or constitute one on their own. Annex 01 shows the safety colours, their meaning and other indications about their use.

When the background colour on which a safety colour is to be applied might interfere with perception of the latter, a contrasting colour shall be used to frame it or as an alternative to the safety colour.

When an item is signalled by means of a safety colour, the dimensions of the coloured surface must be proportional to those of the item in question and make it easily identifiable.

6.5. Panel-based signals

1. Intrinsic characteristics

- Pictograms shall be as simple as possible and avoid extraneous details that do not contribute to their comprehension.
- Panel-based signals shall be made of a material that resists blows, inclement weather and environmental aggressions.
- The dimensions of panel-based signals, as well as their colorimetric and photometric characteristics, shall guarantee good visibility and comprehension of same.

The relationship between the minimum area of the safety signal (A, in m2) and the maximum distance (L, in metres) at which it will be comprehensible shall be determined by the following ratio:

 $A \ge L^2/2000$ (applicable for distances under 50 m)

 The use of plastic coated paper/cardboard shall be avoided for safety signalling, and plastic and/or metal designed for outdoor use and for resisting the specific conditions of the workplaces shall be used instead.

2. Usage requirements

- Signals shall preferably be installed at a height where there is no risk of people running into them and placed in an appropriate position with respect to the viewing angle, taking into account possible obstacles in the immediate vicinity of a risk or object that must be signalled, or, in the case of a general risk, at the entrance to the risk zone.
- The location of the signal must be well lit, accessible and easily visible. If the general lighting is insufficient, additional lighting or phosphorescent colours or fluorescent materials shall be used.

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- In order to avoid diminishing the effectiveness of signalling, an excessive number of panel-based signals too close together shall not be used.
- Signals applicable to a facility and/or building and/or workplace shall be installed at the entrances to the complex as a group, preferably on a panel with a white background displaying pictograms of equal size. As general criteria, these panels shall not be installed on doors; they shall preferably be installed on fixed surfaces that cannot be taken down, removed, etc. and which allow the signalling to be visible at all times.
- Signals shall be grouped by category so that prohibition signals are separated from warning and obligation signals.
- Only signals applicable to the entire complex shall be posted on said panels; specific signals shall be posted where the hazard is present.

3. Types of signals

Warning signals

Triangular shape. Black pictogram on a yellow background (the yellow must cover at least 50 percent of the surface of the signal), or, exceptionally, with black borders; the background of the signal for "harmful or irritating substances" shall be orange, instead of yellow, to avoid confusion with other similar panel-based signals used to regulate road traffic.

Prohibition signals

Round shape. Black pictogram on a white background, red borders and slash (crosswise and descending from the upper left to the lower right, crossing the pictogram at a 45° angle with respect to the horizontal); the red must cover at least 35 percent of the surface area of the signal).

Obligation signals

Round shape. White pictogram on a blue background (the blue must cover at least 50 percent of the surface area of the signal).

Signs related to fire-fighting equipment

Rectangular or square shape. White pictogram on a red background (the red must cover at least 50 percent of the surface area of the signal).

Lifesaving and rescue signals

Rectangular or square shape. White pictogram on a green background (the green must cover at least 50 percent of the surface area of the signal).

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6.6. Luminous and acoustic signals

1. Characteristics and requirements of luminous signals

- The light emitted by the signal must produce an appropriate luminous contrast with respect to its surroundings in accordance with the anticipated conditions of use. Its brightness must ensure that it can be perceived without causing glare.
- The lighted surface that the signal emits may be of uniform colour, or display a pictogram on a particular background.
- If a device can emit a signal both steadily and intermittently, the intermittent signal shall be used to indicate a higher degree of danger or greater urgency in the required action compared to the steady signal.
- Two luminous signals that might give rise to confusion shall not be used at the same time, nor one luminous signal close to another light-emitting one that is very similar.
- When an intermittent signal is used, the duration and frequency of the flashes must allow correct identification of the message such that it cannot be perceived as steady or confused with other luminous signals.
- The devices for emitting luminous signals for use in the case of serious danger must be subject to special inspections or equipped with an auxiliary bulb.

2. Characteristics and usage requirements of acoustic signals

- An acoustic signal must have a volume level that is higher than that of any background noise so that it is clearly audible without being excessively disturbing. An acoustic signal must not be used when the background noise is too loud.
- The tone of an acoustic signal, or in the case of intermittent signals, the duration, frequency and pattern of the impulses, must allow correct identification and clear distinction with respect to other acoustic signals or background noises.
- Two acoustic signals must never be used simultaneously.
- If one device can emit acoustic signals with a varying tone or intensity or intermittently, or signals with a steady tone or intensity, the first shall be used to indicate a higher degree of danger or greater urgency of the required action compared to the second.
- The sound of an evacuation signal must be steady.

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3. Common provisions

- A luminous or acoustic signal shall indicate, when it enters into operation, the need to perform a particular action, and it shall be maintained for as long this need persists.
- After emission of a luminous or acoustic signal concludes, any measures needed so that it can be used again if needed shall be taken.
- The effectiveness and proper functioning of luminous and acoustic signals shall be checked before they are put into service, and subsequently by means of the necessary periodic tests.
- Intermittent luminous and acoustic signals for alternate or supplementary use shall employ an identical code.

6.7. Minimum provisions related to signalling of equipment, work and activities

6.7.1. Risk of falls, shocks or blows

 For the signalling of drops, obstacles or other elements that might result in the risk of people falling, shocks or blows, panels with alternating yellow and black stripes may be used.



 Delimitation of zones of workplaces to which the worker has access in this case, in which there exists a risk of people falling, falling objects, shocks or blows, shall be by means of a safety colour.

6.7.2. Traffic routes

- When necessary for the protection of workers or third parties, vehicle traffic routes must be clearly delimited by means of continuous stripes of a highly visible colour, preferably white or yellow, taking into account the colour of the ground surface. The delimitation must respect the necessary safety distances between nearby vehicles and objects, and between pedestrians and vehicles.
- Permanent outdoor routes in the immediate vicinity of built areas within complexes must be delimited when necessary, except when there are barriers or the type of pavement itself serves to delimit them.

6.7.3. Pipes, containers and areas for storage of hazardous substances or mixtures

 Containers and pipes in plain sight that contain or might contain products subject to the regulation regarding the sale of hazardous substances or mixtures must be labelled as stipulated in same. Containers used for a short time, and any whose

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contents change frequently, may be considered an exception, as long as adequate alternative measures are taken, mainly with respect to training and information, that guarantee an equivalent level of protection.

- Labels shall be glued, affixed or painted in visible locations on the containers or pipes. In the case of the latter, the labels shall be placed along the entire length of the pipe in sufficient number and always near points of special risk, such as valves or connections.
- The information on the label may be supplemented with other information, such as the name or formula of the hazardous substance or mixture, or additional details about the risk.
- Labelling may be substituted by warning signals, using the same pictogram or symbol; in the case of transport of containers within the workplace, it may be substituted by signals that are recognisable in the European Community for the transport of hazardous substances or mixtures.
- Zones, premises or complexes used to store significant quantities of hazardous substances or mixtures must be identified by means of the appropriate warning signal, placed as applicable, near the storage area or at the entrance to same. This shall not be necessary when the labels on the packaging and containers themselves, taking into account their size, make said identification possible.

6.7.4. Fire-protection equipment

- Fire-protection equipment must be red in colour, or predominantly red, such that it can be easily identified by its colour alone.
- The location of fire-protection equipment shall be signalled by means of the colour red, or by a panel-based signal.

6.7.5. Lifesaving and rescue means and equipment

 Signalling of the location and identification of evacuation routes and lifesaving and rescue equipment shall be accomplished by means of panel-based signals.

6.7.6. Emergency situations

Signalling designed to alert workers or third parties to the appearance of a situation of danger, or of the resulting urgent need to act in a particular way or evacuate the danger zone, shall be accomplished by means of a luminous signal, an acoustic signal or verbal communication. When the effectiveness is the same, either one of the three may be used; a combination of a luminous signal and an acoustic signal or verbal communication may also be used.

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6.7.7. Hazardous operations

 Signalling intended to orient or guide workers during the performance of hazardous operations that represent a risk to themselves or third parties shall be accomplished by means of gestural signals or verbal communication. When the effectiveness is the same, either may be used, or both may be used in combination.

6.7.8. Signalling on the jobsite

- Standardised signalling must be used that reminds both workers on the jobsite and any possible pedestrian and vehicle traffic of the risks, obligations and prohibitions that exist.
- At the entrance to jobsites, at least the following signals shall be placed:
 - Entrance by persons unrelated to the work prohibited
 - Mandatory use of protection equipment.
 - Pedestrian traffic prohibited in vehicle transit zones if applicable.
 - Health and safety poster located at the entrance to the jobsite.
- For works involving pipes, the following provisions shall be taken into account:
 - In stretches in which the trench is parallel to the service road, the narrowing of the roadway shall be signalled and marked as a work zone with sufficient advance warning.
 - This trench shall be fenced off during execution and duly signalled by means of reflective beacons.
 - When a service road must be crossed, this shall be duly signalled; in addition, personnel to control vehicle traffic during the crossing must be present.

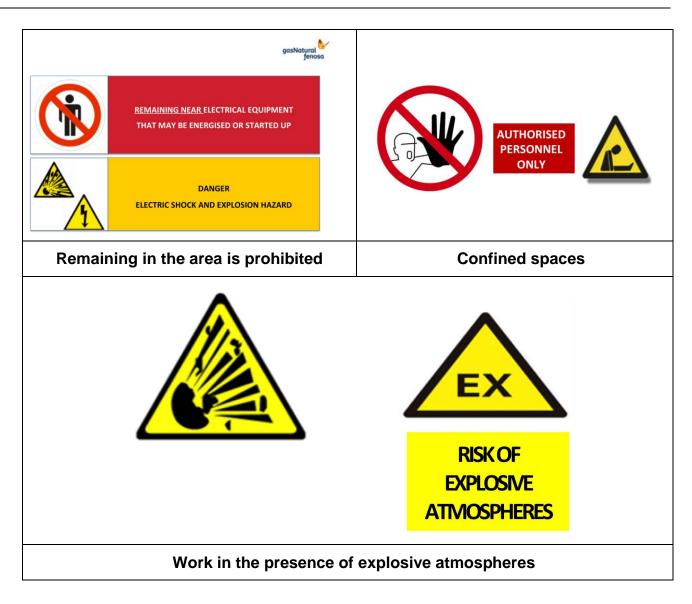
6.8. Signalling panels according to activities

For the following activities, the following specific signalling posters shall be established;

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6.9. Verbal communication

Verbal communication is established between a speaker or transmitter and one or more listeners in a language made up of short texts, phrases, groups of words or isolated words, possibly coded.

Verbal messages shall be as short, simple and clear as possible; the verbal aptitude of the speaker and the auditory faculties of the listener(s) must be sufficient to guarantee safe verbal communication.

Verbal communication shall be direct (using the human voice) or indirect (using a human or synthesised voice broadcast by suitable means).

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Rules for using verbal signalling

- 1. The affected parties must know the language used well enough so that they can correctly pronounce and comprehend the verbal message and adopt, based on same, appropriate behaviour with respect to health and safety.
- 2. If verbal communication is used instead of, or as a complement to, gestural signals, words such as the following must be used:
 - Start: to indicate the taking of control.
 - Halt: to interrupt or discontinue a movement.
 - End: to finalise operations.
 - Raise: to raise a load.
 - Lower: to lower a load.
 - Forward, backward, to the right, to the left to indicate the direction of the movement.
 - Danger: to perform an emergency shutdown.
 - Speed up: to accelerate a movement under safe conditions.
- 3. The person issuing the signals, known as the "person in charge of the signals" shall give the instructions for the operation by means of gestural signals to the recipient of same, known as the "operator".
- 4. The operator must suspend the operation being performed to request new instructions when the orders received cannot be executed with the necessary safety guarantees.
- 5. Accessories for gestural, visual or acoustic signalling:
 - The person in charge of the signals must be easily recognisable by the operator.
 - The person in charge of the signals shall wear one or more suitable identifying elements, such as a jacket, cuffs, an armband or helmet, and when necessary carry paddles.

6.10. Gestural signals

These are typically used to guide the movements of heavy machinery, and for manoeuvres by vehicles or lifting equipment that handles loads or voluminous and heavy elements in facilities by means of cranes and earth-moving machinery.

Annex 03 includes a list of gestural signals.

7. Data recording. Applicable formats

Not applicable

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Appendix 01: Relationship between the signal types, indications, geometric shape and colours used

Safety signal	Indications and	Geometric		Colour		
type	clarifying notes	shape	Pictogram	Background	Border	Slash
Warning	Attention, precaution. Verification	Triangular	Black	Yellow	Black	-
Prohibition / Danger-Alarm	Dangerous behaviours. Halt, shutdown, emergency disconnection devices. Evacuation	Round	Black	White	Red	Red
Obligation	Specific behaviour or action. Obligation to use personal protection equipment.	Round	White	Blue	White or blue	-
Fire-fighting	Identification and location	Rectangular or square	White	Red	-	-
Lifesaving or rescue	Doors, exits, hallways, material, lifesaving or rescue stations, premises	Rectangular or square	White	Green	White or green	-

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Appendix 02: Non-exhaustive list of panel-based signals

Warning signals

General danger	Explosive materials	Radioactive materials	Laser radiation	Non-ionising radiation	Intense magnetic field
2			*		
Risk of tripping	Falls from height	Biological risk	Low temperature	Risk of slipping	Electrical risks
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Wet surface	Materials handling vehicles	Suspended loads	Toxic materials	Heat sources	Automatic start-up
Risk of being crushed	Risk of blows	Flammable materials	Sharp items	Corrosive materials	Risk of entrapment
Counter-rotating rollers	Battery charging	Optical radiation	Combustible materials	Pressurised cylinder	Confined space

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Prohibition signals

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General prohibition	Smoking prohibited	Smoking or lighting fires prohibited	Non-potable water	Materials handling vehicles prohibited	Access by persons wearing pacemakers prohibited
Watches or metal articles prohibited	Do not touch	Extinguishing with water prohibited	No heavy loads	Use of cell phones prohibited	Access by persons with metal implants prohibited
			TT.		
Insertion of hands prohibited	Pushing prohibited	Sitting down prohibited	Non-transitable surface	Use of elevator prohibited in case of fire	Dogs prohibited
Eating and drinking prohibited	Do not block	Do not walk or stand on top	Use of this unfinished scaffolding prohibited	Use of this device in a shower or water-filled recipient prohibited	Use by persons prohibited

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Do not wear gloves	Use of	Do not tie knots in	Do not alter the state of the switch	Do not use in	Do not use for
	photographic cameras prohibited	the rope	state of the switch	clamps	grinding under wet conditions
Do not use handheld grinders	Passage by pedestrians prohibited	Operation prohibited			

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Obligation signals

General obligation	See instruction manual	Ear protection mandatory	Eye protection mandatory	Connect to ground	Disconnect power source
		The second se		T	
Opaque eye protection mandatory	Foot protection mandatory	Hand protection mandatory	Body protection mandatory	Wash hands	Use of railing mandatory
	5				
Face protection mandatory	Head protection mandatory	Use of high- visibility clothing mandatory	Use of face mask mandatory	Respiratory protection mandatory	Personal protection against falls mandatory
Use of face shield mandatory	Use of safety harness mandatory	Disconnection mandatory before maintenance or repair	Use of protective cream mandatory	Use of walkway mandatory	Mandatory pedestrian route
Opaque eye protection mandatory for children	Use of protective apron mandatory				

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Signals related to fire-fighting equipment

Signals relate	u to me-ngnu	ng equipment			
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Fire extinguisher	Fire hose	Fire ladder	Fire-protection equipment	Fire alarm button	Emergency telephone
Lifesaving an	d rescue signa	<u>als</u>			
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Emergency exit (to the left)	Emergency exit (to the right)	First aid	Emergency telephone	Meeting point	Break to access
Medical Service	Automatic defibrillator	Eye wash	Safety shower	First-aid kit	Emergency window with evacuation ladder
Rescue window	Turn counter clockwise to open	Turn clockwise to open			

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Appendix 03: List of gestural signals

General gestures

Meaning	Description	Illustration
Start: Attention. Take controls.	Both arms extended horizontally, with the palms facing forward.	
Halt: Interruption. End of movement	The right arm extended upwards, with the palm facing forward.	۾.
End of operations.	Both hands meeting at chest level.	Å

Vertical movements

Meaning	Description	Illustration
Raise.	Right arm extended upwards, with the palm of the right hand facing forward and slowly tracing a circle.	
Lower.	Right arm extended downwards, with the palm of the right hand facing inward and slowly tracing a circle.	A
Vertical distance.	The hands indicate the distance.	Ŕ

Horizontal movements

Meaning	Description	Illustration
Forward.	Both arms folded, with the palms of the hands facing inward while the forearms move slowly towards the body.	
Backward.	Both arms folded with the palms of the hands facing inward while the forearms move slowly towards the body.	A
To the right: With respect to the person in charge of the signals	The right arm extended more or less horizontally, with the palm of the right hand facing downward and making small, slow movements to indicate the direction.	
To the left: With respect to the person in charge of the signals.	The left arm extended more or less horizontally, with the palm of the left hand facing downward and making small, slow movements to indicate the direction.	

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Horizontal distance.

The hands indicate the distance.



Danger

Meaning	Description	Illustration
Danger: Halt or emergency shutdown.	Both arms extended upwards, with the palms of the hands facing forward.	
Speed up.	The coded gestures referring to the movements are performed more rapidly.	
Slow down.	The coded gestures referring to the movements are performed more slowly.	

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