

Occupational Health and Safety Policy

SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBITION HALL

Please DO NOT attach items or equipment to the walls or metal framework provided for your booth. Standing on chairs, tables and other rental furniture is PROHIBITED.

This furniture is not engineered to support your standing weight.

Only use purpose designed and built equipment, eg. ladders, steps, etc.

AMTIL is not responsible for injuries, falls or damage caused by the improper use of this equipment.

Safety Guidelines

- Always wear a high visibility safety vest during move in and move out.
- Get help with big jobs. Too many things at once can be a "load of trouble".
- Before walking under something, look up.
- Never step backwards, always turn and look.
- Be aware of forklifts, trucks and other moving machinery, the driver might not see you.
- Watch your step in crowded aisles.
- Dispose of waste properly.
- Do not smoke in the exhibition venue.

Why do we need a Health and Safety Policy?

Provides a safe environment for all personnel (organisers, exhibitors, contractors, visitors) involved in the exhibition.

What Do We Need to Do?

Simply read the document attached, and ensure that all personnel involved in your exhibit read this document and comply with the policy and procedures and/or have their own policy/procedures.

What are the OH&S Procedures?

Shell Scheme Exhibitors

If you have contracted the shell scheme package you are covered within our OH&S policy. However, if you are planning to contract other services as part of your stand design, it is advised that you ensure that those contractors/suppliers have their own OH&S policy and follow safe practices.

Exhibitor Health and Safety Policy Document

It is the policy of AMTIL to endeavor to seek the co-operation of all concerned in order to achieve the highest standards in all aspects of health and safety. AMTIL, along with each respective venue, have, within the scope of their policies, a responsibility to ensure that safe working practices are maintained at all times, which includes ensuring that provision is made whereby persons other than the organisers or venue employees are reminded of their responsibilities whilst working at the exhibition centre.

As an exhibitor, contractor or agent you have a duty under Occupational Health and Safety Legislation to ensure that all personnel contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for the health, safety and welfare of all employees, and that any plant or systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety, but also of others working or attending the vicinity.

Under Occupational Health and Safety Legislation all exhibitors and contractors are required to carry out an assessment of the activities involving the use, handling and storage of hazardous substances within the workplace. As such, AMTIL will undertake an assessment of how any substances used, handled or stored at an exhibition may affect others and if precautions are needed, to ensure that they are put into place.

You are also required to have in your possession a copy of your own Health and Safety policy and a copy of the Health and Safety policy document of each contractor employed by you that may be requested during the exhibition. Overleaf are some of the principal areas that need to be brought to your attention.

Health and Safety Guidelines

1.1 You and the Law

These guidelines help to distinguish the basic areas of responsibility for you and those employed by you during the build-up and breakdown of an exhibition. If you need help or further information, please contact AMTIL on 03 9800 3666.

1.2 Exhibitors Responsibilities

- a) Ensure that persons in your employment and any others affected by your actions and omissions are safe and without risks to their health and safety.
- b) Ensure that the relevant risk assessments have been carried out relating to your own stand/area during build-up and breakdown.
- c) Co-operate/co-ordinate your actions with the organisers/contractors on-site.
- d) Make parties aware of any potential risks during build-up and breakdown through risk assessments.
- e) Ensure that your workman/contractors are competent and follow safe systems of work.
- f) Seek advice where necessary from the health and safety advisor on-site. This will enable you to comply with the relevant statutory provisions.
- g) Contact AMTIL on 03 9800 3666 if you are constructing a stand higher than 3 metres.

1.3 Contractors Responsibilities

- a) Ensure the health, safety and welfare of any persons including sub-contractors on-site during build-up and breakdown.
- b) Where significant risks are involved ensure that risk assessments and method statements detailing methods of work are completed.
- c) Ensure that risk assessments and method statements are produced in pre-show meetings.
- d) Comply with Occupational Health and Safety Legislation, during build-up and breakdown.
- e) Ensure the competence of employees and sub-contractors to carry out the designated work.
- f) Co-operate and co-ordinate your actions.

1.4 Stand Designers

- a) Must be competent i.e. having necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- b) Ensure that erection and maintenance of the design has the ability to be carried out safely and in accordance with the relevant legislation by the contractors in the time available.
- c) Comply with all legislation related to stand construction.

1.5 Insurance

Whilst AMTIL will provide necessary security during the exhibition, neither the organisers or the venue or any of their staff, employees, agents or other representatives shall be held accountable for or liable for, and the same are released from accountability or liability for any damage, loss, harm or injury to their person or any property of the exhibition, however caused, or any of its staff, employees, agents or other representatives or for goods sent to the venue before or remaining after the exhibition, or whilst in transit to or from, or during the exhibition.

Special Note on Insurance – Public Liability:

Exhibitors should consult their own insurance companies and/or broker for proper coverage of their exhibits and displays. Public Liability Insurance Cover for your stand area must be taken out. The organisers cover aisles and gangway areas for Public Liability.

1.6 Health and Safety and Risk Assessments

You are advised to request the health and safety policies of any contractors you employ and to remind them that that they should request the same information for any sub-contractors they employ. It is also advisable for you and/or your contractor to document a risk assessment and method statement on the installation and removal of your stand construction at the exhibition.

1.7 General

- A person must be appointed who is responsible for health and safety matters on the stand.
- The need to maintain the emergency gangways, as indicated on the site floor plans, must be maintained at all times.
- During the build-up and breakdown periods, your staff and sub-contractors should be constantly reminded by you of the need for vigilance regarding the health and safety of themselves and those working in their vicinity.
- Any violations or concerns regarding any of the above points should be reported to the hall floor manager or to the organising office.
- You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.

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- No electrical cables must be allowed to cross gangways, passageways and fire exits. All portable electrical equipment should have a current inspection tag attached, and when in use, should be connected to a Residual Current Device.
- Hard hats must be used when working beneath or near overhead working or if this is impracticable, access should be restricted in such areas.
- Operatives should wear suitable protective clothing relevant to their job, which includes eye, hearing, foot and hand protection. During the Move In and Move Out periods it is mandatory for exhibitors and contractors to wear closed toed shoes and approved high visibility workwear.
- Work areas should be maintained free from general waste and packaging materials, which could be hazardous to operatives.
- All parking restrictions and speed limits must be adhered to.
- Fire exits and emergency equipment must not be obstructed.
- You must ensure that portable power equipment is used for the purpose for which it was designed and that safety guard and dust collection bags are correctly fitted and used.
- It is your responsibility to ensure that any equipment or re-wired units comply with the venue regulations before they are installed on site.
- Exhibitors are responsible for the safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Proper scaffolding must be used during the construction of any building within the halls.
- Stand construction contractors must comply fully with all legal requirements that are relevant to their operations.
- Exhibits must be positioned so that at no time do they protrude into the gangways (as a hazard to visitors).
- All machines must be guarded to the Australian health and safety standard which is normal for its operation in an industrial setting.

1.10 Special Precautions for machines that are set in motion on the stand

- No person shall demonstrate or operate a machine unless he/she has received appropriate training and clear instructions; both in relation to the operation of the machine and their responsibilities to members of the public in both a normal and emergency situation.
- Suitable clearly visible and accessible emergency stop controls must be available.
- All sources of power to and from the machine including electrical, pneumatic and hydraulic, should be provided with an isolator which should be switched off when the machine is not actually being demonstrated by an authorised user.
- Adequate extraction or other equally effective methods must be provided for dust, chips and fumes. Where necessary, appropriate explosion release and fire prevention measures must be incorporated in this.
- Adequate lighting must be provided for the machine and its surrounding area.
- Where appropriate, screens must be used to provide adequate eye protection to members of the public.
- Persons demonstrating machines must wear adequate personal protective equipment where appropriate.
- Where demonstrations are likely to create toxic or noxious fumes or unacceptable strong smelling odours in the hall, consideration must be given to providing exhaust to the atmosphere. If the demonstrations are of very short duration and at infrequent intervals, then it may be possible to exhaust above a height of 6m into the hall. If the operation under demonstration is normally required by the health and safety authoritative to exhaust the fumes to the outside atmosphere, then this principle will apply in the exhibition hall.

1.8 Lifting/Packing Cases

- Forklifts are not to be used by anyone other than fully trained and licensed personnel.
- Work areas and exits should be maintained free from general waste and packaging materials, which could hazard operatives.
- Packing cases must not be allowed to obstruct gangways, passageways and fire exits.
- Nails etc. must not be left protruding from any packing case or material.
- All packing cases and materials must be removed from the exhibition hall as soon as possible.
- All equipment must be regularly serviced and inspected - all statutory testing and examination requirement must be fulfilled.

1.9 Guidance Notes for Demonstrations

- All demonstrations must be carried out in accordance with the Occupational Health and Safety Legislation.
- All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor or other structure.
- Floors on exhibit stands must be kept clear of articles or substances likely to cause persons to slip or trip.
- All electrical conductors must be properly installed by licensed electricians and adequately protected.
- Any stand incorporating a demonstration or exhibits providing a potential fire hazard must be constructed in approved materials. This applies particularly to the immediate area of the demonstration where a non-combustible material such as asbestos-free non-combustible building board or metal should be used.

1.11 Fire, Medical and Emergency Procedures

- In the event of a partial or complete evacuation of the exhibition halls, exhibitor's staff are requested to muster in the areas directed by the venue security staff.
- If partial or complete evacuation of the exhibition halls is necessary, the organisers strongly recommend that exhibitors' staff also leave the building, as the organisers will not be responsible for any damage, loss or injury howsoever caused. This is necessary so that the organisers can readily contact exhibitors to man their stands when the emergency is over.
- If it proves to be necessary to clear people away temporarily from only one section of the building, then the evacuation public address announcement will be made.
- The security manager wishes to stress the importance of a CONSTANT CHECK being made on the contents of exhibitors' stands to see that no unidentifiable packages, cases or bags have been left lying around. In any case of doubt the article should not be touched, but the control room advised via the organisers. When security is satisfied that there is no danger, an announcement will be made.

If you have any queries, please contact AMTIL on 03 9800 3666.