

### **Important Information**

Please be aware that it is **YOUR** responsibility to ensure that you, your employees, agents, contractors and their respective personnel know about the Work Place Safety Legislation that has been introduced across Australia and act in accordance with it. For further information, please visit:

<http://www.safeworkaustralia.gov.au/sites/SWA>

<https://www.worksafe.qld.gov.au/>

### **Health and Safety Regulations for ROTORTECH**

All personnel on site must comply with these regulations alongside all Federal and State legislation.

### **Event safety information for exhibitors and contractors**

This information is designed to provide exhibitors and contractors with site-specific details for the Royal International Convention Centre (RICC), Brisbane Showgrounds and ROTORTECH, to assist in making it a safer place for everyone.

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#### **1. Safety Induction**

To gain access to the Venue during the build phase of the exhibition, all persons (including all exhibitors) are required to successfully complete the RNA online Contractors Online Workplace Safety Induction. More details are available through the online Exhibitor Portal for Exhibitors and through the Stand Builder Portal.

#### **2. Site Access**

All exhibitors and contractors are to enter via RICC Plaza.

Access for exhibitors and contractors to the RICC Loading Dock must be scheduled through the Official Freight and Logistics supplier. Please note; High-visibility clothing is required to access the dock at all times.

#### **3. High-visibility Clothing**

It is mandatory that all exhibitors and contractors wear high-visibility clothing (e.g. vest, t-shirt) at all times during the bump-in, bump-out of the event and anytime whilst on the loading dock. High-visibility clothing must meet AS/NZS 4602 standard. Persons not complying with this policy will be denied access to these areas.

#### **4. Pedestrian Safety**

During the move-in and move-out of events, there is a large amount of vehicle movement, particularly on the Loading Docks, which can make it a hazardous workplace for pedestrians. Therefore, all pedestrians must exercise extreme caution, always wear high-visibility clothing, never assume the forklift operator has seen them and only enter the Loading Dock area if absolutely necessary and authorised to do so.

## 5. Personal Safety

At all times during bump-in and bump-out, the following minimum personal safety standards are mandatory. These also apply at all times on the Loading Dock:

- No children under the age of 15 years are permitted entry
- All persons must wear approved covered toe footwear, i.e. no thongs, sandals or open-toe footwear. Steel capped safety boots are highly recommended.
- Appropriate Personal Protective Equipment must be worn for all tasks that require it (e.g. safety glasses, gloves, hearing protection)
- Nobody is to work while under the influence of drugs or alcohol.

## 6. Emergencies

In the case of an emergency of any type, notify The RICC security 0499 900 161.

The RICC has Emergency Response plans to cover a variety of emergencies, these procedures will be implemented by Royal ICC as required. In the event of an emergency of any type, notify RICC staff or security.

The emergency alarm system is two stage, an alert tone and evacuation tone. If an evacuation is required RICC staff and Fire Wardens will direct occupants to a safe assembly area.

## 7. Smoking

The Brisbane Showgrounds and Royal ICC are non-smoking venues. As per the *Tobacco and Other Smoking Products Act 1998*, smoking is not permitted in any structure or enclosed space. Smoking is only permitted in Designated Outdoor Smoking Areas. There is a designated smoking area, with ashtrays located on the north side of the building underneath the fire escape stairs.

## 8. Safe Work Method Statements (SWMS), Job Safety Analysis (JSA) and Method Statements

A SWMS or JSA must be submitted for all works on site. It must be specific for the work being undertaken and will be reviewed by the Organiser. Once reviewed, any changes required will be communicated or it will be approved. No work will be allowed to commence without an approved SWMS. A dedicated safety officer will be operating on site during the whole event to ensure that safe work procedures outlined in the SWMS are followed and a warning/stop work system will be enforced for all non-compliance. SWMS/JSA are to be uploaded and submitted via the Contractor Manual.

For some builds, e.g. multi storey stands, high structures, a detailed method statement may be requested by the Organiser detailing how a stand is put together and dismantled on site. An assessment of the stand plans and SWMS will be made and if deemed necessary, the Organiser will contact the Contractor and request the method statement.

## 9. Working from Heights/Ladders

All work above 2m in height must be performed from a platform, scaffold or elevated work platform – i.e. not ladders.

We strongly recommend that platforms are used for all work however any ladders used for work below 2m must comply with all Australian standards, must be industrial rated and must be used according to any manufacturer's instructions and in accordance with WorkCover regulations.

### Ladders

The following is to be considered for ladder use at ROTORTECH:

- Ladders must only be used for light work and for a short duration
- Ladders must comply with *AS/NZS 1892.5: Portable ladders- Selection, safe use and care*
- Metal ladders must not be used where an electrical hazard exists
- Three points of contact must be maintained at all times
- Ladders must be suitable for the type of work
- Ladders must be used in line with the manufacturer's instructions
- Do not carry anything when climbing or descending
- Do not over-reach. Over-reaching can lead to the ladder tipping sideways. Work with your belt buckle within the ladder stiles
- Do not allow anyone else to be on the ladder at the same time
- Face the ladder when going up or down or when working from it
- Always stand on a rung that is at least 900mm from the top of a single or extension ladder and on or below the second tread below the top
- Never straddle a ladder

Any scaffold must be erected by a trained/competent person. If over 4m in height, a scaffold license is required to erect or modify the scaffold. Manufacturers assembly instructions must be available for reference (please ensure you obtain these from the hire company if hiring a scaffold). EWP's must only be operated by suitably trained persons and a spotter is required at all times.

## 10. Insurance

All contractors on site are required to have adequate insurance. The Organiser requires certificates of insurance prior to any work commencing, with a minimum of AU\$20M Public Liability, and Australian Workers Compensation cover. These certificates are to be submitted via the Contractor Manual.

## 11. Electrical Work & Equipment

All electrical work must be undertaken by suitably qualified persons and comply with all state and federal legislation. All work must be certified by a Registered Electrical Contractor. No live work should be performed – all equipment must be isolated from the supply before work on it commences. A compulsory electrical safety certificate is required for all space only stands, issued by the official electrical contractor.

All electrical items must be Australian Standard Compliant, along with being tested and tagged by a competent person before they can be used on site.

A tag should be visible somewhere on the equipment, such as the lead. The tag should show a test date and a date of expiry.

The test should:

- Have been carried out within the last three months, and;
- Have been carried out by an electrician or someone qualified under AS/NZS 3760

## **12. Custom Stand Displays**

All temporary structures built for the exhibition must comply with the Building Code of Australia (BCA) and all other statutory regulations current at the time of construction. This includes areas pertaining to egress, fire safety and flammability rating of materials. All stands must be designed and constructed in accordance with all relevant Australian Standards. In cases where a stand appears structurally unsafe, the Organiser may request the stand builder to verify the integrity of the structure or compliance with the BCA, e.g. obtain a structural engineer's certificate.

## **13. Work after hours**

The normal operating hours of the exhibition during bump in and bump out are 0700-2200. You are required to plan your work around these times and exit the halls by 1700hrs where possible. You must ensure that adequate breaks are given to staff to reduce fatigue. Please contact the Organiser for further details.

## **14. Hazard Reporting**

All incidents, including injuries, illness, hazards, property damage and environmental issues must be reported to, the Event Organiser or RICC management.

## **15. Vehicle Safety**

The following should be adhered to when operating vehicles (including cars, trucks, forklifts, boom and scissor lifts etc.) on site:

- Maximum speed **10kph** for outdoor areas of RICC and Brisbane Showgrounds, inside buildings and areas with crowds of pedestrians, Maximum speed **5kph** (walking distance).
- Drivers must be aware of pedestrians and all occupants in the building
- Elevated work platform (EWP) operators must ensure that spotters are used at all times within the venue
- Forklift operators must ensure that spotters are used inside the Exhibition Halls once shell scheme or custom stand construction commences and whilst the walls remain erect, or at any time that the forklift operator's vision is obstructed.
- Spotters must accompany elevated work platforms and cranes within the building at all times.
- Phones or hand-held radios are not to be used while the vehicle is in motion
- Where relevant, the operator must complete a daily safety check on the vehicle and complete details in the logbook. If the vehicle is defective it is not to be used.

## **16. Dangerous Goods and Hazardous Substances**

Safety Data Sheets (SDS) must be supplied with all dangerous goods and hazardous substances, with these products to be handled in accordance with the requirement detailed in the SDS. Dangerous goods are not to be stored on site without approval from the RICC Safety Team.

## **17. Exits and Fire Fighting Equipment**

Access to emergency exits, fire hose reels and extinguishers must be kept clear at all times. The running of cables through, or in front of, fire services is prohibited. Fire hoses and extinguishers are not to be used for any other purpose than to fight a fire.

Emergency exit signs must remain visible at all times.

## **18. Injury or Incident**

All incidents, injuries or "near misses" (for example, a load falling off a forklift) must be reported to an Event Organiser or Security Officer immediately.

Security Officers are trained in first aid and can arrange further medical assistance, such as an ambulance, if required. Injury or incident details will be recorded, and persons involved are requested to cooperate and provide necessary information. A first aid room is located on Level 1 concourse.

Notwithstanding this contractors and exhibitors should provide adequate first aid personnel and supplies to cater for the medical requirements of their workers.

## **19. Safe Work Practices**

The WHS Legislation places a legal requirement on everyone to work in a safe manner, ensuring that they do not put themselves or others in danger by their actions.

To minimise the likelihood of injury, exhibitors and contractors must cooperate and follow safe work practices and any safety requirements set out by their employer, Royal ICC, Event Organiser and WorkCover.

Safety inspections will be conducted at random and the site will be monitored by the Event safety team.

## **20. Licences**

Under no circumstances should persons perform any work for which they are not suitably qualified, experienced and competent to carry out.

Licences for Forklift Operation, Scaffolding, Rigging, EWP and Electrical Trade etc. must be available for inspection when requested by the Event Organiser or Royal ICC representatives. Copies of all licences must be submitted via the Contractor Manual.

## **21. Conduct**

If any contractor is found to be working while under the influence of alcohol or illegal drugs, they will be removed from site immediately. All exhibitors and contractors must follow reasonable directions from the Event Organiser or Royal ICC representatives. Any person acting in an unruly or violent manner will be evicted from site. Any form of harassment or discrimination will not be tolerated

## **22. COVID-19**

In accordance with RICC COVID-19 Safe Plan, prior to coming onsite all persons (including all exhibitors) must have completed the Australian Government '*Infections Control Training-COVID-19*'.

If you are unwell or are showing COVID-19 symptoms the Organiser and/or Venue reserve the right to refuse entry.

All persons on site must comply with the following COVID-19 safe measures:

- Sanitize your hands upon entry to the site.
- Ensure you maintain 1.5-meter social distancing at all times and abide by any social distancing measure put in place throughout the site.
- Maintain hand hygiene, regularly washing or sanitizing hands.

## **Further Information**

Should you require further information, please contact the Event Organiser.