

OCCUPATION HEALTH & SAFETY (OH&S)

AIME 2022



It is a condition of entry into the Melbourne Convention & Exhibition Centre (MCEC) that every exhibitor, contractor, sub-contractor, supplier and their agents comply with the current Victorian Occupational Health & Safety legislation, as well as all other legislation covering the venue.

The exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others (including attendees) health and safety is not put at risk by their actions (or inactions) during the exhibition.

Please ensure the staff working on the stand and contractors have read through the following OH&S information prior to coming onsite.

GENERAL

- A person must be appointed who is responsible for health and safety matters on the stand.
- Emergency gangways, as indicated on the site floor plans, must be maintained at all times.
- During the move in and move out 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 Exhibition floor manager or to the Organiser 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.
- 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.
- 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, safety features of the scaffolding is provided as per laid down standards, and that any tower scaffold in use is properly stabilised and propped.
- Stand construction contractors must comply fully with all legal requirements that are relevant to their operations.
- DO NOT attach items / 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, e.g. ladders, steps, etc. Talk2 Media & Events cannot be responsible for injuries, falls or damage caused by the improper use of this equipment.

EXHIBITOR RESPONSIBILITIES

- 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. Ensure that the relevant risk assessments have been carried out relating to your own stand / area during move in and move out
- Co-operate / co-ordinate your actions with the organisers / contractors on-site.
- Make parties aware of any potential risks during move in and move out through risk assessments.
- Ensure that your workers / contractors are both competent and following safe systems of work.
- Seek advice where necessary from the health and safety advisor on-site, this will enable you to comply with the relevant statutory provisions.

CONTRACTORS RESPONSIBILITIES

- Ensure the health, safety and welfare of any persons including sub-contractors on-site during move in and move out.
- Where significant risks are involved ensure that risk assessments and method statements detailing methods of work are completed and submitted to the organisers prior to the event.
- Comply with Work Health and Safety Legislation, during move in and move out.
- Ensure the competence of employees and subcontractors to carry out the designated work.
- Co-operate and co-ordinate your actions.

STAND DESIGNERS

- Must be competent i.e. Having necessary skills, knowledge and experience pertaining to stand design backed up by the relevant qualifications.
- Ensure that erection and maintenance of the design, can be carried out safely and in accordance with the relevant legislation by the contractors in the time available.
- Comply with regulation 13 of the construction and design regulation 1994 designers duties and related legislation to stand construction.

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 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.

HIGH VISIBILITY CLOTHING

As part of Victorian State Legislative OH&S 2004 requirements and enforced by the MCEC, it is a requirement for all Exhibitors and Contractors to wear High Visibility Clothing (HVC) during the move in and move out period of the exhibition. Limited High Visibility Vests will be available on site it is advisable that Exhibitors bring their own High Visibility Clothing for all staff who will be on site during these periods. The MCEC has numerous vending machines throughout the centre whereby you can purchase high visibility vests.

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.

GUIDANCE NOTES FOR DEMONSTRATIONS

- All demonstrations must be carried out in accordance with the WH&S Legislation.
- All exhibits must, where they are not sufficiently stable as freestanding models, be properly secured to the floor or other structure.
- Floors on 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.

- 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.
- Exhibits must be positioned so they do not protrude into the aisle (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.

EXHIBITOR OH&S CHECKLIST

The following items provides you with a checklist focusing on OHS issues for your reference only. Simply tick each item as they are completed.

HOUSEKEEPING

- Provision made for all rubbish to be disposed of immediately.
- All personnel working at the stand informed of the requirement to keep the stand free of rubbish.
- During the move in period, keep aisles surrounding your stand area as clear from debris as possible.
- Please ensure closed toe shoes and high visibility safety vests are worn during move-in. Failure to comply to these WH&S regulations will mean access to the show floor will not be granted.

ELECTRICAL CABLES

- All cables provided by the exhibitor are in good condition and suitable for purpose.
- All cables are routed away from areas where people walk.
- Cables properly protected where they have to cross an area where people walk.
- All electrical equipment including lights, appliances, power-boards, leads etc. used on your exhibition stand at all exhibitions must be tested & tagged in accordance with AS/NZS 3760 in Victoria.
- This is a statutory requirement. All tags need to be clearly identifiable.

FIRE

- All personnel working at the stand are informed of the precautions for routing electrical cables.
- Non-combustible materials used in stand or display items.
- Written approval from Talk2 Media & Events for use of naked flames on stand.
- Fire extinguisher on stand as required by Talk2 Media & Events and clearly visible at all times where LP Gas appliances or naked flames used.
- Additional fire precautions as required by Talk2 Media & Events in place.
- No flammable materials placed within 1 metre of naked flame.
- Flames placed so members of public cannot come into contact with them.
- All personnel working at the stand informed of fire precautions, including requirement to be at the stand at all times a flame is alight.

FLOOR TILES

All floor tiles flat on the floor or any raised edges taped over.

LIGHTING

- All lighting at least 2.4 metres above floor level.
- All electrical equipment including lights, appliances, power-boards, leads etc. used on your exhibition stand at all exhibitions must be tested & tagged in accordance with as/NZ 3760 in Victoria.
- This is a statutory requirement. All tags need to be clearly identifiable.
- High powered lights at least 0.5mtrs from flammable materials.
- All portable light fittings have the correct certificate of approval.
- All light fittings covered with a glass lens.
- Lighting tracks on stand free of electrical cables or other materials.
- Electrical cables free of exhibitor materials / fixtures.
- All personnel working at the stand informed of the requirements for stand lighting.

SMOKING

All personnel working at the stand are informed of the no smoking policy at the venue.

MANUAL HANDLING

- All heavy items requiring manual lifting are stored lower than shoulder height.
- Where containers are stacked above shoulder height, they are empty and suitably attached to prevent them falling down.
- All personnel working at the stand informed of requirements for safer manual handling.

MOTOR VEHICLES DISPLAYED ON STAND

Motor vehicles or other Mechanical appliances displayed within the exhibition areas must fulfil the following requirements:

- Fire extinguishers on stand as required by Talk2 Media & Events
- Petrol tanks must be 90%-100% full
- Fuel tank cap sealed or locked
- A drip tray is required if a vehicle is on site.
- LP Gas system installed in accordance with AS1425
- LP Gas tank isolated from engine
- Residual LP Gas in supply line to engine consumed
- Vehicle locked and ignition keys kept secure, with spare set of keys left with the Talk2 Media & Events (in the Organiser Office)
- Written approval obtained from Talk2 Media & Events to run vehicle engine during exhibition
- All personnel working at the stand informed of requirements for motor vehicles. Please seek approval at least one month prior to AIME if you intend on displaying motor vehicles as part of your display from the AIME Operations Manager.

STANDS FOR DISPLAYS OR SUPPORT MATERIAL

- Stands for display purposes are stable and suitable for weight of display.
- Stands for electronic equipment (TV, VCR, Laptops, Data loggers, etc.) are stable and suitable for the purpose.
- All cables to display items or electronic equipment are taped to the protected side of the display stand so the item cannot be accidentally pulled off the stand.
- All personnel working at the stand are informed of precautions to protect display or other materials.

SUB-LETTING OF EXHIBITION SPACE

No exhibitor is allowed to sub-let or allocate space on their stand to another company without notifying Talk2 Media & Events at least 2 weeks prior to the commencement of AIME.

FIRE, MEDICAL & EMERGENCY PROCEDURES

- In the event of a partial or complete evacuation of the exhibition halls, exhibitors 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 a section of the building, then the evacuation public address announcement will be made.
- The security manager wished 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.

FIRE & SAFETY REGULATIONS (including any type of candle, heating appliances etc.)

- Proposals to use flammable gas and / or naked flames on any exhibit must be approved in writing by the MCEC at least one month prior to the first day of move in.
- Flammable liquids may be used as part of an exhibit display within certain guidelines approved by the MCEC. Data sheets can be obtained from the MCEC for LP Gas and general flammable liquids. Fire extinguishers and venue fire fighting equipment must be visible and accessible at all times and must not be removed from their correct location.
- Display stands / materials must not obscure or hinder access to fire fighting equipment.

- Should the construction of a stand create a potential smoke lock area or create an area not serviceable by the existing sprinkler systems, the MCEC may require the exhibitor to install a smoke detector or sprinkler system, emergency and exit lighting and exit systems on their stand.
- All fabric and material used to dress stands or for product display must be flame proofed. Written confirmation of flame proofing must be provided. If you have any doubt about the appliance you plan to use, contact Nikki Witman at nikki.witman@talk2.media

FIRE PROOFING

Any materials used for stand construction or display purposes must conform to the following standards:

- Non-combustible material
- Inherently non-flammable material
- Flame-proof fabric
- Self-extinguishing plastic material plywood, hardwood, pulp board or fibre board rendered flame-resistant by a process of impregnation acceptable to the authorities
- Crepe paper, corrugated cardboard, straw, untreated hessian or PVC sheet (except on floors as a protective membrane) is strictly forbidden
- Sawdust tan bark or wood chips of a reasonable size may be used to decorate floors provided a protective membrane is laid first and chips are kept slightly moist at all times.

WORK HEALTH & SAFETY POLICY

It is the policy of Talk2 Media & Events to endeavour to seek the co-operation of all concerned in order to achieve the highest standards, in all aspects, of health and safety. Talk2 Media & Events, 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 Work 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 Work 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, Talk2 Media & Events 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 which may be requested during the exhibition. Overleaf are some of the principal areas, which need to be brought to your attention. If you have any queries, please contact the organising department. Our Health and Safety Committee has completed these guidelines to distinguish the basic areas of responsibility for you and those employed by you during the move in and move out of an exhibition.

If you need help or further information, please contact: **Nikki Witman –Operations Manager**
nikki.witman@talk2.media