

TITLE:  EVENTS SAFETY COMPLIANCE POLICY FOR SHOW MANAGEMENT AND EXHIBITORS			DCN:  EEC/SS-017
ORIGINATOR:  DINDO TIPON	DATE:  06/21/2018	REV NO:  000	TOTAL NUMBER OF PAGES:  3

**I. PURPOSE:**

This event safety compliance aims to help show management and exhibitors to run the event safely. It is created to enable show management to understand the needs of others concerned with the event, such as local authorities, emergency services, so that they can all work together to improve event safety.

The show management, whether an individual, collective or local authority, has prime responsibility for protecting health, safety, and welfare of everyone working at, or attending the event.

**II. MATERIALS:**

- Hot Work Permit (if applicable)
- Field Level Hazard Assessment Form

**III. SCOPE**

This safety compliance policy applies to all show management, exhibitors, contractors working for show management and or exhibitors, and exhibitors' employees

**IV. POLICIES/GUIDELINES/PROCEDURES:**

4.1 Fire Safety

- 4.1.1 Emergency exits, fire extinguishers, fire alarm pull stations, and electrical control or circuit breaker panels must be free from any obstruction.
- 4.1.2 Show management must ensure that all exhibitors are aware of emergency exits and how the alarm works in EXPO. Contact EXPO Safety & Security for more details. Follow the instruction of EXPO Safety & Security in case of evacuation.
- 4.1.3 No parking on designated fire lanes and material storage i.e. boxes and stuff intended for the events on marked floors inside the building.
- 4.1.4 Observe the 18 inches clearance between the sprinkler heads and materials to be stored at the back of Hall E to H.
- 4.1.5 For hot work (*any operation involving open flames, generating sparks or heat ex. welding, grinding, soldering, cutting using torch, etc.*), obtain hot work permit at the EXPO Facilities & Site Department. No work shall start unless permit is secured and inspected.
- 4.1.6 Substandard electrical tools or equipment (those tools and equipment without CSA seal or stamp of approval) i.e. extension cords, power bars, etc. must not be used.

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- 4.1.7 Show management and or exhibitors must call EXPO Security Dispatch for any fire related incidents at 780.471.7222. EXPO Security Dispatch is responsible for calling 911 emergency services.

#### 4.2 Field Level Hazard Assessment

Field Level Hazard Assessment (FLHA) must be done and reviewed by all show management and or exhibitors including its workers and contractors before moving in and moving out.

Event managers and show management may consult EXPO’s Safety Coordinator whether FLHA is needed. Show management and exhibitors may use their own FLHA form or form from EXPO.

Events that involve the use of regular frames and drapes for show booths do not require FLHA. FLHA is needed for;

- 4.2.1 overhead work and a barricade is needed to secure the area,
- 4.2.2 fall protection is required, 10 feet and above,
- 4.2.3 erecting and dismantling of scaffolds,
- 4.2.4 construction of show booth with physical structures 10 feet high and above
- 4.2.5 use of chain saws and other cutting tools,
- 4.2.6 lifting more than 80% of forklift load rating capacity, lifting unusual shape of the load including long and or wide materials or objects i.e. stones, logs, small roof, canopy,
- 4.2.7 crates that are almost obstructing forklift operator’s vision,
- 4.2.8 use of hazardous chemicals,
- 4.2.9 others

#### 4.3 Material Handling, Moving In and Moving Out

- 4.3.1 Exhibitors’ workers and or contractors operating forklift and other lifting devices must observe the speed limit of 10kph inside the building and 15-30kph outside of the building.
- 4.3.2 Do load securement whenever necessary.
- 4.3.3 Forklift operators must have proof of competency available onsite.
- 4.3.4 Follow the EXPO safe work procedure on forklift, copy is available upon request.
- 4.3.5 Use appropriate and or approved personal protective equipment (PPE) identified in FLHA.



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4.3.6 Children ages 15 and below are not allowed in the moving in and moving out zone.

4.4 Incident Reporting and Injury Management

4.4.1 Incident causing major and or severe injury must be reported immediately to EXPO Security Dispatch at 780.471.722. EXPO Security Dispatch is responsible for calling 911 emergency services.

**V. IMPLEMENTATION:**

Event managers and Safety & Security shall be responsible for the implementation of this compliance policy intended for show management and exhibitors.

Any safety issues and concerns brought up during events or shows must be corrected immediately by show management and or exhibitor’s contractors or employees for the safety of the public and other people in the building.

This safety compliance policy shall be presented and included during contract signing with show management and will be distributed to all exhibitors prior to the show or event.