

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.worksafe.vic.gov.au/>

<http://www.buildingcommission.com.au>

Health and Safety Regulations for Australian International Aerospace & Defence Exposition 2019

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

Venue safety information for exhibitors and contractors

This information is designed to provide exhibitors and contractors with site-specific details for the Australian International Aerospace & Defence Exposition Avalon 2019, to assist in making it a safer place for everyone.

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1. Safety Induction

To gain access to the venue during bump-in and bump-out of the Exhibition, all persons (including all Exhibitors) are required to successfully complete the Online Safety Induction. This can be accessed through the relevant Online Manual.

Upon successful completion, each person is required to print the issued certificate and bring this, along with photo ID, to the Exhibition to collect their badge. No access will be given to the site to anyone without a valid badge. There will be provision to sit the induction on site for anyone who has not been able to complete the online version, but please be aware that long delays may be experienced before any work can commence.

Note: All personnel entering the Avalon site during pre/post event phase must hold a valid construction induction card (white card).

2. Site Access

Site access is limited to accredited (badged) personnel only. Please refer to the relevant online manual for details of badge types and the associated access times and locations. The Organiser, at its absolute discretion, reserves the right to refuse access, revoke accreditation or remove from the venue any person it deems to be in breach of these regulations, or for any other reason further promulgated.

3. High-visibility Clothing

All personnel, including Exhibitors and Contractors, must wear high-visibility clothing (e.g. vest, t-shirt) at all times on the Loading Docks, in the Exhibition Halls, in External Display products and on the Chalet Line during the move-in and move-out phase of the event. Persons not complying with this policy will be denied access to these areas. High-visibility vests are available for Exhibitors at designated access points.

4. Pedestrian Safety

Pedestrian exclusion zones shall be enforced within a three (3) meter radius of a forklift and mobile plant. This distance could expand when the height of the forklift load or the speed travelled increases. If a pedestrian is within three metres of a forklift or mobile plant, a safe work method statement and suitable risk control measures shall be developed. 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 and adhere to the following on site:

- Never assume a forklift operator has seen you
- Always follow the instructions being given by spotters
- Never walk under a raised load
- Stand clear of trucks being unloaded by forklift
- Exercise extreme caution: wear hi visibility clothing; listen and look before passing a blind corner
- Pedestrian access through the loading dock is restricted to the barricaded walkways provided. Exception to this rule will be Site Personnel from Schenker (Official logistics partner) who will have correct PPE and be involved in the unloading of vehicles and as spotters for forklifts entering or exiting the loading dock.
- Never walk outside the designated walkways. Pedestrian signs and designated walkways will be clearly marked.

5. Personal Safety

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

- No children under the age of 16 years are permitted entry
- All persons must wear approved safety footwear, i.e. steel toe caps.
- 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 illegal drugs or alcohol.

6. Emergencies

The Organiser will produce Emergency and Evacuation Procedures for all areas of the Exhibition. These will be provided to all personnel, who must familiarise themselves with the procedures and strictly adhere to them in the event of an emergency or evacuation situation.

7. Smoking

As per the Smoke-Free Environment Act 2000, smoking including E-cigarettes, are not permitted in any structure or undercover facility or any area designated a non-smoking area.

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/JSA. A dedicated safety team 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 can be uploaded via the contractor online 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 ACC

- 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 can be uploaded via the contractor online manual.

11. Cutting/Sanding/Drilling

All work that produces dust/vapours must use an approved extraction method, e.g. vacuum attachment, specifically any work involving MDF or similar material. Only small cuts, etc. are permitted inside any structure (with extractor fitted) and any large cuts are to be completed in designated external cutting areas. Drop sheets must be used to protect the carpet/flooring (costs will apply for any damages) and all mess must be cleaned immediately. No cutting of aluminium is to be performed on carpeted areas. Appropriate PPE must be used at all times.

12. 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 temporary power leads must be raised from the floor or where not possible protected from damage by mobile plant or other work activities.

All electrical items must be 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

13. Custom Stand Displays

All temporary structures built for exhibitions 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 ACC 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.

14. Multi Storey Structures

For multiple-storey structures, the Organiser requires a Certificate of Compliance – Design to be submitted before stand build starts. With this, the stand builder must provide drawings showing all features, including access/egress points, stairways and elevators. Full-dimensional drawings are required. An inspection and further certification is required once any multiple storey structure is built on site. This second certificate, a Certificate of Compliance – Inspection must be provided to the Organiser prior to the stand being occupied by Exhibitors or visitors. These compliance forms must be signed by a Registered Building Practitioner, confirming that the design and installation comply with the Building Code of Australia.

Dependent on method of erection and SWMS documentation, hard hats, harnesses, barricading and signage, etc. may be needed during build and dismantle of structures. Each stand will be individually assessed and necessary requirements discussed and agreed to before work commences.

15. Work after hours

The normal operating hours of the exhibition during bump in are 0700-1700. You are required to plan your work around these times and exit the halls by closing time. Should you need to work late due to unforeseen circumstances, the Organiser will arrange a security guard and safety officer, per stand required, to facilitate this. The cost will be borne by the Contractor, with a minimum 4-hour shift, payable in advance. You must ensure that adequate breaks are given to staff to reduce fatigue. Please contact the Organiser for further details and rates.

16. Hazard Reporting

If any person becomes aware of a hazard or believes that their safety is being put at risk by the actions of other people, it should be reported to their supervisor, the Event Organiser or Security.

17. Vehicle Safety

Pedestrian exclusion zones shall be enforced within a three (3) meter radius of a forklift and mobile plant. This distance could expand when the height of the forklift load or the speed travelled increases. If a pedestrian is within three metres of a forklift or mobile plant, a safe work method statement and suitable risk control measures shall be developed.

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

- Never assume a forklift operator has seen you
- Always follow the instructions being given by spotters
- Never walk under a raised load
- Stand clear of trucks being unloaded by forklift
- Exercise extreme caution: wear hi visibility clothing; listen and look before passing a blind corner
- Pedestrian access through the loading dock is restricted to the barricaded walkways provided. Exception to this rule will be Site Personnel from Schenker (Official logistics partner) who will have correct PPE and be involved in the unloading of vehicles and as spotters for forklifts entering or exiting the loading dock.
- Never walk outside the designated walkways. Pedestrian signs and designated walkways will be clearly marked.
- Complete daily safety check and log books
- Spotters will be required on all powered mobile plant working in areas that pedestrian movements are permissible if vision is restricted, or the area is congested.
- No passengers are allowed on any moving plant or equipment unless the manufacturer has provided suitable seats for this purpose and the manufacturer's instructions allow.
- Copies of licences for forklift operation, scaffolding, rigging, EWP and electrical trade etc, must be received by the Organiser before work can commence.

- Speed limits for all areas must be obeyed by all vehicles.
- No phones or hand held radios while vehicle is in motion.
- Give way to heavy vehicles and plant at all times.
- It is the driver's responsibility to ensure that any passengers are properly seated and safety/seat belts worn and no adjacent persons are in hazardous positions prior to moving the vehicle.
- No person is to ride in the rear of a truck, utility, or trailer.
- Stay clear of moving equipment; do not get on or off moving equipment
- Do not walk or work under a suspended load.

18. Dangerous Goods and Hazardous Substances

Material Safety Data Sheets (MSDS) must be supplied with all dangerous goods hazardous substances and chemicals, with these products to be handled in accordance with the requirement detailed in the MSDS. These include paints, cleaning products, solvents, etc. Dangerous goods are not to be stored on site without approval from the Organiser. If stored onsite the maximum quantity to be stored and location must be reported to the Organiser.

19. 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.

20. Injury or Incident

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

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

21. Safe Work Practices

The OHS 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, the Event Organiser and WorkSafe.

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

22. Licenses

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 ACC representatives. Copies of all licences must be uploaded to the Contractor Online Manual prior to the event for the Organisers records.

23. 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. Any person acting in an unruly or violent manner will be evicted from site. Any form of harassment or discrimination will not be tolerated

24. Conduct

The majority of workplace injuries are caused by incorrect methods for handling materials i.e. repetitive application of force and awkward postures and movements.

You must identify any risks that involve hazardous manual handling. If these tasks pose a risk of musculoskeletal disorder (MSDs), you must eliminate the risk.

Further Information

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