

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>

<http://www.safework.sa.gov.au/>

Health and Safety Regulations for Land Forces Australia Asia Indo-Pacific 2018

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 Adelaide Convention Centre (ACC) and Land Forces Australia Asia Indo-Pacific 2018 Exposition, to assist in making it a safer place for everyone.

Index	Clause No
Safety Induction	1
Site Access	2
High-Visibility Clothing	3
Pedestrian Safety	4
Personal Safety	5
Emergencies	6
Smoking	7
Safe Work Method Statements	8
Working From Heights/Ladders	9
Insurance	10
Electrical Work & Equipment	11
Custom Stand Displays	12
Work After Hours	13
Hazard Reporting	14
Vehicle Safety	15
Dangerous Goods & Hazardous Substances	16
Exits & Fire Fighting Equipment	17
Injury or Incident	18
Safe Work Practices	19
Licenses	20
Conduct	21

1. Safety Induction

To gain access to the Venue during bump-in and bump-out of the exposition, all persons (including all exhibitors) are required to successfully complete a Land Forces 2018 Online Safety Induction. This can be accessed through the relevant Online Manual.

Upon successful completion, each person is required to print the issued certificate along with photo ID to the Exhibition to collect their badge.

No access will be given to the halls 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.

2. Site Access

During Bump-in Contractors must enter the Venue via the **Central Entrance** (North Terrace). From 0900 Monday 3 September Exhibitors and Visitors must enter the Venue via the **Main Entrance** (North Terrace), this will be the only Entry point for the duration of the event. All access for exhibitors and contractors to the Adelaide Convention Centre Loading Dock must be scheduled through the Official Freight and Logistics supplier. Please note; High-visibility clothing is required to access the dock via the pedestrian walkway.

3. High-visibility Clothing

All exhibitors and contractors must wear high-visibility clothing (e.g. vest, t-shirt) at all times on the ACC Loading Docks, Pedestrian walkway to Loading Dock and in the Exhibition Halls during the bump-in and bump-out of an exhibition. Persons not complying with this policy will be denied access to these areas. Hi-Visibility vests are available for exhibitors at designated access points and are available for purchase from the ACC's floor ambassador's desk.

4. Pedestrian Safety

During the bump-in and bump-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 16 years are permitted entry
- All persons must wear covered footwear, i.e. no thongs, sandals or open-toed shoes. 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 ACC Staff or contact ACC Security. The emergency (in-house) contact number is '6770'. If dialling from an external or mobile phone the number is 8210 6770.

Alert Alarm

The alert tone consists of a series of short sharp beeping sounds (beep, beep, beep). This signifies an incident has occurred and all occupants should prepare for evacuation (secure material, switch off appliances) and await further instructions.

Evacuation Alarm

The Evacuation Alarm is designed to notify all occupants that immediate evacuation is necessary. The evacuation tone consists of a series of whooping sounds (whoop, whoop, whoop).

On hearing the evacuation tone all persons should proceed immediately to the nearest emergency exit and proceed to the closest emergency assembly point.

7. Smoking

As per the Tobacco Products Regulations Act 1997, The ACC is a non-smoking venue; Smoking and e-cigarettes are permitted at designated areas outside the venue.

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 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. 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 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 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.

13. Work after hours

The normal operating hours of the exhibition during bump in are 0700-2345. You are required to plan your work around these times and exit the halls by 1900hrs where possible. Should you need to work late, the halls will remain available until 1145pm for the first three days of bump-in, however, there will be no access to the loading dock after 1900 and access to and from the halls will be restricted. You must ensure that adequate breaks are given to staff to reduce fatigue. Please contact the Organiser for further details.

14. 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 any ACC staff member.

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 limit of 5kmp (walking pace) has to be maintained on the loading dock and in all other areas of the venue
- 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
- 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

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

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.

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/ACC Staff member immediately. All ACC staff members 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.

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

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 ACC 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

Further Information

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