




Safety Guidelines for the Event's Industry

Grant Thornton 



Produced on behalf of the Associations representing the Events Industry by Thebe Venue Management & Gearhouse SA

These documents have been audited by Grant Thornton Risk Services

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Foreword

The role of EXSA is to serve the exhibition and events industry in South Africa. EXSA's core strategy is to actively grow and develop the exhibition and events industry within Southern Africa. This will be achieved by promoting the unique benefits offered by exhibitions and events, and raising the profile of our members who include venues, organisers and suppliers.

With this strategy in mind, 24 months ago EXSA embarked on a program to educate our members of the safety standards that we are required to adhere to in order to operate in the Exhibition and Events Industry. A task team was set up to comment on the Safety at Events Bill and various role players in the industry set up discussion sessions to assist with developing industry norms for the education, implementation and management of the safety standards for our Industry.

EXSA set aside valuable membership funds to assist with this process and mandated Thebe Venue Management – Safety Division to drive the process and develop a first version of industry norms and standards that can be built on in future.

SAACI requested that they be involved in this process as they felt that these standards would be relevant to their members and as such have also contributed funds to the process. One of the members of both Associations, Gearhouse SA, contributed funds for Grant Thornton Risk Services to assist in the development and auditing of the guidelines.

Whilst a great deal of care has been taken during the development of these industry norms, we are well aware that there may be differing interpretations and opinions as well as numerous questions raised for each topic in this set of guidelines. EXSA welcomes these different points of view and encourages the involvement of all interested parties in order to ensure that the standards and norms relating to the management of Health & Safety in our industry are as effective as possible and supported by the entire industry.

Safety Guidelines for the Event's Industry

It has been my privilege driving this process and interacting with the industry on a subject of such high importance and thank those that have been involved and I look forward to where this process may take us in the future.

Mike Lord
General Manager
Thebe Venue Management

Introduction to the Safety Guideline Booklet

The purpose of the booklet is to create and develop generic safety guidelines for the Events Industry in providing guidance to the industry and stakeholders as to 'best practices' to be considered at the setting up and staging of events to avoid or limit possible injury, accident or loss of life which could result in liability.

These guidelines serve to provide terms of reference to the parties and stakeholders involved in the organisation and management of events, with focus on legislative and regulatory compliance.

Each of the parties concerned in an Event is responsible for ensuring that they comply with the Occupational Health & Safety Act (OHSACT), SANS codes, Fire services Act, Gatherings Act 205, Public Open Spaces By-Laws and any other relevant Council and City By-laws where it is applicable to them.

It is thus important to identify and establish Key Drivers and actions required to ensure the safety of the personnel involved in the preparatory stages and installation of the components necessary for an event as well as the safety of the general public and stakeholders during the event.

It is crucial that all role players, stakeholders, contractors and suppliers understand their roles and responsibilities concerning the Disaster, Safety & Risk Management plan for the event they are involved.

The Occupational Health and Safety Act that governs workplaces, read construction site or Event says the following:

- The General Duties of Employers to their Employees is that they shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees;
- Take steps as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard to the safety or health of employees;
- Establishing, as far as is reasonably practicable, what hazards to the health or safety of persons are attached to any work which is performed and he shall, as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work in order to protect the health and safety of persons, and he shall provide the necessary means to apply such precautionary measures;
- Providing such information, instructions, training and supervision as may be necessary to ensure, as far as is reasonably practicable, the health and safety at work of his employees;
- Take all necessary measures to ensure that the requirements of the OHSACT are complied with by every person in his employment or on premises under his control;
- Enforcing such measures as may be necessary in the interests of health and safety;

Event & Exhibition Safety Guidelines

Introduction:

Generic safety guidelines have been developed by the Exhibition and Events Industry in order to inform and educate the organisers, venue's, contractors, supplier and exhibitors on what "best practices" should be used to safely work on an event to avoid any possible liability, injury, accident or loss of life. The guidelines below takes into account items of general Health and Safety.

Before any work should begin on site, the organiser, exhibitor and their contractor must evaluate any risk that might be caused by the building of any temporary structure at the event and look at possible hazards and dangers.

By doing this the organiser, exhibitor and contractor should be able to put in place plans and procedures that limit or nullify risks. These steps are essentially the reasonable steps that the exhibitor and or contractor will take to limit injury, loss of life, civil liability and public liability.

There are 8 main areas of safety

General Fire Safety & Fire Prevention	Electrical Procedures & Requirements
National Building Regulations for Temporary Structures	Rigging Guidelines
Safe Working Practises	Ladders & Scaffolding
Gas and/or Naked Flame Application & Usage	Liability & Insurance

This section which is part of the overall Disaster Management Plan that needs to be developed for each event and approved by the local Disaster Management Centre (DMC) and the Local Fire Safety Officer forms part of the checking and educating organisers, suppliers, contractors and exhibitors and further investigates deeper into more than just the emergency and evacuation policy, this takes into account items of general Health and Safety.

The Disaster Management Plan will take into account the SANS 10400 – National Building Regulations and the South African National Standards pertaining to temporary structures and events and dictates in the plan which items in the relevant codes and regulation that are applicable to the event and what procedures and policies will be instituted by the Organisers in ensuring exhibitors, visitors, suppliers and contractors meet the regulations.

This will also cover items such as temporary structures, open or naked flames, environmental health, rigging, marquees, seating, fire equipment, structural engineer certificates, combustibles and hazard items, gas and fire retardant items, etc.

This guideline will include items on the South African National Standards 10366, Standards for Live Events.

The SANS 10366 standard specifies minimum requirements for a person or organization planning and organising an event. It includes the health and safety management at an event and the identification of risk and the required control and management processes and services in mitigating against this risk.

1. GENERAL FIRE SAFETY & FIRE PREVENTION:

1.1 FIRE RETARDATION FOR FLAMMABLE MATERIAL:

Please refer to the event guidelines for Flammable Materials and the compliance documents for acceptable and a "best practise" policy.

All flammable and/or combustible materials and their components must be declared for approval and treated with a flame-retardant substance as approved by the CSIR & the Fire & Emergency Services, within the SANS standards prior to coming on site. Furthermore, a certificate must be obtained and a copy of the certification of the treatment must be handed to the Organiser.

Any hazardous chemicals or flammable materials to be used within the confines of the event must be declared prior to it being used on site. Furthermore these materials shall be stored in purpose-made safety containers in minimum quantities specific for the amount required for the work.

Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement.

The Fire & Emergency Services will conduct inspections prior to show day with all the relevant role players, and should full compliance with regulations not be adhered to, they have the right to hold back on the doors opening for the event or take further action against the individual contravening these requirements.

- a) Combustible materials include draping and/or curtaining, backdrops, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.);
- b) **Straw, hay and hessian** are banned at events due to their high combustibility rating and risk to events and special dispensation needs to be gained in order to use these items;
- c) All materials used for decorative finishes to the set shall be:-
 - Able to pass a test of flammability including surface spread of flame;
 - Be secured at floor level;
 - Shall not ignite when subjected to a flame for longer than 10 seconds.
- d) The use of paint sprayers is not permitted at the event site;
- e) Any paint used on temporary structures shall be water based;
- f) Certificates from recognised suppliers confirming retardation must be made available and presented on each stand

Warning Notice

Should no certificate or approval be forthcoming for the proof of the fire treatment or fire rating of the material, the Fire Safety Officer has the right to fine transgressors or have materials removed from the site.

1.2 EMERGENCY PROCEDURES & FIRE REGULATIONS:

All emergency exits will be kept clear for the duration of the build up days, show days and breakdown days and Event Security Company is tasked with ensuring this remains the case.

All fire exits at the event will be clearly indicated at the venue according to the signed off Event Site Plan.

The following requirements are required by the Fire & Emergency Services in order to sign off Event Site Plan:

- A colour coded site or floor plan;
- Site or floor plan including a KEY system indicating fire exits, toilet facilities, disabled facilities etc;
- Site or floor plan including the square meterage of crowd space and flow and obstruction and/or temporary structures;

1.2.1 Fire Regulations

The Fire & Emergency Services has determined the following regulations concerning events:

- a) The organisers and/or safety officer reserve the right to prohibit the build-up of any items, other than the agreed upon structure, unless and until such time that a plan of the proposed construction and general layout has been approved by the organisers and venue, 14 days prior to the event build-up;
- b) Empty cartons, promotional material or other combustible items may not be stored behind shell scheme, back drapes or display walls and all unwanted packaging materials must be thrown away or removed by the event cleaning staff;
- c) All cartons, crates, containers and packaging materials needed for repacking must be clearly marked as **EMPTY** and must be moved to a designated storage area;
- d) Any person using or storing hazardous **substances, flammable liquids, gas cylinders, fires and naked flame demonstrations** must obtain written permission from the organiser, event safety officer and/or venue in order to do so;
- e) No temporary or permanent structure or display may be placed or constructed so as to impede the movement of people through the venue or towards access points and must remain out of designated evacuation routes and emergency exits;
- f) **Aisles must be kept clear of any obstructions at all times**, failing this objects may be removed from the site if warnings are not adhered to;
- g) Fire hose's, housing cabinets of fire equipment, hydrants, woodlands, extinguishers and must remain visible and accessible at all times

1.2.2 Emergency Procedures

- a) Immediately report an incident of concern to the Safety Officer, Venue, Event Security or Organiser;
- b) Staff must refrain from touching objects of concern and from removing anything from the venue;
- c) Do not panic;
- d) Evacuation of the venue should be announced over the PA system;
- e) Fire escapes should be situated in intervals throughout the property and should be easily accessible;
- f) Event Security Stewards briefed and trained are required to point out the direction of emergency exits to people on the property needing to be evacuated to the designated evacuation points.
- g) In the event of an emergency, the following services will be provided:-
 - Essential ventilation;
 - Evacuation security systems;
 - Trained evacuation team;
 - Specialised emergency services;

Warning Notice:

Organisers, Venue's, Event Security Companies, Exhibitors, Contractors & Suppliers must ensure that their staff have been adequately briefed on the emergency procedures for the event, as well as the location of fire fighting equipment and emergency exits at the event within the venue layout in case of emergency.

1.3 FIRE EQUIPMENT:

No fire extinguishers or fire hose reels will be utilised as a watering instrument. Action will be taken against those contravening the fire regulations.

These fire prevention instruments are protected by law and may only be used for the purpose intended & no person shall remove, obstruct or damage any of the provided fire equipment.

The Venue is responsible through their contractors and staff as well as the local Fire Station for the administering of fire equipment for fire prevention purposes, although in the extent of a discharge or fire, any person may operate the equipment.

2. SANS 10400 – NATIONAL BUILDING REGULATIONS:

Please refer to the event industry guidelines for Temporary Structures and the compliance documents for an acceptable and "best practise" policy.

The following aspects regarding General Fire Safety are required to be reported to the Organisers, Event Safety Officer or Event Security Manager, prior to start of build-up to the event, to allow for liaison and approval with the Fire & Emergency Services, Metro Police and/or the South African Police Services where applicable.

This arrangement and notification is to ensure compliance with the Local Municipal By-Laws and Regulations regarding General Fire Safety.

All plans for exhibition stands, designer stands, temporary structures, stages and/or demonstration areas over and above the standard shell scheme height or above the a height of 500mm for staging structures, multiple-storey, bridges, archways must be forwarded to the Organiser of the event and the event safety officer in order to be assessed for compliance.

Any solid ceiling over 4sqm may not be erected without the written approval of the organisers, event safety officer or venue in order to ensure that an alternative fire protection system is applied to the solid ceiling.

2.1 STRUCTURAL STABILITY:

The temporary structure shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability or cause a failure of the structure;

All materials used in temporary structures with a loading of over 500kg per point load, shall be constructed with:-

- a) Non combustible material;
- b) Flame resistant timber of any thickness;
- c) Flame resistant plastic and boarding;
- d) Chipboard or block board more than 18mm thick;

2.2 MATERIALS:

These shall be of a suitable nature and quality in relation to the purpose of the conditions in which they are used and to which they are designed.

They are adequately mixed or prepared and applied, used or fixed, as to adequately perform the function for which they are designed.

3. SAFE WORKING PRACTISES:

Organisers, Venue's, Event Security Companies, Exhibitors, Contractors & Suppliers must be vigilant of health & safety issues for themselves and others in the area of work, and must observe and carry out work which is required to be monitored and enforced by the organisers such as the following:

- a) Prior to any work being carried out, a risk assessment is required as per the Occupational Health and Safety Act;
- b) The understanding of the Fire & Emergency Services procedures for the event;
- c) The understanding to ensure aisles leading to emergency exits are kept clear and unobstructed;
- d) The use of hard hats when working at heights above 2 metres and/or in restricting access to dangerous and/or hazardous areas. This includes in particular the staff below those working at height; *Please refer to the event industry guidelines for Personal Protection Equipment and the compliance documents for an acceptable and "best practise" policy.*
- e) The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant;
- f) The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas;

- g) That after use chemicals and liquids are removed from the venue for safe and proper disposal, such products may not be disposed of in general refuse areas;
- h) Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used accordingly;
- i) Ensuring portable electric tools are used with minimum length of trailing leads and that they are not left unattended with a live power supply;
- j) That forklifts are not used by anyone other than fully trained personnel with proof of operator training certification;
- k) That proper scaffolding is used during construction, that safety features are provided as intended for the use of these structures within the acceptable and established standards;
- l) That ladders are used safely and are in good condition and well maintained and used as intended, ensure that it is used to its acceptable height and never use the top step to work from;

Warning Notice

All persons working on an event site need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OHSACT).

4. GAS AND NAKED FLAME APPLICATION & USAGE:

4.1 GAS:

Please refer to the events industry guidelines for Gas Application and Usage and the compliance documents for acceptable and "best practise" Policy.

Temporary Gas requests must be submitted in writing to the organiser or event safety officer on their company letterhead in writing in order to ensure to assess the request and seek approval from the Venue and the Emergency Management Services in ensuring compliance. Please note that on certain events there will be multiple applications and the venue allowed quantity may be exceeded.

The information included in this application will be informing the parties of the purpose of the gas, the type of gas, the amount required, and how often it will be used including the safety precautions taken with the safe use of the gas

Note that over and above the guidelines set within the industry, the following safety requirements are required:

- a) To be stored out of reach of children and arsonists;
- b) 1x 9kg dry chemical fire extinguisher to be in close proximity;
- c) Relevant safety signage to be visible;
- d) All connecting hoses to be in working order without leaks;
- e) Cylinders properly sealed and stored each night;
- f) Event Security Company to know position of the gas in case of emergency.

4.2 OPEN FLAME PROCEDURE

An application for open or naked flame must be submitted in writing to Emergency Management Services 14 days prior to the event via the Organisers or Venue.

(This application on a company letterhead, must indicate the intended use of the open flame)

- a) This document serves as a guideline for the safe usage of open or naked flames at events. It must be read in conjunction with all relevant codes and the relevant City By-Laws pertaining to the use of open and naked flame.
- b) **Codes pertaining to the usage of naked or open flame**
 - Multiple applications by various users will be evaluated by EMS on a merit to merit basis.
 - A copy of the use and requirement of the open or naked flame must be made available to the City Fire & Emergency representative and a copy must be supplied to the organizer and event Safety Officer. Mitigating steps taken to minimize risk
 - A dry power fire extinguisher must be installed in close proximity.

- Clear signage must be displayed indicating where the fire extinguisher has been installed.
- The flames must be extinguished when the stand is manned.

5. ELECTRICAL INSTALLATION PROCEDURES & REQUIREMENTS:

Please refer to the event industry guidelines for Electrical Installation Guidelines and the compliance documents for acceptable and "best practise" Policy.

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner.

Where a fault becomes apparent, the equipment must not be used until the fault has been rectified.

All electrical equipment brought into the venue must comply with the South African Electrical Regulations and the Occupational Health and Safety Act.

Should this not be the case, equipment will be removed immediately from the premises and charges for any damage caused by the faulty equipment will apply.

Due to the strict regulations governing electrical installations, please take cognizance of the following:

1.	No Twinflex is permitted.	10.	No joints to trailing cable will be accepted.
2.	All electrical installations are to be undertaken by a registered Wireman only and must comply with South African National Standards as well as the Occupational Health & Safety Act.	11.	Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
3.	Certificate of Compliance is to be provided to Organiser for all Electrical Installations.	12.	Multiple wiring will not be permitted to terminate to a 15 amp plug top.
4.	Only SABS approved multi-socket or multi-extender plugs or cable may be utilised.	13.	Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
5.	All wiring systems must be double insulated flexible cables with copper conductors with a minimum cross section area of 1.5 mm ²	14.	Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
6.	Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4 m and may not be subjected to mechanical damage.	15.	Any termination point needs to be insulated and of a mechanical nature i.e. strip connector or screw-in connector (no twisting of wires is permissible).
7.	Electrical wiring across walkways/passages using insulated flexible cables e.g. 3 core cable will only be accepted at a minimum height of 2.5 m. Any metallic structure with electric's affixed thereto must be earthed to a distribution board.	16.	Overloaded usage may cause the incoming power supply to trip excessively and could take hours to rectify thereby causing inconvenience at events.
8.	No electrical installation and/or fitting may be suspended from the ceiling of a venue or fixed to any part of the building structure without the prior approval of the organisers and the venue.	17.	Neon Lighting – This lighting may not be installed without prior arrangements and written authorisation from the Organiser and Venue.
9.	Fluorescent fittings must be earthed.	18.	All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, etc.

6. RIGGING GUIDELINES:

Please refer to the event industry guidelines for Rigging and the compliance documents for acceptable and "best practise" Policy.

The party accountable for the rigging shall ensure that every lifting & rigging operation is:-

- a) Risk Assessment is carried out prior to the work;
- b) Is properly planned by a competent person;
- c) Is appropriately supervised;
- d) Is carried out in a safe manner;
- e) All personnel that might be involved in lifting and rigging operation must have the necessary training required to rig the required equipment;
- f) All areas around which lifting operations to be carried out to be cordoned off with the appropriate barrier tape and signage;

6.1 RIGGING GEAR:

All rigging gear – steel, span-set, shackles, O-rings, Deck chains and motor hoist must be inspected before use.	All rigging gear must be certified, inspected and the load tested by a competent person according to the Manufactures specifications and the OHSACT.
All rigging gear must have the necessary valid certificates according to the Occupational Health and Safety Act.	All lifting gear must clearly display its Safe Working Load (SWL).
All rigging gear must only be used in the application for which it is designed.	All rigging must have its own unique serial or ID number.

6.2 SAFE WORKING LOAD:

- a) Safe working load for all rigging gear and hoist must be 6:1
- b) Safe working limit for any rigging gear used to lift persons must be 10:1

6.3 SECONDARY SAFETIES:

- a) All points that are rigged from a roof must have the necessary secondary safety bonds attached;
- b) All secondary safeties must be fire proof;
- c) Objects that are rigged from a truss, bar, etc. must have a safety bond attached to them;
- d) Any secondary bond used must be sized according to the weight of the equipment it is used to suspend;
- e) All secondary safeties must be rigged in such a way that the rigged object is secure and will not fall in the event of a fire or the failing of the gear/hoist.

7. FIREARMS:

The carrying or arming of firearms is not permitted at an event due to the inherent risks of the firearm being used to defend a situation that may cause injury, damage or loss of life.

This includes the Event Security Company ensuring that their staff are not armed while on duty.

No personal firearms may be carried in the venue during the show by audience members. Parties will be requested to remove and store the firearm elsewhere.

8. NON-SMOKING POLICY:

Due to Government legislation, no smoking will be permitted within the venue, including all the catering areas. This includes build-up and breakdown

Designated areas have been assigned with relevant signage at each event.

9. LIABILITY & LOSS OF EQUIPMENT:

All suppliers and contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment.

The layout of an exhibition and event area as well as the large numbers of people present on site make it impossible for adequate security to be provided to protect the items brought on site, accordingly, the owner of the property assumes all risk of loss for their merchandise, fixtures, displays and any other property brought on site, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the venue.

It is recommended that all parties consult their individual insurance representatives to obtain appropriate insurance cover for their respective items.

Furthermore it is recommended that this insurance cover be taken for the duration of the event to include transport to and from the venue. The period of liability should run from the time the equipment leaves the Organisation's property until it returns.

You are strongly advised to pack and remove from the venue all portable, appealing and valuable items at the end of each day when the event closes, as this is the time that there is the greatest risk of loss and theft.

Items such as cell phones, laptops, TV's, DVD's players must not be left unattended at any time.

On the issue of Public Liability, the Organiser, supplier, contractor, exhibitor and venue are required to carry the appropriate liability cover.

Furthermore, EXSA suggests that exhibitors should carry public liability cover in excess of a minimum of R2 million for the purposes of exhibiting at an exhibition and that any contractors appointed should carry the same value of R2 million liability cover.

Generic Venue Guidelines

Generic Venue Guidelines have been developed by the Events Industry in order to inform and educate the industry and their stakeholders on what "best practices" should be used to improve safety and to avoid any possible liability, injury, accident or loss of life.

Before any work begins on site, the Organiser, the stand or stage builder, an exhibitor and / or contractor must evaluate any risks that might be caused by the building of the event and look at possible hazards and dangers.

The Venue members of EXSA subscribe to the following code of conduct in relation to Safety:

Safety

Venues will enforce, abide and advise on all ratified laws and by-laws of the country and will conform to the guidelines set down & adopted by EXSA. Venues must ensure that they, their organisers, their clients, contractors & suppliers to the exhibition adhere to the Occupational Health and Safety Act No. 85 of 1993 at all times, by maintaining these laws and guidelines through managing and being aware of potential hazards and reporting on incidents to EXSA.

Venue matters relating to the Occupational Health and Safety Act:

The Organiser or client hiring the venue with whom an agreement is entered between the parties also has responsibilities in terms of the OHSACT Regulations; they are required to inform all contractors whether they be exhibitors or contractors (known as a principal contractor) to the event of any inherent risks associated with the venue in which the work will be carried out.

The following are extracts from the Act and an Organiser shall be responsible for the following in order to ensure compliance with the provisions of the Act:

1. To prepare a health and safety specifications for the construction work to be carried out;
2. To provide the principal contractor and his or her agent with any information which might affect the health and safety of any person carrying out construction work at the event;
3. To appoint each principal contractor in writing for the project;
4. To take reasonable steps to ensure that each principal contractor's health and safety plan - regulation 5(1) - is implemented and maintained.
5. To stop any contractor from executing construction work, which is not in accordance with, the principal contractor's health and safety plan contemplated or which poses a threat to the health and safety of persons on the property;
6. To ensure that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site;
7. The Organiser shall ensure that a copy of the principal contractor's health and safety plan is available on request;

8. No Organiser may appoint a principal contractor to perform construction work, unless the client is reasonably satisfied that the principal contractor which he or she intends to appoint has the necessary competencies and resources to carry out the work safely;

The following list below describes the generic requirements for venues:

1. Accreditation:

The Organiser shall issue passes valid for the build-up, event and breakdown period to all persons requiring access to the venue for any reason in connection with building or breakdown of the event. These passes must be carried by the holders at all times when entry into the venue is required and shall be shown on request of the event security officers on duty. Samples of these passes must be issued to the venue prior to the commencement of the tenancy in order for all relevant parties to be briefed.

2. Aisle Encroachment:

EMS rules and fire regulations for events require that all aisles and fire exit routes are kept clear at all times. Exhibitors are required to rent adequate space to accommodate their full display and this is the Organisers responsibility that this message is transferred and therefore no aisle encroachment will be allowed at the venue.

Should any item or structure placed or protrude into a designated aisle space, the venue reserves the right to remove said items, at the exhibitor's without the venue incurring any liability, loss or damage for the removal of the items.

The minimum aisle space applicable to all events is 3 meters, for exhibitions or seated events. The Venue, in conjunction with local Emergency Management Services (EMS) reserves the right to make on-site adjustments in order to ensure clear access through all the aisles. Due to this relocations and moving of stands might need to occur, which is why it is imperative that the venue and organiser work closely together with the safety officer to ensure this does not occur inconveniencing others.

3. Alcohol:

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for certain promotional and sponsorship alcohol; speak to the venue representative for your specific alcohol needs for the event done so well in advance of the event to avoid any problems. Alcohol may only be served to persons over the age of 18 and the venue will exercise this. Note that the South African Polices Services or Disaster Management have final say on the alcohol limit of the event and may request the cooling off or closure of alcohol points if deemed a risk to the safety of the event.

4. Banner Placement:

Banners are permitted inside the venue and can be suspended either in close proximity or above an exhibitor's stand where possible as long as there is adequate strength hanging points. At many venue's only accredited rigging companies may be employed to hang items to the pre-determined venue

hanging points that need to be within the weight restrictions of said hanging points. Towing of hanging points or motors is not permissible. Please note the rigging guidelines available for the events industry for guidance as well as elevated work platform guidelines.

Note that the exact location of banners and rigging can only be finalised on site and is dependant on the position of a stand in relation to the available rigging points. The venue takes no responsibility for any banners that are left behind after the official breakdown period.

A diagram of the dimensions of your banner must accompany your order form. All banners must have eyelets and must be supplied with cable ties and rope, as well as aluminium rods placed at the base of the banner.

Exhibitors wishing to suspend heavy or unusual objects from the hanging points must contact the Organiser for approval.

5. Behaviour:

The Organiser assumes responsibility for the behaviour of any person(s) deemed to be contractors, exhibitors, sponsors, staff, suppliers, sub-contractors and/or service providers in their employ whilst on the venue premises.

The Organiser also undertakes to ensure that no unacceptable behaviour by any such persons, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel occurs whilst on the premises.

6. Brochure Distribution:

At an exhibition, exhibitors are allowed to attract visitors to their stands and to work with them in designated exhibition or demonstration areas. Persons may not hand out marketing material in other areas of the venue without prior approval, which includes registration areas, entrances and parking areas. Operating in aisles outside of the agreed stand space is not permitted.

At an event distribution of marketing material must be cleared with the venue prior to the event, to be assessed in order to allow permission, whether it be at the immediate entrance of the venue or parking lot. Note that distribution of material on public roads, intersections or pavements surrounding the event are strictly prohibited as per the City By-laws applicable to this practise.

Any illegal vending of any sort with council approval will need to be removed.

7. Cabling:

All cabling (electrical, plumbing, Telkom etc) must be run within the house ducting. Cables can be attached and secured to shell scheme acting as a cable tray. Cables that run across any aisle shall not be permitted unless approved cable coverings are used. Cables may not run in exit routes and not be attached to any piping, sprinkler piping or any water supply pipes.

8. Care of Building & Premises:

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted.

Contractors or Exhibitors intending to lay any flooring must use adhesives that will not damage the floor and is easily removed and must provide a protective covering when building, brining in sand and other similar products.

No signs or other items are to be fastened to ceilings, walls, pipes or electrical fixtures. Any floor covering not removed by the exhibitor will be removed by the venue and a removal charge will apply.

9. Catering:

Most venues have exclusive suppliers of food and beverage at the venue, please enquire as to what you may or may not do at the venue in this regard. Please note that there is a specific Environmental Health Guidelines for events that need to be followed when bringing food onto the property. The Organiser needs to ensure that they receive a Certificate of Acceptability from the caterer for the event to be supplied to the local Environmental Health officers.

Furthermore no food or beverage may be brought into the venue without written approval from the venue. Organisers or their exhibitors wishing to provide give-away samples or sponsorship of products are required to forward all relevant information, at least seven (7) days prior to the event, for assessment by the venue management. The Exhibition industry has a sample system for this based on the following:

- Food : Bite size tasters
Size (20mm x 20mm x 20mm)
85g of food on a toothpick
- Beverage : Soft drinks - 20ml
Liquor - 20ml
Beer - 50ml

10. Cooking at the Venue:

Any requirement for cooking at a stand must be communicated in advance to the organisers, giving all the relevant details. The Environmental Health Guidelines at Events will apply.

11. Damage:

The venue appreciates that Organisers, sponsors, exhibitors, contractors need to decorate or provide décor at events by means of painting, welding, angle grinding, cutting timber, wallpapering etc. It should be noted that as per the OHSACT this cannot be done inside the venue and a specific area for cutting and grinding will be provided outside in a demarcated marshalling yard.

Perpetrators are responsible for the cost of repairing and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person(s) employed

or engaged on their behalf. Any person found damaging the walls, carpets or any other structure in the venue will be charged with the replacement value of such items.

Please see the Event & Exhibition Safety Guidelines for reference to the points below:

- Reasonable precautions must be taken when constructing or working on a stand to ensure that no damage is caused to the venue.
- Crates, exhibit panels and pallets must at all times be kept away from walls or pillars.
- No attachment, fitting or detachment is to be made to the internal / external walls, floors, ceiling or pillars of the venue, nor may any items be suspended from the overhead structure without the prior knowledge and written consent from the organisers and the venue.
- Nails, screws or other devices may not be driven into any part of the building.
- No painting (by brush, roller or spray) is permitted anywhere within the hall and exhibits.
- Due to fire regulations, the storage of paint on-site is prohibited.

12. Entry to the Show:

The Venue reserves the right to refuse admission to any visitor, exhibitors, contractor, and/or supplier who in their opinion may disrupt the event.

13. Exclusive Rights:

Participating exhibitors or sponsors have the exclusive right to promote or sell goods or services in the show as per contractual arrangements between the Organiser and the party; the venue has the right to view these contractual obligations. All other parties who attempt to make any sales solicitations without the written consent of the organisers will be removed from the show area or precinct of the venue.

14. Firearms:

The venue is a strictly weapon-free venue; specifically firearms which includes personal licensed firearms unless card carrying public service members. The venue reserves the right to search patrons or to request the Organisers to make arrangements to search patrons on entering the property in the interests of safety.

For persons wishing or who intend displaying firearms or other weapons must apply to the relevant Licensing Department to obtain a license in order to do.

15. Flammable Materials:

The venue has specific requirements for the use of flammable materials and the steps that need to be taken to mitigate against high combustible products, please ensure you refer to the Flammable Material Guidelines for information and compliance for these materials.

16. Floor or Site Plan Approval:

All event floor plans must be approved and signed off by the venue representative as well as by the appointed representative of the local Emergency Management Services prior to space being sold or tickets going on sale in accordance with the regulations.

17. Forklifts:

Only licensed forklift drivers will be allowed to operate a forklift truck on the premises of the venue. Drivers must have their licences on them at all times as the venue reserves the right to stop and query drivers. If there is a reason that the venue is concerned about the manner in which a driver is driving his forklift, the venue reserves the right to stop the forklift being used on the premises.

When collecting the equipment from the venue, an original Collection Notice must be presented and a Goods Removal form must be completed as the equipment will not be released unless the required information has been received. Please note that the venue cannot be held liable or accountable for any forklifts removed legally or illegally off the property.

18. Loading Bay Access:

Vehicles may park in the loading bay area only while loading/unloading is taking place. Any vehicles parked in the loading bay for an extended period of time will be removed.

19. Maintenance:

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers on the same afternoon so that arrangements may be made with security for this provision. If you are required to re-stock your stand periodically during the show, please ensure the Organisers are aware and have agreed with the Event Security Contractor for this and they will control all access into the venue through the loading bays.

20. Microphones & Audio Visual Equipment:

Microphones are only permitted on stands where exhibitors are doing demonstrations of their products.

Exhibitors utilising audio-visual equipment or who are using microphones, are requested to keep the volume as low as possible and must ensure that neighbouring exhibitors are not disturbed. Organisers reserve the right to restrict the volume and frequency of demonstrations or to cancel them completely should this be necessary.

A SAMRO license is required for every exhibition utilising music or background music at the event, whether over the PA system or on individual stands. The costs of such need to be borne by the Organiser of the event and the license sent to the venue for verification.

21. Packing Containers/Boxes:

All packing containers, wrapping materials and empty cartons in the loading bay area must be removed by the exhibitors or they will be disposed of by the organisers at the expense of the exhibitor

22. Photography & Video Recordings:

Unauthorised photography or video taping of exhibits is prohibited. Exhibitors may only photograph their own exhibits.

23. Public Safety:

The Organiser must agree that at all times he/she will conduct his/her activities with full regard to public safety and will observe and abide by all applicable regulations and requests by duly authorised persons and/or governmental agencies responsible for public safety.

24. Product Display:

Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not blocking the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and organiser approval.

Exhibitors will be asked to turn down or even turn off any sound system that is hindering another exhibitor's ability to conduct business.

Sampling outside of the contracted exhibition space will not be allowed.

25. Product Sales and Exit Receipts:

Exhibitors who wish to sell their products during the show must issue a receipt to the buyer in order to allow the purchaser to carry the product out of the show.

26. Signage:

Signage must be professionally produced. No hand-written or Sale of Show-special signs is permitted. Exhibitors who take shell scheme package stands may not display any signs or logos on the fascias.

At events, the venue requires that a marketing plan is submitted for the venue to ensure the attachment to venue property does not cause damage and that it does not infringe on the venue rules and fire emergency signage.

27. Non-Smoking Regulations at Venues:

Smoking is not allowed in the venue. Designated areas have been allocated for smoking and the requirements of the Tobacco Products Control Act of 1993 must be adhered to at all times. Failure to comply with these regulations could lead to possible prosecution.

28. Vehicle Display:

Arrangements for the display of motor vehicles should be made with the organisers prior to the event. Special conditions apply:

- The vehicle may not be filled with more than a ¼ tank of fuel.
- If possible, the battery must be disconnected for the duration of the exhibition when the stand is not manned;
- A drip tray must be provided and placed underneath the motor vehicle for any oil leaks;
- It may be a requirement to provide a fire extinguisher positioned on the stand.
- Vehicles may not be started, run or moved during event hours.

29. Venue Inspection:

The Venue has the right to inspect a show prior to doors opening to ascertain whether fire and city by-law regulations have been adhered to. This will normally be carried out 16h00 the day before the show opens or 3 hours prior to gates.

The venue has the right to request changes based on contradictions to the approved fire plan or contraventions in regard to Construction regulations or OHSACT requirements prior to allowing doors to be opened.

The venue will also not allow the doors or gates to be opened to public if there are stands still be constructed and will only give the all clear once the venue is clear of all obstructions and contraventions to the Fire Safety Act or National Building Regulations.

Safety Guidelines for Temporary Structures

Definition of Temporary Structure:

Is defined as any building or constructed item that is so declared by the owner or structural builder or designer and that is being used or is to be used for a specified purpose for a specified period of time. This includes staging, exhibitions structures, stands and scaffolding as temporary structures.

Definition of a Competent or Recognised Builder and/or Designer:

Competent: Having sufficient skill, knowledge, ability or qualifications.

Designer: A person, who designs, as their profession, in other words carries the task out daily.

Design: A plan for the temporary structure, its function depicting all the necessary information of the structure.

Purposes of these Guidelines:

These guidelines cover provisions for the on site building operations, building design and construction of temporary structures that are deemed to satisfy the provisions of the National Building Regulations.

These guidelines are designed to keep all the parties involved in the events industry accountable according to their level of accountability and to inform and educate those accountable.

As per the *National Building Regulations* before temporary structure's can be authorised by the local authorities, the property owner, or Organiser, the following submissions will be sought, and must be supplied to organiser and venue:

- Statement of the period of which the temporary building will be operational
- A site plan
- Layout Drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building
- Any structural detail required determining the structural safety of the temporary building.

For the purposes of this guide, it has been determined that any structure built, being a designer stand, exhibition stand, stage or otherwise is deemed a potential hazard and therefore requires a layout plan with all the relevant details.

The submission of this plan to the venue and safety officer for the event will be analysed and the risks determined and evaluated.

If a recognised designer or stand builder builds the structure, the venue, the event safety officer and/or Emergency Management Services will inspect the structure for safety purposes and will determine the level of compliance required in certifying the structure.

If it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue, or the event safety officer has the right as the property owner or Organiser's representative or the Emergency Management Services to not allow person's to utilise or move onto the structure.

Furthermore, the stand, structure and/or stage may be closed and removed from the property or event to avoid risk, damage, injury or potential loss of life.

Please note that the Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure.

As it is unreasonable to certify thousands of stands at exhibitions we have developed a risk profile of temporary structures at events and issued industry norms against the compliance required depending on the structure as per the table below.

Warning Notice

Please note that the Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure.

Practicality of Certifying Temporary Structures at Events:

As it is unreasonable to certify thousands of stands and small stages at exhibitions and events throughout the country, the events industry has developed a risk profile for temporary structures at events and so forth set a standard and an industry norm to follow to ascertain the compliance required depending on the structure as per the table below.

In order to regulate the compliance of temporary structures, the events industry has based the four tier risk assessment and compliance as follows

A Four Tier Risk Assessment for temporary structural compliance:

Determined Risk	Type or description of temporary structure	Recommended Compliance
Low	Standard Shell Scheme or Octonorm below a height of 2.5 m. Standard Modular Design	No Compliance documents required
Medium	Structures above 2.5m in height not bearing public access and/or below a weight of 500kg per point load	Structural Indemnity signed off on site by competent builder
Medium to High	Single level loaded structure with a weight loading above 500kg per point load or suspended load	Structural Engineers Certificate inspected by an engineer
High	Multi-level loaded structure above 2.5m with public access on second or third level	Structural Engineers Certificate inspected by an engineer

the Venue and Organiser representatives must monitor the type of temporary structure that falls within the determined risk table above to raise any concerns that may deem hazardous or dangerous.

Please note that a separate requirement for Rigging has been developed for the Events Industry based on rigged or suspended items from a roof or temporary structure (i.e. motors, trussing, signage and compliance certification)

Furthermore, this guideline does not outline the manner in which the construction is built, the protective equipment or any items, and relates only to a guide to determine the compliance of a temporary structure at an event

PERSONAL PROTECTIVE EQUIPMENT GUIDELINES

The successful completion of risk assessments reduces the risks to the health and safety of employees working in the events industry and others who may be affected by the way in which we work at the events we are building.

Regulation 5 of the General Administrative Regulations published under Government Notice Regulations 2206 of 5 October 1984, requires that every employer and employee shall make an evaluation of the risks which may arise from the activities of such employer or employee in the course of their employment.

The act further requires that employer or employee shall take such steps as may under the circumstances be necessary to make working conditions or the situation they find themselves safe in every way possible.

In essence the Act requires that if hazards cannot be eliminated, or risks avoided, an assessment of the risks and hazards should be carried out by a competent person/s. A risk assessment will take into account the type and severity of the risks encountered as well as the likelihood of their occurrence. Once the risks have been evaluated control measures should be implemented to eradicate said risks where practical or, to reduce them to an acceptable level when this is not possible.

Risk assessment forms the most important part self regulating safety at events.

The employer is responsible for ensuring that safety equipment and facilities outlined in an assessment are provided to employees. Employers will ensure that his/her employees are instructed in the proper use, maintenance and limitations of the safety equipment and facilities provided and maintained in a good and clean condition.

Depending upon the nature of the situation or condition encountered the aforementioned risk assessment in relation to safety equipment the following should be contemplated:

- a) Suitable goggles or face shields, caps, gloves, aprons, jackets, protective overalls, or any similar safety equipment or facility that will effectively prevent bodily injury
- b) Hard hats, helmets for working at height for both those on the ground or those secured above;
- b) Waterproof clothing, high-visibility clothing, chemical-resistant clothing, low temperature clothing, fire retardant/proof or flame-proof clothing, or any similar safety equipment that will effectively protect the wearer against harm as per risks associated with the work they will be carrying out on site;
- c) Belts, harnesses, nets, fall arresters, life lines, safety hooks, or any similar equipment of a type that will effectively protect persons against falls when working above a height of 2 metres;
- d) Mats covering trip hazards, barriers when working at height, locking-out devices with electrical equipment, the relevant safety signage to warn passer bys, or any similar facility that will effectively prevent slipping, unsafe entry or unsafe conditions;
- e) Protective ear-muffs, ear-plugs, respirators, breathing apparatus, masks, hoods, helmets, or any similar safety equipment or facility of a type that will effectively protect against harm;
- f) Suitable insulating material underfoot where persons work on a floor made of metal stone, concrete or other similar material; and
- g) Generally, such safety equipment or facilities necessary to render the persons concerned safe.

An employer shall instruct his employees in the proper use, maintenance and limitations of the safety equipment provided and the employer shall not permit any employee to work unless such an employee uses the required safety equipment or facility provided in terms of this and/or any other regulation.

Environmental Health Hygiene Requirements for Food Preparation and Transportation at Events

1. Important Definitions as per the Health Act:

- 1.1 **Certificate of Acceptability** - means a certificate of acceptability issued once an inspection has been carried out by an inspector that the food preparation is in order.
- 1.2 **Clean** - means free of dirt, impurity, objectionable matter or contamination and keep clean has a similar meaning.
- 1.3 **Container** - or "container food" includes anything in which or with which food is served, stored, displayed, packed, wrapped, kept or transported and with which food is in direct contact.
- 1.4 **Contaminate or Contamination** - means the effect applied by an external agent on food so that it:
 - Does not meet a standard or requirement determined by law;
 - Does not meet acceptable food hygiene standards or consumer norms or standards; or
 - Is unfit for human consumption.
- 1.5 **Core Temperature** - means the temperature reading taken in the estimated centre of the food.
- 1.6 **Food Handler** - means a person who in the course of his or her normal routine work at the event comes into contact with food.
- 1.7 **Hands** - includes the forearm or the part of the arm extending from the wrist to the elbow.
- 1.8 **Health Hazard** - includes any condition, act or omission that may contaminate or spoil food so that consumption of such food is likely to be dangerous or detrimental to a person's health.
- 1.9 **Perishable Food** - means any foodstuff which on account of its composition, ingredients, and moisture content and/or pH value and of its lack of preservatives and suitable packaging is susceptible to an uninhibited contamination.
- 1.10 **Unsound** - means unwholesome sick, polluted, infected, contaminated, decayed or spoiled, or unfit for human consumption for any reason whatsoever.
- 1.11 **Water** - means water that complies with the requirements set out in SABS 241; i.e. Domestic water.

2. Certificate of Acceptability:

- 2.1 No person shall handle food or permit food to be handled;
 - 2.1.1 At the event in respect of which a valid certificate of acceptability has not been issued or is not in force;
 - 2.1.2 In contravention of any restriction or condition or stipulation contained in such certificate of acceptability.
 - 2.1.3 The person in charge of any food preparation at the event wishing to obtain a certificate of acceptability shall apply therefore in writing to the local authority on the application form in whose area of jurisdiction the food preparation will occur.
- 2.2 If an inspector, after having carried out an inspection, is satisfied that the food preparation having due regard to existing conditions:
 - 2.2.1 Do comply with the provisions of the regulations and shall issue a certificate of acceptability in the name of the person in charge;
 - 2.2.2 Do not in all respects comply with the provisions of the regulations, may revoke the ability to prepare food at the event with immediate effect.
 - 2.2.3 A certificate of acceptability shall be displayed in a conspicuous place for the information of the public.
- 2.3 A certificate of acceptability:
 - 2.3.1 Shall not be transferable from one person to another;
 - 2.3.2 Shall be valid only in respect of the nature of handling set out in the application for a certificate of acceptability;
 - 2.3.3 Shall expire temporarily for the period during which a prohibition is in effect.

3. Prohibition on the Handling and Transportation of Food:

- 3.1. No person shall handle food in a manner contrary to the provisions of the Health Act.

- 3.2. If an inspector following an inspection of the food preparation find that it constitutes a health hazard and that the continued use of the food preparation or the activity should be prohibited, the local authority may summarily prohibit the use of the area for the handling of food.

4. Standards and Requirements for Food Preparation:

- 4.1. The food preparation area at the event shall be of such a location, design, construction and finish and shall be so equipped so food:
- 4.1.1 Can be effectively protected by the best available method against contamination or spoilage by poisonous or offensive gases, vapours, odours, smoke, soot deposits, dust, moisture, insects or by any other physical, chemical or biological contamination or pollution or by any other agent whatsoever.
- 4.2. Food preparation area shall be ventilated effectively by means of:
- 4.2.1. Natural ventilation;
- 4.2.2. Artificial ventilation that complies with the requirements of the National Building Regulations, which will facilitate the addition of adequate fresh air to and the effective removal of polluted or stale air from the food-handling area to the extent that air contaminants that could contaminate food, and that gas, vapours, steam and warm air that may arise during the handling of food are affectively removed, and that the emergence of any unhygienic or unhealthy condition in the food-handling area is prevented.
- 4.3. Food premises shall:
- 4.3.1. Have wash-up facility with at least cold water (both hot and cold are preferable) for cleaning of the area and for the washing of workers hands together with a supply of cleaning agents and clean disposable hand-drying material;
- 4.3.2. Be rodent proof in accordance with the best available method;
- 4.3.3. Be provided with effective means of preventing the access of flies or other insects to an area where the food is handled;
- 4.3.4. Liquid proof, easy-to-clean refuse containers with close-fitting lids suitable for the hygienic storage of refuse pending its removal from the food handling area;
- 4.3.5. Storage space for the hygienic storage food, facilities and equipment and a suitable separate area for the hygienic storage of refuse containers on the food handling area;
- 4.3.6. An adequate supply of water and have a waste-water disposal system if needed for the area.

5. Standards and Requirements for Food Handling Area:

- 5.1 The surface of any table, counter or working surface on which unwrapped food is handled and any equipment, utensil or basin or any other surface which comes into direct contact with food shall be made of smooth, rust-proof, non-toxic and non-absorbent material that is free of open joints or seams.
- 5.2 No crockery, cutlery, utensils, basins or any other such facilities shall be used for the handling of food if they are not clean or if they are chipped, split or cracked.
- 5.3 The surface shall be:
- 5.3.1. Cleaned and washed before food comes in to direct contact with it for the first time during each work shift;
- 5.3.2. Cleaned and washed, as necessary, during and/or immediately after the handling of the food.
- 5.3.3. Every chilling and freezer facility or heating apparatus or facility used for the storage, display or transport of perishable food shall be provided with a thermometer which at all times shall reflect the degree of chilling of refrigeration.

6. Standards and Requirements for the Display, Storage and Temperature of Food:

- 6.1. Food that is displayed or stored shall not be in direct contact with a floor or any ground surface.
- 6.2. Any shelf or display case used for displaying or storing of food or any container shall be kept clean and free from dust or any other impurity.
- 6.3. Ready-to-consume food including food served as meals and displayed in an open container shall be protected in accordance with the best available method.

7. Standards and Requirements for Protective Clothing:

- 7.1. No person shall be allowed to handle food without wearing suitable protective clothing.
- 7.2. The protective clothing, including gloves, head covering and footwear, of any person handling food so that the food cannot be contaminated shall:
 - 7.2.1. Be clean and neat when such a person begins to handle the food;
 - 7.2.2. At all times during the handling of food be in such a clean condition and of such design and material that it cannot contaminate the food;
 - 7.2.3. Be so designed that the food cannot come into direct contact with any part of the body.

8. Duties of a Person in Charge of Food Handling Area:

- 8.1. That effective measure is taken to eliminate flies, other insects, rodents or vermin.
- 8.2. Any person working is adequately trained in food hygiene by a suitable person.
- 8.3. Refuse is removed from the area in which food is handled as often as is necessary.
- 8.4. Waste water in the area is disposed of satisfactorily.
- 8.5. No person handling food may wear any jewellery or adornment that may come into contact with the food.
- 8.6. No food handler touches ready-to-consume food with his / her bare hands, unless it is unavoidable for preparation purposes, in which case such food shall be handled in accordance with good practice.

9. Standards and Requirements for the Transport of Food:

- 9.1. No person shall transport food unless the vehicle is clean and has been cleaned to such an extent that chemical, physical or microbiological contamination of the food is prevented.
- 9.2. The freight compartment of a vehicle that is used for the transportation of food - that is not packed or wrapped in liquid proof and dustproof sealed containers - shall have an interior surface made of an easy-to-clean and smooth, rust-free, non-toxic and non-absorbent material without open joints or seams.
- 9.3. In such a manner that it comes into contact with the floor of a vehicle.
- 9.4. Or carry in such a manner that the food could be spoiled or contaminated in any way.
- 9.5. That the core temperature of the food is kept throughout the transport of the food.

The Local Environmental Health Department will conduct inspections at the event to ensure compliancy, and should full compliance with regulations not be adhered to, they have the right to remove a food preparation area and / or fine transgressors.

Food Temperatures

Category	Type of food	Required core temperature of food transported
Frozen products	Ice cream and sorbet, excluding sorbet which is used for soft purposes.	minus 18 degrees Celsius
	Any other food which is marketed as a frozen product	minus 12 degrees Celsius
Chilled products	Raw unpreserved fish, molluscs, crustaceans, edible offal, poultry meat and milk.	4 degrees Celsius
	Any other perishable food that must be kept chilled to prevent spoilage	7 degrees Celsius
Heated products	Any perishable food not kept frozen or chilled	65 degrees Celsius

RIGGING GUIDELINES FOR THE EVENTS INDUSTRY

Objective of the Guidelines:

Draw up rigging guidelines for the exhibition and events industry as a guide when attaching hanging points and items off a venue's structure as per the Driven Machinery Regulations (Attached as an annexure to this guide) part of the Occupational Health and Safety Act No. 83 of 1993.

Definition of Rigging:

Any system of ropes, pulleys, chains, hoists, wire, cables, cable ties etc which are used as a support for something.

Definition of Lifting Machine:

Means a power driven machine which is designed and constructed for the purpose of raising or lowering a load or moving it in suspension and includes a block and tackle, hoist, crane, lift truck or jib crane but does not include an elevator, escalator, goods hoist or builders hoist.

Definition of Competent Person:

In relation to machinery means any person who has served an apprenticeship in an engineering trade which includes the operation and maintenance of machinery, or has had at least five years of practical experience in the operation and maintenance of machinery, and who during or subsequent to such apprenticeship or period of practical experience, as the case may be, has had not less than one year's experience in the operation and maintenance appropriate to the class of machinery he is required to supervise.

A competent Rigger is a person or company which specializes in the lifting and moving of extremely large and heavy objects.

1. Rigging Gear

- All rigging gear – steel, span-set, shackles, O-rings, Deck chains and motor hoist must be inspected before use.
- All rigging gear must have the necessary valid certificates according to the Occupational Health and Safety Act.
- All rigging gear must only be used in the application for which it is designed.
- All lifting gear must clearly display its Safe Working Load (SWL).
- All rigging must have its own unique serial or ID number.
- All rigging gear must be certified, inspected and the load tested by a competent person according to the Manufactures specifications and the OHSACT.

2. Safe Working Load

- Safe working load for all rigging gear and hoist must be 6:1
- Safe working limit for any rigging gear used to lift persons must be 10:1

3. Lifting of Persons

Every employer shall ensure that lifting equipment for lifting persons:-

- a) Is such as to prevent a person using it being crushed/trapped, stuck or falling from the carrier.
- b) Has suitable devices to prevent the risk of the carrier falling
- c) Is such that, a person trapped in any carrier is not thereby exposed to danger and can be freed

Warning Notice

Lifting of people on a motor hoist is illegal, unless the person(s) are in an approved cradle

4. Load Testing Requirements for Rigging Equipment:

- All lifting machines must be tested according to manufacturer's specifications every 12 months. The load test should be done with at least 110% of the SWL of the lifting machine.
- Where lifting machines re: used for lifting people, the lifting machine must be load tested every 6 months.
- Rigging gear must be inspected every 3 months according to the manufacturer's specifications.
- All valid test certificates must be kept on-site where they can be inspected by personnel or an inspector.

5. Secondary Safeties:

- All points that are rigged from a roof must have the necessary secondary safety bonds attached.
- All secondary safeties must be fire proof.
- Objects that are rigged from a truss, bar, etc. must have a safety bond attached to them.
- Any secondary bond used must be sized according to the weight of the equipment it is used to suspend.
- All secondary safeties must be rigged in such a way that the rigged object is secure and will not fall in the event of a fire or the failing of the gear/hoist.

6. Rigging Strength and Stability:

Every rigger or supplier shall ensure:-

- a) Lifting equipment is of adequate strength and stability for each load, having particular regard to the stress inducted at its mountings or fixed points.
- b) Every part of a load and anything attached to it, and used in lifting, is of adequate strength.
- c) If any doubt of strength or stability may occur, that the responsible person will seek the advice of the relevant structural engineer.

7. Organising of Lifting Operations

Every employer shall ensure that every lifting operation involving lifting equipment is:-

- a) Properly planned by a competent person;
- b) Appropriately supervised;
- c) Carried out in a safe manner;
- d) All personnel that might be involved in lifting operations must have the necessary training required for the lifting operation;
- e) All areas around which lifting operations to be carried out to be cordoned off with the appropriate barrier tape and signage;

In this case "Lifting Operations" means, an operation concerned with the lifting or lowering of a load

8. Working Platform:

- All working platforms must be operated and erected in a skilful and safe manner, according to the manufacturer's specifications and by a well trained person.
- Any carrier must clearly display the maximum number of persons to be carried and must be clearly marked that it is designed for the lifting of people.
- The SWL must be clearly indicated on the carrier.
- The raising and lowering of people by work equipment that is not specifically designed for this purpose should only be undertaken in exceptional circumstances when it is not practicable to gain access by less hazardous means. Where to use such equipment, then you must ensure that all necessary precautions are undertaken to ensure safety, including the appropriate supervision.

9. Cabling

- Where it is necessary to run cabling across open floor spaces, these must in no way pose any trip hazard to any personnel involved in the venue.
- All cables must be adequate covered to pose no trip hazard what so ever.
- No cables may run across fire escapes doors; instead these must be rigged over the effected door ways.
- No cables may come in direct contact with any type of draping/ décor materials

10. Rigging Compliance Indemnity Form

EXSA has developed a generic rigging compliance indemnity form on behalf of the members to use by the Rigging Company installing hanging points and items off a venue's roof structure and must signed off once the rigging has been completed in line with the above guidelines.

Electrical Installation Guidelines at the Event

In this section we will evaluate both temporary and permanent electrical and lighting installations at events as well as the responsibilities of the appointed electrical contractor for the event.

This document must be read in conjunction with the SANS 10142 as well as the Occupational Health and Safety Act and acts purely as a guide for venue's, organisers, exhibitors, contractors, etc. involved in the provision of electrical equipment to the Events Industry.

In this guideline we cover items such as emergency lighting, emergency power, certificates of compliance, workmanship of installations, etc.

It should be the policy of a venue/organiser that no contractor may carry out his or her own installation without the written approval of the organiser and the venue and only then, provided that a certificate of compliance is issued for the installation.

1. General Electrical Safety:

- 1.1 Electrical installations under the direct control of a certified electrician must be of such a nature as to ensure the safe use of electricity and must be carried out in a competent manner by a competent person.
- 1.2 Any electrical equipment brought into the venue must comply with the South African Electrical Regulations SANS 10142 and Occupational Health & Safety Act (OHSACT). Should there be any deviation from these regulations the venue or Organisers Representative has the right to request that changes be made to the installation in order meet the requirements of the regulations, failing which the equipment must be removed from the venue.
- 1.3 When a fault becomes apparent, the appointed Electrical Contractor for the event must isolate the fault and notify all relevant parties of the problem.
- 1.4 If it is determined that the fault is venue related, the Venue's representatives must be notified immediately.
- 1.5 If it is determined that the fault lies with the equipment connected to the temporary reticulation supplied for the event, then the equipment must be removed from the circuit and not reconnected until such time as the cause of the fault has been corrected.

2. Electrical Installations must comply with the Following:

- 2.1 Each installation shall be bonded to earth
- 2.2 Single phase wiring shall as a minimum be 3 core double insulated cabling with not less than a 1.5mm cross sectional area and be in PVC, electrometric or other plastic sheathing based on the supply breaker specific to the regulated current of the cable. Ripcord may not be used.

- 2.3 No ends or unprotected open joints may be visible to the naked eye.
- 2.4 Joints shall not be made except when connecting into a circuit and must be insulated.
- 2.5 Screwed connectors or ferrules shall be used and totally enclosed.
- 2.6 All wiring shall be effectively protected & fixed to prevent damage and risk of injury.
- 2.7 Cables placed under carpets must be protected and taped down; if not adequately covered and protected the Organiser or Venue may request the removal of the cable.
- 2.8 Cables may not cause a trip hazard or lay in fire exit lanes. All cables in public areas must be matted with rubber matting or alternatively, taped down to avoid being a trip hazard or creating loose ends.
- 2.9 Regulations/Guidelines on items such as amps, dimmer racks and follow-spots are being investigated further.
- 2.10 An appliance is deemed to be a piece of equipment plugged into the circuit beyond the distribution board and being of single phase in nature. The owner of the appliance is responsible for inspecting the equipment after the distribution point of supply.

3. Emergency Lightning/Power:

- 3.1 The Event Organiser is responsible for checking that the venue or site has adequate emergency power for lighting for evacuation purposes.
- 3.2 Emergency power can be provided by UPS (Uninterrupted Power Supply), battery or back-up generator.
- 3.3 It is important to note that if emergency power is in place, it cannot be disconnected or utilised as an alternative power supply.
- 3.4 Note that the venue or contractor appointed to supply generators at an event is required, as per the OHSACT, to provide a daily generator checklist for the period it is on site.
- 3.5 For any back-up or primary generator supply, the contractor is required to provide a COC for the reticulation and it must be a separate feed to the venue reticulation.

4. Appointed Contractor/Certificate of Compliance:

- 4.1 The appointed Electrical Contractor for the event is required to provide a Certificate of Compliance (COC) for all the electrical work carried out on the event, be it of a permanent or temporary nature.
- 4.2 It is the responsibility of the appointed Electrical Contractor to inspect, where reasonably possible, any electrical connection carried out by a third party and to verify that the connection is safe. An example of a third party would be a contracted electrician hired by an individual exhibitor to carry out work on a designer stand. If there are concerns surrounding the work carried out by a third party the Organiser, Venue or appointed Electrical Contractor may request a COC for the work.
- 4.3 Note that the venue or Organiser's representative may carry out an inspection on any day of the event but more specifically on the last day of build-up to ascertain if compliance with the relevant regulations has been achieved. Although this may be deemed to be too late to make adjustments, it is the accredited electrical contractor's responsibility to comply with the relevant regulations prior to any inspections being carried out.
- 4.4 The Organiser or Electrical Contractor may assume that the venue is in control of their own reticulation and supply and that it is safe for use and has the relevant certification.

5. Low Voltage and specifically temporary installations for the Live Events:

- 5.1 This guide aims to provide greater clarity regarding the supply of temporary installations for both exhibitions and concerts.
- 5.2 Time constraints such as tight deadlines and schedules, adverse weather conditions and late modifications to plans laid out by Organisers and exhibitors limit the use of conventional permanent connections for events.
- 5.3 Given the nature of live events it is imperative that an electrician working in the events industry be suitably qualified and sufficiently experienced to design, install, test and commission temporary installations. Provided these requirements are met, it should not be necessary to consult an electrical engineer for each event installation. Complex or unusual installations may still require certification and approval by an electrical engineer.

6. Areas of Concern regarding Temporary Connections:

- 6.1 It is critical with all installations to determine where the legal responsibility for the installation lies, be it with the Venue, Organiser, organiser's electrical contractor or the end user.
- 6.2 The stage at which a COC is issued as a standard practise for the Events Industry is when the moment items are wired in or temporary connections carried out.
- 6.3 It is agreed as an industry norm that when C-form plugs under 32 amps are used or, when 15 amp single phase plugs are used, a COC is not required.
- 6.4 A best practise is that each piece of equipment used should be uniquely identifiable and that an appropriate tracking system be in place (such as bar-coding). A list of equipment details and inspection criteria applied to the equipment should be kept on site by the Electrical Contractor responsible for the installation.
- 6.5 Distribution boards should be earthed correctly. The venue or Organiser's representative will need to assess and monitor the earthing requirements for each temporary board being provided for the event
- 6.6 The entire length of every circuit must be protected by earth leakage units. Electrical contractors must ensure that both the primary reticulation from the venue's distribution points as well as the reticulation to individual stands is provided.

7. Determine the following when utilising existing electrical facilities:

- 7.1 A full electrical layout of the area being utilised;
- 7.2 The load characteristics of the installation;
- 7.3 Spare capacity available at all entry/exit points of installation;
- 7.4 Fault capacity at the respective entry/exit points.

Once the above has been established, the Event Organisers rely on the contracted electrical supplier to establish suitable entry/exit points and to ensure that the load drawn at each point does not adversely affect the normal load characteristics of the established installation.

The equipment provided by electrical contractors is often subject to severe abuse and should therefore, be designed with this in mind.

8. DB Boards should have the following features:

- 8.1 Safety in use;
- 8.2 Flexibility – multiple applications and the ability to allow components to be changed for specific duties;
- 8.3 Portability – suitable for transport, storage and repeated handling;
- 8.4 Robustness – able to resist damage and to operate in all weather conditions;

9. Testing and Certification Requirements:

- 9.1 Standard safety checks as detailed in SANS 10142 should be carried out as required;
- 9.2 Additional safety checks justified by the design specifications are to be determined and carried out by the appointed electrical contractor;
- 9.3 Recording of test results and evaluation of safety implications are to be included in the COC;
- 9.4 Initiating any remedial action required to remedy concerns;
- 9.5 Provision of appropriate written certification that the system is safe for use.

10. Operating Requirements:

- 10.1 Circuits are to be energised and monitored by the appointed Electrical Contractor;
- 10.2 Competent and knowledgeable personnel should be on site to monitor the installation throughout the event;
- 10.3 Equipment should be located in such a way as to minimise tampering and damage to the installation;
- 10.4 Unforeseen adjustments or upgrades must be carried out by certified individual in a safe manner. The COC should be updated accordingly;
- 10.5 All personnel should be aware of the venue emergency plans and understand the role the contractor plays in this situation.

11. Protection of Circuits:

- 11.1 Circuits should be protected in accordance with the SANS 10142;
- 11.2 Appropriate protection should be provided for all main circuits and sub-circuits against over-current and earth faults;
- 11.3 Protective apparatus should be able to safely interrupt any fault that may occur;
- 11.4 Special consideration should be given to final sub-circuit earth loop impedance as the earth loop impedance at the end of a long circuit may be too low;
- 11.5 All parts of the installation should have an earth protective conductor as an integral part of the distribution system;
- 11.6 If there is concern over the continuing integrity of the sub-circuit earth conductors, or there is a specific known, an earth leakage unit should be provided to disconnect the sub-circuit;
- 11.7 All temporary power connections should be made using approved plugs sockets and cable couplers.

In general, site work on exposed live conductors is strictly forbidden; a safe system of work should be devised and operated.

Temporary Gas Application and Usage Guidelines

An application must be submitted in writing to Emergency Management Services 14 days prior to the event via the Organisers or Venue.

(This application on a company letterhead, must indicate the intended use of the gas)

- 1. The Use & Storage of Liquefied Petroleum Gas (LPG), Flammable Liquids & Hazardous Substances for Events and Exhibitions:**
 - 1.1 This document serves as a guideline for the safe storage and use of LPG and other flammable liquids at events.
 - 1.2 This document must be read in conjunction with all relevant codes and the relevant City By-Laws pertaining to the handling and storage of flammable liquids. This document only provides for the following classes:-
 - Class 0 : LPG
 - Class 1 : Flashpoint below 21 degrees Celsius
 - Class 2 : Flashpoint between 21 and 55 degrees Celsius
 - Class 3 : Flashpoint above 55 and 90 degrees Celsius
 - 1.3 All industrial gasses and pyrotechnics are excluded from this guideline.
- 2. Relative Codes to be used for the use of LPG and Normative References is the SANS 10087-2:**
 - 2.1 Handling, storage and distribution of LPG in domestic, commercial and industrial installations in regards to the following:-
 - Part 1: Consumer LPG cylinder installations
 - Part 2: Installations in mobile units and small non-permanent buildings
 - Part 3: Retail outlets and similar sites for small containers
- 3. Codes pertaining to the Handling of Flammable Liquids:**
 - 3.1 Only one 9 kg gas cylinder is permitted per application, or otherwise approved in writing by the City Official, with a maximum capacity of 19 kg's per venue or hall for all applicants. Special requests will be approved on a merit to merit basis.
 - 3.2 Multiple applications by various users will be evaluated by EMS on a merit to merit basis.
 - 3.3 Any spare cylinders are restricted to a 9kg cylinder and must be stored outside of the building in a lockable facility designated by the venue.
 - 3.4 A qualified installer (relevant qualification) with the relevant license must install the gas connection and sign off the installation off on a Certificate of compliance.
 - 3.5 A copy of the relevant license and Certificate of Compliance must be made available to the City Fire & Emergency representative and a copy must be supplied to the Organiser and Venue's Safety Officer.
 - 3.6 A 9kg dry powder fire extinguisher must be installed in close proximity to the gas cylinder.
 - 3.7 Clear signage must be displayed indicating where the gas cylinder has been installed.
 - 3.8 Clear signage must be displayed indicating where the fire extinguisher has been installed.
 - 3.9 The gas cylinder must be easily accessible and not locked or blocked, this is in the event of a leak or emergency.
 - 3.10 Installed units must be placed in a well ventilated area and not subject to a confined space that may deoxygenate the area.
 - 3.11 All piping must be in good order, with flexible to a maximum of 3 metres and copper piping used for installations beyond this or any secondary points.

- 3.12 The regulator must have permanent connections with no leaks which need to be tested and under no circumstances can clamps to be used.
- 3.13 The gas cylinder must be disconnected at night or when the stand is not manned and removed off the venue floor and stored in the determined point designated by Organiser and Venue.

4. Codes Pertaining to the storage of flammable liquids:

The storage of gas cylinders within the building should be limited as far as possible to those in use:

- 4.1. The cylinder storage area must not be used for the storage of any other materials and vegetation must be cleared for a distance of 3 meters.
- 4.2. Gas cylinders must be stored in a well ventilated cage out of any direct sunlight.
- 4.3. Full cylinders should be kept apart from empty cylinders so that it will not be necessary to open valves to check whether cylinders are empty or full. Empty cylinders should be chalk-marked with the letters "M.T" to avoid confusion.
- 4.4. Cylinders must always stand upright. Special stands should be used, or cylinders can be chained in the upright position, to prevent falling and damage to valve assemblies.
- 4.5. Keep only the required amount of LPG cylinders on site.
- 4.6. The cylinder store or storage area must be kept locked and a responsible person appointed to control keys and the issue of cylinders/
- 4.7. Empty cylinders must be immediately returned and before being locked away a check should be made that the valves are tightly closed. Where provision exists fit protecting caps over valves when cylinders are not in use.
- 4.8. Notices prohibiting smoking and naked lights, as well as notices describing the colour code for cylinder contents should be prominently displayed.
- 4.9. When changing LPG cylinders the forklift must be switched off at all times.
- 4.10. One 9 kg dry chemical extinguisher must be mounted in an easily accessible position near the cage.
- 4.11. Notices indicating "DANGER – FLAMMABLE GASES" must be fitted to the outside face of all doors or gates.

Please Note

- Final permission can only be granted on site once the above conditions have been inspected by the EMS representative.
- Should the representative of the City's Fire & Emergency representative or the Organiser or Venue's Safety Officer find any unsafe conditions, this will need to be rectified before permission is granted.

FLAMMABLE MATERIAL GUIDELINES FOR THE EVENTS INDUSTRY

Definition of a Flammable Material:

Any material that when an ignition source (e.g. lighter, lighter, matches, grinding) is applied for a short period the material will burn.

Furthermore when the ignition source is removed the material will continue to burn on its own. This is specifically aimed at material that ignites after very short period of exposure to fire or flame.

Hence the above definition, the events industry requires Guidelines from which to operate as indicated below and will be used at the Event to ensure compliance with all of the Council By-Laws and Regulations regarding fire safety of flammable material.

The local council by-Laws are quite specific; **THAT NO COMBUSTIBLE MATERIAL with a high fire rating may be displayed at any event** unless the said material has been treated with an approved fire retardant according to specification and certification issued on completion of treating.

All flammable and combustible materials and components that will be used on your stand must be declared for approval. This material must be treated with a flame-retardant chemical. A certificate must be obtained and a copy of the certificate must be handed to the Organiser as verification of the treatment being applied.

Materials to be taken note of:

- Please note that items such as PVC, Shade cloth **specifically those manufactured from thermo plastic are cause for concern as they promote alternative ignition points due to burning droplets falling onto carpets etc when ignited. These materials cannot be** treated as the chemical does not bond onto the material and therefore can not be used on the property. In particular no exhibitor may use this material to close off a stand.
- Furthermore any hazardous chemicals such as thinners, Woodoc, petrol, oils, etc. to be used within the confines of the venue must be declared as there is a minimum loading allowed on the property (the venue policy is a combined amount of 50 litres in venue and no more than 5 litres on any given stand during construction). Please note that these chemicals shall be stored in-purpose made safety containers.
- Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a certificate indicating that the product has been treated including the fire retarding compound.
- When material such as draping, butcher's linen, other décor materials, etc. are used as part of a display; this material must be treated with a flame-retardant chemical. A certificate must be obtained and a copy of the certificate must be handed to the Organiser as verification of the treatment being applied.
- Furthermore, please ensure the draping or material does not come into contact with electrical wiring, fittings and/or globes, lamps and drops no lower than 5cm above the carpeted floor.
- Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement. E.g. spilt poles, bamboo's, dry vegetation such as tree branches. This does not include cabinets, tables, and treated wood products.
- The treatment process with a fire retardant substance must be approved by the Fire & Emergency Services & SABS standards and any material treated and certified outside South African borders should be endorsed by SABS. Please note that Certificates from recognised suppliers confirming retardation must be made available and presented on each stand.

The reasoning behind treating materials listed above is due to materials igniting quickly and easily when an ignition source is applied and will then allow other materials to ignite around it and therefore causing a chain reaction.

The Emergency Management Services – Fire Safety do conduct inspections at events to ensure compliance, and should full compliance with the regulations not be adhered to, EMS have the right to have contravening materials removed, the stand or show closed and/or fine transgressors

Elevated Work Platform Guidelines at Events

This document has been developed as a BEST PRACTICES FOR THE SAFE USE OF MANUAL AND POWERED ELEVATING WORK PLATFORMS for the purpose in ensuring the safe working practices when using this type of equipment at Events

Definition of a work platform:

Anything that will lift a person to a working height above 2 metres, which includes but is not limited to cherry pickers, man-lifts, scissor lifts, aerial platforms, boom trucks, etc.

1. Operator Qualifications:

The selection of operators must meet the following requirements:

- 1.1 Operators of manual and powered lift platforms (cherry pickers, man-lifts, aerial platforms, etc.) must be able to read, write and understand English, to ensure that the operator manual for the equipment is understood to eliminate any misunderstanding of the safety training, symbols, safety placards, etc.
- 1.2 Suppliers of this type of equipment must provide the operator with Operator Familiarization & Safety Training in line with IPAF (International Powered Access Federation) as well as the manufacturers' standards and guidelines.

The employer of the operator is to ensure that the operator of the equipment is adequately trained and competent to perform such operations

2. Preparation for the Use of the Equipment:

- 2.1 Thoroughly inspect the equipment for obvious signs of damage and or unsafe conditions.
- 2.2 If there is any doubt, contact the supplier or manufacturer of the equipment and give a full description of your concern.
- 2.3 If a failure is identified and the equipment is found to be unsafe to use, attach a warning tag to the upper and lower control stations which will help prevent the use of the equipment until proper repairs are made. Any kind of a warning tag will work including a hand-written explanation on a piece of paper.
- 2.4 Check and test all controls before operating the machine at height.
- 2.5 Make sure the work surfaces are free of debris and are clean (free of oil, grease, slippery surfaces, etc).
- 2.6 The operator and supervisor must ensure that the work site is safe and the ground is suitable for the equipment to travel on.
- 2.7 The work area in which lifting operations are to take place must be barricaded to prevent

unauthorized entry of persons who are not wearing proper safety equipment (hard hats, eye protection, etc).

3 Operation of the Equipment:

- 3.1 The lifting capacity of the equipment must not be exceeded. Strict adherence to the posted manufacturer's recommendations of the capacity must be strictly adhered to.
- 3.2 The machinery must be used on a level surface.
- 3.3 The operator must stop the use of the equipment if unauthorized people are in the danger zone. Work may resume once the danger zone has been cleared and is safe to resume operation.
- 3.4 The equipment must never be operated from the ground controls while someone is at height on the equipment. The only exception to this is in the event of an emergency.
- 3.5 Supervisors and operators must always be alert for symptoms of extreme fatigue. Examples are sleepiness, poor coordination, slow reactions, etc.
- 3.6 The operator shall not allow untrained / uncertified persons to operate the equipment.
- 3.7 Never under any circumstances use steps, ladders, planks or any other device on the work platform to gain additional height. Always keep both feet firmly on the platform at all times. Never lean over the side of the platform to work. Work on the platform should be simply accomplished by standing in an upright position.

4 Night Time Operation:

When the equipment is to be used at night and visibility is limited due to inadequate lighting, artificial illumination must be provided and be adequate so work may be conducted safely.

5 Overloading:

- 5.1 Never exceed the recommended manufacturer's weight capacity. This will include the weight of the occupant as well as anything additional that is placed on the platform (tools, equipment, etc).
- 5.2 Always operate the equipment with smooth movements. Abrupt starts and stops can overload the hydraulics and structure causing the equipment to fail as well as the operator being thrown from the basket from these abrupt movements.
- 5.3 Work on the platform should be avoided during high winds. Discretion is advised.

6 Working Near Electrical Wires, Cables, Boxes, etc.:

Work on the platform near electrical equipment is dangerous. Special consideration must be taken to ensure the operator's safety. If in doubt, consult a qualified electrician and make sure the electrical equipment is disabled, the control panel is locked and tagged as to the reason for the lock out.

7 Working on Soft Ground and/or Irregular Surfaces:

- 7.1 Never use a lift that was intended for indoor use on soft soil unless the lift can be properly supported on a temporary hard surface (wood, steel, etc) according to the manufacturers recommendations.
- 7.2 Never underestimate the weight of a lift (most lifts are extremely heavy and indoor hard surface wheels will easily sink into soft soil) and don't forget that lifts must always be operated in a level position and on firm ground.

8 Shut Down Procedures:

- 8.1 Always retract the boom and or scissor stack as far as possible when the equipment is left unattended.
- 8.2 Park the machine in a designated area on level ground.
- 8.3 Remove the keys to prevent unauthorized use of the equipment and must remain in the possession of the operator unless instructed differently by a supervisor.
- 8.4 Never dismount from a moving machine. The machine must be completely stationary, retracted and in a "parked" condition before dismounting.
- 8.5 Charge the batteries only in a well-ventilated area. Do not smoke near the machine. Charging batteries produces an explosive gas that can be easily ignited from a cigarette or open flame.

- **Think before you use this type of equipment.**
- **Pre-plan the work.**
- **Work safely at all times.....liability issues related to incidents if the operator is found to be negligent can be substantial (especially if a death or injury occurs).**

Ladders & Scaffolding Usage Guidelines at Events

This document has been developed for the events industry as a "BEST PRACTICES" guide of ladders and scaffolding structures at events

1. Ladders:

- 1.1. Employers shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is to be used and;
 - a) Is fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends of the stiles which shall ensure the stability of the ladder during normal use or;
 - b) Is lashed, held or secured whilst being used so as to ensure the stability of the ladder under all conditions and at all times.
- 1.2. No employee shall use a ladder if it;
 - a) Has rungs fastened to the stiles only by means of nails, screws, spikes or similar fixings;
 - b) Have rungs which have not been properly let into the stiles. In the case of welded ladders or ladders of which the rungs are bolted or riveted to the stiles, the rungs need not be let into the sides;
 - c) Has damaged stiles, or damaged or missing rungs.
- 1.3. No employer shall permit;
 - a) The use of a ladder, which is required to be leaned against an object for support, to be longer than 9m;
 - b) A ladder to be extended by fastening together two or more ladders.
- 1.4. In the case of wooden ladders the employer shall ensure that;
 - a) Ladders are constructed of straight grained wood, free from defects, and with the grain running in the length of the stiles and rungs;
 - b) The ladders are not painted or covered in any manner, unless it has been established that there are no cracks or other inherent weaknesses.
- 1.5. When work is done from a ladder, the employer shall;
 - a) Take special precautionary measures to prevent articles from falling off;
 - b) Provide suitable sheaths or receptacles in which hand tools shall be kept when not being used.
- 1.6. An employer shall ensure that a fixed ladder which exceeds five (5) m in length and is attached to a vertical structure with an inclination to the horizontal of more than seventy five (75) degrees;
 - a) Has its rungs at least 150 mm away from the structure to which the ladder is attached
 - b) Is provided with a cage which:
 - i. Extends from a point not exceeding 2.5m from the lower level to a height of at least 900 mm above the top level served by the ladder;
 - ii. Shall afford firm support along its whole length for the back of the person climbing the ladder. As such no part of the cage shall be more than 700 mm away from the level of the rungs.

2. Scaffold Structures or Platforms:

- 2.1. An employer shall ensure that:
 - a) Every plank of a solid wooden scaffold platform is at least 275 mm wide and 38 mm thick;
 - b) Every plank which forms part of a scaffold platform is supported at distances not exceeding 1.25m and its ends are projected not less than 70mm and not more than 200mm beyond the last prop;
 - c) Every plank of a scaffold platform is firmly secured to prevent its displacement;
 - d) Every platform is so constructed as to prevent materials and tools from falling through.
- 2.2. An employer shall ensure that every scaffold structure or platform:
 - a) Which is more than 2 m above the ground is on all sides, except the side facing the structure, provided with:
 - i. Substantial guard rails of at least 900 mm and not exceeding 1 000 mm in height;
 - ii. Toe-boards which are at least 150 mm high from the level of the scaffold platform and so affixed that no open space exists between the toe-boards and the scaffold platform. If the toe-boards are constructed of timber they must be at least 25 mm thick;
 - iii. Is not more than 75 mm from the structure except, where workmen must sit to work, in which case the distance may be increased to not more than 300 mm.
 - b) Is kept free of waste, projecting nails or any other obstructions and is kept in a non-slip state.
- 2.3. No employer shall permit a working platform which is higher than 600 mm to be unsupported on a scaffold platform, and shall provide an additional guard rail of at least 900mm and not exceeding 1000 mm in height above every such working platform.
- 2.4. An employer shall ensure that convenient and safe access is provided to every scaffold platform, and where access is via a ladder, the ladder shall project at least 900mm beyond the top of the platform.

Open or Naked Flame Application and Usage Guidelines for the Event Industry

*This document serves as a guideline for the safe usage of open or naked flames at events.
It must be read in conjunction with all relevant codes and the relevant City By-Laws pertaining to the use of open and/or naked flame.*

Application for open or naked flame must be submitted in writing to Emergency Management Services 14 days prior to the event via the Organisers or Venue.

(This application on a company letterhead, must indicate the intended use of the open flame)

1. Codes pertaining to the usage of naked or open flame:

- 1.1. Multiple applications by various users will be evaluated by EMS on a merit to merit basis;
- 1.2. A copy of the use and requirement of the open or naked flame must be made available to the City Fire & Emergency representative and a copy must be supplied to the organizer and event Safety Officer.
- 1.3. Included needs to be the mitigating steps taken to minimize the risk.
- 1.4. A dry power fire extinguisher must be installed in close proximity.
- 1.5. Clear signage must be displayed indicating where the fire extinguisher has been installed.
- 1.6. The flames must be extinguished when the stand is manned.

2. Required information for Application of open and/or naked flame:

(A Risk Assessment should be provided with your application with the following considerations before permission is granted)

- 2.1. Height of the flame.
- 2.2. Heat omitted from or by the flame.
- 2.3. Fuel which allows the flame to burn and the quantities required.
- 2.4. Risk profile of the fuel.
- 2.5. Combustibility of surrounding area's as well as the combustibility of materials in close proximity.
- 2.6. Probability of the flame spreading.
- 2.7. Whether an assessment has been made whether the holder of the flame is stable enough.

Note:

- Final permission can only be granted on site once the above mentioned conditions have been inspected by the EMS representative.
- Should the representative of the City's Fire & Emergency representative or the Organiser or Event Safety Officer find any unsafe conditions, this will need to be rectified before permission is granted.
- The Venue and Organiser reserve the right to remove the open or naked flame if it deemed unsafe and will not be held liable because of this decision.