

# Safety Construction Guideline

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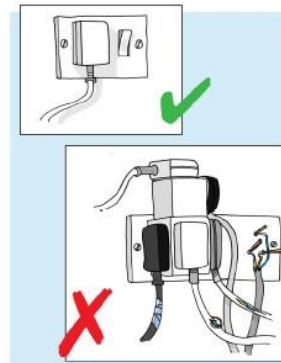
## Fire Prevention

1. Combustible waste must not be permitted to build up in the halls and must be removed regularly to a suitable disposal area. Contractors and exhibitors are not to dump large items of waste in the aisles.
2. Highly flammable liquids such as glues are not generally permitted in the halls unless essential in which case only the minimum required quantities should be used.
3. Vehicles and motor engines for machinery such as generators must not be refuelled in or close to public areas and certainly not in the halls.
4. No explosive, petrol and highly flammable toxic or corrosive substance are allowed to be used in the hall. Radioactive substances shall not be brought into the venue
5. With the exception of Hot Works (see below) pressurised gases for cooking or heating are not permitted in the halls at any time.
6. With the exception of Hot Works (see below) pressurised gases for cooking or heating are not permitted in the halls at any time.
7. Hot work shall be no other staff in the adjacent areas, work vehicles, no inflammable materials.
8. Hot work operator and related personnel must be properly protected to prevent burns and eye damage
9. Hot work operations must be located near a suitable fire extinguisher, and by another operator who should be responsible for monitoring the entire operation process, and remind others to avoid
10. Smoking is prohibited in the exhibition hall where features a non- smoking sign

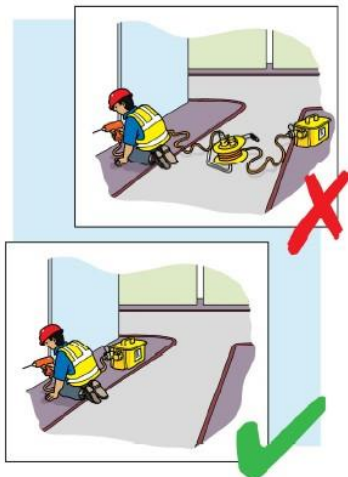
## Electrical Installations and Equipment

1. All plugs and extension leads must be free from damage and defect. Wiring circuits must comply with local wiring regulations and be protected by 30mA RCD protection.
2. The organiser reserves the right to withhold connection to power to a stand or to shut off power to a stand which is not compliant with electrical safety requirements or if it is deemed to be unsafe by the (organisers) appointed contractor representative.
3. All electrical work including testing and inspection must be undertaken by qualified electricians who are competent to do the work.

4. Circuits must be protected from overload, short circuit or earth fault with adequate correctly rated fuses or circuit breakers.



5. All electrical circuits must be properly earthed.



6. Electrical circuits must be properly insulated. There must be no exposure of live cables or live surfaces. Cables must be protected from potential damage or exposure. Extension cables should not be trailed across the floor where they can be damaged by moving vehicles. Exposed electrical cables on stands should be fixed with cable ties and should not be left hanging loose.

7. All circuits must be fully protected by Residual Current Devices with a 30 mA trip. Working on live circuits is not permitted at any time.

8. All stands must be visually inspected to ensure that the electrical installations are complete and that installations and equipment are free from obvious defect or fault which is unsafe.

9. According to the related rules, main power for equipment use and for lighting use should be ordered separately. It's strictly prohibited to connect lighting power and equipment power in the same main power supply. For details, please check with the official decorator.

## Work Equipment

1. This section applies to the use of powered tools and other work equipment such as saws, drills, nail guns and air compressors.



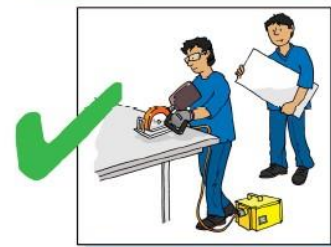
2. All tools must be in good working condition and safe to use. In particular the use of air compressors will only be permitted if they are in a safe working condition. The organiser reserves the right to prevent the use of any equipment which is unsafe.
3. Operatives must be competent to operate the equipment in use.

4. Powered tools must not be left unattended whilst operating or connected to the power supply. All dangerous parts such as saw blades must be guarded.

5. Tools which create dust such as saws must not be used inside the halls unless the dust is captured in a bag.



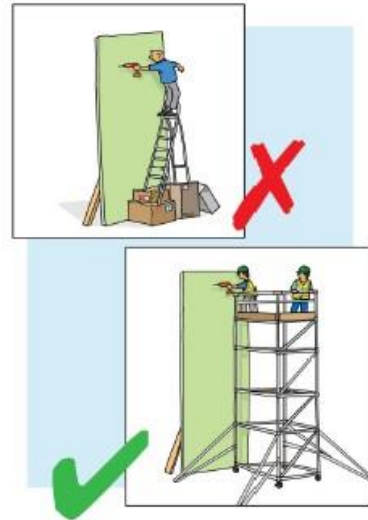
6. Tools which create unsafe levels of noise above 75dB(A) must not be used for long periods inside the halls. The organiser will monitor noise levels to ensure that the ambient noise levels do not exceed 75dB(A) for long periods.



7. Operators must wear suitable personal protective equipment to prevent injury. (Also see Personal Protective Equipment).

## Working at Height

1. A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally this means above 2m.



2. All reasonable steps should be taken to eliminate or minimise work at height. Working at height should be properly planned and supervised and the correct equipment selected. Those working at height must be protected by a guard rail or equipped with a fall arrest harness. Persons working in the vicinity of high works must wear safety helmets.



3. Ladders can be used when it is not practicable to use a working platform or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Ladders for work 2m or over are not permitted, must use scaffolding or working platform. Only one person should climb or work from a ladder or a stepladder. Steps and ladders should be checked for suitability and defects each time they are used.

4. The organiser reserves the right to require equipment deemed to be defective to be removed from the halls.

## Lifting

1. Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. This includes cranes, hiab lorry mounted cranes, fork-lift trucks, hand operated lifting equipment, lifts, hoists, pallet trucks, mobile elevating work platforms, and lifting accessories such as chains, slings, eyebolt shackles etc.
2. Lifting equipments can be rented from official freight forwarder.
3. Lifting operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Licences/training certificates must be valid and not more than 3yrs old. Proof of competence must be made available for inspection upon request. The organiser reserves the right to ban operatives who engage in unsafe practices from the tenanted area.
4. Lifting equipment used must be free from defects, fit for purpose (sufficiently strong, stable and marked to indicate its working load limit), adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. All lifting equipment on site must be visually inspected daily by a competent person to ensure that it can function safely. A record is to be taken of this inspection and collated by the lifting supervisor.



5. Fork lift operators must wear hi vis vest and relevant PPE including hard hat where applicable, obey speed limits, not carry passengers on any part of the vehicle or load, not use a mobile phone whilst operating equipment.

## Rigging

1. Rigging refers to any temporary suspended item including the fixing points.



2. Rigging operations must be undertaken and supervised by competent persons who are qualified by provision of appropriate skills, knowledge, training and experience. Certificates must be made available for inspection upon request. The organiser reserves the right to ban operatives or contractors who engage in unsafe practices from the tenanted area.
3. Rigging equipment used must be free from defects, fit for purpose, marked to indicate its Working Load Limit, adequately maintained and subject to relevant legal requirement for inspection with valid certification which must be available on request. All rigging equipment on site must be visually inspected daily by a competent person to ensure that it can function safely.
4. When working at heights riggers must be clipped on to a rigging point via a safety lanyard or be wearing fall arrest equipment. Suitable head protection must be worn to prevent injury to the head when falling. The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.



# Personal Protective Equipment and Personal Conduct

1. Personal Protective Equipment (PPE) is any item designed to protect the individual. Such items include:

- Hard Hats
- Fall arrest equipment
- Safety Boots
- Gloves
- Eye protection



2. Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities. In particular the following rules apply:

- Hardhats should be worn where there is a danger of falling objects.
- Robust footwear should be worn in the halls during build up and breakdown to prevent slipping and foot injuries.
- Those working at height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.
- Hi-visibility vests should be worn in areas of significant vehicle movement. Workers are responsible for ensuring that PPE is worn when issued and to cooperate with the organiser and the organiser's appointed safety staff regarding health and safety.





3. Smoking is banned in the exhibition halls. During move-in/move-out time, Alcoholic beverages are prohibited to be drunk in the exhibition halls.
4. Workers must conduct themselves in a manner which does not endanger the health and safety of others. The organiser reserves the right to remove any worker from the venue who poses a risk to others by ignoring health and safety rules.

## Waste Removal and Aisle Maintenance

1. Waste materials left in the aisles blocks fire exit routes and hinders access for medical teams in emergencies. Sharp objects in waste can cause injuries to hands and feet. Food waste attracts vermin and can be a health hazard.



2. The venue is responsible for cleaning normal waste which includes packaging and other small items. Exhibitors and contractors are responsible for the removal of any other waste including:

- carpet - except scraps
- crates/pallets
- building waste, such as bricks, sand and stand fitting materials
- metal work
- large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- hazardous waste - eg, paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances
- cooking oils
- strip lights (fluorescent tubes) and light bulbs
- material produced by working demonstrations of exhibits.

