

## INTRODUCTION

General safety guidelines have been developed by EXSA in order to inform and educate the exhibition industry and the exhibitor on what “best practices” should be used to safely exhibit and in order to avoid any possible liability, injury, accident or loss of life. The following guidelines should be followed when involved in an exhibition, which take into account items of general health and safety. Before any work should begin on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, which looks at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk, these steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

## GENERAL FIRE SAFETY ASPECTS

The following aspects regarding fire safety are required to be reported to the Organiser prior to start of build-up to the exhibition, to allow for liaison and approval with the Fire & Emergency Services, Metro Police and South African Police Services where applicable. This arrangement is to ensure compliance with all Municipal By Laws and Regulations regarding fire safety.

- All plans for stage sets and designs, such as height of over 500 mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the Organiser.
- All flammable and combustible materials and components will be declared for approval and treated with a flame-retardant. A certificate must be obtained and a copy of the certificate must be handed to the Organiser.
- Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose made safety containers in minimum quantities.
- Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement.
- All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event Floor plan.
- Should no certificate or approval be forthcoming, please note that the Fire department – Emergency Management Services – have the right to fine transgressions).

The Fire & Emergency Services will conduct an inspection of the exhibition on the last day of build-up to ensure compliance, 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 fine transgressors.

## ELECTRICAL PROCEDURES & REGULATIONS

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 (85 of 1983) as amended by the Occupational Health & Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor’s expense and charges for any damage caused by the faulty equipment will apply.

Due to the strict regulations governing the venue, please take cognisance of the following:

- No Twinflex is permitted.
- No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
- All purpose built stand shell schemes/equipment are to be undertaken by a registered Wireman only and must comply with South African Bureau of Standards and Occupational Health & Safety Acts i.e. Certificate of Compliance to be furnished to the Exhibition Services Manager.

## ELECTRICAL PROCEDURES & REGULATIONS (cont.)

- Only SABS approved multi-socket or multi-extender plugs or cable-tie maybe utilised.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5 mm<sup>2</sup> e.g. (3 core cable).
- 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 not be subjected to mechanical damage. 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 electrics affixed thereto must be earthed to a distribution board.
  - o No joints to trailing cable will be accepted.
  - o Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pin round plug).
  - o Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
  - o Any termination points on a wire-way need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires).
  - o Stands constructed of a conductive material will be required to be double earthed to the venue’s earthing system.
  - o 15 Amps are allocated per exhibition stand to cater for most exhibition requirements. However should it be necessary to plug in laser printers, heating and refrigeration equipment, additional electrical supply will be necessary. Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.
  - o Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
  - o Each electrical supply provided is intended for one item of equipment or machine, on display. Multi-point socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply.
  - o No electrical installation and/or fitting may be suspended from the ceiling of the exhibition hall or fixed to any part of the building structure without the prior approval of the organisers and the venue, and if permitted, a fee will be levied.
  - o 30 Amp and 60 Amp, 3-phase power including earth and neutral is available on request. Any power requirements in excess of 60 amps need to be discussed with the Services Manager.

- o Neon Lighting – This lighting may not be installed without prior arrangements and written authorisation from the Services Manager.
- o Fluorescent fittings – must be earthed.
- o All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.

### ELEVATORS

Passenger elevators and escalators are NOT to be used for transporting freight or equipment from level to level. This includes easels, chairs and tables etc.

### EMERGENCY PROCEDURES & FIRE REGULATIONS

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps:

Immediately report an incident of concern to the organiser;

Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue;

**Do not panic;**

Evacuation of the venue will be announced over the venue's PA System;

Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in your immediate vicinity;

Fire escapes are situated at intervals throughout the building and are easily accessible;

**In the event of an emergency at the venue, the following services will be provided:-**

- o Evacuation Lighting and essential ventilation
- o Computer systems for building control
- o Evacuation security systems
- o Fully trained evacuation team
- o Pressurisation of fire escape stairwells
- o Specialised emergency services
- Please note that all the venue lifts will come to ground and escalators will stop operating.

### EXITS

No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.

### FIRE ESCAPES

Fire escapes are located at intervals in the building and are accessible from each floor.

### FIRE RETARDATION

The local council by-Laws are quite specific; THAT NO COMBUSTIBLE MATERIAL with a high fire rating may be displayed at any event. However if displayed, it must be treated correctly or a low level of combustibility must be attained. 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 Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.

Combustible materials are items such as:

- Combustible materials includes draping/curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors.
- As per the Fire and Emergency Services, hay and Hessian are banned from the exhibition.
- Combustible material to be treated with a fire retardant substance as approved by the Fire & Emergency Services & SABS standards.
- Certificates from recognised suppliers confirming retardation must be made available and presented on each stand.
- Carpet fire rating as per SANS 10400.

### GAS REGULATIONS

This policy has been formulated to provide guidelines to all event organisers and/or exhibitors who bring their own equipment, goods for sale, caterers, and kitchen utensils etc. for use in any of the exhibition halls within the venue.

All clients are to abide by the following regulations drafted in accordance with the Health & Safety Committee as well as the Fire Department.

- Only one gas bottle per exhibitor will be allowed on site at any time.
- All spare bottles need to be stored off-site.
- No gas bottles larger than 19kg are allowed.
- The gas bottle must be fitted with a pressure regulator.
- No connections will be allowed during show times. All connections to be done before the show commences in the morning. Should the gas run out during the day, no further installations will be allowed until the next morning;

- The exhibitor takes full responsibility for all aspects of the Health and Safety Act that is applicable to the installation;
- Upon delivery of the gas the bottles will need to be checked through the control room and a certified installer must connect the gas, at all times.
- The exhibitor remains solely responsible for the safety and security of cylinders whether in the hall or in the marshalling yard;
- The exhibitor must ensure that the correct type and quantities of fire fighting equipment is on hand. All fire fighting equipment must have service labels from a SABS approved service company with a service date no older than 9 months;
- There is no extraction in the exhibition halls and therefore cooking must be kept to a minimum. No deep fat fryers will be allowed on-site;
- The venue reserves the right to remove all gas from site should any of the above conditions not be adhered to regardless of concluded arrangements

### INSURANCE

It is recommended that insurance cover be taken for the duration of the exhibition to include transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of their agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The Organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display material on stands. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition 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 and video machines must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive outsourced contractors. 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.

### LIABILITY

The 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 exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the exhibitor's merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property of the exhibitor located in the exhibition area, storage or any other area where access has been provided to exhibitors by the venue, 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 exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

### NATIONAL BUILDING REGULATIONS

This Code of practice covers provisions for building site operations and building design and construction both permanent and temporary that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings is defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time. This includes staging and scaffolding as temporary structures. Before temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be sought:

- 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.

### NATIONAL BUILDING REGULATIONS (cont.)

For the purposes of the exhibition, it has been determined in discussions with the venue that any structure built, stage or otherwise, is deemed a potential hazard and requires a layout plan with all the relevant details. The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and request the authorised builder provide a Structural Certificate. If it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right as the property owner or Emergency Management Services to not allow persons on the structure. The Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and the venue as the property owner, and will bring to the attention of the Managing Agent, any concerns that they may deem hazardous.

### OCCUPATIONAL HEALTH & SAFETY ACT REGULATIONS

Exhibitors who have booked floor space only stands or have a stand builder working for them, must please take note of the abovementioned act and ensure that all contractors and sub-contractors working on the stand, comply with the Safe Working Practices as well as the guidelines & regulations as set out in the Act. Please ensure that the Notice of Intent form is completed and faxed to the organisers on +27 21 418 5949.

### SAFETY GUIDELINES

- a) The venue will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- b) No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- c) The venue must give their written approval where any of the following is proposed:
  - Any material, exhibit or substances that are hazardous, noxious, explosive or of an objectionable nature;
  - Items that produce fumes, exhaust or smoke;

- Operating machinery and apparatus;
- Use or display of pyrotechnics and lasers;
- Use or display of radio active materials, flammable liquids, oils and gasses as well as welding or compressed air;
- The use of balloons and public entertainment including amusement displays, live performances and live animals on display.

### SAFE WORKING PRACTICES

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Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OHASA). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the act. Staff & contractors shall be vigilant towards health & safety issues to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:

- a) The understanding of the Fire & Emergency Services procedures.
- b) The understanding is to ensure aisles leading to emergency exits are kept clear and unobstructed.
- c) The use of hard hats when working or restricting access to dangerous and hazardous areas.
- d) The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.
- e) The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- f) That after use chemicals and liquids is removed from the venue for safe and proper disposal.
- g) 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.
- i) Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- j) That forklifts are not used by anyone other than fully trained venue personnel.
- k) That work is maintained free from general waste material that could be hazardous.
- l) That proper scaffolding is used during construction and that safety features are provided, in acceptance with established standards, and tower scaffolding is used and properly constructed.

### STRUCTURAL STABILITY

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- a) The structure of the set shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability
- b) All materials used in construction shall be:-
  - Non combustible material
  - Flame resistant timber of any thickness
  - Flame resistant plastic and boarding
  - Chipboard or block board more than 18mm thick
- c) All materials used for decorative finishes to the set shall be:-
  - Able to pass a test of flammability or for surface spread of flame
  - Be fixed taut or in tight pleats to a solid backing
  - Be secured at floor level
  - Shall not ignite when subjected to a flame for 10 seconds
- d) Any paint shall be water based.
- e) The use of paint sprayers is not permitted
- f) Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials

Source: [www.exsa.co.za](http://www.exsa.co.za)